

**PRELIMINARY  
MINUTES OF THE REGULAR MEETING**  
December 14, 2021

Commissioner Westmiller called the regular meeting to order at 7:18 p.m.

**ATTENDANCE:**

**COMMISSIONERS:**

Katherine Anderson  
Kevin Faehndrich (Absent)  
Anna Finley (Absent)  
Joe Freedman  
Wayne Westmiller

**OFFICERS:**

Deanna Bowles, Treasurer  
Sharon Gaden, Secretary, Deputy Treasurer  
John Gaden, Danby Fire Chief  
Scott Wendt, West Danby Fire Chief

**PUBLIC:** Charlotte Griggs

Bonnie Hart

**Pledge of Allegiance**

**Minutes:** Commissioner Freedman moved to approve the minutes for the November 9, 2021, meeting minutes. Motion seconded by Commissioner Anderson. Motion carried 3 yes 0 no.

**Treasurer's Report:**

- 1441 and 1442 NYS Inspections encumbered in June for \$500
- Securities Pledged Report for Nov. from CCTC and TTC
- Received checks totaling \$3000 from Town of Danby for flag poles and deposited
- Audit scheduled week of Jan 10<sup>th</sup>
- Deposited 50% to reserves as budgeted for apparatus, equipment, and building
- Email users' activity: Asst chief 1 yr., Scott Wendt 4 mo., Kevin 6 mo., WD EMS Director 3 mo.
- Bank statements reconciled
- Financial reports emailed to commissioners, secretary, and chiefs
- Equipment and Fuel expenses to date emailed to Chiefs
- Signature cards completed for CCTC by Bonnie. Sharon needs to complete same as Deputy Treasurer
- TTC signature card form available to fill out by Bonnie and Sharon. To be submitted with copies of drivers' licenses and copy of minutes appointing Bonnie as Treasurer and Sharon as Deputy Treasurer

Motion made by Commissioner Westmiller to transfer \$14,499.85 from Building Procurement, Repair and Replacement Capital Reserve Account to West Danby Renovation Account H3410.9 to pay Application and Certification for Payment No. 21-104-003 to McPherson Builders, Inc. and to increase the 2021 Budget to include the sum of \$14,499.85, 2021 Budget will increase to \$698,975.61. Commissioner Freedman seconded: Roll call vote was taken Anderson: Aye; Faehndrich: Absent; Finley: Absent; Freedman: Aye; and Westmiller: Aye. Motion carried.

Motion made by Commissioner Freedman to transfer \$1,250.00 from Contingency Account A3410.9 into Employees Account A3410.1 to cover the cost of December 2021 payroll for Treasurer in Training. Commissioner Westmiller seconded. Roll call vote was taken Anderson: Aye; Faehndrich: Absent; Finley: Absent; Freedman: Aye; and Westmiller: Aye. Motion carried.

Motion made by Commissioner Westmiller to increase the budget by \$3,000.00 from the donations from the Town of Danby to assist in the cost of the purchase of 2 flagpoles and 4 flags. Commissioner Anderson seconded. Roll call vote was taken Anderson: Aye; Faehndrich: Absent; Finley: Absent; Freedman: Aye; and Westmiller: Aye. Motion carried.

Motion made by Commissioner Westmiller to transfer \$700.00 from Contingency Account A3410.9 into Employees Account A3410.1 and \$310.00 from Contingency Account A3410.9 into Social Security Employer Account A9030.8. Commissioner Freedman seconded. Roll call vote was taken Anderson: Aye; Faehndrich: Absent; Finley: Absent; Freedman: Aye; and Westmiller: Aye. Motion carried.

Commissioner Freedman moved to accept the Treasurer's Report. Motion seconded by Commissioner Westmiller. Motion carried 3 yes 0 no.

**APPROVAL OF BILLS:**

Commissioner Westmiller moved to pay the vouchers as audited and approved on Operating Account Abstract 12, claims 252-292 in the amount of \$54,593.75. Motion seconded by Commissioner Anderson. Motion carried 3 yes 0 no.

**Communications:**

- Ford Motor Company re: potential issue 1441 (emailed Chief Wendy and Com. Westmiller)
- AFSNY October and November issue (paper form)
- McPherson Builders and Architect email regarding fire alarm drawings
- Central Region Fire Districts email reminder pertaining to 11/20/21 seminar
- PERMA & NYS AFC Grant email regarding washer/dryer grants (7)
- PERMA email regarding webinar on claim services (2)
- AFDSNY email regarding upcoming deadlines for 5217 44<sup>th</sup> Avenue SW, Seattle, Washington 98106
- McPherson Builders email with invoice for third payment on West Danby renovation
- Commissioner Anderson forwarded email on Grants Innovation Exchange New Unique Entity # (SAM) webinar
- Verizon email about webinar on Emergency Technology to better respond to emergencies
- PERMA email OCM information on Portal now available
- PERMA email regarding webinar on Safe Stretcher Handling
- AFDSNY - OSC webinar "Understanding Fund Balance"
- S. Shahan forwarded materials from 11/20/21 seminar
- C. West from McNeil Insurance emails pertaining to Volunteer Cancer Insurance benefit
- NYS Archives local government newsletter
- Construction Journal asking for who was awarded West Danby renovation project and the amount of the award
- Commissioner Anderson forward AFG Extrication grant submitted 12/02/21
- PERMA email regarding Lexipol Grant awardees
- NYS Archives email pertaining to new service model
- NYS Archives email pertaining to First Responders and Cultural Collections
- AFDSNY email - 2022 OCS Accounting School Registration now open
- PERMA email pertaining to webinar on mutual aid agreements
- PERMA email pertaining to webinar on patient advocates
- PERMA email pertaining to Annual Conference Save The Date - May 26<sup>th</sup> and May 27<sup>th</sup>
- PERMA email announcing new executive director
- ZipRecruiter advertisement
- Mark Butler, Esq. legal services retainer for 2022
- Danby Area News for December 2021
- NYS Department of Labor notice of expanded legal obligations under NYS Prevailing Wage Laws

**CHIEF'S REPORTS:**

WDFC: (Chief Wendt)

- Written report for November was received.
- Sh. Wendt would like to attend EMT class in Auburn, Cayuga County. Checking on cost of class, if any. Mileage would be approximately 4,400 miles from January 8, 2022, until June 16, 2022
- N. Dyson-Hudson, J. Warner and L. Barton would like to attend OREO training in Nichols, Tioga County in January 2022
- Received certificate for S. VanEtten Fire Officer 1 class
- Will be contacting Ward Apparatus for 1401 because the cross lays are leaking
- The station renovation is moving along, replaced doors at station. Would like to purchase electronic key fobs for members, 100 fobs for \$20.00 +/- through Amazon. Will provide keys to the District. Brief discussion on hose reels for the 2 big trucks.

Commissioner Westmiller moved to accept training request for Sh. Wendt to attend EMT class in Auburn, Cayuga County, unless he can find a class closer to attend. Reimbursement for mileage after course is completed and passed. Pending notification of cost of course. Motion seconded by Commissioner Freedman. Motion carried 3 yes 0 no.

Commissioner Westmiller moved to accept training request from N. Dyson-Hudson, J. Warner, and L. Barton to attend OREO class in Nichols, Tioga County January 15<sup>th</sup> and 22<sup>nd</sup>, 2022 pending receipt of completed training request forms. All efforts should be made for

members to ride with any Danby members taking the same class. Motion seconded by Commissioner Freedman. Motion carried 3 yes 0 no.

**DVFC: (Chief Gaden)**

- Written report for November was received
- Holiday party cancelled.
- G. Jakubson would like to attend OREO training in Nichols, Tioga County in January 2022.
- Roof has been repaired.
- Pump testing completed and all passed.

Commissioner Westmiller moved to accept training request from G. Jakubson to attend OREO class in Nichols, Tioga County January 15<sup>th</sup> and 22<sup>nd</sup>, 2022. No cost for class, will be using 442 for transportation. Motion seconded by Commissioner Freedman. Motion carried 3 yes 0 no.

**COMMITTEES:**

**PURCHASING: NONE**

**BUILDING/GROUNDS:**

- Chief Gaden reported flagpole was replaced
- Chief Wendt reminded to have Girl Scout leader provide proof of insurance
- Commissioner Westmiller reported on repairs done to the roof on the Danby Station
- Chief Wendt reported the furnace issue at West Danby station was a bad ignitor and he also scheduled service while technician was there.

**GRANTS: NONE**

**INSURANCE:**

- Discussion on ability to include members that do not have 5 years proof of fit testing as they were interior firefighters prior to requirement of fit testing

**TECH:**

- Secretary asked that email account be looked at for ability of having delivery and read receipts.

**TRUCKS:**

- Pump testing completed
- Accident on 11/25/21 with 1401
- Recall from Ford on 1441

**TOWN BOARD:**

- Commissioner Freedman has contacted the Town of Danby's bookkeeper for last 2 months of NYSEG bills, solar credit and 2021 fuel invoice

**RECORDS:**

- LENS report received and forwarded to Chief Wendt and Commissioner Westmiller

**POLICY:**

- Policy Committee to review policies remotely and send email back to Secretary with decisions.

**MEMBERSHIP/TRAINING:**

- Secretary reminded Chief Wendt that proof of course completion for fire police class attended by N. Dyson-Hudson, A. Griffen and T. Monroe-Griffen is still required.
- Online OSHA training must be completed by all members and commissioners who did not attend inhouse class
- Physicals have been completed by all members
- T. Lazcano completed BEFO and is awaiting his certificate.

**LONG RANGE PLAN:**

- Commissioner Freedman discussed proposed Plan the Committee came up with.

Commissioner Freedman made a motion to accept proposed the Long-Range Plan submitted by Committee. Motion seconded by Commissioner Anderson. Motion carried 3 yes 0 no.

**AUDIT:**

- Tentatively scheduled for week of January 11<sup>th</sup>. Will need list of items they need

**BUDGET:**

- Discussion on how to disburse the excess funds in the Contingency Account.

Motion made by Commissioner Westmiller to place Seventy Percent (70%) of the amount in the Contingency Account into the Building Procurement, Repair and Replacement Capital Reserve Account; Twenty Percent (20%) of the Contingency Account into the Apparatus Procurement, Repair and Replacement Capital Reserve Account; and Ten Percent (10%) of the Contingency Account into the Equipment Procurement, Repair and Replacement Capital Reserve Account. Motion seconded by Commissioner Anderson. Motion carried 3 yes 0 no.

**OLD BUSINESS:**

- Commissioner Freedman reported on the Hiring Committee having met and interviewed Bonnie Hart for the position of Treasurer-in-Training. Discussion held.

Commissioner Freedman moved to offer the job as Treasurer-in-Training to Bonnie Hart. Motion seconded by Commissioner Anderson. Motion carried 3 yes 0 no.

**NEW BUSINESS:**

- Organizational Meeting will be on January 11, 2022. Line Officers will be sworn in on January 15, 2022.
- Secretary requested to order 1 more Fire District Officer's Guide
- Governors mask mandate discussed and decision made to have masks worn 100% of the time at both stations by everyone.

**PRE-APPROVAL OF PURCHASES:**

Commissioner Westmiller made a motion to approve \$119.00 +/- to Occustar for D. Dougherty's physical. Motion seconded by Commissioner Freedman. Motion carried 3 yes 0 no.

Commissioner Westmiller made a motion to approve the visa charge of \$70.10 to Amazon for the QuickBooks manuals and Reference Sheet. Motion seconded by Commissioner Freedman. Motion carried 3 yes 0 no.

Commissioner Westmiller made a motion to approve visa charge of \$90.09 to Amazon for the purchase of fit test materials. Motion seconded by Commissioner Freedman. Motion carried 3 yes 0 no.

Commissioner Westmiller made a motion to approve visa charge of \$390.00 +/- to Stauffer Gloves and Safety for Fit Testing materials. Motion seconded by Commissioner Freedman. Motion carried 3 yes 0 no.

Commissioner Westmiller made a motion to approve \$4,883.60 to Ward's Apparatus for repairs to 1401. Motion seconded by Commissioner Anderson. Motion carried 3 yes 0 no.

Commissioner Freedman made a motion to approve \$95.00 to Mid-State Communications for a charger. Motion seconded by Commissioner Westmiller. Motion carried 3 yes 0 no.

Commissioner Westmiller made a motion to approve up to \$2,552.00 for reimbursement of mileage to Sh. Wendt for EMT class in Auburn, New York. Pending completion of course. Motion seconded by Commissioner Anderson. Motion carried 3 yes 0 no.

Commissioner Freedman made a motion to pay \$400.20 to Samantha VanEtten for reimbursement of mileage from attending and passing Fire Officer I. Motion seconded by Commissioner Westmiller. Motion carried 3 yes 0 no.

Commissioner Westmiller made a motion to approve up to \$22.89 through Amazon for the purchase of key fobs by Chief Wendt. Motion seconded by Commissioner Freedman. Motion carried 3 yes 0 no.

Commissioner Westmiller made a motion to approve the furnace repair at West Danby station by HSC, invoice pending. Motion seconded by Commissioner Freedman. Motion carried 3 yes 0 no.

Commissioner Westmiller made a motion to approve the service of the furnace at West Danby station by HSC upon completion. Motion seconded by Commissioner Anderson. Motion carried 3 yes 0 no.

Commissioner Freedman made a motion to approve the purchase of Fire District Officer's Guide from James Publishing in the amount of \$164.00. Commissioner Westmiller seconded. Motion carried 3 yes 0 no.

**Next Meeting date and time:**

- 12/28/21 regular meeting at 7:00 p.m. is cancelled
- 01/11/22 Organizational Meeting at 7:00 p.m. with regular meeting to follow

Meeting adjourned at 9:37 p.m.  
Respectfully submitted,

Sharon Gaden  
Secretary

DANBY FIRE DISTRICT

RESOLUTION TO TRANSFER MONEY FROM  
BUILDING PROCUREMENT, REPAIR  
AND REPLACEMENT CAPITAL RESERVE ACCOUNT  
TO  
WEST DANBY RENOVATION ACCOUNT H3410.9

RESOLUTION 2021-12-14.1

**WHEREAS**, on May 12, 2020 the Board of Fire Commissioners for the Danby Fire District adopted Resolution 2020-05-12.3 to authorize the transfer of not more than \$180,000.00 from its Building Capital Reserve Account to the District's General Operating Account for West Danby Building Renovation.

**WHEREAS**, the Danby Fire District has contracted with McPherson Builders, Inc. to do the renovations related to the West Danby Building Renovation.

**WE RESOLVE** to transfer \$14,499.85 from Building Procurement, Repair and Replacement Capital Reserve Account to West Danby Renovation Account H3410.9 to pay Application and Certification for Payment No. 21-104-003 to McPherson Builders, Inc. in relation to renovations completed to date on the West Danby Renovation project.

**WE RESOLVE** to modify the 2021 Budget to include the sum of \$14,499.85 for Application and Certification for Payment No. 21-104-003 to McPherson Builders, Inc. in relation to renovations completed to date on the West Danby Renovation project.

**WE FURTHER RESOLVE**, with this modification, the 2021 Budget will increase from \$684,475.76 to 698,975.61.

Commissioner Westmiller moved. Commissioner Freedman seconded, and the Board of Fire Commissioners voted as follows:

Commissioner Anderson	Aye
Commissioner Faehndrich	Absent
Commissioner Finley	Absent
Commissioner Freedman	Aye
Commissioner Westmiller	Aye

The foregoing resolution was thereupon declared duly adopted and approved by the Board of Fire Commissioners on December 14, 2021.

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Sharon Gaden, Secretary  
Danby Fire District

DANBY FIRE DISTRICT  
RESOLUTION TO TRANSFER MONEY  
FROM  
CONTINGENCY ACCOUNT A3410.9  
TO  
EMPLOYEES ACCOUNT A3410.1  
RESOLUTION 2021-12-14.2

**WHEREAS** The Danby Fire District has established a Contingency Account A3410.9 and has funds available;

**WE RESOLVE** to transfer \$1,250.00 from Contingency Account A3410.9 into Employees Account A3410.1 to cover the cost of December 2021 payroll for Treasurer in Training, Bonnie Hart.

Commissioner Freedman moved, Commissioner Westmiller seconded, and adopted by the following vote:

Commissioner Anderson	Aye
Commissioner Faehndich	Absent
Commissioner Finley	Absent
Commissioner Freedman	Aye
Commissioner Westmiller	Aye

The foregoing resolution was thereupon declared duly adopted and approved by the Board of Fire Commissioners on December 14, 2021.

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Sharon Gaden, Secretary  
Danby Fire District

DANBY FIRE DISTRICT

RESOLUTION TO MAKE ADMINISTRATIVE ADJUSTMENT  
TO 2021 BUDGET AS A RESULT OF STATE MANDATE  
TO KEEP BUDGET, GRANTS AND DONATIONS NET ZERO

RESOLUTION 2021-12-14.3

WHEREAS the Danby Fire District has received \$3,000.00 from the Town of Danby to assist with the cost of purchasing 1 flagpole and 2 flags for each fire station.

WHEREAS the money was deposited into Contingency Account A3410.9.

WE RESOLVE to modify the 2021 Budget to include the sum of \$3,000.00 as added to Contingency Account A3410.9

WE FURTHER RESOLVE, with this modification, the 2021 Budget will increase from \$698,975.61 to \$701,975.61.

Commissioner Westmiller moved. Commissioner Anderson seconded, and the Board of Fire Commissioners voted as follows:

Commissioner Anderson	Aye
Commissioner Faehndrich	Absent
Commissioner Finley	Absent
Commissioner Freedman	Aye
Commissioner Westmiller	Absent

The foregoing resolution was thereupon declared duly adopted and approved by the Board of Fire Commissioners on December 14, 2021.

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Sharon Gaden, Secretary  
Danby Fire District



**DANBY FIRE DISTRICT**

**RESOLUTION TO TRANSFER MONEY  
FROM CONTINGENCY ACCOUNT A3410.9**

**TO EMPLOYEES ACCOUNT A3410.1 &  
SOCIAL SECURITY EMPLOYER ACCOUNT A9030.8**

**RESOLUTION 2021-12-14.4**

**WHEREAS** The Danby Fire District has established a Contingency Account A3410.9 and has funds available;

**WHEREAS** The Danby Fire District had unplanned Social Security Employer Account A9030.8 Social Security expenses in the amount of \$310.00;

**WHEREAS** The Danby Fire District had unplanned Employees Account A3410.1 expenses in the amount of \$700.00,

**WE RESOLVE** to transfer \$1,010.00 from Contingency Account A3410.9 \$310.00 to Social Security Account A9080.8 and \$700.00 to Employees Account a3410.1

Motion made by Commissioner Westmiller, seconded by Commissioner Freedman, and adopted by the following vote:

Commissioner Anderson	Aye
Commissioner Faehndrich	Absent
Commissioner Finley	Absent
Commissioner Freedman	Aye
Commissioner Westmiller	Aye

The foregoing resolution was thereupon declared duly adopted and approved by the Board of Fire Commissioners on December 14, 2021.

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Sharon Gaden, Secretary  
Danby Fire District