

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE
DANBY FIRE DISTRICT
HELD ON THE 14TH OF JANUARY, 2014**

- MEETING CALLED TO ORDER BY COMMISSIONER WESTMILLER AT 7:08 PM.

ATTENDANCE;

COMMISSIONERS: GENE BEAVERS
RALPH BOWLES
BILL HALTON
EDWARD KOKKELENBERG
WAYNE WESTMILLER

OFFICERS: DEANNA L. BOWLES, SECRETARY
JOHN GADEN, DANBY CHIEF
TONY CARLISLE, W. DANBY CHIEF
ROGER GRANT, PETER GOODMAN, SIMON WYATT, ASST. DANBY CHIEFS
SCOTT WENDT, MEL WESTMILLER, KEN VANETTEN, ASST. W DANBY CHIEFS

- OATH OF OFFICE OF NEWLY ELECTED MEMBER OF BOARD OF FIRE COMMISSIONERS EDWARD KOKKELENBERG 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 2014 WAS MADE BY COMMISSIONER HALTON, SECONDED BY COMMISSIONER BOWLES, AND CARRIED WITH ALL IN FAVOR.
- OATH OF OFFICE WAS ADMINISTERED TO THE CHIEFS, AND ASST. CHIEFS. OATH OF OFFICE FOR DANBY LIEUTENANT TYLER DORN WILL BE ADMINISTERED AT A LATER DATE DUE TO ILLNESS.

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 7:30 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 Halton made a motion, seconded by Commissioner Beavers, 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 Beavers made a motion, seconded by Commissioner Westmiller, 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 Halton	yes
Commissioner Kokkelenberg	yes
Commissioner Westmiller	yes

- RESOLUTION 1.2a

- 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 Beavers made a motion, seconded by Commissioner Halton, to adopt Resolution 1.2a. A roll call vote was taken and motion carried with all in favor.

- RESOLUTION 1.3

- BE IT RESOLVED that Mark C. Butler, Esq. is hereby appointed attorney for the Danby Fire District for the year 2014 with a retainer of \$2500.

Commissioner Beavers made a motion, seconded by Commissioner Westmiller, 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 Halton, 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 Westmiller made a motion, seconded by Commissioner Beavers, 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 Westmiller made a motion, seconded by Commissioner Halton, 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 Westmiller made a motion, seconded by Commissioner Halton, 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 all current contracts and leases including, but not limited to:
 - 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;
 - Ciaschi, Dietershagen, Little, Michelson & Co. for audit service;
 - AOL, Timer Warner Cable, and GoDaddy for internet service;
 - Fire Detection Systems for alarm service;
 - Action Fire & Safety for fire extinguisher service;
 - Griffith Energy and Ferrellgas for fuel delivery service.

Commissioner Westmiller 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.

- 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 Beavers made a motion, seconded by Commissioner Bowles, 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 Beavers made a motion, seconded by Commissioner Westmiller, 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 Carlisle
BLDGS/GROUNDS:	Commissioner Bowles, Chair Commissioner Beavers Commissioner Halton
INSURANCE:	Commissioner Halton Secretary Treasurer Bowles
TRUCKS:	Commissioner Bowles, Chair Chief Gaden Chief Wendt
TOWN BOARD:	Commissioner Beavers
RECORDS:	Secretary Treasurer Bowles
POLICY:	Commissioner Westmiller, Chair Commissioner Halton Commissioner Beavers Commissioner Bowles Commissioner Kokkelenberg Chief Gaden Chief Carlisle

AUDIT:	Secretary Treasurer Bowles Commissioner Kokkelenberg
MEMBERSHIP & TRAINING	Commissioner Kokkelenberg, Chair Chief Gaden Chief Carlisle
LONG RANGE PLANNING	Commissioner Kokkelenberg Commissioner Westmiller Commissioner Halton Commissioner Beavers Commissioner Bowles

Commissioner Westmiller made a motion, seconded by Commissioner Bowles, to approve all current policies and to review all policies at a later date. Motion carried with all in favor.

Meeting adjourned at 8:03 pm.

Respectfully submitted,
Deanna L. Bowles
Secretary Treasurer