



## **Corning Joint Fire District (CJFD) Public Hearing / Regular Meeting**

*East Corning Fire Department, Inc.  
Tuesday, October 15, 2019 @ 7pm*

### **Meeting Minutes**

1. The meeting was called to order at 7pm.
2. Commissioners present: Burrell, Clarkson, Shafer, Vandusen. Absent: Tuttle
3. Pledge of Allegiance
4. Motion by Ryan Burrell to leave the regular session and enter a Public Hearing regarding the proposed 2020 Corning Joint Fire District Budget was seconded by John Clarkson and carried. There were 3 residents of the CJFD fire district in attendance including Deputy Chief Adam Nehring. Chairman Shafer reviewed details of the 2020 budget proposed for the CJFD. He noted that the total tax levy would be \$520,000. \$360,750 of this proposed levy is subject to Statutory Spending Limit (SSL) criteria imposed by NYS and \$159,250 of the proposed levy is not subject to this limitation. Included in the total proposed levy is \$35,000 that would be used to establish Reserve Funds for Repairs (\$19,250), Equipment Repair & Replacement (\$5,250), Capital Improvements (\$5,250), and Apparatus Repair & Replacement (\$5,250). At the conclusion of this summary report, a question was raised about how CJFD will distribute 2% revenue it receives in 2020 between the 3 member fire departments.
5. There being no further questions, a motion to leave the Public Hearing and re-enter the regular meeting session was made by John Clarkson at 7:10pm, seconded by Brian Vandusen and carried.
6. Motion by Brian Vandusen to approve minutes of CJFD Organizational Meeting and the Regular Meeting held on October 9, 2019 was seconded by John Clarkson and carried.
7. Note to Record: Chairman Shafer noted that the IRS has assigned a Federal Employer Identification to the Corning Joint Fire District (84-3350384).
8. Motion by John Clarkson to discuss VFBL and WComp insurance coverage for the Corning Joint Fire District was seconded by Brian Vandusen and carried. Chairman Shafer reported that he has been in contact with John Fleury about obtaining a proposal and quote for Fleury Risk Management in Saratoga, NY to provide VFBL coverage for CJFD volunteers and Workers' Comp insurance for CJFD employees (i.e., Secretary, Treasurer). Mr. Fleury will attend CJFD's meeting on Wednesday, November 6<sup>th</sup> to present FRM's proposal. We

will also be soliciting a quote from the Comp Alliance (e.g., Wright Risk Management; currently used by the Town of Corning to provide VFBL coverage).

9. Motion by Ryan Burrell to discuss real property, fleet and general liability insurance coverage for CJFD was seconded by John Clarkson and carried. Chairman Shafer reported that Commissioners Clarkson, Vandusen and he will be meeting with representatives from Sprague Insurance about obtaining necessary coverages from ESIP on Monday, October 21<sup>st</sup> @ 5:30pm. They will also be meeting with Jason Kimball from Farmer Insurance about obtaining these coverages from Utica National on Tuesday, October 22<sup>nd</sup> @ 5:30pm.
10. Motion by John Clarkson to discuss real property leases for ECFD and NCFD or transfer of ownership to CJFD and the transmittal letter drafted to these departments. Chairman Shafer noted that since the board's last discussion on this matter, he has been in contact with Attorney Hannigan who reaffirmed that language in paragraph 7. Insurance of the draft lease agreement is appropriately worded. He also reaffirmed that he expects CJFD will assume the majority share of the financial responsibility for property, fleet and general liability coverages for real property owned by ECFD and NCFD. A draft cover letter for transmitting proposed leases to ECFD and NCFD was reviewed. It includes 3 options:
  - lease most, but not all areas of department-owned premises to CJFD,
  - lease all of department-owned premises to CJFD, or
  - transfer ownership of department-owned premises to CJFD

Commissioner Burrell expressed concern about the first option, believing that it would be inefficient and complicate the equitable distribution of liability coverages and operating expenses between CJFD and the fire departments. Motion made by Brian Vandusen to distribute the cover letter and a draft lease to ECFD and NCFD so that they will have an opportunity to consider all 3 options at their monthly meetings in early November and decide on a course of action. Motion was seconded by John Clarkson and carried.

11. Motion by Brian Vandusen to approve first reading and discussion of the following administrative Policies & Procedures proposed for the CJFD was seconded by Ryan Burrell and carried.
  - Organizational Statement
  - Americans With Disabilities Act Policy
  - Code of Ethics
  - Investment Policy
  - Fixed Asset Capitalization Policy
  - Procurement Policy
  - Meeting Recording Policy
12. Motion to refer the following OSHA Policies & Procedures proposed for CJFD to the Chief and Deputy Chiefs for their review and comment:
  - Respiratory Protection Policy
  - Hazard Communication Policy
  - Bloodborne Pathogen Exposure Control Policy

### 13. Visitor's Comments

14. Motion by Brian Vandusen to adjourn the meeting @ 7:41pm was seconded by John Clarkson and carried.