

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE
DANBY FIRE DISTRICT
HELD ON THE 10TH OF JANUARY, 2012**

- MEETING CALLED TO ORDER BY SECRETARY TREASURER DEANNA BOWLES AT 7 PM.

ATTENDANCE;

COMMISSIONERS: GENE BEAVERS
RALPH BOWLES
L. PATRICK CAVENEY
RICHARD OLTZ
WAYNE WESTMILLER

OFFICERS: DEANNA L. BOWLES, SECRETARY TREASURER
JOHN GADEN, DANBY CHIEF
SCOTT WENDT, W. DANBY CHIEF
JOHN SMITH, W. DANBY ASST. CHIEF

- PLEDGE OF ALLEGIANCE
- INVOCATION
- OATH OF OFFICE OF NEWLY ELECTED MEMBER OF BOARD OF FIRE COMMISSIONERS
WAYNE WESTMILLER WAS PREVIOUSLY ADMINISTERED AT THE DANBY TOWN HALL
- MOTION TO APPOINT L. PATRICK CAVENEY, CHAIRMAN OF THE BOARD OF FIRE
COMMISSIONERS OF THE DANBY FIRE DISTRICT FOR THE YEAR 2012 WAS MADE BY
COMMISSIONER BOWLES, SECONDED BY COMMISSIONER OLTZ, AND CARRIED WITH
ALL IN FAVOR.

Chairman Caveney now presides over the meeting.

A legal notice for this Organizational Meeting, with an Affidavit of Publication, was published in the Ithaca Journal. The affidavit is attached to the minutes.

- RESOLUTION 1.1

BE IT RESOLVED that the regular meetings of the Danby Fire District will be held at 7:30 pm on the second and third Tuesdays of even number months at the West Danby Fire Station, located at 47 Sylvan Lane, and of odd number months at the Danby Fire Station, 1780 Danby Road, Town of Danby, New York 14850, The location and time of the meeting may be changed by further resolution of the Board of Fire Commissioners upon proper notification to the local media of such change.

Commissioner Oltz made a motion, seconded by Commissioner Caveney, to adopt Resolution 1.1. A roll call vote was taken and motion carried with all in favor.

- RESOLUTION 1.2

- BE IT RESOLVED that Deanna L. Bowles is hereby appointed Secretary Treasurer of the Danby Fire District. Said Secretary Treasurer is also appointed the Public Information Officer of the Danby Fire District. The salary for the Secretary Treasurer position is fixed as budgeted for the year.

The Secretary Treasurer will take the Oath of Office at the Danby Town Hall.

Commissioner Oltz made a motion, seconded by Commissioner Beavers, to adopt Resolution 1.2. A roll call vote was taken and motion carried with the following vote:

Commissioner Beavers	yes
Commissioner Bowles	present
Commissioner Caveney	yes
Commissioner Oltz	yes
Commissioner Westmiller	yes

- RESOLUTION 1.3

- BE IT RESOLVED that Mark C. Butler, Esq. is hereby appointed attorney for the Danby Fire District for the year 2012 with a retainer of \$2500.

Commissioner Beavers made a motion, seconded by Commissioner Caveney, to adopt Resolution 1.3. A roll call vote was taken and motion carried with all in favor.

- RESOLUTION 1.4

- BE IT RESOLVED that the Danby Fire District continue with Tompkins Trust Company and Tioga State Bank as the District's banks.

Commissioner Beavers made a motion, seconded by Commissioner Oltz, to adopt Resolution 1.4. A roll call vote was taken and motion carried with all in favor.

- RESOLUTION 1.5

- BE IT RESOLVED that the *Ithaca Journal* is designated Official Newspaper of the Danby Fire District. The *Danby Area News* will also be notified. These publications are in general circulation within the Danby Fire District.

Commissioner Beavers made a motion, seconded by Commissioner Westmiller, to adopt Resolution 1.5. A roll call vote was taken and motion carried with all in favor.

- RESOLUTION 1.6

- BE IT RESOLVED that the Danby Fire District will maintain membership in the following organizations:
 - Association of Fire District of the State of New York (A.F.D.S.N.Y.)
 - Fireman's Association of the State of New York (F.A.S.N.Y.)
 - Tompkins County Chiefs Association

Commissioner Bowles made a motion, seconded by Commissioner Westmiller, to adopt Resolution 1.6. A roll call vote was taken and motion carried with all in favor.

- RESOLUTION 1.7

- BE IT RESOLVED that the Danby Fire District will support membership by the Chiefs in the following Organization:
 - New York State Association of Fire Chiefs

Commissioner Beavers made a motion, seconded by Commissioner Westmiller, to adopt Resolution 1.7. A roll call vote was taken and motion carried with all in favor.

- RESOLUTION 1.8

- BE IT RESOLVED that upon review, the Danby Fire District approves the following yearly contracts and leases:
 - Service contract with the Brooktondale Fire Department for fire service
 - Renewal of the registration of the danbyfiredistrict.org domain name
 - Generator service contract with Kinsley Power Systems

Commissioner Oltz made a motion, seconded by Commissioner Beavers, to adopt Resolution 1.8. A roll call vote was taken and motion carried with all in favor.

Commissioner Beavers made a motion, seconded by Commissioner Caveney, to forward a copy of the Kinsley Power Systems contract to the West Danby Water District. Motion carried with all in favor.

- RESOLUTION 1.9

- BE IT RESOLVED that the Treasurer of the Danby Fire District is authorized to pay in advance of an audit by this Board of Fire Commissioners of the Danby Fire District the following claims. Such claims must be presented to the next meeting of the Board of Fire Commissioners of the Danby Fire District for audit:
 - i. Utility payments to NYSEG
 - ii. Telephone payments to Verizon and Time Warner Cable
 - iii. Postage payments to the U.S. Postmaster
 - iv. Internet Service payments to Time Warner Cable and AOL
 - v. Fuel payments to Griffith Energy, Farrellgas, and Danby Town Highway Dept.
 - vi. Insurance payments for approved policies
- BE IT RESOLVED that the Treasurer of the Danby Fire District is authorized to pay only upon approval of this Board of Fire Commissioners of the Danby Fire District on the following claims:
 - Fixed salaries;
 - Compensation for services of officers or employees regularly engaged by the fire district at agreed wages by the hour, day, week, month or year.

Commissioner Bowles made a motion, seconded by Commissioner Caveney, to adopt Resolution 1.9. A roll call vote was taken and motion carried with all in favor.

- RESOLUTION 2.0

- BE IT RESOLVED that the Treasurer of the Danby Fire District is hereby authorized within sixty days after the end of the fiscal year to submit to this Board of Fire

Commissioners a copy of the annual report required by General Municipal Law Section 30, in lieu of a written statement showing his receipts and disbursements for the preceding fiscal year. This authorization shall remain in effect until rescinded by this Board of Fire Commissioners.

Commissioner Caveney made a motion, seconded by Commissioner Beavers, to adopt Resolution 2.0. A roll call vote was taken and motion carried with all in favor.

The following committees were appointed:

PURCHASING	Commissioner Westmiller, Chair Chief Gaden Chief Wendt
BLDGS/GROUNDS:	Commissioner Bowles, Chair Commissioner Beavers
INSURANCE:	Commissioner Caveney
TRUCKS:	Commissioner Oltz, Chair Chief Gaden Chief Wendt
TOWN BOARD:	Commissioner Beavers
RECORDS:	Secretary Treasurer Bowles
POLICY:	Commissioner Westmiller, Chair Commissioner Caveney, Co-Chair Commissioner Beavers Commissioner Bowles Commissioner Oltz Matt Cooper, appointed by Chief Wendt Chief Gaden
AUDIT:	Secretary Treasurer Bowles Commissioner Caveney
TRAINING:	Commissioner Westmiller, Chair John Smith, W. Danby Training Officer Roger Grant, Danby Training Officer

Commissioner Oltz made a motion, seconded by Commissioner Bowles, to update Policy 5 Procurement as published in the *Counsellor*, Volume 16, Issue 2 dated February 1, 2011 created by the Law Firm Sapienza & Frank (*Fire District Affairs* Feb-Mar 2011 issue). Motion carried with all in favor.

Commissioner Oltz made a motion, seconded by Commissioner Bowles, to have the Policy Committee review all policies. Motion carried with all in favor.

Meeting adjourned at 8:12 pm.

Respectfully submitted,

Deanna L. Bowles
Secretary Treasurer