



**CJFD Annual Organizational Meeting
Tuesday, January 7th, 2026 @ 5:30pm
Station 16 East Corning Volunteer Fire Dept, Inc.**

Agenda

1. Call to Order
2. Roll Call of Commissioners present
3. Pledge of Allegiance
4. Motion to conduct an Oath of Office for David Shafer as a CJFD Fire Commissioner for the 5-yr period from 1/1/2026 to 12/31/2030.
5. Motion to designate the bulletin board at Corning Town Hall, 25 South Elm St. Corning and 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) as the posting sites for notices required by the NYS Open Meetings Law.
6. Motion to designate The Leader as the official newspaper of the Corning Joint Fire District.
7. Motion to confirm that media was notified about this Organizational Meeting.
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.
9. Motion to appoint David Shafer as Chairman of the Corning Joint Fire District Board of Fire Commissioners.
10. Motion to appoint Marvin Olmstead as Deputy Chairman of the Corning Joint Fire District Board of Fire Commissioners.
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 1/1/26→12/31/26:
 - 1st Assistant Chief: Samuel Polanco
 - 2nd Assistant Chief: Nate Sherry
12. Motion to appoint Chief Brenning's nominations of the following individuals as CJFD officers for the period from 1/1/26→12/31/26:
 - Captains: James Hall, Ben Rydzewski
 - Lieutenant: Jeffrey Adams
13. Motion to appoint David Shafer, EMT-B as CJFD Director of Emergency Medical Services for the period from 1/1/26→12/31/26
14. Motion to appoint Evan Brown as CJFD Treasurer for the period from 1/1/2026-12/31/2026 at a gross annual salary of \$5,500.00 earned and paid on a monthly basis and to administer an Oath of Office.

15. Motion to appoint Marleah Brenning as CJFD Secretary for the period from 1/1/2026-12/31/2026 at a gross annual salary of \$4,000.00 earned and paid on a monthly basis and to administer an Oath of Office.
16. Motion to appoint the following individuals to administrative leadership positions for 2026:
 - Budget Officer: David Shafer
 - Quartermaster: Brad Jacobus
17. 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.
18. Motion to designate Chemung Canal Trust Company as the official depository of the CJFD.
19. Motion to set CJFD's reimbursement rate for approved work-related travel at the 2026 IRS rate of \$0.725/mile.
20. 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).
21. Motion to authorize Defense and Indemnification of Commissioners, District Employees, and District Volunteers Pursuant to Public Officers Law Section 18.
22. Motion to authorize Defense and Indemnification of District Volunteer Firefighters Pursuant to General Municipal Law Section 205-G.
23. Motion to appoint Terrance Hannigan, Esq. as attorney for CJFD.
24. Motion to designate LGS-1 as the Record Retention Policy of the Fire District and designate the Secretary as the District Records/FOIL Officer.
25. Motion to declare that official records of the District will be maintained in paper format.
26. Motion to continue CJFD Committee format and appointments:
 - a) Communications, Finance/Budget/ Strategic Planning (Commissioner Shafer)
 - b) Real Property Management, Insurance & Employee Health (Commissioners Olmstead & Clarkson)
 - c) Fleet Management/Equipment/Gear (Commissioner Brenning)
27. Motion to adopt the schedule of meetings, hearings and elections for CJFD in 2026 that was approved by the Board of Fire Commissioners on 11/25/2025.
28. 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.
29. Motion to renew/re-adopt existing real property and apparatus leases and contracts.
30. Motion to re-adopt all existing policies and adopt new policies as warranted.
31. Motion to designate B&W Towing as the preferred vendor for emergency towing and repair services for CJFD vehicles.
32. Motion to designate JPB Fire Services, Inc. as the preferred vendor for inspection and urgent/routine maintenance and repair services for CJFD vehicles.
33. Motion to adopt Mutual Aid agreements that the Board deems to be appropriate and feasible.
34. 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).

35. Motion to acknowledge that CJFD has obtained Volunteer Firefighter Enhanced Cancer Insurance from National Union Fire Insurance Company of Pittsburgh; Policy# CAN-0009480152-26, effective 1/1/2026-12/31/2027).
36. Motion to approve designated fund-raising events of the fire companies as VFBL activities per General Municipal Law 204-A.
37. Motion to authorize payment for Firefighter's Annual Installation Banquet per Town Law S176-D.
38. Motion to approve member participation in Specialty Teams (i.e., Local, County, Regional).
39. Visitor's Comments
40. Motion to adjourn the meeting @ ____pm.