



**Board of Fire Commissioners Meeting  
Tuesday, November 25<sup>th</sup>, 2025  
Station 16 East Corning Fire Dept, Inc.**

**Minutes**

1. The meeting was called to order by Chairman Shafer at 5:32pm.
  2. Roll Call of Commissioners: Present: Chairmen Olmstead, Shafer, Clarkson, Gridley. Absent: Chairman Brenning.
  3. The Pledge of Allegiance was given.
  4. Motion by Commissioner Olmstead to approve minutes of CJFD Board Fire Commissioners meeting held on November 5<sup>th</sup>, 2025. Motion was seconded by Commissioner Clarkson and carried. None opposed.
  5. Review of nominations for membership in the Fire Companies that comprise the firefighting force of the Corning Joint Fire District was tabled as there were no applicants.
  6. Motion by Commissioner Gridley to receive and review the Treasurer's Report. Motion was seconded by Commissioner Clarkson and carried. None opposed.
    - The Treasurer's Report was given by Treasurer Brown. Motion was made by Commissioner Olmstead to accept the Treasurer's Report. Motion was seconded by Commissioner Gridley and carried. None opposed.
    - Motion was made by Commissioner Gridley to authorize CJFD Treasurer Brown to pay Star Buick GMC the sum of \$60,715.50 at the time when we accept delivery of the 2026 GMC Sierra 3500HD that was approved for purchase at the CJFD board meeting on November 5, 2025. Motion was seconded by Commissioner Olmstead and carried. None opposed.
    - Motion was made by Commissioner Gridley to authorize CJFD Treasurer Brown to prospectively pay bills received prior to the Board's year-end meeting on December 29<sup>th</sup> and transfer funds to the checking account to cover those bills, subject to review and ratification at that meeting on December 29<sup>th</sup>. Motion was seconded by Commissioner Olmstead and carried. None opposed.
    - Update on 2024 Audit finding: Chairman Shafer affirmed that automatic collateralization coverage of CJFD assets at CCTC that exceed FDIC limits has been secured at no additional cost to CJFD.
  7. Motion was made by Commissioner Gridley to discuss items pertinent to CJFD's 2026 Annual Election. The motion was seconded by Commissioner Clarkson and carried. None opposed. The following items were reviewed:
    - Public Referendum: Noted that CJFD is requesting public approval to spend up to \$1.4 million for a new Engine with up to \$200,000 of the cost coming from CJFD's Apparatus Repair and Replacement Reserve Account and the balance from a bond of up to \$1.2 million over a term of as much as 12 years.
    - Candidates for Commissioner's election:
      - i. 5-year Term, effective 1/1/2026: Dave Shafer
- Attendance Note: Commissioner Brenning joined the meeting at 5:40pm.
8. Motion was made by Commissioner Gridley to enter Executive Session with the District Chief and Deputy Chief to discuss matters leading to the election/appointment of particular members of the Corning Joint Fire District to line officer positions for 2026. Motion was seconded by Commissioner Olmstead and carried. None opposed. The Board went into Executive Session at 5:40pm.
  9. Motion was made to Commissioner Brenning to return to regular session. Motion was seconded by Commissioner Gridley and carried. None opposed. The Board returned to regular session at 6:08pm.
  10. Motion was made by Commissioner Olmstead to review and act on Penflex's LOSAP Service Fee Agreement for 11/1/2025-10/31/2026. Motion was seconded by Commissioner Brenning and carried. None opposed. The fee agreement was reviewed. Motion was made by Commissioner Olmstead to approve the fee agreement. Motion was seconded by Commissioner Clarkson and carried. None opposed.

11. Motion was made by Commissioner Gridley to adopt the draft CJFD Bd of Fire Commissioner's Meeting Schedule for 2026. Motion was seconded by Commissioner Brenning and carried. None opposed.
12. Motion was made by Commissioner Brenning to authorize Chairman Shafer to execute a usage agreement with Corning Painted Post Schools for CJFD members and other guests to use their gym facilities for instructing, supervising, being instructed or participating in a supervised physical fitness class, group session or program for the purpose of promoting or maintaining the performance of their duties as firefighters, as well as necessary travel to and from such activity, but shall not include competitive sporting events in which volunteer firefighters are competitive. Motion was seconded by Commissioner Clarkson and carried. None opposed.
13. Motion was made by Commissioner Olmstead to review the current status of the following projects. Motion was seconded by Commissioner Brenning and carried. None opposed.:
  - Efficiency Study with Forest View Fire District: Chairman Shafer reported that CJFD and FVFD leadership meetings with consultants have been scheduled for December 1<sup>st</sup>. Consultants will also participate in CJFD and FVFD membership meetings that evening.
14. Motion was made by Commissioner Brenning to discuss the following prospective purchases. Motion was seconded by Commissioner Olmstead and carried. None opposed.:
  - Station 43 Boiler issues: Concerns have been raised about operation of the boiler at Station 43. Emergency service call has been scheduled for tomorrow.
  - HVAC service for Station 16: Concern was raised about conducting routine maintenance on the HVAC unit at Station 16. Commissioner Olmstead will contact O'Connor Heating and schedule this routine maintenance service visit.
  - Station 16 roof: Hale Const
  - Construction supplies: Chief Brenning reported that CJFD officers would like to purchase construction supplies to build out one of CJFD trailers to accommodate their fast/cold water rescue supplies and equipment. Motion was made by Commissioner Olmstead to approve up to \$600 for purchase of said supplies. Motion was seconded by Commissioner Brenning and carried. None opposed.
15. Motion was made by Commissioner Brenning to discuss firematic-related topics with District Chief and Deputy Chiefs. Motion was seconded by Commissioner Olmstead and carried. None opposed.:
  - 1<sup>st</sup> read on draft SOP: Distributed draft of CJFD SOP on Response to EMS Events
  - Discussion ensued about upgrading our account with Safety Culture to use their iAuditor platform for truck checks. Cost for 7 seats is projected to be \$1,728/yr. Chairman Shafer to contact Safety Culture in an effort to obtain an invoice for upgrading this service.
  - Discussion ensued about status of efforts to sell 3 surplus ATV's.
16. Visitor's Comments: None
17. Motion was made by Commissioner Gridley to adjourn the meeting @ 6:55pm. Motion was seconded by Commissioner Brenning and carried. None opposed.

Respectfully submitted,



David Shafer, Chairman

#### **Upcoming Events / Important Dates:**

**Tuesday, December 9<sup>th</sup>, 2025, CJFD Annual Election and Public Referendum on purchase and bond financing of a new engine @ Corning Town Hall, 6-9pm.**

**Monday, December 29<sup>th</sup>, 2025 CJFD Commissioners Year-end Meeting @ 5:30pm at Station 16.**

**Wednesday, January 7<sup>th</sup>, 2026 CJFD Annual Meeting and Regular Board of Fire Commissioners Meeting @ 5:30pm at Station 16.**