



**CJFD Annual Organizational Meeting  
Tuesday, January 4<sup>th</sup>, 2022 @ 5:30pm  
Station 43 North Corning Volunteer Fire Dept, Inc.**

**and  
ZOOM Conference Meeting  
Meeting ID: 849 8756 8089**

**Invite Link:** <https://us02web.zoom.us/j/84987568089?pwd=bmYrUWhRSFN3WEtaSHhJWXNESk0xUT09>

**One tap mobile:** +16465588656,84987568089#,\*072450# US (NY)

**Dial in #:** +1 646 558 8656 US (NY)

**Pass Code:** 072450

**Meeting Minutes**

1. Call to Order by Commissioner Shafer at 1735
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 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 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 Eccleston. Second by Commissioner Gridley. Carried. None opposed.
6. Motion to confirm that media was notified about this Organizational Meeting by Commissioner Gridley. Second by Commissioner Clarkson. 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 Eccleston. Carried. None opposed.
8. Motion to appoint company nominations of Mike Brenning and Adam Nehring as Chief Officers for 2022 per Town Law S176(11-b). Mike Brenning will serve as District Chief and Adam Nehring will serve as Deputy Chief by Commissioner Gridley. Second by Commissioner Clarkson. Carried. None opposed.
9. Motion by Commissioner Clarkson to appoint company nominations of Assistant Chiefs for 2022 per Town Law S176 (11-b). Specifically:
  - Station 16 ECFD: Dan Feehan 1<sup>st</sup> Asst. Chief, Cliff Miller 2<sup>nd</sup> Asst. Chief
  - Station 34 SCFD: Brad Jacobus 1<sup>st</sup> Asst Chief, Jeff Brenning, 2<sup>nd</sup> Asst. Chief
  - Station 43 NCFD: Steve Peterson, 1<sup>st</sup> Asst Chief, Terry Borden, 2<sup>nd</sup> Asst. Chief.Motion seconded by Commissioner Burrell and carried. None opposed.



10. Motion to appoint David Shafer as Chairman of the Corning Joint Fire District Board of Fire Commissioners by Commissioner Gridley. Second by Commissioner Eccleston. Carried. None opposed.
11. Motion to appoint Ryan Burrell as Deputy Chairman of the Corning Joint Fire District Board of Fire Commissioners by Commissioner Eccleston. Second by Commissioner Gridley. Carried. None opposed.
12. Motion to appoint Evan Brown as CJFD Treasurer at an annual salary of \$5,000.00 earned and paid on a monthly basis by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
13. Motion to appoint Jenniffer Mullen as CJFD Secretary at an annual salary at \$2,000 earned and paid on a monthly basis by Commissioner Gridley. Second by Commissioner Eccleston. Carried. None opposed.
14. Motion to appoint Joanne Woodard as District EMS Coordinator by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
15. 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 Eccleston. Second by Commissioner Burrell. Carried. None opposed.
16. Motion to designate Chemung Canal Trust Company as the official depository of the CJFD by Commissioner Eccleston. Second by Commissioner Burrell. Carried. None opposed.
17. Motion to approve mileage reimbursements at the 2022 IRS rate of \$0.56/mile of approved travel by Commissioner Burrell. Second by Commissioner Eccleston. Carried. None opposed.
18. 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) by Commissioner Eccleston. Second by Commissioner Clarkson. Carried. None opposed.
19. Motion to authorize Defense and Indemnification of Commissioners, District Employees, and District Volunteers Pursuant to Public Officers Law Section 18 by Commissioner Burrell. Second by Commissioner Gridley. Carried. None opposed.
20. Motion to authorize Defense and Indemnification of District Volunteer Firefighters Pursuant to General Municipal Law Section 205-G by Commissioner Eccleston. Second by Commissioner Clarkson. Carried. None opposed.
21. Motion to appoint Terrance Hannigan, Esq. as attorney for CJFD by Commissioner Burrell. Second by Commissioner Gridley. Carried. None opposed.
22. Motion to designate LGS-1 as the Record Retention Policy of the Fire District and designating the Secretary as the District Records/FOIL Officer by Commissioner Eccleston. Second by Commissioner Clarkson. Carried. None opposed.
23. Motion to declare that official records of the District will be maintained in paper format by Commissioner Burrell. Second by Commissioner Gridley. Carried. None opposed.
24. Motion by Commissioner Burrell with second by Commissioner Gridley to continue CJFD Committee format and appointments:
  - a) Communications, Finance/Budget/ Strategic Planning (Commissioner Shafer)
  - b) Real Property Management, Insurance & Employee Health (Commissioners Clarkson)
  - c) Procurement (TBD)
  - d) Fleet Management/Equipment/Gear (Commissioners Burrell & Eccleston)Motion carried. None opposed.



25. Motion to approve the schedule of meetings, hearings and elections adopted by the Board of Fire Commissioners on 01/04/2022 (attached) by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
26. 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 by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
27. Motion to renew/re-adopt existing real property and apparatus leases and contracts by Commissioner Gridley. Second by Commissioner Eccleston. Carried. None opposed.
28. Motion to re-adopt all existing policies and adopt new policies as warranted by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
29. Motion to designate B&W Towing as the preferred vendor for emergency towing and repair services for CJFD vehicles by Commissioner Gridley. Second by Commissioner Clarkson. Carried. None opposed.
30. Motion to designate JPB Fire Services, Inc. as the preferred vendor for inspection and urgent/routine repair services for CJFD vehicles by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
31. Motion to adopt Mutual Aid agreements that the Board deems to be appropriate and feasible by Commissioner Eccleston. Second by Commissioner Burrell. Carried. None opposed.
32. 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) by Commissioner Burrell. Second by Commissioner Gridley. Carried. None opposed.
33. Motion to acknowledge that the District has obtained Volunteer Firefighter Enhanced Cancer Insurance from CHUBB insurance company (Policy# N1813889A, effective 1/1/2022) by Commissioner Eccleston. Second by Commissioner Burrell. Carried. None opposed.
34. Motion to approve designated fund-raising events of the fire companies as VFBL activities per General Municipal Law 204-A by Commissioner Eccleston. Second by Commissioner Clarkson. Carried. None opposed.
35. Motion to authorize payment for Firefighter's Annual Inspection Dinner per Town Law S176-D by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
36. Motion to approve member participation in Specialty Teams (i.e., Local, County, Regional) by Commissioner Eccleston. Second by Commissioner Clarkson. Carried. None opposed.
37. Visitor's Comments: none
38. Motion to adjourn the meeting @ 1947pm by Commissioner Burrell. Second by Commissioner Gridley. Carried. None opposed.

Respectfully submitted,



Jenniffer Mullen, Secretary