

Town of Watertown Fire District  
Meeting Minutes  
February 14, 2024

The February Monthly Meeting was called to order by Arthur Cooley at 6:00 pm.

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

**Attendance:**

Commissioners: Arthur Cooley, Michael Hanley, Warren Day, and Meredith George

Absent: Brian Wilcox.

Clerk/Treasurer: Jessica Alvarado

Absent: Deputy Clerk/treasurer: William Bamann

Chiefs: Davis Johnston, Jason Lee, John Smith and Fred Sourwine

District Manager: Fred Sourwine

Guests: Donna Blackford (Haylor, Fryer and Coon) and Pat Quinn (McNeil & Company)

The floor was opened for public comment. Pat Quinn and Donna Blackford discussed the Districts Insurance policies for the year 2024.

**Minutes:** The minutes of the January meeting were provided for review/approval.

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

*Be it resolved that the aforementioned minutes from the January meeting is 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:** Clerk-Treasurer Alvarado 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 the Vouchers for payment. One Commissioner also needs to review and sign/initial the account reconciliations and Bank Statements.

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

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*Be it resolved the Commissioners approved bills presented on the attached abstract of bills 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.

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

Old Business: Petro Led Digital Sign arrived on February 14, 2024.

Hire part time Cleaners: Upon a motion made by Arthur Cooley, seconded by Mike Hanley, and after a discussion held, the following resolution was approved:

*Be it resolved the Commissioners approved hiring part-time cleaners.*

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

The Motion carried.

Upon a motion made by Arthur Cooley, seconded by Mike Hanley, and after a discussion held, the following resolution was approved.

*Be it resolved the Commissioners approved to hire Brandon Hulbert as a part-time cleaner for the Town of Watertown Fire District at a rate of \$20.00 per hour, not to exceed 36 hours per week.*

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

The Motion carried.

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

*Be it resolved the commissioners approved to hire Pat Vincent, John Smith(Cleaner), Bob Tennes(Cleaner), Jason Kellogg, Mike Simpson and Geovani Teapost at a rate of \$23.00 per hour.*

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

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Brian Wilcox				X	
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The Motion Carried.

**Investment Policy:**

Upon a motion made by Warren Day, seconded by Arthur Cooley, and after a discussion held, the following resolution was approved.

*Be it resolved the Commissioners approved to adopt the Investment Policy for the Town of Watertown Fire District.*

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

The Motion carried.

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

*Be it resolved the Board of Fire Commissioners approved Fred Sourwine, District Manager, Jessy Alvarado, Clerk-Treasurer and Bill Bamann, Deputy Clerk-Treasurer to be the points of contact for RBC Wealth Management for the LOSAP program.*

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

The Motion carried.

**First Due Software:** First Due is in the process of retrieving data and information to begin transition.

**ABS I/T contract:** Upon a motion made by Arthur Cooley, seconded by Meredith George, and after a discussion held, the following resolution was approved.

*Be it resolved the Commissioners approved canceling ABS, I/T Contract and hire FDRHPO (Fort Drum Regional Health Planning Organization) a non-for-profit organization for all our I/T services.*

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

The Motion carried.

**Resolution to adopt 384-D**

Upon a motion made by Meredith George seconded by Arthur Cooley, and after a discussion held, the following resolution was approved.

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*Be it resolved the Commissioners approved the Resolution to adopt NYS Retirement & Social Security Law Program Section 384-D with the option to move to 384-E in 1 year (One Year).*

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

The Motion carried.

**Globe Boots:**

Upon a motion made by Meredith George, seconded by Arthur Cooley, and after a discussion held, the following resolution was approved.

*Be it resolved the Commissioners approved rescinding only using Globe Boots and approved purchasing boots with the best price.*

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

The Motion carried.

**501C3:** Commissioners suggested gathering information on applying for a 501C3.

**CMC LEVR Escape System:**

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 Commissioners approved purchasing the CMC LEVR Escape System.*

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

The Motion carried.

**Senator Walczyk:** Commissioners set up a meeting with the Senator on February 28, 2024, at 9:30pm at the Senators office.

**Solar Eclipse- April 8, discussion:** Commissioners decided to put a sign up stating No-Thru Traffic due to emergencies.

**Close Community Bank Station 3 Account:** Upon a motion made by Arthur Cooley, seconded by Warren Day and after a discussion held, the following resolution was approved.

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*Be it resolved the Commissioners approved closing Station 3 account (2410) with a sum of \$6,694.86 in the account and transferring it into the Truck Reserve.*

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

The Motion carried.

2023 Funds Left Over: Upon a motion made by Warren Day, seconded by Arthur Cooley and after a discussion held, the following resolution was approved.

*Be it resolved the Commissioners approved \$82,970.96 to be transferred to the Truck Reserve.*

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

The Motion carried.

Haylor, Fryer and Coon Insurance, increase in deductible discussion: Commissioner Arthur Cooley discussed raising the deductible to either \$2500 or \$5000. Approval tabled.

Upon a motion made by Arthur Cooley, seconded by Mike Hanley, 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				
Brian Wilcox				X	

The meeting adjourned at 10 pm.

Respectfully submitted,

Jessy Alvarado  
Clerk-Treasurer

William L. Bamann  
Deputy Clerk-Treasurer  
Absent