

**TOWN OF CLAYTON FIRE DISTRICT
ANNUAL ORGINIZATIONAL MEETING
JANUARY 10, 2024 AT 7:00 PM
Clayton Fire Department Meeting Room**

MEETING MINUTES

- I. Call Meeting to Order-Pledge of Allegiance 7:00 PM**
- II. Roll Call of Board Members/Affirmation of Quorum**-Commissioners Present: Scott Johnson, Bob Haver, Pete Orvis, Hal Matthews, Justin Taylor, Ray Lowe, Jeff Dickey (via Zoom); Sec/Treas Luci LaPierre

Others present: District Chief Josh Reome, Bruce Matthews

District Structure for 2024

- a) Nomination and Election of Chairman-Motion made by Commissioner Lowe to nominate Justin Taylor as chairman, 2nd by Commissioner Johnson. Justin accepted. Secretary cast one ballot for Justin Taylor as chairman.
- b) Nomination and Election of Vice Chairman-Motion made by Commissioner Haver to nominate Ray Lowe as vice-chairman, 2nd by Commissioner Johnson. Secretary cast one ballot for Ray Lowe as vice-chairman.
- c) Selection of Commissioners for Leadership of Specific Functions of the District
 1. Insurance-Justin Taylor
 2. Reserves-Ben Barton
 3. Company Representative
 - a. Clayton-Scott Johnson
 - b. Depauville-Bob Haver
 4. Building Representatives
 - a. Clayton-Justin Taylor
 - b. Depauville-Hal Matthews
- d) Secretary/Treasurer
 1. Selection and Compensation-Motion made by Commissioner Lowe to appoint Lucianne LaPierre as Sec/Treas with annual compensation of \$6000, 2nd by Commissioner Orvis. Carried
- e) Deputy Secretary Administrative Assistant to the District Chief
 2. Selection and Compensation-Motion made by Commissioner Matthews to appoint Liza Dorchester with an annual compensation of \$3000, 2nd by Commissioner Orvis. Carried
- f) Designation of:
 1. Official Newspaper-TI Sun, Watertown Times
 2. Depository of Funds-Community Bank, Watertown Savings Bank
 3. Attorney Representation-Mark Butler from Law Offices of Mark C Butler, PLLC
 4. Spokesperson for the District for the Press-Ray Lowe
 5. Location and Times for the 2024 meetings-Accepted
 6. Location for posting general announcements and meeting changes-Website, Newspapers, Town bulletin board

Motion made by Commissioner Orvis to accept designations, 2nd by Commissioner Johnson. Carried.

- g) Review of the District Mission Statement Adopted November 13, 1995:

“To provide quality emergency services to all citizens in the most cost-effective manner; to facilitate relationship between the fire departments companies, governments, and citizens; to develop a long-range plan to ensure that quality equipment and services will continue to be available.”

Motion made by Commissioner Lowe to modify mission statement, 2nd by Commissioner Haver. Carried

- III. Approval of the Minutes of December 13, 2023**-Motion made by Commissioner Johnson to approve minutes, 2nd by Commissioner Orvis. Carried.
- IV. Approval of Abstract**- Motion made by Commissioner Johnson to approve abstract with addition, 2nd by Commissioner Orvis. Carried.
- V. Financial Report**-Treasurer
- A. Monthly Financial Update & Reports for December 2023
- B. Budget Transfers-Motion made by Commissioner Orvis to approve budget transfers with changes, 2nd by Commissioner Johnson. Carried.
- VI. Correspondence**-none
- VII. District Chief Report**
- 16 calls in December
282 calls for 2023
EZ Meter 1/4/2024 (N/A)
Training report-working on inventory at training. Schedule being worked on for the year.
Apparatus Report-Auxiliary charging issues with 14-7-4. Shore power battery charger not working.
New part \$1677.50 from Colden.
Pump on 14-5-2, found rocks in the strainer and/or pump making the pump inoperable.
Officers were sworn in at the holiday party.
Annual Banquet March 29, 2024, at Harbor Hotel
Validation of Fire Police is being done.
Motion by Commissioner Matthews to accept new members, Derek Winter-Clayton Company and Robert Fancher-Depauville Company, 2nd by Commissioner Haver. Carried.
- Purchase Requests:**
- a) Roll n Rack Hose Management-(A5172)-RollNRack-Sole Source \$9695.00. Motion made by Commissioner Lowe to accept purchase from RollNRack at \$9695.00, 2nd by Commissioner Johnson.
- b) Wildland Fire Fighting Boots-15 Pairs (A5136)-DEC \$2500.00 matching grant-Jerome Fire \$4125.00, Amazon \$\$5774.25, Tractor Supply \$5624.85. Discussion to spend full grant. Motion made by Commissioner Lowe to accept purchase from Jerome at \$4125.00, 2nd by Commissioner Johnson.
- c) Dell Latitude-2 Laptops (A5155)-Amazon \$1319.88, Best Buy \$1279.98, Dell \$1469.12. Motion made by Commissioner Johnson to accept purchase from Best Buy at \$1279.98, 2nd by Commissioner Haver. There will be one laptop for each station. Docking stations will be ordered @ \$100/ea.
- VIII. Policies**
- A. Training Policy-Justin sent board of commissioners a proposal from Josh on training hours for review.
- IX. Old Business**
- A. Grants-Justin Taylor-DH Leonard Proposal for Depauville Station. Motion made by Commissioner Lowe to authorize Justin Taylor to sign proposal for DH Leonard at an expense not to exceed \$6500, 2nd by Commissioner Haver. Carried.
- B. 14-1-2 Replacement Committee Update-Chief gave update on truck
- C. Depauville Station Committee-Scott Johnson-DC Builder shas sent a new packet with set of plans and grant information Made some revision on number of bays and roofline. Estimate is

\$1,110,000 with Town of Clayton doing preliminary site work. Grant prequalification application is due April 30, 2024.

D. Fire Boat Bottom Wrap-Scott Johnson-Side Strakes have not been ordered yet. Bill Gill does not recommend a vinyl wrap with all the bangs and scrapes. Recommends instead to paint the bottom. Scott contacted St Lawrence Restoration and they should be able to get it done so that it is back in the water in April.

E. Member Meetings Status-nothing to report.

XI. New Business

A. NFPA Membership-Josh Reome-Permission to purchase \$175.00 membership and \$103.29 for electronic copy. Training expense. Motion made by Commissioner Orvis to purchase, 2nd by Commissioner Johnson. Carried.

B. Leak in wash bay roof reported 1/9/2024.

XII. Public Comment-none

XIV. Other Business-None

XV. Adjourn-Motion by Commissioner Haver to adjourn at 8:17, 2nd by Commissioner Dickey. Carried