



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

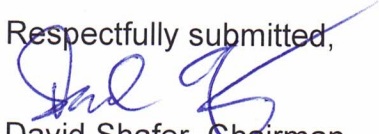
Minutes

1. The meeting was called to order by Chairman Shafer at 7:02pm.
2. Commissioners present: Burrell, Clarkson, Shafer, Tuttle, Vandusen. Absent: None
3. The Pledge of Allegiance was given.
4. Motion by Chet Tuttle 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) as the posting sites for notices required by the NYS Open Meetings Law was seconded by John Clarkson and carried.
5. Motion by Brian Vandusen designate The Leader as the official newspaper of the Corning Joint Fire District was seconded by Chet Tuttle and carried.
6. Motion by Chet Tuttle to confirm that media was notified about this Organizational Meeting was seconded by John Clarkson and carried.
7. Motion by Ryan Burrell 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 was seconded by Chet Tuttle and carried.
8. Motion by Brian Vandusen 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) with Mike Brenning serving as District Chief and Adam Nehring and Mike Mahnke serving as Deputy Chiefs was seconded by Ryan Burrell and carried.
9. Motion by Chet Tuttle to appoint company nominations of Assistant Chiefs for 2020 per Town Law S176 (11-b). Specifically:
 - Station 16 ECFD: Cliff Miller 1st Asst. Chief, Dan Feehan 2nd Asst. Chief
 - Station 34 SCFD: Brad Jacobus 1st Asst Chief, Joe Tongue, 2nd Asst. Chief
 - Station 43 NCFD: Terry Borden, 1st Asst Chief, Steve Peterson, 2nd Asst. ChiefMotion was seconded by John Clarkson and carried.
10. Motion by Brian Vandusen to appoint David Shafer as Chairman of the Corning Joint Fire District Board of Fire Commissioners was seconded by John Clarkson and carried.
11. Motion by Ryan Burrell to appoint Jennifer S. Coons as CJFD Treasurer at an annual salary of \$5,500.00 earned and paid on a monthly basis was seconded by Chet Tuttle and carried.
12. Motion by Chet Tuttle to fix Secretary's salary at \$2,000 per annum was seconded by Brian Vandusen and carried.
13. Motion by John Clarkson to appoint Joanne Woodard as District EMS Coordinator was seconded by Ryan Burrell and carried.

14. Motion by Chet Tuttle 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. Motion was seconded by Brian Vandusen and carried.
15. Motion by John Clarkson to designate Chemung Canal Trust Company as the official depository of the CJFD was seconded by Brian Vandusen and carried.
16. Motion by Ryan Burrell to approve mileage reimbursements at not more than the approved IRS rate applicable at the time of travel was seconded by John Clarkson and carried.
17. Motion by Chet Tuttle 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) was seconded by John Clarkson and carried.
18. Motion by Brian Vandusen to authorize Defense and Indemnification of Commissioners, District Employees, and District Volunteers Pursuant to Public Officers Law Section 18 was seconded by John Clarkson and carried.
19. Motion by Ryan Burrell to authorize Defense and Indemnification of District Volunteer Firefighters Pursuant to General Municipal Law Section 205-G was seconded by John Clarkson and carried.
20. Motion by John Clarkson to appoint Terrance Hannigan, Esq. as attorney for CJFD was seconded by Ryan Burrell and carried.
21. Motion by Brian Vandusen 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 was seconded by John Clarkson and carried.
22. Motion by Ryan Burrell to declare that official records of the District will be maintained in paper format was seconded by John Clarkson and carried.
23. Motion by Brian Vandusen to continue the following 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)Motion was seconded by John Clarkson and carried.
24. Motion by Ryan Burrell to approve schedule of meetings, hearings and elections for 2020 was seconded by Chet Tuttle and carried.
25. Motion by Chet Tuttle 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 was seconded by Ryan Burrell and carried.
26. Motion by Brian Vandusen to renew/re-adopt existing real property and apparatus leases and contracts was seconded by John Clarkson and carried.
27. Motion by Chet Tuttle to re-adopt all existing policies and adopt new policies as warranted was seconded by John Clarkson and carried.
28. Motion by Ryan Burrell to adopt Mutual Aid agreements that the Board deems to be appropriate and feasible was seconded by Brian Vandusen and carried.
29. Motion by John Clarkson to 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) was seconded by Chet Tuttle and carried.

30. Motion by Ryan Burrell to acknowledge that the District has obtained Volunteer Firefighter Enhanced Cancer Insurance from CHUBB insurance company (Policy# PTP N1813889A, effective 1/1/2020) was seconded by Brian Vandusen and carried.
31. Motion by John Clarkson to approve designated fund-raising events of the fire companies as VFBL activities per General Municipal Law 204-A was seconded by Brian Vandusen and carried.
32. Motion by Ryan Burrell to authorize payment for Firefighter's Annual Inspection Dinner per Town Law S176-D was seconded by John Clarkson and carried.
33. Motion by Brian Vandusen to approve member participation in Specialty Teams (i.e., Local, County, Regional) was seconded by John Clarkson and carried.
34. Visitor's Comments: None.
35. Motion by Brian Vandusen to adjourn the meeting @ 7:16pm was seconded by John Clarkson and carried.

Respectfully submitted,



David Shafer, Chairman
Board of Fire Commissioners