

Town of Watertown Fire District
Meeting Minutes
January 24, 2024

The Organizational Meeting of the Board of Fire Commissioners of the Town of Watertown Fire District was held on January 24, 2024 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 and Warren Day.

Absent: Meredith George and Brian Wilcox.

Chiefs: N/A

Secretary/Treasurer: William Bamann

In training Jessy Alvarado

District Manager: Fredrick Sourwine

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 Arthur Cooley is appointed Chairman of the Board of Fire Commissioners

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 Michael Hanley is appointed Vice-Chairman of the Board of Fire Commissioners

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 Arthur Cooley, and after a discussion held, the following resolution was approved:

Board of Fire Commissioners approved under the Civil Service Law: Section 22: Certification for a new position "Clerk (part time)."

Be it resolved a New Position Duties Statement will be submitted to Jefferson County Department of Human Resources requesting creation of new position.

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 Mike Hanley, and after discussion held, the following resolution was approved.

Be it resolved that Jessica Alvarado is appointed as Clerk and Treasurer of the Town of Watertown Fire District.

Be it resolved that William Bamann is appointed as Deputy Clerk and Deputy Treasurer of 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 Arthur Cooley, seconded by Mike Hanley, and after a discussion held, the following resolution was approved:

Be it resolved that Dave Johnston is confirmed as Fire Chief

Be it resolved that Jason Lee is confirmed as 1st Assistant Chief

Be it resolved that John Smith is confirmed as 2nd Assistant Chief

Be it resolved that Fred Sourwine 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	

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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 that Phil Armas is confirmed Station 1 Captain with the stipulation that he needs to finish his driving time within three (3) months and that Armas needs to be present and available at the station.

Be it resolved that Justyn St. Croix is confirmed Station 1 Captain.

Be it resolved that Ron Wareham is confirmed Station 3 Captain.

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 Gary Sweet is confirmed foreman of 1-1

Be it resolved that Jay Guenet is confirmed foreman of 4-1

Be it resolved that Chris Brass is confirmed foreman of 4-2

Be it resolved that Bob Johnston is confirmed foreman of 5-2

8-1 Vacant

Be it resolved that Wayne Scott Sr. is confirmed foreman of 7-1

Be it resolved that Chip Metzler is confirmed foreman of 7-2

Be it resolved that Josh Wilcox is confirmed Secretary of the Town of Watertown Fire Dept.

Be it resolved that Jeremy Powell is confirmed Treasurer of the Town of Watertown Fire Dept.

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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New Membership Approval: 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 the Board of Fire Commissioner's approved the following members.
Terry Smith Jr.*

Connor Vecchio

Kaeliel Collins (Evans Mills resident)

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 that \$0.67 per mile is the travel/mileage rate set for approved travel/mileage reimbursement as set forth by the Internal Revenue Service (IRS) for 2024 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 Arthur Cooley, seconded by Warren Day, 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 Mike Hanley, and after a discussion held, the following resolution was approved:

Be it resolved that the Fire District will use Community Bank and NY CLASS for the year 2024.

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.

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 fire district treasurer is allowed to pay bills on-line if practical, in lieu of writing paper checks, through Community Bank for 2024.

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

Be it resolved to permit the fire district 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 Warren Day, and after a discussion held, the following resolution was approved:

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Be it resolved that the Fire District will continue to use Pinsky Law as attorney for 2024 and as needed utilize the attorney from the Association of 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 Mike Hanley, and after a discussion held, the following resolution was approved:

Be it resolved that Arthur Cooley, Michael Hanley, Warren Day, William Bamann and Jessica Alvarado 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 Arthur Cooley, seconded by Warren Day, 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 Mike Hanley, seconded by Arthur Cooley, and after a discussion held, the following resolution was approved:

Be it resolved to close the Organizational Meeting at 6:17 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.

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The January Monthly Meeting was called to order by Arthur Cooley at 6:18 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

Absent: Meredith George and Brian Wilcox.

Clerk/Treasurer: Jessy Alvarado

Deputy Clerk/Treasurer: William Bamann

Chiefs: N/A

District Employees: Fred Sourwine and William Bamann.

Guests: Nikki Haskins from RBC Wealth Mgt regarding LOSAP investments via zoom.

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

Budget vs. Actual review: Commissioners reviewed document and discussed.

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

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 aforementioned minutes from the December meetings 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: Deputy Clerk-Treasurer Bamann presented the bills (see attached Abstract of Bills), financial reports, and Bank Statements. The Commissioners were reminded

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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 Mike 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	
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 The Town of Watertown Fire District will open SCBA Fund and Radio Reserve Fund in NYCLASS to earn more interest and will close those specific bank accounts at Community Bank.

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.

Civil Service applications for the Secretary job. Be it resolved the fire district will send a letter to Civil Service stating the district is no longer hiring at this time.

Rec Hall: Rental hall approved.

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

Be it resolved ten (10) pagers and charges will be purchased from United Radio.

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.

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

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 Town of Watertown Fire Department needs to change the bylaws for election to vote in December and take effect January 1.

Be it resolved the Board of Fire Commissioners approved following New York State Bylaw when any changes are needed.

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 selling surplus equipment to Rutland Fire District in the amount of \$3,000 dollars. (Three Thousand dollars)

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 Presentation: Justin St. Croix presented information on a new computer software that would benefit the fire district. St. Croix stated the solution is to rid three (3) applications (Data Demon, IAR and Target Solutions) the district is currently using now and go to only one (1) application (First Due), this would save time and resources.

Provides: Reporting to NFIRS, scheduling, inventory, responder app, Pre-Plan application/occupancy management, hydrant mapping, training, track service award, personnel management, and CAD integration.

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

Be it resolved the Commissioners approved the First Due software at a cost of \$8,725 and onetime fee of \$1200 to start to cover the maintenance for the start-up of the program.

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Be it resolved the First Due application will take 90-120 days to become active. The Commissioners approved keeping the three software applications currently used until First Due completes all transfers and software is working properly.

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

The Motion carried.

Zoom:

Nikki Haskins from RBC Wealth Mgt. gave a presentation of what RBC Wealth Mgt. can do for the district for LOSAP investments. Ms. Haskins discussed fee structures, conservative / high risk trading and overall, what the company can provide the LOSAP program. Zoom meeting ended.

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

Be it resolved to hire RBC Wealth Management for investment advisory in 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.

Digital Sign out-front of Station 1 building:

Quotes were given to the Commissioners to review. Quotes are as followed:

Petro Led – 60 pixel 50 x 100 Single sided/Digital sign only: \$11,024.00

GCI – 10 pixel 48 x 88 Single sided/Digital sign including installation: \$20,600.00

Stewart Signs - 8.88 pixel 42 x 74 single sided/Digital sign including installation: \$19,968.04

Stewart Sign- 10.66 pixel 42 x 74 single sided/Digital sign including installation: \$18,746.90

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

Be it resolved to buy the Petro Led sign only at \$11,024.00.

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.

Human Resource Policy Manual: 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 the Board of Fire Commissioners approved the Human Resource Policy Manual.

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

The Motion carried.

New website for the Fire district: 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 the Board of Fire Commissioners approved going live for the new Town of Watertown Fire District website.

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

The Motion carried.

Districts Facebook: 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 Board of Fire Commissioners approved deleting departments Facebook and starting a new one.

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

The Motion carried.

Investment Policy: Policy will be re-sent to the Commissioners for review.

Job announcement for part time firefighters: Upon a motion made by Warren Day, seconded by Art Cooley, and after a discussion held, the following resolution was approved.

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Be it resolved that the Board of Fire Commissioners approved continuing advertising the job announcement for part-time firefighters until goal has been met.

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

The Motion carried.

Executive Session:

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 the Board of Fire Commissioners shall go into Executive Session to discuss personnel and employment 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 8:24pm.

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 and employment 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 came out of executive session at 8:50pm.

Part Time Fire Chief:

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 the Board of Fire Commissioners approved David Johnston as the Part-time Fire Chief working twenty (20) hours per week of which, eight (8) hours will be Administrative. PT Fire Chief Salary is set at \$35,000. (Thirty-five thousand dollars a year).

Commissioner	Yes	No	Abstain	Absent	Recuse
Arthur Cooley	X				

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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 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 Motion carried and The meeting adjourned at 9:00 pm.

Respectfully submitted,

Jessy Alvarado
Clerk-Treasurer

William Bamann
Deputy Clerk-Treasurer