



**CJFD Annual Organizational Meeting
Tuesday, January 4th, 2023 @ 5:30pm
Station 43 North Corning Volunteer Fire Dept, Inc.**

Meeting Minutes

1. Commissioner Shafer called meeting to order at 1739.
2. Roll Call of Commissioners present: Commissioner Burrell, Commissioner Clarkson, Commissioner Eccleston, Commissioner Gridley, Commissioner Shafer
3. Pledge of Allegiance led by Commissioner Shafer.
4. Motion by Commissioner Eccleston with a second to the motion by Commissioner Burrell 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. All Commissioners in favor with none opposed.
5. Motion by Commissioner Eccleston with a second to the motion by Commissioner Clarkson to designate The Leader as the official newspaper of the Corning Joint Fire District. All Commissioners in favor with none opposed.
6. Motion by Commissioner Eccleston with a second to the motion by Commissioner Clarkson to confirm that media was notified about this Organizational Meeting. All Commissioners in favor with none opposed.
7. Motion by Commissioner Burrell with a second to the motion by Commissioner Gridley 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. All Commissioners in favor with none opposed.
8. Motion by Commissioner Gridley with a second to the motion by Commissioner Clarkson to appoint David Shafer as Chairman of the Corning Joint Fire District Board of Fire Commissioners. All Commissioners in favor with none opposed.
9. Motion by Commissioner Gridley with a second to the motion by Commissioner Clarkson to appoint Ryan Burrell as Deputy Chairman of the Corning Joint Fire District Board of Fire Commissioners. All Commissioners in favor with none opposed.
10. Motion by Commissioner Gridley with a second to the motion by Commissioner Clarkson to appoint fire company nominations of Mike Brenning as CJFD Chief and Adam Nehring as CJFD Deputy Chief in accordance with Town Law S176(11-b) for the period from 1/1/23→12/31/24. All Commissioners in favor with none opposed.

11. Motion by Commissioner Clarkson with a second to the motion by Commissioner Eccleston to appoint fire company nominations of the following individuals as CJFD Assistant Chiefs in accordance with Town Law S176 (11-b) for the period 1/1/23→12/31/23 with all Commissioners in favor with none opposed.
 - 1st Assistant Chief: Derrike Kennedy
 - 2nd Assistant Chief: Daniel Feehan
 - 3rd Assistant Chief: Steven Peterson
12. Motion by Commissioner Eccleston with a second to the motion by Commissioner Clarkson to appoint Chief Brenning's nominations of the following individuals as CJFD officers for the period from 1/1/23→12/31/23 with all Commissioner's in favor with none opposed.
 - Captain: James Hall
 - 1st Lieutenant: Nate Sherry
 - 2nd Lieutenant: Jenniffer Mullen
 - 3rd Lieutenant: Austin Fritsch
13. Motion by Commissioner Burrell with a second to the motion by Commissioner Eccleston to appoint Evan Brown as CJFD Treasurer at an annual salary of \$4,700.00 earned and paid on a monthly basis. All Commissioners in favor with none opposed.
14. Motion by Commissioner Clarkson with a second to the motion by Commissioner Eccleston to appoint Jenniffer Mullen as CJFD Secretary at an annual salary at \$1,900.00 earned and paid on a monthly basis. All Commissioners in favor with none opposed.
15. Motion by Commissioner Eccleston with a second to the motion by Commissioner Burrell to appoint Joanne Woodard as District EMS Coordinator. All Commissioners in favor with none opposed.
16. Motion by Commissioner Gridley with a second to the motion by Commissioner Eccleston 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. All Commissioners in favor with none opposed.
17. Motion by Commissioner Gridley with a second to the motion by Commissioner Clarkson to designate Chemung Canal Trust Company as the official depository of the CJFD. All Commissioners in favor with none opposed.
18. Motion by Commissioner Burrell with a second to the motion by Commissioner Gridley to set CJFD's reimbursement rate for approved work-related travel at the 2023 IRS rate of \$0.655/mile. All Commissioners in favor with none opposed.
19. Motion by Commissioner Clarkson with a second to the motion by Commissioner Eccleston 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). All Commissioners in favor with none opposed.
20. Motion by Commissioner Burrell with a second to the motion by Commissioner Eccleston to authorize Defense and Indemnification of Commissioners, District Employees, and District Volunteers Pursuant to Public Officers Law Section 18.
21. Motion by Commissioner Eccleston with a second to the motion by Commissioner Burrell to authorize Defense and Indemnification of District Volunteer Firefighters Pursuant to General Municipal Law Section 205-G. All Commissioners in favor with none opposed.

22. Motion by Commissioner Clarkson with a second to the motion by Commissioner Gridley to appoint Terrance Hannigan, Esq. as attorney for CJFD. All Commissioners in favor with none opposed.
23. Motion by Commissioner Eccleston with a second to the motion by Commissioner Clarkson to designate LGS-1 as the Record Retention Policy of the Fire District and designating the Secretary as the District Records/FOIL Officer. All Commissioners in favor with none opposed.
24. Motion by Commissioner Eccleston with a second to the motion by Commissioner Burrell to declare that official records of the District will be maintained in paper format. All Commissioners in favor with none opposed.
25. Motion by Commissioner Eccleston with a second to the motion by Commissioner Burrell to continue CJFD Committee format and appointments:
 - a) Communications, Finance/Budget/ Strategic Planning (Commissioner Shafer)
 - b) Real Property Management, Insurance & Employee Health (Commissioners Shafer & Clarkson)
 - c) Fleet Management/Equipment/Gear (Commissioners Burrell & Eccleston)All Commissioners in favor with none opposed.
26. Motion by Commissioner Gridley with a second to the motion by Commissioner Eccleston to adopt the schedule of meetings, hearings and elections for CJFD that was approved by the Board of Fire Commissioners on 12/07/2022 (attached). All Commissioners in favor with none opposed.
27. Motion by Commissioner Eccleston with a second to the motion by Commissioner Clarkson 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. All Commissioners in favor with none opposed.
28. Motion by Commissioner Burrell with a second to the motion by Commissioner Clarkson to renew/re-adopt existing real property and apparatus leases and contracts. All Commissioners in favor with none opposed.
29. Motion by Commissioner Gridley with a second to the motion by Commissioner Eccleston to re-adopt all existing policies and adopt new policies as warranted. All Commissioners in favor with none opposed.
30. Motion by Commissioner Eccleston with a second to the motion by Commissioner Gridley to designate B&W Towing as the preferred vendor for emergency towing and repair services for CJFD vehicles. All Commissioners in favor with none opposed.
31. Motion by Commissioner Clarkson with a second to the motion by Commissioner Eccleston to designate JPB Fire Services, Inc. as the preferred vendor for inspection and urgent/routine repair services for CJFD vehicles. All Commissioners in favor with none opposed.
32. Motion by Commissioner Clarkson with a second to the motion by Commissioner Eccleston to adopt Mutual Aid agreements that the Board deems to be appropriate and feasible. All Commissioners in favor with none opposed.
33. Motion by Commissioner Burrell with a second to the motion by Commissioner Gridley 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). All Commissioners in favor with none opposed.

34. Motion by Commissioner Eccleston with a second to the motion by Commissioner Clarkson to acknowledge that CJFD has obtained Volunteer Firefighter Enhanced Cancer Insurance from National Union Fire Insurance Company (AIG); Policy# CAN-0009480152-23, effective 1/1/2023). All Commissioners in favor with none opposed.
35. Motion by Commissioner Burrell with a second to the motion by Commissioner Eccleston to approve designated fund-raising events of the fire companies as VFBL activities per General Municipal Law 204-A. All Commissioners in favor with none opposed.
36. Motion by Commissioner Burrell with a second to the motion by Commissioner Eccleston to authorize payment for Firefighter's Annual Installation Banquet per Town Law S176-D. All Commissioners in favor with none opposed.
37. Motion by Commissioner Eccleston with a second to the motion by Commissioner Burrell to approve member participation in Specialty Teams (i.e., Local, County, Regional). All Commissioners in favor with none opposed.
38. Visitor's Comments: none
39. Motion by Commissioner Burrell with a second to the motion by Commissioner Eccleston to adjourn the meeting @ 1755 pm. All Commissioners in favor with none opposed.

Respectfully Submitted;

A handwritten signature in blue ink that reads "Jenniffer L. Mullen. Secretary". The signature is written in a cursive, flowing style.

Jenniffer L. Mullen, CJFD Secretary