



CJFD Annual Organizational Meeting Wednesday, January 6, 2021 @ 5:30pm

Meeting Minutes

1. Call to Order by Commissioner Shafer at 1730.
 2. Roll Call of Commissioners present: Commissioner Burrell, Commissioner Clarkson, Commissioner Gridley, Commissioner Shafer, Commissioner Shafer
 3. Pledge of Allegiance led by Commissioner Shafer
 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) as the posting sites for notices required by the NYS Open Meetings Law by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
 5. Motion to designate The Leader as the official newspaper of the Corning Joint Fire District by Commissioner VanDusen. Second by Commissioner Burrell. Carried. None opposed.
 6. Motion to confirm that media was notified about this Organizational Meeting by Commissioner VanDusen. Second by Commissioner Burrell. Carried. None opposed.
 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 by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed.
 8. Motion by Commissioner Burrell to appoint company nominations of Mike Brenning (Station 16), Adam Nehring (Station 34) and Michael Mahnke (Station 43) as Chief Officers for 2021 per Town Law S176(11-b). Mike Brenning will serve as District Chief and Adam Nehring and Mike Mahnke will serve as Deputy Chiefs. Second by Commissioner Gridley. Carried. None opposed.
 9. Motion to appoint company nominations of Assistant Chiefs for 2021 per Town Law S176 (11-b). Specifically:
 - Station 16 ECFD: Dan Feehan 1st Asst. Chief, Cliff Miller 2nd Asst. Chief
 - Station 34 SCFD: Brad Jacobus 1st Asst Chief, Jeff Brenning, 2nd Asst. Chief
 - Station 43 NCFD: Steve Peterson, 1st Asst Chief, Terry Borden, 2nd Asst. Chief
- by Commissioner VanDusen. Second by Commissioner Clarkson. Carried. None opposed.

10. Motion to appoint David Shafer as Chairman of the Corning Joint Fire District Board of Fire Commissioners by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
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 by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed.
12. Motion to appoint Jenniffer Mullen as CJFD Secretary at an annual salary at \$2,000 earned and paid on a monthly basis by Commissioner VanDusen. Second by Commissioner Clarkson. Carried. None opposed.
13. Motion to appoint Joanne Woodard as District EMS Coordinator by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed.
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 by Commissioner Clarkson. Second by Commissioner VanDusen. Carried. None opposed.
15. Motion to designate Chemung Canal Trust Company as the official depository of the CJFD made by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
16. Motion to approve mileage reimbursements at the 2021 IRS rate of \$0.56/mile of approved travel by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
17. Motion to authorize payment in advance of Audit of Claims for salaries, utilities, and other routine expenses (e.g. real property & commercial lease payments, loan & bond payments) per Town Law S176(4-a) made by Commissioner VanDusen. Second by Gridley. Carried. None opposed.
18. Motion to authorize Defense and Indemnification of Commissioners, District Employees, and District Volunteers Pursuant to Public Officers Law Section 18 made by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed.
19. Motion to authorize Defense and Indemnification of District Volunteer Firefighters Pursuant to General Municipal Law Section 205-G made by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed.
20. Motion to appoint Terrance Hannigan, Esq. as attorney for CJFD made by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed.
21. Motion to adopt Resolution#1 of 2021 designating LGS-1 as the Record Retention Policy of the Fire District and designating the Secretary as the District Records/FOIL officer made by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
22. Motion to declare that official records of the District will be maintained in paper format made by Commissioner VanDusen. Second by Commissioner Clarkson. Carried. None opposed.
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 (vacant)
 - d) Fleet Management/Equipment/Gear (Commissioner Burrell)

made by Commissioner VanDusen. Second by Commissioner Burrell. Carried.
None opposed.

24. Motion to approve the schedule of meetings, hearings and elections for 2021 dated 1/6/2021 made by Commissioner VanDusen. Second by Commissioner Burrell. Carried. None opposed.
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 made by Commissioner VanDusen. Second by Commissioner Burrell. Carried. None opposed.
26. Motion to renew/re-adopt existing real property and apparatus leases and contracts made by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
27. Motion to re-adopt all existing policies and adopt new policies as warranted made by Commissioner Burrell. Second by Commissioner Gridley. Carried. None opposed.
28. Motion to adopt Mutual Aid agreements that the Board deems to be appropriate and feasible made by Commissioner VanDusen. Second by Commissioner Clarkson. Carried. None opposed.
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) made by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed.
30. Motion to acknowledge that the District has obtained Volunteer Firefighter Enhanced Cancer Insurance from CHUBB insurance company (Policy# N1813889A, effective 1/1/2021) made by Commissioner VanDusen. Second by Commissioner Burrell. Carried. None opposed.
31. Motion to approve designated fund-raising events of the fire companies as VFBL activities per General Municipal Law 204-A made by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
32. Motion to authorize payment for Firefighter's Annual Inspection Dinner per Town Law S176-D made by Commissioner VanDusen. Second by Commissioner Burrell. Carried. None opposed.
33. Motion to approve member participation in Specialty Teams (i.e., Local, County, Regional) made by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
34. Visitor's Comments None
35. Motion to adjourn the meeting @ 1750 pm by Commissioner VanDusen. Second by Commissioner Clarkson. Carried. None opposed.

Respectfully submitted,



Jennifer Mullen, Secretary