

Town of Watertown Fire District
 Monthly Meeting Minutes
 September 13, 2023

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 Board of Fire Commissioners approves the purchase of the deck box system for the new pick-up truck as per the attached quote form.

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 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 6:31 pm.

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 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 7:49 pm.

As Ronald Wareham has resigned as First Assistant Chief, a motion was made by Arthur Cooley, seconded by Brian Wilcox, and after a discussion held, the following resolution was approved:

Be it resolved that the Board of Fire Commissioners accepts the resignation of Ronald Wareham and approves Jason Lee and John Smith moving up to First Assistant Chief and Second Assistant Chief respectively for the remainder of 2023.

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

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Committee Reports: The Paid Firefighter Committee did not meet last month. Chairman Cooley discussed his conversations with another Commissioner from Onondaga County on hiring firefighters and a Fire Chief; he recommended we hire the Chief first. He then gave each board member the minimum standards for a career Fire Chief in New York State (attached). The Committee will have to get together and draft a job duties form for Fire Chief and get that approved by the County before moving forward with hiring a career Chief.

Old Business:

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

New Business:

Chairman Cooley reported Carolyn Kaiser requested to store medical equipment (wheelchairs, walkers, etc.) for a loan closet program at Station 2. She will need a small area in one corner that should not interfere with the existing uses of the building.

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 the use of Station 2 by Carolyn Kaiser to store medical equipment.

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 Board of Fire Commissioners approves active membership of Justyn St. Croix.

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

Be it resolved that the bills presented in the amount of \$347,523.79 be paid (see Abstract of Bills).

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 he didn't have time to complete the Actual versus Budget report for the meeting; the report was generated the following day (see attached), after the checks were cut and the bills paid, then sent out via email.

The Secretary-Treasurer Job Description was drafted as discussed and sent to the County civil service office. They tentatively approved it and require the District's final approval (signature). Once they approve it, the District will need to adopt it by resolution. The job duties description (attached) shall be sent to the commissioners absent at the meeting for their input before the Chairman signs it.

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

There was a new member approved by the Fire Department, Justyn St. Croix, that needs final approval.

Employee's Report:

Frederick Sourwine reported: the canopy over the main entry door was completed, the new pick-up truck is getting a new snowplow installed, and that ladder testing is scheduled for October 11th.

He also presented quotes for a box deck system with slide out bins for the new pick-up truck.

Fred reported that he met with State Fire to discuss requirements for hiring paid firefighters.

Fred reported that KME was contacted regarding the status of the quint on order and there has been no reply. The Board requested that our Attorney, Brad Pinsky be contacted to assist in getting answers as to the status.

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The September 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, Warren Day, and Brian Wilcox were present. Michael Hanley and Meredith George were excused.

Secretary/Treasurer: William Bamann

Chiefs: Assistant Chiefs Jason Lee and John Smith

District Employees: Frederick Sourwine, Chip Metzler and Justyn St. Croix

Guests: Ronald Wareham, Wayne Scott Sr., Robert Buchman, and Chris Brass

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 news and events.

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

Upon a motion made by Arthur Cooley, seconded by Brian Wilcox, 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 August 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: 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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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 lettering our fire apparatus with "Volunteer" to emphasize the fact that we're a volunteer fire department.

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

The meeting adjourned at 8:08 pm.

Respectfully submitted,


 William L. Bamann
 Secretary-Treasurer

Agenda for Town of Watertown Board of Fire Commissioners Meeting,
September 13, 2023

6:00 PM Open Monthly Meeting:

- Pledge of Allegiance to the Flag
- Open floor for public comment
- Close floor for comment

Communications

Minutes - vote to approve last month's minutes including the Special meeting and Public Hearing minutes as emailed.

Secretary/Treasurer's report and bills

- Motion to approve and pay bills in the amount of \$347,570.61
- Approve and sign the Bank Account Reconciliations (one Board member only)
- All board members sign abstract of bills and vouchers
- Actual Expenses vs. Budget Review to date: will prepare tomorrow and email out
- Need to develop and approve an Investment Policy per GML Section 39
- Approval of Job Duties for Secretary-Treasurer

Chief's Report (see report)

District Employee Report

Committee Reports:

- Paid Firefighter Committee:

Old Business

- District HR Policy Updates: will update as time permits
- Employee Job descriptions: Working on Secretary-Treasurer, Fire Chief is next
- Brandon Hulbert Worker's Comp Claim

New Business

- Personnel issues

Adjourn