

**TOWN OF CLAYTON FIRE DISTRICT
ANNUAL ORGINIZATIONAL MEETING
JANUARY 12, 2022 AT 7:00 PM
Clayton Fire Department Meeting Room**

MEETING MINUTES

I. Call Meeting to Order-Pledge of Allegiance 7:04 PM

- II. Roll Call of Board Members/Affirmation of Quorum**-Commissioners Present: Scott Johnson, Bob Haver, Jake Angus (Zoom), Sam Thesier, Justin Taylor, Ray Lowe, Jeff Dickey (Zoom); Sec/Treas Luci LaPierre (Zoom)
Others present: Clayton Chief Chris Barton, Depauville Chief Larry Girard, Jarod wagoner, Ethan Patchen, Mike Patchen, Corey Dorchester, Kevin Warren, Carlton Yandow, Lynne Schnauber, Josh Reome

III. District Structure for 2022

- A. Nomination and Election of Chairman-Commissioner Taylor nominated Ray Lowe as chairman. Ray declined. Scott Johnson nominated Justin Taylor as chairman. Justin accepted. Motion made by Commissioner Lowe to nominate Justin Taylor as chairman, 2nd by Commissioner Haver. Secretary cast one ballot for Justin Taylor as chairman.
- B. Nomination and Election of Vice Chairman- Commissioner Lowe nominated Sam Thesier as vice chairman. Motion made by Commissioner Lowe to nominate Sam Thesier as vice-chairman, 2nd by Commissioner Taylor. Secretary cast one ballot for Sam Thesier as vice-chairman.
- C. Selection of Commissioners for Leadership of Specific Functions of the District
 - 1. Insurance-Justin Taylor
 - 2. Reserves-Sam Thesier
 - 3. Department Representatives
 - a. Clayton-Scott Johnson
 - b. Depauville-Bob Haver
 - 4. Building Representatives
 - a. Clayton-Justin Taylor
 - b. Depauville-Bob Haver
- D. Secretary/Treasurer
 - 1. Selection and Compensation-Motion made by Commissioner Taylor to appoint Lucianne LaPierre as Sec/Treas with annual compensation of \$6000, 2nd by Commissioner Johnson. Carried
- E. Designation of:
 - 1. Official Newspaper-TI Sun, Watertown Times
 - 2. Depository of Funds-Community Bank, Watertown Savings Bank, Key Bank
 - 3. Attorney Representation-Motion made by Commissioner Lowe to sign retainer with Mark Butler from Law Offices of Mark C Butler, PLLC, 2nd by Commissioner Johnson. Carried.
 - 4. Spokesperson for the District for the Press-Ray Lowe
 - 5. Location and Times for the 2022 meetings-Accepted
 - 6. Location for posting general announcements and meeting changes-Website, Newspapers, Town bulletin board
- F. 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, governments, and citizens; to develop a long range plan to ensure that quality equipment and services will continue to be available.”

- IV. Approval of the Minutes of December 8, 2021-**Motion made by Commissioner Lowe to approve minutes with addition of election results, 2nd by Commissioner Thesier. Carried.
- V. Approval of Abstract-** Motion made by Commissioner Thesier to approve abstract with additions, 2nd by Commissioner Johnson. Carried.
- VI. Financial Report-Treasurer**
- A. Monthly Financial Update & Reports for December 2021
 - B. Budget Transfers-Motion made by Commissioner Thesier to approve budget transfers as presented, 2nd by Commissioner Dickey. Carried.
 - C. Any other financial business to be discussed-Money received for sale of surplus equipment \$4848.70. Per Commissioner Taylor, the proceeds will be used to pay for the microphones ordered on EBay. Commissioner Taylor offered Ethan to continue to sell the remainder of surplus equipment at a 10% commission via Facebook and/or Ebay. Motion by Commissioner Angus to raise commission from 10% to 15%, 2nd by Commissioner Dickey. Second motion by Commissioner Thesier to raise commission from 15% to 20%, previous motion rescinded by Commissioner Angus, 2nd by Commissioner Dickey. Carried.
- VII. Correspondence-St Lawrence Restoration-haul and block boat at no charge. Luci to send thank you**
- VIII. Chief's Reports**
- A. Clayton Chief
 - 31 calls in December
 - EZ Meter 1/1/2022 (92218)
 - Training reports incl Sexual Harassment-60% completed
 - Purchase Requests: None
 - B. Depauville Chief
 - 17 calls in December
 - Training reports incl Sexual Harassment-needs link, may hold in person class
 - Purchase Requests: None
 - Lynne Schnauber updated the board on the heating at Depauville
- IX. Use of Building**
- Depauville-list submitted
 - Clayton-list submitted
 - Motion made by Commissioner Lowe to approve use of buildings, 2nd by Commissioner Dickey. Carried.
- XI. Old Business**
- A. Grants-Justin Taylor-Ben, through the contractor, submitted for AFG grant
 - B. Depauville Fire Station-Larry Girard-nothing new
 - C. Fire Dept Rep-Line Structure-Justin Taylor-Commissioners have reviewed resumes, conducted 6 interviews, and had an hourlong meeting with Mark Butler. All was enlightening. Justin reviewed what was learned and Town Law 176 (11-a) and (11-b). commissioners asked Butler to provide a basic guideline on how to proceed properly and the board will keep an open line of communication with the departments. In short, nominations would take place in Nov/Dec and distinguish the structure, membership would vote on nominees, fire commissioners vote in January on slate. Fire commissioners have the right to accept or reject the slate.
 - D. Radios-updates from Chris and Larry
 - E. Door Access System-Jake Angus contacted Chimera regarding securing Depauville building. Need a quote from Northern Computers for same. Northern Computers needs to provide an annual subscription cost in writing (at this point it's been verbal). Justin met with Chimera

- rep at Depauville. Bids between Chimera and Northern Computers are the same except for the cost of hosting. Phones have a recurring monthly fee for both vendors. Jake would like to eliminate cameras and focus on door access control and add cameras at a later date if desired. Commissioner Angus asked the board's permission to revise bid specs to include Depauville.
- F. Overhead doors in Depauville-Justin noticed a large gap at the top. Possibly have Dave Seymour look at them.
 - G. Steps/handrail on side door @ Depauville-Scott Johnson-done and waiting to be installed. Scott will follow up
 - H. Surplus Equipment Sales-Ethan Patchen-nothing else to report. Commissioner Johnson questioned how long to carry remaining surplus. Commissioner Angus suggest let Ethan sell radio and navigation items and the rest gets destroyed or discarded. Would like to see metal get scrapped.
 - I. Election Results-Luci LaPierre-presented in board packets, board acknowledged.
 - J. 14-1-2 Replacement Committee-Chris Barton-Committee is selected and consists of Chris, Mike, Corey Josh, Ben, & Justin. Ben is doing a lot of work on it. Will meet soon. Ben and Justin talked about 20 Yr Plan and if there are any consultants to advise on whether to spend cash or finance, also contribution plan. Ben reached out to Municipal Solutions.

XII. New Business

XIII. Public Comment-None

- XIV. Other Business-**Commissioner Lowe thanked Luci for assisting him while chairperson. Commissioner Angus asked about Franny Bearup's truck damaged enroute to a call. Franny's insurance is primary and district insurance is secondary. Chris Barton thanked Ray for his many years as chair Kevin thanked the members.
- XV. Adjourn-**Motion by Commissioner Angus to adjourn at 8:09, 2nd by Commissioner Thesier. Carried