

Town of Watertown Fire District
Meeting Minutes
August 14, 2024

The August Monthly Meeting of the Board of Fire Commissioners of the Town of Watertown Fire District was held on August 14, 2024 at the Town of Watertown Fire Station #1, 22825 County Route 67, Watertown, NY. The meeting was called to order by Chairman Arthur Cooley at 6:00 pm.

Attendance for the meeting was as follows:

Commissioners: Arthur Cooley, Meredith George, Warren Day, and Rolly Churchill.
Michael Hanley was excused due to work commitments.

Chiefs: Ass't Chief Fred Sourwine

Secretary/Treasurer: Bill Bamann (Deputy Clerk-Treasurer)

Guests: Mr. Shane Converse from Watertown Supply

The floor was opened for public comment. Shane Converse presented his recommendations for new HVAC systems for Station 1 and offered his services in preparing bid documents. He answered several questions from the Board. There being no one else who wanted to speak, the floor was closed for public comments.

Note: Recruit Firefighter Brandon Hulbert addressed the Board prior to the start of the meeting and expressed his appreciation for the opportunity. He informed the Board on his workload of the academy so far and the amount of time he's having to put in to complete his assignments. He asked if he could work extra hours if the opportunity arose, but the Board told him that his current job responsibility is the successful completion of the academy and he should not be doing anything that might jeopardize that.

Communications: Nothing other than the emails sent out during the past month from the Association of Fire Districts of the State of New York and the Central Region Fire District Association.

Minutes: The minutes of the July meeting were provided via email for review/approval.

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

Be it resolved that the aforementioned minutes from the July 2024 meeting are approved.

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

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The Motion carried.

Bills and Treasurer's Report: Deputy Clerk-Treasurer Bill Bamann presented the bills (see attached Abstract of Bills), financial report, and Bank Statements. The Commissioners were reminded to review and sign the Abstract of Bills as well as sign each of 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 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				
Rolly Churchill	X				

The Motion carried.

Bill Bamann reminded the Board of the Budget Workshop scheduled for August 28th at 6 pm. He reviewed the draft budget proposal options (see attached) as recommended by the Chief. He will be going over these options in detail at the Budget workshop and will make adjustments as directed.

Chief's Report: Ass't Chief Fred Sourwine reported on the incidents from July and the recent major incidents from last week including the structure fire and flooding. There were no injuries or reported damage to District property and all members and employees performed well.

He also reported on the status of the two new Chief Vehicles (awaiting components for upfitting and lettering/stripping) and the KME Quint (in production).

Ass't Chief Sourwine presented the personnel changes from the Fire Department's meeting (see attached email from Fire Department President VanWie).

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

Be it resolved that Roosevelt Perry, Harold James III, Joshua Mullin, and Kelvin Brown Jr. were approved for membership in the Fire Department. Furthermore, Connor Brown and Jaylee Thesier have completed their probationary period without incident and are accepted into full membership in the fire Department.

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

The Motion carried.

Ass't Chief Sourwine reported the Foreman of 46-1-1 resigned as Foreman and Station Captain Armas with Foremans Wayne Scott and Chip Metzler will complete the Foreman's duties for 46-1-1.

Employee's Report: District Manager Fred Sourwine reported all district day-to day business is running smoothly but he would like to discuss some personnel issues during an executive session.

He also reported annual hose testing was completed with the loss of only four lengths of hose. He will be reviewing all the hose on trucks and spare hose to be what, if any, needs to be ordered.

Committee Reports: None.

Old Business: Freed Sourwine explained that we're still researching employee health insurance options and with three full-time employees, it appears only one may want health insurance.

New Business:

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

Be it resolved that 2024 Capital Budget be increased by \$100,000.00 to cover the costs associated the purchase of the Chief's vehicles in 2024 (from the 2023 Budget) and that the funds come from the Truck Reserve account subject to Permissive Referendum.

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

The Motion carried.

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

Be it resolved that the Town of Watertown Fire District Board of Fire Commissioners will go into Executive Session to discuss sensitive personnel matters.

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

The Motion carried and Board went into Executive Session at 7:19 pm.

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

Be it resolved that Board of Fire Commissioners shall come out of Executive Session and continue the public meeting.

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

The Motion carried and the Board resumed the normal meeting at 7:40 pm.

Upon a motion made by Meredith George, 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				
Rolly Churchill	X				

The meeting adjourned at 7:44 pm.

Respectfully submitted,

William L. Bamann
Deputy Clerk-Treasurer