



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

Minutes

1. Chairman Shafer called the meeting to order at 5:33 pm.
2. Roll Call of Commissioners present was conducted. Commissioners Gridley, Shafer and Olmstead present.
3. Pledge of Allegiance was led by Chairman Shafer,
4. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead 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. All in favor and motion was carried.
5. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead 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. All in favor and motion was carried.
6. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to designate The Leader as the official newspaper of the Corning Joint Fire District. All in favor and motion was carried.
7. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to confirm that media was notified about this Organizational Meeting. All in favor and motion was carried.
8. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead 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. All in favor and motion was carried.
9. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to appoint David Shafer as Chairman of the Corning Joint Fire District Board of Fire Commissioners. All in favor and motion was carried.
10. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to appoint Marvin Olmstead as Deputy Chairman of the Corning Joint Fire District Board of Fire Commissioners. All in favor and motion was carried.
11. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead 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

All in favor motion is carried.

12. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead 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

All in favor motion is carried.

13. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to appoint David Shafer, EMT-B as CJFD Director of Emergency Medical Services for the period from 1/1/26→12/31/26. All in favor motion is carried.

14. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead 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. All in favor motion is carried.

15. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead 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. All in favor motion is carried.

16. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to appoint the following individuals to administrative leadership positions for 2026:

- Budget Officer: David Shafer
- Quartermaster: Brad Jacobus

All in favor motion is carried.

17. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead 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. All in favor motion is carried.

18. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to designate Chemung Canal Trust Company as the official depository of the CJFD. All in favor motion is carried.

19. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to set CJFD's reimbursement rate for approved work-related travel at the 2026 IRS rate of \$0.725/mile. All in favor motion is carried.

20. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead 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). All in favor motion is carried.

21. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to authorize Defense and Indemnification of Commissioners, District Employees, and District Volunteers Pursuant to Public Officers Law Section 18. All in favor motion is carried.

22. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to authorize Defense and Indemnification of District Volunteer Firefighters Pursuant to General Municipal Law Section 205-G. All in favor motion is carried.

23. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to appoint Terrance Hannigan, Esq. as attorney for CJFD. All in favor motion is carried.
24. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to designate LGS-1 as the Record Retention Policy of the Fire District and designate the Secretary as the District Records/FOIL Officer. All in favor motion is carried.
25. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to declare that official records of the District will be maintained in paper format. All in favor motion is carried.
26. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to continue CJFD Committee format and appointments:
 - a) Communications, Finance/Budget/ Strategic Planning (Commissioner Shafer)
 - b) Real Property Management, Insurance & Employee Health (Commissioners Olmstead and Brenning)
 - c) Fleet Management/Equipment/Gear (Commissioner Brenning)

All in favor motion is carried.

27. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead 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. All in favor motion is carried.
28. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead 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. All in favor motion is carried.
29. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to renew/re-adopt existing real property and apparatus leases and contracts. All in favor motion is carried.
30. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to re-adopt all existing policies and adopt new policies as warranted. All in favor motion is carried.
31. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to designate B&W Towing as the preferred vendor for emergency towing and repair services for CJFD vehicles. All in favor motion is carried.
32. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to designate JPB Fire Services, Inc. as the preferred vendor for inspection and urgent/routine maintenance and repair services for CJFD vehicles. All in favor motion is carried.
33. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to adopt Mutual Aid agreements that the Board deems to be appropriate and feasible. All in favor motion is carried.
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). All in favor motion is carried.
35. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to acknowledge that CJFD has obtained Volunteer Firefighter Enhanced Cancer Insurance from National Union Fire Insurance Company of Pittsburgh; Policy# CAN-

0009480152-26, effective 1/1/2026-12/31/2026). All in favor motion is carried. All in favor motion is carried.

36. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to approve designated fund-raising events of the fire companies as VFBL activities per General Municipal Law 204-A. All in favor motion is carried.
37. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to authorize payment for Firefighter's Annual Installation Banquet per Town Law S176-D. All in favor motion is carried.
38. Motion made by Commissioner Gridley and seconded by Commissioner Olmstead to approve member participation in Specialty Teams (i.e., Local, County, Regional). All in favor motion is carried.
39. Visitor's Comments None
40. Motion Commissioner Gridley and seconded by Commissioner Olmstead to adjourn the meeting @ 5:47 pm. All in favor motion is carried.

Respectfully submitted,



Marleah Brenning, Secretary