



**Board of Fire Commissioners Meeting
Wednesday, August 13th, 2025
Station 16 East Corning Fire Dept, Inc.**

Minutes

1. Chairman Shafer called the meeting to order at 5:30pm.
2. Roll Call of Commissioners was conducted. Present: Commissioners Olmstead, J. Brenning, Shafer, Clarkson & Gridley. Absent: None
3. The Pledge of Allegiance was conducted.
4. Motion by Commissioner Brenning to approve minutes of CJFD Board Fire Commissioners Meeting held on July 9th, 2025. Motion was seconded by Commissioner Olmstead and carried. None opposed.
5. Motion was made by Commissioner Brenning to enter Executive session to discuss potential litigation. Motion was seconded by Commissioner Gridley and carried. None opposed. Everyone in attendance except Commissioners was requested to leave the room and wait in the truck bay until the regular meeting resumes.
6. Executive session concluded at 5:45pm and other attendees were invited to return to the meeting room. Motion made by Commissioner Brenning to return to Regular Session. Motion was seconded by Commissioner Olmstead and carried. None opposed. The regular session continued.
7. The board then reviewed the backgrounds of 6 new applicants for active membership.
 - Motion made by Commissioner Gridley to accept the application of Alex Nichols contingent upon acceptance by ECFD and an acceptable criminal background check. Motion seconded by Commissioner Clarkson and carried.
 - Motion made by Commissioner Brenning to accept the application of Lucas Boyd contingent upon acceptance by ECFD and an acceptable criminal background check. Motion seconded by Commissioner Clarkson and carried.
 - Motion made by Commissioner Brenning to accept the application of Micky Place contingent upon acceptance by ECFD and an acceptable criminal background check. Motion seconded by Commissioner Clarkson and carried.
 - Motion made by Commissioner Brenning to accept the application of Donnie Martin contingent upon acceptance by ECFD and an acceptable criminal background check. Motion seconded by Commissioner Gridley and carried.
 - Motion made by Commissioner Brenning to accept the application of De'Shoun Martin contingent upon acceptance by ECFD and an acceptable criminal background check. Motion seconded by Commissioner Clarkson and carried.
 - Motion made by Commissioner Brenning to accept the application of Max Jennings contingent upon acceptance by SCFD and an acceptable criminal background check. Motion seconded by Commissioner Clarkson and carried.
 - Motion was made by Commissioner Brenning to approve Michael Okonsky and Chris Noble's requests to transfer their membership from NCFD (43) to ECFD (16). Motion was seconded by Commissioner Clarkson and carried. None opposed.
 - With regret, a motion was made by Commissioner Brenning to accept resignations received from Andy Nixon and Josh Hand. Motion was seconded by Commissioner Clarkson and carried.
8. Motion by Commissioner Gridley to receive and review the Treasurer's Report. Motion was seconded by Commissioner Olmstead and carried. None opposed.
 - Motion was made by Commissioner Olmstead to accept the Treasurer's Report and pay the bills. Motion was seconded by Commissioner Gridley and carried. None opposed.
 - Motion was made by Commissioner Gridley to approve transfer of \$45,000 from CJFD's ICS account# xxxxx4090 to CJFD's General Checking account# xxxxx0297 to pay monthly bills. Motion was seconded by Commissioner Clarkson and carried. None opposed.

9. Motion made by Commissioner Brenning to review the Executive Summary of CJFD's Length of Service Award Program (LOSAP) for 2024. Motion was seconded by Commissioner Gridley and carried with none opposed. The 2024 LOSAP Executive Summary from Penflex was reviewed.
- Motion made by Commissioner Gridley to authorize Chairman Shafer to execute payment directives to RBC for payout of earned benefits to 9 CJFD members. Motion was seconded by Commissioner Olmstead and carried with none opposed.
 - Motion was made by Commissioner Clarkson to approve transfer of \$45,000.00 from CJFD's ICS account# xxxxx4090 to its Length of Service Award Program account# xxx-xxx858 at RBC Wealth Management. Motion was seconded by Commissioner Brenning and carried with none opposed.
10. Motion was made by Commissioner Gridley to review a draft copy of CJFD's annual audit report from EFPR. Motion was seconded by Commissioner Olmstead and carried. Commissioner Shafer reviewed details from annual audit and 2 findings that were reported by EFPR in Schedule of Finding and Responses. Commissioner Shafer will draft responses to these findings and present them to the board at our next meeting.
11. Motion by Commissioner Gridley to review current status of the following projects. Motion was seconded by Commissioner Olmstead and carried with none opposed.
- Variance application to the Town of Corning's Zoning Board of Appeals: Chairman Shafer reported that he has twice tried to appear before the ZBA to present this variance request but the board did not have a quorum either time. Next attempt will be made on September 17th.
 - Consolidation of NCFD/ECFD/SCFD into one association: Chairman Shafer reported that progress is being made on this initiative. Beth Cleveland leads the effort and there is another meeting scheduled with Attorney Hannigan on August 26th.
 - Efficiency Study with Forest View Fire District: Chairman Shafer reported that Evan Brown has submitted a grant application to the NYS Dept of State for a 50% cost share of the projected cost to conduct a study of current operations and formulate recommendations. A Request for Proposals to conduct that study has been completed and will be published within the next week. Return date for proposals is September 24th.
12. Motion by Commissioner Gridley to discuss the following prospective purchases. Motion was seconded by Commissioner Clarkson and carried.
- Follow-up on status of Station 43 septic system: System has undergone significant repairs and seems to be working properly at this time.
 - Follow-up on status of Engine 92 repairs: Chief Brenning reported that E92 is at JPB Fire in Syracuse. He reports that options appear to be: pull affected cylinder and replace head gasket (Est \$17,000 with 1 yr guarantee), or install new motor (Est \$60,000 with 2 yr guarantee), or conduct operations with only 2 engines until a new engine can be purchased: e.g. 1-3 years). It was also suggested that we explore local options for obtaining a "loaner" engine. Significant discussion ensued. Subsequently, a motion was made by Commissioner Brenning to have JPB Fire tear down the engine on E92 to determine the extent of damages at a cost of approximately \$5,000 and then revisit the matter at our next meeting when results are known. Motion was seconded by Commissioner Olmstead and carried with none opposed.
 - Purchase of a desk and chair for the Secretary's office at 25 S. Elm St.: Chairman Shafer requested funds to purchase a new desk and chair for the Secretary's office at 25 S. Elm St. at an expected cost of \$500. Motion to proceed was made by Commissioner Olmstead and carried with none opposed.
 - Chief Brenning requested estimated \$160 in funds to purchase parts to repair the canopy on our wildfire trailer. Motion to purchase was made by Commissioner Brenning. Motion was seconded by Commissioner Clarkson and carried with none opposed.
 - Deputy Chief Nehring requested that we purchase tablet mounts to install new tablets in each response vehicle at a cost of \$945 for 10 mounts. Motion to purchase tablets was made by Commissioner Brenning, seconded by Commissioner Clarkson and carried with none opposed.
 - Deputy Chief Nehring requested \$1,728/yr for iAuditor software to install on tablets. Software will allow members to conduct all truck checks using the tablets and archive data in a searchable/retrievable format. Motion to purchase was made by Commissioner Brenning, seconded by Commissioner Clarkson and carried with none opposed.

13. Motion by Commissioner Gridley to review draft of a 2026 Proposed Budget for CJFD. Motion seconded by Commissioner Clarkson and carried with none opposed. Commissioner Shafer reviewed the first draft of budget for 2026 with the group. He recommends a 0% increase in CJFD's tax levy. Proposed expenses were reviewed. Suggestions for capital purchases were considered including AEDs, 2 new mini-rescue vehicles, a new engine, a drone, and real property repairs/development. Chairman Shafer requested that line officers meet before our next meeting on September 3rd to prioritize capital equipment purchase requests so that we can incorporate them into our 2026 Proposed Budget.
14. Visitor's Comments. None
15. Motion to adjourn the meeting @ 6:45pm.

Respectfully submitted,



David Shafer, Chairman
Board of Fire Commissioners

Upcoming Events / Important Dates:

Wednesday, September 3rd 2025, CJFD Commissioners Monthly Meeting @ 5:30pm at Station 16

- *Includes adoption of 2026 Proposed Budget*