



**Corning Joint Fire District (CJFD)
South Corning Fire Department
Tuesday, October 23, 2019 @ 5:30pm**

Agenda

1. Call to Order
2. Roll Call of Commissioners present
3. Pledge of Allegiance
4. Motion to approve minutes of CJFD meeting and Public Hearing on October 15, 2019.
5. Note to Record: CJFD has received an Exempt Organization Letter from the NYS Department of Tax & Finance.
6. Motion to adopt 2020 CJFD Budget requiring a \$520,000 tax levy that includes \$35,000 for establishing Reserve Funds for Repairs (\$19,250), Equipment Repair & Replacement (\$5,250), Capital Improvements (\$5,250), and Apparatus Repair & Replacement (\$5,250).
7. Motion to discuss draft Legal Notice for CJFD Annual Election on 12/10/2019.
8. Motion to discuss draft of a Temporary Line of Credit Agreement between CJFD and its member fire departments.
9. Motion to adopt the Temporary Line of Credit Agreement between CJFD and authorize Chairman to send executed copies to CJD's member fire departments.
10. Motion to authorize Chairman to submit a \$130.00 invoice from The Leader for services rendered to CJFD to East Corning Fire Department, Inc. for payment on CJFD's behalf as soon as a Temporary Line of Credit agreement between the two organizations is executed.
11. Motion to discuss website development proposal submitted to CJFD by First Arriving.
12. Motion to discuss status of DOH requirements for consolidating EMS services provided by member fire departments under CJFD.
13. Motion to discuss status of VFBL insurance coverage for CJFD.
14. Motion to discuss status of real property, fleet and general liability insurance coverage for CJFD.
15. Motion to discuss status of ECFD/NCFD real property leases and/or transfer of property ownership to CJFD.
16. Motion to review the following administrative Policies & Procedures proposed for the CJFD:
 - Organizational Statement
 - Americans With Disabilities Act
 - Code of Ethics
 - Investments
 - Fixed Asset Capitalization
 - Procurement

- Travel & Expense
- Meeting Recording

17. Motion to adopt the Policies & Procedures reviewed in Item# 16 above.

18. Motion to distribute the following administrative procedures proposed for the CJFD for review and adoption at our next meeting on October 30th:

- Administrative Leave
- Commissioner Attendance
- Travel & Expense
- Drug and Alcohol Abuse
- Harassment & Sexual Harassment
- Workplace Violence
- Sex Offender
- Freedom of Information

19. Motion to refer the following Policy & Procedure proposed for the CJFD to the Chief and Deputy Chiefs for their review and comment:

- Personal Safety Systems

20. Visitor's Comments

21. Motion to adjourn the meeting @ ____pm.