

Town of Watertown Fire District
 Special Meeting Minutes
 December 18, 2024

A Special Meeting was called to order by Arthur Cooley at 10 am.

The Pledge of Allegiance to the Flag of the United States of America was recited by all.

Attendance:

Commissioners: Arthur Cooley, Roland Churchill and Warren Day.

Clerk/Treasurer: Jessica Alvarado

Chiefs: David Johnston

District Manager: Fred Sourwine

Special Meeting was held to discuss Human Resource Policy and make changes.

Vacation Days: Upon a motion made by Art Cooley, seconded by Warren Day, and after a discussion held, the following resolution was approved:

Be it resolved the Commissioners approved Full- Time employees to be given the first & second year of employment 10 (Ten) vacation days per year. (10 days 1st year & 10 days 2nd year of employment)

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George				X	
Warren Day	X				
Roland Churchill	X				

The Motion carried.

Upon a motion made by Art Cooley, seconded by Roland Churchill and after a discussion held, the following resolution was approved:

Be it resolved the Board of Fire Commissioners approved two full-time employees B.Hilbert & C. Vecchio to carry over 5 (five) vacation days into 2025 and to be used before the end of the year.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George				X	
Warren Day	X				
Roland Churchill	X				

The Motion carried.

Sick time accrual for full-time employees: Upon a motion made by Art Cooley, seconded by Warren Day, and after a discussion held, the following resolution was approved:

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Be it resolved the Board of Fire Commissioners approved full-time employees will follow the New York State Paid Sick time accrual. Per New York State employees will accrue 1 hour of sick time for every 30 hours worked.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George				X	
Warren Day	X				
Roland Churchill	X				

The Motion carried.

Sick absentee’s Policy Change: Upon a motion made by Art Cooley, seconded by Warren Day and after a discussion held, the following resolution was approved:

Be it resolved the Board of Fire Commissioners approved change in sick absentee policy to read: If employee is absent more than 3 (Three) days a doctor’s note is mandatory.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George				X	
Warren Day	X				
Roland Churchill	X				

The Motion carried.

HR Time-off policy change: Upon a motion made by Warren Day, seconded by Mike Hanley, and after a discussion held, the following resolution was approved:

Be it resolved the Board of Fire Commissioners approved employees to take time off without getting docked a whole day of pay. The change in policy will allow full-time employees to take one-hour increments off if needed without taking a full day off. Mandatory Leave Slip will be implemented for all full-time employees.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George				X	
Warren Day	X				
Roland Churchill	X				

The Motion carried.

Close meeting: Upon a motion made by Warren Day, seconded by Art Cooley, and after a discussion held, the following resolution was approved:

Be it resolved that this meeting is adjourned.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				
Michael Hanley				X	
Meredith George				X	
Warren Day	X				
Roland Churchill	X				

The meeting adjourned at 8:00pm.

Respectfully submitted, Jessy Alvarado Clerk-Treasurer