

## Commissioners Meeting

January 22, 2024

Attendees:

Secretary: Acting Secretary Peggy Darling

Commissioners: Peggy Darling, Kelly Engel, Karen Edwards, John Pavelock, Trisha Finen

Representatives from Fire Department: Chief Finen, Ethan Arno

Absent:

Public Attendees:

Guest:

Meeting: called to order at 18:32

Minutes reviewed: Motion to accept Dec 1 meeting minutes with correction of one spelling error made by Trisha Finen , seconded by Karen Edwards , 1 abstain, remaining in favor.

Motion carried.

Motion to accept Dec 12, 2024 minutes made by Peggy Darling, seconded by Karen Edwards with on Revison: Adjournment was changed from John Trisha Finen to Trisha Finen. All in favor motion carried.

Correspondence: None

Old Business:

- (Dec 1st mtg) Chief reports that the process for handling complaints has begun. Chief brought up the issue that the Review Board will be comprised of new individuals with the new year. There is nothing in the Bylaws to enforce that the previous Review Board for 2023 will meet and finish reviewing and resolving the complaints already filed. The

Commissioners strongly recommend that the Bylaw Committee should meet ASAP to address this issue.

- Discussion that the Chief will open complaints first and if he determines that the signed complaint needs to be dealt with at a higher level for disciplinary then he will be sending them to the Review Board.

Dec 12th mtg-

- The Department has not had a secretary/treasurer since December 31,2023.

Commissioner Pavelock has submitted the revised Recording Policy for Commissioners' meetings.

The book of policies, procedures, and resolutions was tabled until a secretary/treasurer is employed.

The NY Fire District's Officer Guide will be purchased as soon as a new secretary/treasurer is authorized to make purchases.

- The Department banquet was held and line officers for 2024 were sworn in.
- Communications with Oneida County for the Child passenger/car seat program are continuing

New Business:

- Ethan Arno expressed interest and made an application to be appointed Secretary/Treasurer for the remainder of the 2024 calendar year. Commissioner Darling made a motion to accept his application seconded by Commissioner Edwards.

All in favor motion carried.

- Commissioner Pavelock volunteered to reach out to the District's insurance company to see what the process was for Ethan Arno to become bonded so that bills can be paid ASAP.

- A motion was made by Commissioner Pavelock to purchase a laptop for the use by the secretary/treasurer during their term. The laptop will remain the property of the District. The laptop will be installed with Microsoft Office Suite. Ethan will be obtaining

three quotes and have them available at the next meeting.

- Engine 2 is back in service and has had routine maintenance done as well as warranty work.

- A motion was made by Commissioner Trisha Finen to re-appoint Commissioner Kelly Engel as chairman of the board. Commissioner Engel accepted the position with the reminder that everyone has a right to their opinion but that the Board needs to operate professionally and with the best interests of the District and its residents in mind.

Commissioner Darling seconded the motion. All in favor motion carried.

- A motion was made by Commissioner Trisha Finen to have an Audit done of the District's books as the position is changing hands. Motion was seconded by

Commissioner Engel all in favor-motion carried. Commissioner Engle will be reaching out to the State Comptroller's Office and scheduling this as soon as possible.

- Chief Finen will inform Department personnel that the online OSHA training will need to be completed by May 31, 2024.

- Commissioner Pavelock will research and submit a template to be discussed at the next meeting in regards on how to label policies, procedures, and resolutions.

- Airpacks have been tested and certified.

- Jerome no longer rents a fit test machine. Chief Finen is reaching out to other surrounding departments chiefs to inquire if all can collaborate and purchase one together to share as they are pricey. Chief Finen will have a report ready for the next District's meeting.

Financial Bank Statement: Statement for Dec 2023 were not presented as their was no treasurer to do so or pay current bills. .

Monthly Invoices: No invoices were reviewed or authorized for payment by commissioners that were present at this meeting.

Adjournment: Motion to adjourn at 20:02 by John Pavelock seconded by Peggy Darling .

Minutes Submitted

Ethan Arno

Secretary/Treasurer