

BOARD OF FIRE COMMISSIONERS
De WITT FIRE DISTRICT, DeWITT, NEW YORK

ORGANIZATIONAL MEETING

JANUARY 11, 2022

Meeting called to order at 6:02 P.M. by Ms. Fusco, Temporary Chairperson.

Pledge of Allegiance was led by Ms. Fusco.

Mr. Schultz noted that Mr. Ristau and Mr. Vander Molen were elected, and the Oath of Office was administered prior to the meeting and was submitted to the DeWitt Town Clerk.

Mr. Schultz presented the "Proof of Filing" affidavit for the Organizational Meeting notice published in the Syracuse Post Standard.

Motion made by Mr. Ristau, seconded by Mr. Militi, to elect Mr. Schultz Chairman of the Board for the year 2022. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Schultz, seconded by Mr. Vander Molen, to elect Mr. Ristua Vice Chair of the Board for the year 2022. All Commissioners present voting affirmative. Motion approved.

Mr. Schultz noted that the District is in search of a Fire District Secretary and Records Management Officer for the year 2022. Ms. Fusco will fulfill the duties until such person is found.

There was a discussion regarding the residency of Ms. Fusco who is currently Fire District Treasurer and resides outside the DeWitt Fire District. It was noted that the Board would have to advertise and search for a treasurer that, per Town Law Article 11, Section 175(3), resides within the fire district boundaries. It was determined that Ms. Fusco could maintain her position until a qualified district resident candidate is appointed. A motion was then made by Mr. Schultz, seconded by Mr. Ristau, to appoint Kerrie Fusco Fire District Treasurer for the year 2022 or until a district resident candidate is identified. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Mr. Militi, to go into Executive Session to discuss the performance of the non-union salaried employees for 2021. All Commissioners present voting affirmative. Motion approved to go into Executive Session at 6:12PM.

Motion made by Mr. Vander Molen, seconded by Mr. Militi, to leave Executive Session and return to regular business at 6:20PM. All Commissioners present voting affirmative. No actions other than discussion were taken during the Executive Session.

Motion made by Mr. Ristau, seconded by Mr. Vander Molen, to pay the following salaries and hourly rates for 2022. These annual salaries reflect a 2% increase. All Commissioners present voting affirmative. Motion approved.

Treasurer	\$54,000 annually
Chief	\$94,166.40 annually
P/T Firefighter	\$22.89/hr.
P/T Caretaker	\$15.00/hr.

Mr. Schultz administered the Oath of Office to the Chief of Fire and Fire District Treasurer.

Motion made by Mr. Vander Molen, seconded by Mr. Ristau, to appoint Randy Ray, P.O. Box 731, Baldwinsville, NY 13027 as legal counsel to the DeWitt Fire District for the year 2022. All Commissioners present voting affirmative. Motion approved.

Blanket Theft Coverage with ESIP covering the District against theft by all employees was discussed. Mr. Schultz reviewed that the District is covered up to \$4,000,000. Motion made by Mr. Vander Molen, seconded by Mr. Militi, to keep the coverage at that level.

Motion made by Mr. Vander Molen, seconded by Mr. Ristau, to designate Solvay Bank as the depository for Fire District funds, with the total amount of \$6,100,000. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Militi, seconded by Mr. Vander Molen, to grant primary check signing authority to Chief Green, Ms. Fusco and Mr. Ristau. Ms. Fusco will be second signer for checks over \$2,500 or checks under \$2,500 on an emergency basis only. All Commissioners present voting affirmative except Mr. Ristau who abstained. Motion approved.

The DeWitt Fire District Investment policy was reviewed prior to the meeting. Motion made by Mr. Ristau, seconded by Mr. Vander Molen, to approve the Investment policy amended January 20, 2020. All Commissioners present voting affirmative. Motion approved. (Addendum "A")

The DeWitt Fire District Purchasing policy was reviewed prior to the meeting. Motion made by Mr. Ristau, seconded by Mr. Vander Molen, to approve the Purchasing policy amended January 14, 2020. All Commissioners present voting affirmative. Motion approved. (Addendum "B")

The DeWitt Fire District Travel, Administrative & Miscellaneous Policy was reviewed prior to the meeting. Motion made by Mr. Ristau, seconded by Mr. Vander Molen, to approve the Travel policy dated February 4, 2016. All Commissioners present voting affirmative. Motion approved. (Addendum "C")

The DeWitt Fire District Drug and Alcohol Policy were reviewed prior to the meeting. Motion made by Motion made by Mr. Ristau, seconded by Mr. Vander Molen, to approve the Drug and Alcohol Policy for the volunteer members dated January 3, 2014. All Commissioners present voting affirmative. Motion approved. (Addendum "D")

The DeWitt Fire District Electronic Banking Policy was reviewed prior to the meeting. Motion made by Mr. Ristau, seconded by Mr. Vander Molen, to approve the Electronic Banking Policy as amended to include directives from Solvay Bank and dated January 5, 2016. All Commissioners present voting affirmative. Motion approved. (Addendum "E")

The DeWitt Fire District Corrective Action Offenses were reviewed prior to the meeting. Motion made by Mr. Ristau, seconded by Mr. Vander Molen, to approve the Corrective Action Offenses with no changes and dated January 6, 2015. All Commissioners present voting affirmative. Motion approved. (Addendum "F")

The DeWitt Fire District Controlled Substances Operational Plan was presented. Motion made by Mr. Ristau, seconded by Mr. Vander Molen, to approve the Controlled Substance Operational Plan as amended. All Commissioners present voting affirmative. Motion approved. (Addendum "G")

The DeWitt Fire District Ethics, Anti-Discrimination, Workplace Violence and Sexual Harassment Policies were reviewed prior to the meeting. Motion made by Mr. Ristau, seconded by Mr. Vander Molen, to approve these policies with no changes. All Commissioners present voting affirmative. Motion approved. (Addendum “H, I, J, K”)

Mr. Schultz appointed the following people to the standing committees:

	<u>Primary</u>	<u>Secondary</u>
Finance	Mr. Militi	Mr. Schultz
Building/Grounds	Mr. Militi	Mr. Ristau
Personnel/Staff	Mr. Schultz	Mr. Militi
Long Range Plan	Ms. Ristau	Mr. Schultz
Apparatus	Mr. Vander Molen	Mr. Ristau
Legal	Mr. Vander Molen	Mr. Ristau

The Service Award Program Directors were reviewed. Motion made by Mr. Militi, seconded by Mr. Vander Molen, to appoint Mr. Vander Molen and Mr. Militi as Directors for 2022. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Mr. Militi, to hire Grossman St. Amour CPA’s PLLC, One Lincoln Center, Syracuse, NY 13202 to complete an audit of the DeWitt Fire District’s 2021 records by June 1, 2022. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Mr. Ristau, to authorize the Fire District Treasurer to pay repetitive bills as allowed by Town Law. (Addendum “L”) All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Ristau, seconded by Mr. Militi, to authorize the Treasurer to pay the current IRS mileage rate of \$.585 per mile and the IRS per diem meals rate (destination dependent) for travelers. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Mr. Militi, to hold the regular Board meetings for the year 2022 on the second Tuesday and the fourth Tuesday of each month, except June, July and August when meetings will take place on the fourth Tuesday only, at the DeWitt Fire District Headquarters located at 4500 E. Genesee St, DeWitt, NY 13214 at 6:00PM. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Ristau, seconded by Mr. Vander Molen, to designate the *Post-Standard* and the *Community Media Group (Eagle Bulletin)* as the official newspapers of the DeWitt Fire District for year 2022. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Mr. Militi, to approve membership in the Association of Fire Districts of the State of New York, the Central Region Fire District Association, the New York State Association of Fire Chiefs, the International Association of Fire Chiefs, Career Fire Chiefs of New York State, the National Fire Protection Association and the International Society of Fire Service Instructors for the year 2022 and to authorize the Fire District Treasurer to pay the respective annual dues for these memberships. All Commissioners present voting affirmative. Motion approved.

The DeWitt Fire Department Inc. did not submit any nomination for Deputy Chief; therefore, there was no action by the Board on this position.

Motion made by Mr. Vander Molen, seconded by Mr. Militi, to appoint Upstate Emergency Medicine to the position of DeWitt Fire District Medical Director for the year 2022, with compensation of \$5,000.00 for the calendar year. All Commissioners present voting affirmative. Motion approved.

Chief Green recommended the following appointments, and a motion was made by Mr. Ristau, seconded by Mr. Militi, to appoint Lt. James Pienkowski Training Officer, Lt. Michael O'Connor Director of Medical Operations, FF Andrew Boyle Emergency Vehicle Technician (until his retirement) and LT Flemming Health and Safety Officer. Also, the following individuals as Municipal Fire Instructors; Capt. Scott Kehoe, Lt. Valerie Flemming and Lt. Michael O'Connor for the year 2022. All Commissioners present voting affirmative. Motion approved.

With no further business before the board, a motion to adjourn was made by Mr. Militi and seconded by Mr. Vander Molen, All Commissioners present voting affirmative. Motion approved. Meeting adjourned at 6:34 PM.

MEETING ATTENDANCE (virtual):

Commissioners: Schultz (Chair), Milit, Ristau, and Vander Molen. Chief Green, Treasurer Fusco, and DFD President Steinberg.

Respectfully submitted,
Kerrie A. Fusco
Acting Secretary
January 11, 2022