

Town of Watertown Fire District  
Monthly Meeting Minutes  
November 8, 2023

The November 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 Cooler, Meredith George and Warren Day were present.

Absent: Brian Wilcox was absent.

6:30pm Michael Hanley arrived at the meeting.

Secretary/Treasurer: William Bamann & Jessy Hudon

Chiefs: Chief David Johnston & 1<sup>st</sup> Asst Chief Jason Lee

District Employees: District Clerk Frederick Sourwine

Guests: Kathy Saville by Zoom, Robert Johnston, Wayne Scott, Sr. and Robert Schorr

The floor was opened for public comment.

Zoom presentation by Kathy Saville, Director, Investment Services from NYCLASS (New York Cooperative Liquid Assets Securities System). NYCLASS is a local government investment pool that allows local government organizations to pool funds together to collectively earn interest on investments. Ms. Saville discussed NYCLASS and what their portfolio investment strategy focuses on minimizing market risk and enhances safety via diversified investments. Funds are invested in prime or high grade, short-term fixed. Investment holdings are collateralized as required by NYS General Municipal Law.

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

Communications: None.

Minutes: The minutes of the October monthly, and budget public hearing meetings minutes were provided via email for review/approval.

Upon a motion made by Warren Day, 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.

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**Bills and Treasurer's Report:** Secretary-Treasurer William 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.

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 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.

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 approves two (2) Total Safety Solutions Emergency shut off Plugs for electric vehicles \$1700 total.*

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 short discussion held, the following resolution was approved:

*Be it resolved that the Board of Fire Commissioners approves the Override the 2% tax cap for 2024 budget.*

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.

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

Committee Reports: The Paid Firefighter Committee: The Part-Time Firefighter job announcement is out through November 30<sup>th</sup>.

Old Business:

The new HR policy was updated and the Commissioners need to review Job duties, descriptions and all highlighted verbiage before discussing and adopting. Jessy will resend via email and ensure all receive it for review.

New Business:

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 the Board of Fire Commissioners accepts the sale price of \$28,600 for the 2015 F-350 Utility Truck with plow (old 46-7-2) sold on Auctions International.*

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 approves the Association of Fire Districts training on April 13 or April 20, 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.

- 6:31 Commissioner Michael Hanley joined the meeting.

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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 approves Dick Tanner and Bob Johnston as tellers/election inspectors, to receive \$60.00 each.*

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 approves the following changes to Fire Department personnel as stated:*

*New Members: Colton Roberts & Nick Koepsell*

*3<sup>rd</sup> Assistant Chief (46-0-4): Fred Sourwine*

*Station 1 Captain: Josh Wilcox*

*Training Officer: Justin St. Croix*

*Public Information Officer including website and patch design: Phil Armas*

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 Michael Hanley, and after a discussion held, the following resolution was approved:

*Be it resolved that the Board of Fire Commissioners approves switching to Penflex Actuarial Services, LLC to provide administrative and actuarial services for the Length of Service Award program (LOSAP) and the District Manager, Fredrick Sourwine shall be the "Authorized Representative" to execute the necessary transfer of service award program information to Penflex Actuarial Services, LLC.*

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

*Be it resolved that the Board of Fire Commissioners approves investing with NYCLASS and shall transfer the other 2 reserve funds (Radio Reserve and SCBA Reserve) and General Fund.*

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 Board of Fire Commissioners approves using GoDaddy.com to build the Fire District's 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.

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 Board of Fire Commissioners approves giving hiring preferences to current members of the Fire Department then Town of Watertown residents before any others.*

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 Arthur Cooley, 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 8:11 pm.

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 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 8:18 pm.

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 Board of Fire Commissioners approves paying F. Sourwine, J. St. Croix and F. Metzger for hours worked during City of Watertown water main break.*

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 that there's no other business to discuss, the following resolution was approved:

*Be it resolved that this meeting is adjourned.*

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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 meeting adjourned at 8:21 pm.

Respectfully submitted,

William L. Bamann  
Secretary-Treasurer

Jessica Hudon  
Secretary-Treasurer n Training