

Town of Watertown Fire District
Monthly Meeting Minutes
August 09, 2023

The August Monthly Meeting was called to order by Michael Hanley at 6:00 pm.

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

Attendance:

Commissioners:, Michael Hanley, Warren Day, and Meredith George were present.
Arthur Cooley and Brian Wilcox was excused.

Secretary/Treasurer: William Bamann

Chiefs: None.

District Employees: Fred Sourwine and Chip Metzler

Guests: TWFD Firefighter Brandon Hulbert

The floor was opened for public comment.

There being no one who wanted to speak, the floor was closed for public comments.

Communications: Reminder of the emails sent out regarding the Association of Fire Districts Dinner-Meeting on August 28, 2023.

Minutes: The minutes of the July Monthly meeting were provided via email for review/approval.

Upon a motion made by Michael Hanley, seconded by Meredith George, and after a discussion held in that there were no edits required, the following resolution was approved:

Be it resolved that the aforementioned minutes from the July meeting are approved.

Commissioner	Yes	No	Abstain	Absent		Recuse
Arthur Cooley				X		
Michael Hanley	X					
Meredith George	X					
Warren Day	X					
Brian Wilcox				X		

The Motion carried.

Bills and Treasurer's Report: Secretary-Treasurer Bamann presented the bills (see attached Abstract of Bills), financial reports, and Bank Statements. The Commissioners were reminded to review and sign the Abstract of Bills as well as sign all the Vouchers for payment. One Commissioner also needs to review and sign/initial the account reconciliations and Bank Statements.

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Upon a motion made by Warren Day, seconded by Meredith George, and after a discussion held, the following resolution was approved:

Be it resolved that the bills presented be paid.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley				X	
Michael Hanley	X				
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried.

Secretary-Treasurer Bamann reported that due to the lightning strike damage, he didn't have time to complete the Actual versus Budget report so he'll send that out via email later in the week. He also presented a Rec Hall Rental request for approval. He then reminded the Board of Fire Commissioners of the Budget Workshop next Wednesday the Public Hearing for hiring Firefighters on August 29th.

Upon a motion made by Michael Hanley, seconded by Warren Day, and after a short discussion held, the following resolution was approved:

Be it resolved that the Board of Fire Commissioners approves the Rec Hall Rental request for August 19, 2023 (attached).

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley				X	
Michael Hanley	X				
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried.

Chief's Report: See Chief's Report attached.

No Chiefs were present, so Captain Sourwine reported that a new Station Support member was taken in by the Fire Department that needs approval.

Upon a motion made by Warren Day, seconded by Meredith George, and after a discussion held, the following resolution was approved:

Be it resolved that Jaylee Thesier is approved as a Station Support member of the Fire Department.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley				X	
Michael Hanley	X				
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

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The Motion carried.

Employee's Report: See District Manager's report.

Upon a motion made by Warren Day, seconded by Michael Hanley, and after a discussion held, the following resolution was approved:

Be it resolved that the Board of Fire Commissioners approves the purchase of the 2023 Ford F-250 to replace the existing 46-7-2 (2015 Ford F-350) for \$53,088.75 (see attached) per the New York State OGS contract.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley				X	
Michael Hanley	X				
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried.

Fredrick Sourwine also presented the renewal for the District's Accident and Health Insurance policy (see attached). The renewal premium cost is some 46% (\$707.00) less than last year per the agreement earlier this year when we re-competed insurances.

Upon a motion made by Meredith George, seconded by Warren Day, and after a discussion held, the following resolution was approved:

Be it resolved that the Board of Fire Commissioners approves renewing the Accident and Health Insurance policy which includes a member assistance program for a total of \$1,135.00.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley				X	
Michael Hanley	X				
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried.

Committee Reports: The Paid Firefighter Committee has not met since last month. Secretary-Treasurer Bamann reported that the Job Duties form has been approved by the County so we can now hire Firefighters after a final Resolution approving it.

Old Business:

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The Fire District Manager and Firefighter Job Descriptions are approved by the County and require the District's final approval and adoption.

Upon a motion made by Warren Day, seconded by Michael Hanley, and after a discussion held, the following resolution was approved:

Be it resolved that the Board of Fire Commissioners approves the New Position Job Duties for Fire District Manager and Firefighter/EMT (attached) for creation of these new positions.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley				X	
Michael Hanley	X				
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried.

The new HR policy will be updated to include the newly approved positions.

The Union Negotiations are no longer required since there's no positions left that could be unionized.

New Business:

Upon a motion made by Michael Hanley, seconded by Warren Day, and after a discussion held, the following resolution was approved:

Be it resolved that the Board of Fire Commissioners approves the following provisions: The Chief shall hire part-time Firefighters for up to a total of 60 hours a week for the remainder of 2023 to supplement Volunteers and existing District Employees during the work-day hours, Monday through Friday. At least one Commissioner shall participate in the hiring process. The Chief shall establish policies and procedures for the Firefighters daily activities, expectations, duties, etc. to coincide and cooperate with the District Manager and other District employees to ensure a cohesive working environment, proper care and maintenance of the District facilities, apparatus, and equipment, as well as a proper response to all emergency incidents.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley				X	
Michael Hanley	X				
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried.

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Upon a motion made by Michael Hanley, seconded by Meredith George, and after a discussion held, the following resolution was approved:

Be it resolved that the Board of Fire Commissioners will go into Executive Discussion to discuss personnel matters.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley				X	
Michael Hanley	X				
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried. The Board went into Executive Session at 7:13 pm.

Upon a motion made by Meredith George, seconded by Michael Hanley, and after a discussion held, the following resolution was approved:

Be it resolved that the Board of Fire Commissioners will come out of Executive Discussion and continue the Regular monthly meeting.

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley				X	
Michael Hanley	X				
Meredith George	X				
Warren Day	X				
Brian Wilcox				X	

The Motion carried. The Board came out of Executive Session at 8:07 pm.

Upon a motion made by Warren Day, seconded by Michael Hanley, and after a discussion held that there's no other business to discuss, 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				
Brian Wilcox				X	

The meeting adjourned at 8:10 pm.

Respectfully submitted,


 William L. Bamann
 Secretary-Treasurer