



**CJFD Annual Organizational Meeting  
Tuesday, January 3<sup>th</sup>, 2024 @ 5:30pm  
Station 43 North Corning Volunteer Fire Dept, Inc.**

**Minutes**

1. Call to Order by Commissioner Shafer at 1735.
2. Roll Call of Commissioners present: Commissioner Brenning, Commissioner Clarkson, Commissioner Eccleston, Commissioner Gridley, Commissioner Shafer
3. Pledge of Allegiance led by Commissioner Shafer
4. Motion by Commissioner Eccleston to conduct an Oath of Office for Jeffrey Brenning as a new member of the CJFD Board of Fire Commissioners for the 5-yr period from 1/1/2024 to 12/31/2028. Motion was seconded by Commissioner Gridley. All in favor. Motion carried.
5. 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 Gridley and seconded by Commissioner Clarkson. All in favor. Motion carried.
6. Motion to designate The Leader as the official newspaper of the Corning Joint Fire District by Commissioner Eccleston and seconded by Commissioner Gridley. All in favor. Motion carried.
7. Motion to confirm that media was notified about this Organizational Meeting by Commissioner Gridley and seconded by Commissioner Clarkson. All in favor. Motion carried.
8. 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 Eccleston and seconded by Commissioner Clarkson. Motion carried. None opposed.
9. Motion to appoint David Shafer as Chairman of the Corning Joint Fire District Board of Fire Commissioners by Commissioner Gridley and seconded by Commissioner Clarkson. Motion carried. None opposed.
10. Motion to appoint John Clarkson as Deputy Chairman of the Corning Joint Fire District Board of Fire Commissioners by Commissioner Eccleston and seconded by Commissioner Gridley.
11. Motion to appoint fire company nominations of the following individuals as CJFD Assistant Chiefs in accordance with Town Law S176 (11-b) for the period

1/1/24→12/31/24 by Commissioner Eccleston and seconded by Commissioner Brenning. All in favor. Motion carried.

- 1<sup>st</sup> Assistant Chief: Brad Jacobus
- 2<sup>nd</sup> Assistant Chief: Daniel Feehan

12. Motion to appoint Chief Brenning's nominations of the following individuals as CJFD officers for the period from 1/1/24→12/31/24 by Commissioner Eccleston and seconded by Commissioner Brenning. All in favor. Motion carried.
  - Captain: James Hall
  - 1<sup>st</sup> Lieutenant: Nate Sherry
  - 2<sup>nd</sup> Lieutenant: Jenniffer Mullen
13. Motion to appoint Evan Brown as CJFD Treasurer at a gross annual salary of \$5,400.00 earned and paid on a monthly basis and administer an Oath of Office by Commissioner Eccleston and seconded by Commissioner Clarkson. All in favor. Motion carried.
14. Motion to appoint and Jenniffer Mullen as CJFD Secretary at a gross annual salary of \$2,180.00 earned and paid on a monthly basis and administer an Oath of Office by Commissioner Eccleston and seconded by Commissioner Brenning. All in favor. Motion carried.
15. Motion to appoint Benjamin Rydzewski, EMT-B as District EMS Coordinator by Commissioner Eccleston and seconded by Commissioner Clarkson. All in favor. Motion carried.
16. 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 and seconded by Commissioner Clarkson. All in favor. Motion carried.
17. Motion to designate Chemung Canal Trust Company as the official depository of the CJFD by Commissioner Brenning and seconded by Commissioner Eccleston. All in favor. Motion carried.
18. Motion to set CJFD's reimbursement rate for approved work-related travel at the 2024 IRS rate of \$0.67/mile by Commissioner Eccleston and seconded by Commissioner Brenning. All in favor. Motion carried.
19. 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 and seconded by Commissioner Clarkson. All in favor. Motion carried.
20. Motion to authorize Defense and Indemnification of Commissioners, District Employees, and District Volunteers Pursuant to Public Officers Law Section 18 by Commissioner Brenning and seconded by Commissioner Eccleston. All in favor. Motion carried.
21. Motion to authorize Defense and Indemnification of District Volunteer Firefighters Pursuant to General Municipal Law Section 205-G by Commissioner Gridley and seconded by Commissioner Eccleston. All in favor. Motion carried.
22. Motion to appoint Terrance Hannigan, Esq. as attorney for CJFD by Commissioner Clarkson and seconded by Commissioner Brenning. All in favor. Motion carried.
23. 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 and seconded by Commissioner Brenning. All in favor. Motion carried.

24. Motion to declare that official records of the District will be maintained in paper format by Commissioner Eccleston and seconded by Commissioner Brenning. All in favor. Motion carried.
25. Motion to continue CJFD Committee format and appointments by Commissioner Gridley and seconded by Commissioner Eccleston. All in favor. Motion carried.
  - a) Communications, Finance/Budget/ Strategic Planning (Commissioner Shafer)
  - b) Real Property Management, Insurance & Employee Health (Commissioners Shafer & Clarkson)
  - c) Fleet Management/Equipment/Gear (Commissioners Brenning & Eccleston)
26. Motion to adopt the schedule of meetings, hearings and elections for CJFD that was approved by the Board of Fire Commissioners on 12/07/2023 (attached) by Commissioner Gridley and seconded by Commissioner Eccleston. All in favor. Motion carried.
27. 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 Brenning and seconded by Commissioner Clarkson. All in favor. Motion carried.
28. Motion to renew/re-adopt existing real property and apparatus leases and contracts by Commissioner Gridley and seconded by Commissioner Brenning. All in favor. Motion carried.
29. Motion to re-adopt all existing policies and adopt new policies as warranted by Commissioner Brenning and seconded by Commissioner Eccleston. All in favor. Motion carried.
30. Motion to designate B&W Towing as the preferred vendor for emergency towing and repair services for CJFD vehicles by Commissioner Gridley and seconded by Commissioner Eccleston. All in favor. Motion carried.
31. Motion to designate JPB Fire Services, Inc. as the preferred vendor for inspection and urgent/routine repair services for CJFD vehicles by Commissioner Brenning and seconded by Commissioner Eccleston. All in favor. Motion carried.
32. Motion to adopt Mutual Aid agreements that the Board deems to be appropriate and feasible by Commissioner Eccleston and seconded by Commissioner Brenning. All in favor. Motion carried.
33. 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 Gridley and seconded by Commissioner Clarkson. All in favor. Motion carried.
34. Motion to acknowledge that CJFD has obtained Volunteer Firefighter Enhanced Cancer Insurance from National Union Fire Insurance Company (AIG); Policy# CAN-0009480152-24, effective 1/1/2024) by Commissioner Eccleston and seconded by Commissioner Brenning. All in favor. Motion carried.
35. Motion to approve designated fund-raising events of the fire companies as VFBL activities per General Municipal Law 204-A by Commissioner Brenning and seconded by Commissioner Gridley. All in favor. Motion carried.
36. Motion to authorize payment for Firefighter's Annual Installation Banquet per Town Law S176-D by Commissioner Eccleston and seconded by Commissioner Brenning. All in favor. Motion carried.

37. Motion to approve member participation in Specialty Teams (i.e., Local, County, Regional) by Commissioner Eccleston and seconded by Commissioner Brenning. All in favor. Motion carried.
38. Visitor's Comments: none
39. Motion to adjourn the meeting @ 1751 pm.

Respectfully submitted,

Jennifer L. Mullen, CJFD Secretary