

Town of Watertown Fire District
Meeting Minutes
January 11, 2023

The Organizational Meeting of the Board of Fire Commissioners of the Town of Watertown Fire District was held on January 11, 2023 at the Town of Watertown Fire Station #1, 22825 County Route 67, Watertown, NY. The meeting was called to order by the District Secretary-Treasurer, William Bamann at 6:00 pm.

Attendance for the Meeting was as follows:

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

Chiefs: David Johnston and Ronald Wareham

Secretary/Treasurer: William Bamann

Guests: Robert Johnston and Joshua Wilcox

District Clerks: Fredrick Sourwine

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

Be it resolved that Arthur Cooley is appointed Chairman of the Board of Fire Commissioners

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley			X		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 Meredith George, and after a discussion held, the following resolution was approved:

Be it resolved that Michael Hanley is appointed Vice-Chairman of the Board of Fire Commissioners

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

The Motion carried.

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 that the Secretary and Treasurer positions be combined, and William Bamann is appointed Secretary-Treasurer of the Fire District for 2023 and shall be compensated at \$15/hour.

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 Warren Day, and after a discussion held, the following resolution was approved:

Be it resolved that David Johnston is confirmed as Chief.

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

Be it resolved that Jeffery VanBrocklin is confirmed as 1st Assistant Chief.

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 Brian Wilcox, seconded by Arthur Cooley, and after a discussion held, the following resolution was approved:

Be it resolved that Ronald Wareham is confirmed as 2nd Assistant Chief.

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

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Be it resolved that Jason Lee is confirmed as 3rd Assistant Chief.

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 Brian Wilcox, seconded by Meredith George, and after a discussion held, the following resolution was approved:

Be it resolved that \$0.655 per mile is the travel/mileage rate set for approved travel/mileage reimbursement as set forth by the Internal Revenue Service (IRS) for 2023 and the travel allowances established by the IRS Regulations.

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 Warren Day, seconded by Arthur Cooley, and after a discussion held, the following resolution was approved:

Be it resolved that Watertown Daily Times is the official newspaper of the 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 Arthur Cooley, seconded by Brian Wilcox, and after a discussion held, the following resolution was approved:

Be it resolved that the Fire District will continue to use Community Bank for 2023.

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 Meredith George, seconded by Brian Wilcox, and after a discussion held, the following resolution was approved:

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Be it resolved that the Secretary-Treasurer is allowed to pay bills on-line if practical, in lieu of writing paper checks, through Community Bank for 2023.

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 Meredith George, and after a discussion held, the following resolution was approved:

Be it resolved to set the monthly Commissioner's Board meetings to be the 2nd Wednesday of each month at 6:00 pm at Station #1, 22825 County Route 67, Watertown, NY.

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 Brian Wilcox, seconded by Warren Day, and after a discussion held, the following resolution was approved:

Be it resolved to permit the Secretary-Treasurer to pay, in advance of approval, the bills for water/sewer, electricity, natural gas, propane, telephone, cable, internet, motor fuel, security/alarm systems, IT services, postage and freight, any approved bond payments and any reoccurring salaries.

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 Meredith George, and after a discussion held, the following resolution was approved:

Be it resolved that the Fire District will continue to use Pinsky Law as attorney for 2023.

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

Be it resolved that Arthur Cooley, Michael Hanley, Warren Day and William Bamann are authorized to sign checks and Bowers & Company CPAs, PLLC with the authority to audit the checks and financial records of the 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 Meredith George, seconded by Michael Hanley, and after a discussion held, the following resolution was approved:

Be it resolved that Meredith George and Brian Wilcox are appointed to the Personnel standing committees and Michael Hanley and Warren Day are appointed to the Finance standing Committee.

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 Brian Wilcox, seconded by Warren Day, and after a discussion held, the following resolution was approved:

Be it resolved to close the Organizational Meeting at 6:13 pm.

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 January Monthly Meeting was called to order by Arthur Cooley at 6:14 pm.

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

Attendance:

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

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Secretary/Treasurer: William Bamann

Chiefs: Chief David Johnston and Assistant Chief Ronald Wareham.

District Employees: Fred Sourwine

Guests: Robert Johnston and Joshua Wilcox

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

Communications:

Arthur Cooley read a message from Lawyer Brad Pinsky regarding a question posed about our issues with Civil Service and whether or not a paid Fire Chief is required. See attached screenshot of the reply.

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

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

Be it resolved that the aforementioned minutes from the December 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: 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 the Vouchers for payment. One Commissioner also needs to review and sign/initial the account reconciliations and Bank Statements.

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 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				

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Warren Day	X				
Brian Wilcox	X				

The Motion carried.

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

Be it resolved that the purchase of the new multi-functional copier is approved (see quote sheet).

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.

Chief Johnston reported on the Firefighter that was injured at the Rutland Fire.

Chief Johnston also recanted the number of ours our members volunteered including incidents, training, etc. equated to some 800 hours.

The Chief then reported on the accident that our Mutual Aid engine from Brownville had responding to our call at Beaver Meadows. The claim is being process through our insurance.

The Chief also reported on the Fire Departments elections of officer, foreman, etc. There were no significant changes except that Michael Van Brocklin was elected Forman of 46-1-1. As Michael is only 19 years old, he wants to ensure the Board of Commissioners had no issues with him. Michael Van Brocklin has all the requisite NYS training; he just needs to be cleared on the truck.

The Chief asked the Board about starting the hiring process for the additional employees budgeted for in 2023.

The Chief presented the idea of leasing four vehicles to replace the Chiefs' vehicles through the Ford Government leasing program. The Board was not opposed to looking into this option.

Employee's Report: See attached report.

There was a discussion regarding the issues we are trying to resolve with Civil Service and trying to get the District Manager job approved, getting a paid firefighter position established and get answers on our Fire Driver job duties. The County Civil Service is waiting for responses from New York State. We will continue to press them on these issues. Commissioner Day will also reach out to our county legislator for assistance.

Committee Reports: None.

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Old Business:

The Fire District Manager Job Description is still awaiting approval.

The new HR policy and Union Negotiations are on hold until the disposition of the new job descriptions is finalized.

New Business:

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

Be it resolved that the Board of Fire Commissioners is not opposed to Michael Van Brocklin being Foreman of 46-1-1 as long as he gets certified to operate the truck in the next 3 months.

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

Be it resolved that Board of Fire Commissioners approves hiring 2 additional part-time Fire Drivers and directs the Secretary/Treasurer to post the job announcement at the appropriate locations including The Workplace and send it to our neighboring departments.

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 Brian Wilcox, seconded by Arthur Cooley, and after a discussion held, the following resolution was approved:

Be it resolved that the Town of Watertown Fire District shall solicit quotes/bids for a new digital sign at Station #1.

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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 Brian Wilcox, seconded by Arthur Cooley, and after a discussion held, the following resolution was approved:

Be it resolved that the Town of Watertown Fire District shall solicit quotes/bids for expanding the office at Station 1 and installing a canopy over the main entrance door at Station 1.

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 Warren Day, and after a discussion held, the following resolution was approved:

Be it resolved that the Board of Fire Commissioners shall go into Executive Session 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 and The Board went into executive session at 8:25.

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

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

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

The Motion carried and The Board went into executive session at 8:25. All those not on the Board were dismissed.

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

Be it resolved that the Board of Fire Commissioners shall come out of Executive Session 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 and The Board went into executive session at 8:45.

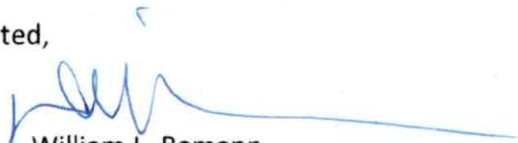
Upon a motion made by Arthur Cooley, seconded by Warren Day, and after a discussion held, the following resolution was approved:

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 8:46 pm.

Respectfully submitted,


 William L. Bamann
 Secretary-Treasurer