

**DRAFT**  
**THE ORGANIZATIONAL MEETING**  
**DANBY FIRE DISTRICT**  
January 11, 2011

The Organizational Meeting of the Danby Fire District was called to order by Commissioner Matt Cooper at 7:40 pm on January 11, 2011 at the Danby Fire Station.

**ATTENDANCE:**

Commissioners:           Ralph Bowles  
                                  L. Patrick Caveney  
                                  Gene Beavers  
                                  Richard Oltz  
                                  Matt Cooper

Officers:                    Judd Leonard, Treasurer  
                                  Deanna Bowles, Secretary  
                                  John Smith, West Danby Asst. Chief

Matt made a motion, seconded by Richard, to elect Pat Caveney as Chairman. Motion carried with all in favor.

Commissioner Gene Beavers was welcomed to the Board and reported that he took his Oath of Office at the Danby Town Hall.

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.

Richard made a motion to appoint Deanna Bowles as secretary and to fix salary as budgeted. Motion seconded by Matt. Motion carried with the following vote:

Ralph Bowles	abstained
Pat Caveney	yes
Gene Beavers	yes
Richard Oltz	yes
Matt Cooper	yes

Deanna will take the Oath of Office at the Danby Town Hall.

Pat made a motion to appoint Mark Butler, Esq. as the District's attorney with the retainer of \$4000. Motion seconded by Ralph. Motion carried with all in favor.

Pat Caveney asked if there was anyone in the District who desired to be treasurer. No response. Since no other applications for the treasurer's position have been received, Richard made a motion to appoint Judd Leonard as treasurer. Motion seconded by Ralph. Motion carried with all in favor. Judd will take the Oath of Office at the Danby Town Hall.

Matt made a motion to continue the surety bonds for the treasurer and deputy treasurer raising the level to \$375,000 packaged with the ESIP insurance. Motion seconded by Pat. Motion carried with all in favor.

Richard made a motion authorizing the treasurer, within 60 days after the end of the fiscal year, to submit a copy of the annual report (AUD) submitted to the Department of Audit and Control. Motion seconded by Ralph. Motion carried with all in favor.

Pat made a motion to appoint the secretary as deputy treasurer with no salary and with the same level of surety bond. Motion seconded by Gene. Motion carried with all in favor.

Richard made a motion to designate the *Ithaca Journal* as the District's official newspaper. Motion seconded by Ralph. Motion carried with all in favor. It was agreed that *Danby Area News* and *Broader View Weekly* will also be notified.

Richard made a motion to continue with Tompkins Trust Company, Tioga State Bank at Newfield, Citizens Bank, and Bank of America as the District's banks. Motion seconded by Matt. There were no conflicts of interest with any Commissioner. Motion carried with all in favor.

Pat made a motion to meet on the 2<sup>nd</sup> and 3<sup>rd</sup> Tuesdays of even number months at the West Danby Fire Station and odd number months at the Danby Fire Station with the exception of the 1st meeting in February, which will be held at the Danby Fire Station. Motion seconded by Ralph. Motion carried with all in favor. The secretary will notify the media.

Richard made a motion to maintain membership in the Association of Fire Districts of the State of New York and NFPA. Motion seconded by Matt. Motion carried with all in favor.

Leases and contracts were reviewed. Gene requested a copy of the contract with the West Danby Water District be forwarded to the West Danby Water District. Gene made a motion to continue the contract with Kinsley Power Systems and to forward a copy of that contract with scheduled payments for 2010 and 2011 to the West Danby Water District also. Pat seconded the motion. Motion carried with all in favor. The secretary will send a bill for past generator service to the Water District for their share of expenses as agreed in their contract.

Policies were reviewed. Matt made a motion to change *Policy 1. Funding of Training Programs, Conference and Travel Request Procedure, Non-Conference Meals* from "Attendees are allowed up to the following amounts for meals: \$6.00 each for breakfast, \$8.50 for lunch, and \$15.00 for dinner" to "Attendees are allowed up to the following amounts for meals: \$8 for breakfast, \$10 for lunch, and \$18 for dinner." Motion seconded by Ralph. Motion carried with all in favor. *Policy 7 Chiefs Qualifications and Policy 12 Training* will be combined.

Pat made a motion, seconded by Richard, to appoint Deanna Bowles as Records Management Officer. Motion carried with all in favor.

The following committees were appointed:

Purchasing	Matt Cooper, Chair, with John Gaden, DVFC Chief, and Scott Wendt, WDFD Chief
Bldgs. & Grounds	Ralph Bowles, Chair, with Gene Beavers
Insurance	Pat Caveney, Chair
Trucks	Richard Oltz, Chair, with John Gaden, DVFC Chief and Scott Wendt, WDFD Chief
Town Board	Gene Beavers, Chair
Record Retention	Deanna Bowles, Records Manager, and Judd Leonard, Asst. Manager
Policy	Matt Cooper, Chair, Pat Caveney, Co-Chair with all Commissioners and a designated representative, by the Chief, from each fire company

Note: The Policy Committee includes Rules & Regulations.

Audit	Judd Leonard, Deanna Bowles, and Pat Caveney
Training	Matt Cooper, Chair, with John Smith, WDFD Training Officer and Roger Grant, DVFC Training Officer

Pat made a motion to continue danbyfiredistrict.org as the domain name. Motion seconded by Matt. Motion carried with all in favor.

Richard made a motion to adopt the following resolution: Fire District Treasurer to Pay Claims in Advance of Audit. Motion seconded by Ralph. Motion carried with all in favor.

Richard made a motion to adopt the following resolution: Fire District Treasurer is to Pay Only Verified or Certified Claims. Motion seconded by Pat. Motion carried with all in favor.

Meeting adjourned at 9:55 pm.

Respectfully submitted,

Deanna L. Bowles  
Secretary