

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE
DANBY FIRE DISTRICT
HELD ON THE 12TH OF JANUARY, 2016**

- MEETING CALLED TO ORDER BY COMMISSIONER WESTMILLER AT 7:07 P.M..

ATTENDANCE:

COMMISSIONERS: KATHERINE ANDERSON
KEVIN FAEHNDRICH
JOSEPH FREEDMAN
EDWARD KOKKELENBERG
WAYNE WESTMILLER

OFFICERS: DEANNA L. BOWLES, TREASURER
SHARON GADEN, SECRETARY
JOHN GADEN, DANBY FIRE CHIEF
SCOTT WENDT, WEST DANBY FIRE CHIEF
PETER GOODMAN, DANBY 2ND ASSISTANT FIRE CHIEF

PUBLIC: RALPH BOWLES, DANBY FIRE CO.

- OATH OF THE OFFICE OF THE NEWLY ELECTED MEMBERS OF BOARD OF FIRE COMMISSIONERS KATHERINE ANDERSON and KEVIN FAEHNDRICH WAS PREVIOUSLY ADMINISTERED AT THE DANBY TOWN HALL
- MOTION TO APPOINT WAYNE WESTMILLER, CHAIRMAN OF THE BOARD OF FIRE COMMISSIONERS OF THE DANBY FIRE DISTRICT FOR THE YEAR 2016 WAS MADE BY COMMISSIONER FREEDMAN, SECONDED BY COMMISSIONER FAEHNDRICH, AND CARRIED WITH ALL IN FAVOR.

CHAIRMAN WESTMILLER 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 7:00 p.m. on the second and third Tuesdays of every month 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 Westmiller made a motion, seconded by Commissioner Freedman, to adopt Resolution 1.1. Motion carried with all in favor.

Commissioner Freedman discussed the process of filling the position of Fire District Secretary. The description of the job was printed in the Danby Area News. That they received only one application from an individual qualified in Quickbooks, Quicken, has past experience as acting secretary and with legal knowledge. Although this individual is a non-resident of Danby she is the only qualified applicant for the job. Commissioner Kokkelenberg made a motion to approve the appointment of a non-resident of the Town of Danby for the position of Fire District Secretary, seconded by Commissioner Westmiller. Motion carried with all in favor.

- RESOLUTION 1.2

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

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

Commissioner Kokkelenberg made a motion, seconded by Commissioner Westmiller, to adopt Resolution 1.2. Motion carried with all in favor.

- RESOLUTION 1.3

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

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

Commissioner Faehndrich made a motion, seconded by Commissioner Kokkelenberg, to adopt Resolution 1.3. Motion carried with all in favor.

- RESOLUTION 1.3a

- BE IT RESOLVED that Sharon E. Gaden is hereby appointed Deputy Treasurer of the Danby Fire District. The salary for the Deputy Treasurer position is fixed as budgeted for the year.

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

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

- RESOLUTION 1.4

- 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 Kokkelenberg made a motion, seconded by Commissioner Faehndrich, to adopt Resolution 1.4. Motion carried with all in favor.

- RESOLUTION 1.5

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

Commissioner Freedman made a motion, seconded by Commissioner Kokkelenberg, 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 Faehndrich made a motion, seconded by Commissioner Kokkelenberg, 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 Faehndrich made a motion, seconded by Commissioner Anderson, 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 Mark C. Butler, Esq. is hereby appointed attorney for the Danby Fire District for the year 2016 with a retainer of \$2500.

Commissioner Westmiller made a motion, seconded by Commissioner Freedman, to adopt Resolution 1.8. A roll call vote was taken and motion carried with Commissioners Anderson, Faehndrich, Freedman and Westmiller in favor and Commissioner Kokkelenberg abstained.

- 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:
 - Utility payments to NYSEG, Griffith Energy, Ferrellgas, Verizon, and Time Warner Cable;
 - Fuel payments to Griffith Energy, Ferrellgas, Danby Town Highway Dept. and Mirabito;
 - Payments to West Danby Water District
 - Postage payments to the U.S. Postmaster
 - Insurance payments for approved policies
 - Payments to VISA (Cardmember Service) and Staples (Staples Charge Plan)
 - Payments for approved contracts;
 - And other District regularly approved day-to-day payments.
- 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 Kokkelenberg made a motion, seconded by Commissioner Freedman, to adopt Resolution 1.9. A roll call vote was taken and motion carried with all in favor.

- RESOLUTION 2.1

- 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 receipts and disbursements for the preceding fiscal year. This authorization shall remain in effect until rescinded by this Board of Fire Commissioners.

Commissioner Faehndrich made a motion, seconded by Commissioner Freedman, to adopt Resolution 2.1. A roll call vote was taken and motion carried with all in favor.

- OATH OF OFFICE WAS ADMINISTERED TO THE CHIEFS, ASST. CHIEFS AND LIEUTENANT.

The following committees were appointed:

PURCHASING	Commissioner Westmiller, Chair Chiefs
BLDGS/GROUNDS:	Commissioner Westmiller, Co-Chair Commissioner Faehndrich, Co-Chair Chiefs
INSURANCE:	Commissioner Freedman, Chair Treasurer Bowles
TRUCKS:	Commissioner Kokkelenberg, Co-Chair Commissioner Westmiller, Co-Chair Chiefs
TOWN BOARD:	Commissioner Freedman, Chair
RECORDS:	Secretary Gaden
POLICY:	Commissioner Anderson, Co-Chair Commissioner Freedman, Co-Chair Chiefs
AUDIT:	Treasurer Bowles Commissioner Freedman
MEMBERSHIP & TRAINING	Commissioner Faehndrich, Chair Chiefs
LONG RANGE PLANNING	Commissioner Kokkelenberg, Co-Chair Commissioner Anderson, Co-Chair
BUDGET:	Treasurer Bowles Commissioners Chiefs
GRANTS:	Commissioner Kokkelenberg, Co-Chair Commissioner Anderson, Co-Chair Chiefs

Commissioner Westmiller moved to continue domain name, seconded by Commissioner Faehndrich, and carried with all in favor.

Commissioner Kokkelenberg moved to approve all current policies and to review all policies at a later date, seconded by Commissioner Anderson, and carried with all in favor.

The following officers were elected on December 10, 2015 and approved by the Board of Fire Commissioners on December 16, 2015:

- John Gaden, Danby Chief
 - Roger Grant, Danby 1st Asst. Chief
 - Peter Goodman, Danby 2nd Asst. Chief
 - Tyler Dorn, Danby 3rd Asst. Chief
 - Daniel Saracino, Danby Lieutenant
- Scott Wendt, West Danby Chief
 - Mel Westmiller, W. Danby 1st Asst. Chief
 - Ken VanEtten, W. Danby 2nd Asst. Chief
 - Tod Sukontarak, W. Danby 3rd. Asst. Chief

Meeting adjourned at 8:02 p.m..

Sharon Gaden
Secretary