

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

ORGANIZATIONAL MEETING

JANUARY 14, 2025

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

Pledge of Allegiance was led by Ms. Fusco.

Motion made by Mr. Upton, seconded by Mr. Huyck, to elect Mr. Vander Molen Chairman of the Board for the year 2025. All Commissioners present voting affirmative. Motion approved.

Ms. Fusco noted that Mr. Huyck was newly elected, and the Oath of Office was administered prior to the meeting and will be submitted to the DeWitt Town Clerk.

Ms. Fusco presented the “Proof of Filing” affidavit for the Organizational Meeting notice published in the Syracuse Post Standard.

Motion made by Mr. Militi, seconded by Mr. Upton, to elect Mr. Huyck Vice Chair of the Board for the year 2025. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Militi, seconded by Mr. Upton, to appoint Kerrie Fusco Fire District Secretary for the year 2025. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Militi, seconded by Mr. Huyck, to appoint Kerrie Fusco as Records Management Officer for the year 2025. All Commissioners present voting affirmative. Motion approved.

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. Huyck, seconded by Mr. Militi, to appoint Kerrie Fusco Fire District Treasurer for the year 2025 or until a district resident candidate is identified. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Militi, seconded by Mr. Huyck, to go into Executive Session to discuss the performance of the non-union salaried employees for 2024. All Commissioners present voting affirmative. Motion approved to go into Executive Session at 6:07PM.

Motion made by Mr. Militi, seconded by Mr. Huyck, to leave Executive Session and return to regular business at 6:15PM. All Commissioners present voting affirmative. No actions other than discussion were taken during the Executive Session.

Motion made by Mr. Militi, seconded by Mr. Huyck, to pay the following salaries and hourly rates for 2025 (3% increase). All Commissioners present voting affirmative. Motion approved.

Treasurer	\$61,059 annually
Chief	\$107,004 annually
Deputy Chief	\$96,923 annually

Deputy Chief - PT	\$36.05/hr.
P/T Firefighter	\$27.50/hr.
EVT - PT	\$36.05/hr.
P/T Caretaker	\$15.50/hr.

Mr. Vander Molen administered the Oath of Office to the Deputy Chief of Fire and Fire District Treasurer/Treasurer. The Fire Chief was absent and oath will be administered when he returns.

Motion made by Mr. Vander Molen, seconded by Mr. Huyck, to appoint Randy Ray, P.O. Box 731, Baldwinsville, NY 13027 as legal counsel to the DeWitt Fire District for the year 2025 for all labor and personnel related issues. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Vander Molen, seconded by Mr. Huyck, to appoint The D'Amato Law Group as legal counsel to the DeWitt Fire District for the year 2025 for all District related issues and concerns. All Commissioners present voting affirmative. Motion approved.

Blanket Theft Coverage with ESIP covering the District against theft by all employees was discussed. Mr. Vander Molen reviewed that the District is covered up to \$4,000,000. Motion made by Mr. Militi, seconded by Mr. Huyck, to discuss with McNeil Co the current coverage level and possibly raising amount to \$7,000,000 at the next meeting.

Motion made by Mr. Huyck, seconded by Mr. Upton, to designate the *Post-Standard* and the *Advanced Media Group (Eagle Bulletin)* as the official newspapers of the DeWitt Fire District for year 2025. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Huyck, seconded by Mr. Upton, to designate Solvay Bank as the Checking and Payroll account depositories for Fire District funds. All Commissioners present voting affirmative except Mr. Militi who abstained. Motion approved.

Motion made by Mr. Huyck, seconded by Mr. Upton, to designate NYCLASS as the depository for Fire District reserve funds and saving account. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Upton, seconded by Mr. Huyck, to grant primary check signing authority to Chief Green, Ms. Fusco, and Mr. Vander Molen. 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. Vander Molen who abstained. Motion approved.

Motion made by Mr. Vander Molen, seconded by Mr. Huyck, to hold the regular Board meetings for the year 2025 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 7:00PM. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Huyck, seconded by Mr. Upton, 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 2025 and to authorize the Fire District Treasurer to pay the respective annual dues for these memberships. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Huyck, seconded by Mr. Militi, to authorize the Treasurer to pay the current IRS mileage rate of \$.70 per mile and the IRS per diem meals rate (destination dependent) for travelers. All Commissioners present voting affirmative. Motion approved.

Mr. Vander Molen appointed the following people to the standing committees:

	<u>Primary</u>	<u>Secondary</u>
Finance	Mr. Militi	Mr. Skahen
Building/Grounds	Mr. Upton	Mr. Huyck
Personnel/Staff	Mr. Skahen	Mr. Militi
Long Range Plan	ALL COMMISSIONERS	
Apparatus	Mr. Vander Molen	Mr. Huyck
Legal	Mr. Vander Molen	Mr. Upton

The DeWitt Fire District Investment policy was reviewed prior to the meeting. Motion made by Mr. Upton, seconded by Mr. Militi, 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. Upton, seconded by Mr. Militi, to approve the Purchasing policy amended January 10, 2023. 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. Upton, seconded by Mr. Militi, to approve the Travel policy dated January 10, 2023. 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. Upton, seconded by Mr. Militi, 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. Upton, seconded by Mr. Militi, 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. Upton, seconded by Mr. Militi, 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. Upton, seconded by Mr. Militi, 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. Upton, seconded by Mr. Militi, to approve these policies with no changes. All Commissioners present voting affirmative. Motion approved. (Addendum “H, I, J, K”)

Motion made by Mr. Upton, seconded by Mr. Vander Molen, to hire Grossman St. Amour CPA’s PLLC, One Lincoln Center, Syracuse, NY 13202 to complete an audit of the DeWitt Fire District’s 2024 records by June 1, 2025. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Huyck, seconded by Mr. Militi, to appoint Upstate Emergency Medicine to the position of DeWitt Fire District Medical Director for the year 2025, with compensation of \$5,000.00 for the calendar year. All Commissioners present voting affirmative. Motion approved.

Motion made by Mr. Huyck, seconded by Mr. Upton, to appoint McNeil & Co. as the insurance agent for the year 2025. All Commissioners present voting affirmative. Motion approved.

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

The Service Award Program Directors were reviewed. Motion made by Mr. Huyck, seconded by Mr. Militi, to appoint Mr. Vander Molen, Mr. Militi and Mr. Upton as Directors for 2025. 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.

Deputy Chief Cowan recommended the following appointments, and a motion was made by Mr. Huyck, seconded by Mr. Militi, to appoint Lt. James Pienkowski Training Officer, FF Kyle Beebe Director of Medical Operations, and Lt. Flemming Health and Safety Officer, and FF Parry Emergency Vehicle Technician. Also, the following individuals as Municipal Fire Instructors; **Capt. Scott Kehoe, Lt. Valerie Flemming and Lt. Burns for the year 2025**. 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. Huyck, All Commissioners present voting affirmative. Motion approved. Meeting adjourned at 6:40 PM.

MEETING ATTENDANCE:

Commissioners: Vander Molen (Chair), Huyck, Militi, and Upton. Deputy Chief Cowan, Treasurer Fusco, and FF Steinberg.

Respectfully submitted,
Kerrie A. Fusco
Secretary
January 14, 2025