

McConnellsville Fire District
Commissioners Meeting
October 15, 2024

Attendees: Secretary: Peggy Darling

Treasurer: Katrina Reed

Commissioners: Peggy Darling, Karen Edwards, Trisha Finen,
Martin Handler

Representatives from Fire Department: Chief Finen

Absent: John Pavelock

Public Attendees:

Guest:

Meeting: called to order at 18:30.

EXECUTIVE SESSION:

A motion was made by Chair Martin Handler to enter executive session at 18:30 in regards to personnel matters of commissioners seats. Commissioner Darling second the motion. Commissioners polled: Commissioner Handler-Aye, Commissioner Darling-Aye, Commissioner Edwards- Aye, Commissioner Finen- aye. All in favor motion carried. Chair Handler requested that Commissioner Finen not be present for the session.

Executive session concluded at 18:34 and regular meeting proceeded.

Correspondence:

News letter from AFDSNY

NEW BUSINESS: In regards to Executive Session

1. A motion was made by Commissioner Darling deeming the commissioner seat that expires on 12/31/ 2025 vacant. Commissioner Edward second the motion. Commissioners polled- Commissioner Darling-Aye. Commissioner Edwards-Aye, Commissioner Handler-Aye, Commissioner Finen-Aye. All in favor motion carried.
2. A motion was made by Commissioner Darling to appoint John Pavelock to

the vacant commissioner seat with term expiring on 12/31/2025. Commissioner Finen 2nd the motion. Commissioners polled- Commissioner Darling-Nay, Commissioner Edwards-Nay, Commissioner Handler-Nay, Commissioner Finen-Aye. Motion failed.

3. A motion was made by Commissioner Darling deeming the commissioner seat/term that expires on 12/31/2026 vacant. Commissioner Edwards second the motion. Commissioners polled- Commissioner Darling-Aye, Commissioner Edwards-Aye, Commissioner Handler-Aye. All in favor motion carried.
4. A motion was made, by Commissioner Darling, to appoint Trisha Finen to the vacant commissioner seat whose term will expire on 12/31/2025. At that time an election will be held in 12/25 for a one year term expiring on 12/26. Commissioner Edwards second the motion. Commissioners polled Commissioner Darling-Aye, Commissioner Edwards-Aye, Commissioner Handler-Aye. All in favor motion carried. (at this time Commissioner Finen will not be able to vote on any matters until she has filed her OATH with the Town)

OLD BUSINESS:

1. A bid request will be submitted to the Queen Central to have the exterior of the Department painted

i. This will be tabled until a treasurer is hired.

ii. This will be tabled until spring of 2025

2. Chief Finen presented quotes for new turn out gear to the Board. He will reach out to each distributor and see if a demo set can be obtained before deciding on the manufacturer. The decision will be tabled until next month.

i. Chief will continue to reach out to distributors and report in September on this matter.

ii. Chief has not heard back from JPB in regards to demo set. Will move forward in October as Chief will submit an itemized list of what is needed.

iii. A bid will be advertised in the paper to request bids

3. Motion was made by Commissioner Darling to extend the OSHA online training until June 30, 2024 due to the death of firefighter Michik. 2nd by Commissioner Finen. All in favor.

i. A list of those who have not complied will be giving to the review

board

ii. Chief will provide list to Commissioners at Octobers' meeting

iii. List was provided

4. Commissioner Darling requested that Commissioner Pavelock resend the drafted format to record policies to all Commissioners.

i. Commissioner Pavelock states that this was emailed to all Commissioners. All of the Commissioners acknowledged that they did not receive the e-mail. Commissioner Pavelock will resend before Septembers' meeting.

ii. Commissioners were polled and those present have not received an e mail as of the date of this meeting from Commissioner Pavelock in regard to a format to record policies. Commissioner Darling will submit a draft at Octobers' meeting.

iii. Drafted policy was submitted -please see new business for this

5 . Secretary Darling asked Commissioner Pavelock to provide a copy of his oath card at next meeting as the Town of Vienna cannot find their record of his oath.

i. Commissioner Pavelock reports that this can now be obtained at the Town of Vienna's office as he just recently provided the Town with a copy of it.

ii. Secretary has requested that all Commissioners, Secretary and Treasurer provide her with a copy of their oath card and proof of filing with the Town of Vienna or Town of Annsville.

iii. A letter was mailed in regards to above to all Commissioners. All Commissioners submitted asked for information except Commissioner Pavelock.

6. Commissioner Pavelock will draft a policy for the next meeting in regard to which means will be utilized to adequately communicate with the Commissioners of the Board in between meetings.

i. Commissioner Pavelock reported, at first, that this was done but would not send out via email until he received a copy of the DHR complaint. After some discussion Commissioner Pavelock

will send this out to all Commissioners before Septembers' mtg.

ii. Commissioners were polled and all report that none have received an email regarding a communication policy. Commissioner Darling will draft and present at October's meeting.

iii. Please see new business in regards to this

7. Discussion of physicals coming due in November 2024. Secretary Darling will reach out to Access and obtain some dates. An EKG will be completed on all interior, exterior, personnel over the age of 70 years, and anyone who Access recommends.

i. Physicals have been scheduled for October 30, 2024. Chief has sent out the first announcement in regard to the date and time.

iii. Chief has sent out another reminder in regards to this

8. An application for a new member has been received, Joe Gillbert. The Department voted him in at their monthly meeting. A LENS report needs to be completed. Motion made by Commissioner Finen to approve Mr. Gillbert's membership –pending a LENS clearance. Commissioner Edwards 2nd the motion. Commissioners polled. Commissioner Finen- Aye, Commissioner Edwards-Aye, Commissioner Handler-Aye, Commissioner Darling –Aye

i A LENS report will be completed by 11/24 meeting

9. Treasurer Reed was absent due to the passing of her grandmother. Treasurer Reed submitted a report to be read and bills/invoices, and bank statements to be signed. Treasurer Reed submitted a proposed budget both with an increase of 4% and standard tax cap. The 2025 budget was discussed, and adjustments made. The adjustments were publications to increase \$100, equipment and repairs to increase \$2,771, and physicals to increase \$500.00. A motion was made to adopt the proposed budget by Commissioner Edwards-motion was 2nd by Commissioner -Finen. Commissioners polled- Commissioner Finen- Aye, Commissioner Edwards-Aye Commissioner Handler-Aye, Commissioner Darling –Aye. Motion carried.

i. Please refer to new business in regards to this

10. Labor posters are due to be ordered. Two flyers were received by vendors and a motion was made by Commissioner Finen to purchase the

automatic notifications from Poster Guard Plus. Commissioner Edwards 2nd the motion. Commissioners polled - Commissioner Finen- Aye, Commissioner Edwards-Aye Commissioner Handler-Aye, Commissioner Darling-Aye

i. Ordered placed

NEW BUSINESS:

1. All Commissioners acknowledge that they received and read the Draft minutes for September 16, 2024. A motion was made by Commissioner Edwards to accept the minutes with noted changes. Commissioner Handler 2nd the motion. Commissioners polled. Commissioner Edwards-Aye, Commissioner Handler-Aye, Commissioner Darling -Aye. All in favor. Motion carried.
2. Commissioner Darling presented a draft policy on formatting and recording all policies. Commissioner Handler made a motion to accept the draft to formal. Commissioner Edwards Second the motion with no noted changes. Commissioners polled: Commissioner Darling-Aye, Commissioner Edwards-Aye, Commissioner Handler-Aye. All in favor motion carried
3. Commissioner Darling reports that now a policy has been accepted on how to format/record policies at the next meeting she will submit the communication policy.
4. An error was made at last month's meeting in regards to adjusting line items on the budget for the proposed budget. The adjustments were made for the standard tax cap and not an increase above the tax cap. The budget was written as the commissioners voted on in the September 2024 meeting, therefore the budget will be submitted as the standard tax cap and nothing exceeding the tax cap.
5. A public hearing was held on October 15, 2024 at 6 p.m. in regards to the 2025 proposed budget. No one from the public attended. Motion was made, by Commissioner Darling, to accept the proposed 2025 budget as the finalized budget. Commissioner Edwards second the motion. Commissioners polled: Commissioner Darling-Aye, Commissioner Edwards-Aye, Commissioner Handler Aye. All in favor -motion carried. Resolution was signed by all Commissioners.
6. Treasurer Reed submitted the completed tax cap form to the State Comptroller's office after the resolution was signed.
7. Treasurer Reed presented budgets, bank accounts and invoices of bills to be signed.
8. Discussion that a generator is needed to power the building when service is interrupted as the Department is a shelter in place. Motion made by Commissioner Edwards to advertise bid in paper in regards to specs and cost. Commissioner Handler 2nd the motion. Commissioners polled- Commissioner

Darling-Aye, Commissioner Edwards-Aye, Commissioner Handler-Aye. All in favor motion carried.

9. Ron Engles has expressed interest in being Chairman of Electors for the December 10, 2024 elections. He will be obtaining two more electors. Compensation will remain the same at \$70. Motion made by Commissioner Darling to accept Ron Engles. Commissioner Handler 2nd motion. Commissioners polled. Commissioner Darling-Aye, Commissioner Edwards-Aye, Commissioner Handler-Aye. All in favor motion carried.
10. Secretary requested funds to buy three ring binders and tabs so notebooks can be made to keep records of OATHS/Terms/ and elections of Commissioners, task of secretary by months of the year, and policies. Motion made by Commissioner Edwards 2nd by Commissioner Handler. Commissioners polled. Commissioner Darling-Aye, Commissioner Edwards-Aye, Commissioner Handler-Aye.
11. A motion was made , by Commissioner Edwards, to advertise the purchase of turn out gear, in the paper, for the Department. Commissioner Handler 2nd the motion. Commissioners polled- Commissioner Darling-Aye, Commissioner Edwards-Aye, Commissioner Handler-Aye. All in favor motion carried.
12. A motion was made, by Commissioner Darling, to have a 2025 organizational meeting on 1/6/2025 at 6pm. Commissioner Handler 2nd the motion. Commissioners polled. Commissioner Darling-Aye, Commissioner Edwards-Aye, Commissioner Handler-Aye. All in favor motion carried.

Adjournment: Motion by Commissioner Darling to adjourn at 19:15

Minutes Submitted

Peggy Darling

Secretary

October 22, 2024

MVFdistrict minutes 10/15/2024

