



**CJFD Organizational Meeting  
Corning Town Hall  
Wednesday, January 8, 2020 @ 7:00 pm**

**Agenda**

1. Call to Order
2. Roll Call of Commissioners present
3. Pledge of Allegiance
4. Motion to designate the bulletin board at Corning Town Hall, 20 South Maple Street, the exterior entrance door to the Corning Joint Fire District Administrative Office (located on the South wall of the Corning Town Hall), and the CJFD website ([www.corningjfd.org](http://www.corningjfd.org)) as the posting sites for notices required by the NYS Open Meetings Law.
5. Motion to designate The Leader as the official newspaper of the Corning Joint Fire District.
6. Motion to confirm that media was notified about this Organizational Meeting.
7. Motion to designate member fire companies (e.g. Station 16 ECFD, Station 34 SCFD & Station 43 NCFD) as the Firefighting Force for the CJFD and CJFD as the Authority Having Jurisdiction.
8. Motion to appoint company nominations of Mike Brenning (Station 16), Adam Nehring (Station 34) and Michael Mahnke (Station 43) as Chief Officers for 2020 per Town Law S176(11-b). Mike Brenning will serve as District Chief and Adam Nehring and Mike Mahnke will serve as Deputy Chiefs.
9. Motion to appoint company nominations of Assistant Chiefs for 2020 per Town Law S176 (11-b). Specifically:
  - Station 16 ECFD: Cliff Miller 1<sup>st</sup> Asst. Chief, Dan Feehan 2<sup>nd</sup> Asst. Chief
  - Station 34 SCFD: Brad Jacobus 1<sup>st</sup> Asst Chief, Joe Tongue, 2<sup>nd</sup> Asst. Chief
  - Station 43 NCFD: Terry Borden, 1<sup>st</sup> Asst Chief, Steve Peterson, 2<sup>nd</sup> Asst. Chief
10. Motion to appoint David Shafer as Chairman of the Corning Joint Fire District Board of Fire Commissioners.
11. Motion to appoint Jennifer S. Coons as CJFD Treasurer at an annual salary of \$5,500.00 earned and paid on a monthly basis.
12. Motion to fix Secretary's salary at \$2,000 per annum.
13. Motion to appoint Joanne Woodard as District EMS Coordinator.
14. Motion to acknowledge procurement of insurance for employee theft (including Treasurer) in the amount of \$600,000 and direct the filing of a copy of the Declarations Page of the Insurance Policy with the Town Clerk.

15. Motion to designate Chemung Canal Trust Company as the official depository of the CJFD.
16. Motion to approve mileage reimbursements at not more than the approved IRS rate applicable at the time of travel.
17. Motion to authorize payment in advance of Audit of Claims for salaries, utilities, and other routine expenses (e.g. real property lease payments and commercial loan payments) per Town Law S176(4-a).
18. Motion to authorize Defense and Indemnification of Commissioners, District Employees, and District Volunteers Pursuant to Public Officers Law Section 18.
19. Motion to authorize Defense and Indemnification of District Volunteer Firefighters Pursuant to General Municipal Law Section 205-G.
20. Motion to appoint Terrance Hannigan, Esq. as attorney for CJFD.
21. Motion to continue use of MU-1 as the Record Retention Policy of the Fire District and designate the Secretary as the District Records/FOIL officer.
22. Motion to declare that official records of the District will be maintained in paper format.
23. Motion to continue CJFD Committee format and appointments:
  - a) Communications, Finance/Budget/ Strategic Planning (Commissioner Shafer)
  - b) Real Property Management, Insurance & Employee Health (Commissioners Clarkson & Vandusen)
  - c) Procurement (Commissioner Tuttle)
  - d) Fleet Management/Equipment/Gear (Commissioner Burrell)
24. Motion to approve schedule of meetings, hearings and elections for 2020.
25. Motion to approve membership in associations such as FASNY, NYSAFC, Association of Fire Districts of the State of NY, local fire district associations and any other associations the Board deems appropriate to carry out its business.
26. Motion to renew/re-adopt existing real property and apparatus leases and contracts.
27. Motion to re-adopt all existing policies and adopt new policies as warranted.
28. Motion to adopt Mutual Aid agreements that the Board deems to be appropriate and feasible.
29. Authorize in advance the use of fire district equipment and apparatus for use at parades, wakes, fire prevention details, and other events upon approval of the District Chief or his/her designee(s).
30. Motion to acknowledge that the District has obtained Volunteer Firefighter Enhanced Cancer Insurance from CHUBB insurance company (Policy# PTP N1813889A, effective 1/1/2020).
31. Motion to approve designated fund-raising events of the fire companies as VFBL activities per General Municipal Law 204-A.
32. Motion to authorize payment for Firefighter's Annual Inspection Dinner per Town Law S176-D.
33. Motion to approve member participation in Specialty Teams (i.e., Local, County, Regional).
34. Visitor's Comments
35. Motion to adjourn the meeting @ \_\_\_\_pm.