



East Corning Fire Department, Inc. Organizational Meeting

*East Corning Fire Department, Inc.
Wednesday, October 9, 2019 @ 5:30pm*

Meeting Minutes

1. Call to Order at 5:30pm
2. Commissioners present: John Clarkson, David Shafer, Chet Tuttle, Brian Vandusen.
Absent: Ryan Burrell (*who joined meeting at beginning of discussion on agenda item# 13*).
3. Pledge of Allegiance
4. Motion by Brian Vandusen to reaffirm The Leader as the official newspaper of the Corning Joint Fire District. Seconded by Chet Tuttle and carried.
5. Motion by Chet Tuttle to confirm that media was notified about this Organizational Meeting. Seconded by John Clarkson. Copy of Affidavit of Publication of meeting notice in The Leader was reviewed. Motion carried.
6. Motion by John Clarkson to reaffirm appointment of David Shafer as Chairman of the Corning Joint Fire District Board of Fire Commissioners. Seconded by Brian Vandusen and carried.
7. Motion Brian Vandusen to reaffirm appointments of R. Michael Brenning as Fire Chief of the Corning Joint Fire District, Adam Nehring as Deputy Chief of the Corning Joint Fire District, and Michael Mahnke as Deputy Chief of the Corning Joint Fire District. Seconded by Chet Tuttle and carried.
8. Motion by Chet Tuttle to establish 2019 salary for CJFD Treasurer is \$5,820.00 and 2019 salary for CJFD Secretary is \$1,940.00. Seconded by John Clarkson and carried.
9. Motion by Brian Vandusen to authorize Defense and Indemnification of Commissioners, District Employees, and District Volunteers Pursuant to Public Officers Law Section 18. Seconded by John Clarkson and carried.
10. Motion by Brian Vandusen to authorize Defense and Indemnification of District Volunteer Firefighters Pursuant to General Municipal Law Section 205-g. Seconded by Chet Tuttle and carried.
11. Motion by Chet Tuttle to approve Resolution 1 of 2019 adopting MU-1 as the Record Retention Policy of the Fire District. Seconded by John Clarkson and carried.
12. Motion by Brian Vandusen to designate the Corning Town Hall, 20 South Maple Street, Corning, NY including the exterior entrance door of the Corning Joint Fire District

Administrative Office (located on the South wall of the Corning Town Hall) to be used for the Posting of Open Meetings Law Notices. Seconded by Chet Tuttle and carried.

13. Motion to discuss CJFD Committee formats by Brian Vandusen, seconded by John Clarkson, and carried. Tentatively proposed to include:
- a) Communications, Finance/Budget/ Strategic Planning
 - b) Real Property Management
 - c) Insurance (VFBL, WC, Fleet & General Liability) & Employee Health
 - d) Procurement
 - e) Fleet Management/Equipment/Gear

Following discussion, it was agreed to merge proposed Real Property and Insurance/Employee Health committees into one committee. Chairman Shafer will chair the Communications/Finance/Budget/Planning Committee; Commissioners Clarkson and Vandusen will chair Real Property/Insurance Committee; Commissioner Tuttle will chair the Procurement Committee and Commissioner Burrell will chair the Fleet/Equipment/Gear Committee.

14. Motion by Chet Tuttle to adopt the amended CJFD Committee formats referenced in 13. Above. Seconded by John Clarkson and carried.
15. Motion Brian Vandusen to assign CJFD commissioners to chair Committees adopted in item 14. above;
- a) Communications, Finance/Budget/ Strategic Planning (*Dave Shafer*)
 - b) Real Property Management / Insurance (VFBL, WC, Fleet & General Liability) & Employee Health (*John Clarkson & Brian Vandusen*)
 - c) Procurement (*Chet Tuttle*)
 - d) Fleet Management/Equipment/Gear (*Ryan Burrell*)
- Seconded by John Clarkson and carried.
16. Motion by Brian Vandusen to discuss Procedure and Criteria for Issuing Commissioner excuses from regularly scheduled meetings and the number constituting excessive absences per Town Law Section 176-c. Seconded by Chet Tuttle and carried. It was agreed that legitimate absences from regularly scheduled meeting include: sudden illness, work conflict, or out of area. To the extent possible, absences should be reported to the Chairman of Commissioners. Failure to attend 50% or more of regularly scheduled meetings in a 12-month period will be considered excessive.
17. Motion by Brian Vandusen to adopt Procedure and Criteria for Issuing Commissioner excuses from regularly scheduled meetings and the number constituting excessive absences as agreed in item 16 above. Seconded by John Clarkson and carried.
18. Visitor's Comments
19. Motion by Brian Vandusen to adjourn the meeting @ 6:05pm. Seconded by Chet Tuttle and carried.