



**Board of Fire Commissioners Meeting
Wednesday, September 3rd, 2025
Station 16 East Corning Fire Dept, Inc.**

Minutes

1. Chairman Shafer called the meeting to Order at 5:31pm.
2. Roll Call of Commissioners: Present were Commissioners Olmstead, Shafer, Clarkson & Gridley. Absent was Commissioner Brenning.
3. The Pledge of Allegiance was recited.
4. Motion made by Commissioner Olmstead to approve minutes of CJFD Board Fire Commissioners Meetings held on August 13th, 2025 as written. Motion seconded by Commissioner Gridley and carried. None opposed.
5. There were no nominations for membership in the Fire Companies that comprise the firefighting force of the Corning Joint Fire District to review.
6. Motion by Commissioner Gridley to receive and review the Treasurer's Report. Motion seconded by Commissioner Olmstead and carried. None opposed.
 - Treasurer Brown presented and discussed his monthly report. Motion by Commissioner Olmstead to accept the Treasurer's Report and pay the bills. Motion seconded by Commissioner Gridley and carried. None opposed.
 - Motion by Commissioner Gridley to approve transfer of \$6,000 from CJFD's ICS account# xxxxx4090 to CJFD's General Checking account# xxxxx0297 to pay monthly bills. Motion seconded by Commissioner Clarkson and carried. None opposed.
7. Motion by Commissioner Olmstead to review and act on a draft copy of CJFD's response to findings in EFPR's annual audit report. Motion seconded by Commissioner Clarkson and carried. None opposed. Suggested response was approved.
8. Motion by Commissioner Gridley to review and act on an expanded job description and salary for CJFD Secretary position (currently vacant). Motion seconded by Commissioner Clarkson and carried. Following discussion, motion made by Commissioner Olmstead to approve the expanded job description and \$4,000 annual salary. Motion seconded by Commissioner Gridley and carried. None opposed. Motion made by Commissioner Olmstead to approve Chairman Shafer's recommendation that the position be offered to Marleah Brenning. Motion seconded by Commissioner Gridley can carried.
9. Motion made by Commissioner Olmstead, seconded by Commissioner Clarkson and carried to review current status of the following projects:
 - Variance application to the Town of Corning's Zoning Board of Appeals: Chairman Shafer will present CJFD's variance application at the next ZBA meeting on September 17, 2025.
 - Consolidation of NCFD/ECFD/SCFD into one association: Plan to merge 3 associations has widespread support among members and the process continues to move forward. Attorney Hannigan is working on an appeal the NYS Attorneys General office in Rochester to facilitate the merger process.
 - Efficiency Study with Forest View Fire District: Chairman Shafer reported that a RFP for conducting an efficiency study on delivery of emergency response services was issued in mid-August and return date for potential contractors is September 24th.
 - Sponsorship of FASNY Recruitment Seminar; October 25th & 26th @ ECFD: CJFD will be sponsoring this 2-day seminar in late October.

10. Motion by Commissioner Gridley to discuss the following prospective purchases was seconded by Commissioner Clarkson and carried:

- Follow-up on status of Engine 92 repairs: Chief Brenning reported that JPB didn't find any evidence of damage or corrosion in E92's engine block. Repair estimate for new sleeve/piston and blown head gasket is \$17-\$20,000. Motion proceed with the repair made by Commissioner Gridley, seconded by Commissioner Clarkson and carried. None opposed.
- Motion by Commissioner Clarkson to authorize formation of a Truck Committee to guide process for procurement of a new engine to replace E92 with delivery time expected in next 24-36 months. Motion seconded by Commissioner Olmstead and carried. None opposed.

11. Motion to discuss firematic-related topics with District Chief and Deputy Chiefs.

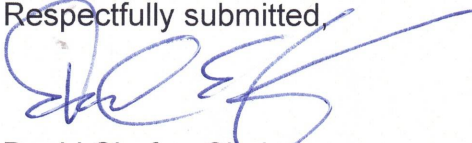
- CJFD Line Officer Meeting: Chief Brenning reported that he met with CJFD Line Officers and it is their considered recommendation that we further downsize our fleet of utility and all-terrain vehicles. Specifically, they recommend sale of Rescue 47, Misc 37 and Medic 37 and purchase of a new mini-rescue/EMS vehicle at a estimated finished cost of \$90,000. Additionally, they recommend that we sell 3 of the 5 all-terrain vehicles that we currently have in service. Motion to proceed with these recommendations made by Commissioner Olmstead, seconded by Commissioner Clarkson and carried. None opposed.

12. Motion by Commissioner Gridley to review and act on CJFD's Statutory Spending Cap and draft of Proposed Budget for 2026 was seconded by Commissioner Clarkson and carried. None opposed. Following discussion, motion made by Commissioner Gridley to adopt CJFD's Statutory Spending Cap and draft Proposed Budget for 2026. Motion seconded by Commissioner Clarkson and carried. None opposed.

13. Visitor's Comments: None

14. Motion made by Commissioner Olmstead to adjourn the meeting @ 6:37pm was seconded by Commissioner Gridley and carried. None opposed.

Respectfully submitted,



David Shafer, Chairman

Upcoming Events / Important Dates:

Wednesday, October 1st, 2025, CJFD Commissioners Monthly Meeting @ 5:30pm at Station 16
Wednesday, October 15th, 2025 Public Hearing on Proposed 2026 CJFD Budget @ 7pm @ Station 16.