

TOWN OF CLAYTON FIRE DISTRICT MEETING MINUTES
OF THE PUBLIC HEARING OF THE BUDGET AND REGULAR MONTHLY MEETING
December 11, 2024 - 7:00 PM
Depauville Social Hall

- 1. Call Regular Meeting to Order at 7:00 pm**
- 2. Pledge of Allegiance**
- 3. Roll Call:**
 - a. Commissioners present-Taylor, Orvis, Matthews, Lowe, Johnson, Haver. District Treasurer/Secretary Lapiere. Excused: Haver
 - b. Others present-District Chief Josh Reome, Depauville Station Ass't Chief Kevin Warren, Clayton Station Ass't Chief Chris Garceau Jared Wagoner, Jean Gardner, Chris Barton, Aiden Brown, Kaleb Eckert, Michael Patchen, Jacob Angus
- 4. Agenda Amendments-Company Elections, Surplus Equipment, Fire boat project**
- 5. Approval of Minutes - Discussion & Action –Motion made by Commissioner Matthews to approve November 12, 2024, minutes, seconded by Commissioner Johnson. Carried.**
- 6. Approval of Abstract–Motion to approve abstract with corrections by Commissioner Johnson, seconded by Commissioner Orvis. Carried.**
- 7. Financial Reports - Treasurer**
 - a. Monthly Financial Update & Reports for November 2024-looking to be healthy at year end
 - b. 2023 CPA Audit-Motion made by Commissioner Matthews to sign representation letter, seconded by Commissioner Haver. Carried
- 8. Correspondence-Letter from Mark Butler-retiring 12/31/2025. Discussion on recommendation from Mark vs other options. Suggested Zoom meeting with additional attorneys before a decision is made.**
- 9. District Chief's Report**

12 calls in November
Solar Energy Reading-12/6/2024 (127115)
Training Report-report submitted. Working on 2025 training.
Apparatus Update-Pm's are being scheduled as necessary. The airboat is back from Fast Forward and operational (graphics pending). Knox Box is now on 14-1-2 and local buildings now have them-Library, Riverview Apartments (keys updated), Municipal Building.
Purchase Requests: None
New member, Mike Carey, pending background check. Approval tabled.
Mike Patchen, Rhys Jenis, and Jake Angus completed Fire Officer 1
Working with Orleans on run cards.
- 10. Policies**
 - a. Rules & Regulations-Scott Johnson suggests tabling approving V9. Discussion regarding holding a work session to go through the document and refine to fit our district's needs along with input from district officers and companies. Committee would consist of two representatives from each company (president of company will choose), two from the officers (District Chief to choose), and no more than three from the district.
 - b. Workplace Violence/Sexual Harassment-Josh Reome-The district does not have a clear and readily available policy on workplace violence or sexual harassment. Ray Lowe sent commissioners a workplace violence/bullying policy draft and will send out a sexual harassment policy.
- 11. Old Business**
 - a. Grants-Josh started AFG process, sent out approval for \$3000 grant writer expense, filled out the worksheets. Requesting a RIT Pack and \$5,000 for training.

- b. Depauville Station Committee-nothing new to report
- c. Social Hall Mold-Ray Lowe-Remediated and encapsulated.
- d. Company Elections – December 5, 2024
 - i. District Chief: Josh Reome
 - ii. District Deputy Chief: Corey Dorchester
 - iii. Clayton Station Chief: Chris Garceau
 - iv. Depauville Station Chief: Jake Angus
 - v. Clayton Station Captain: Jared Wagoner
 - vi. Depauville Station Captain: Mike Doyle

Motion made by Commissioner Johnson to accept the nominees. Seconded by Commissioner Orvis. Hal Matthews challenged the process of the vote according to Town Law. Ray disagreed according to Roberts Rules. Justin would like a zoom meeting with our attorney to weigh in on the discussion. Justin recommended every month a list be posted in each of the stations of meeting attendance, training, etc.

Based on the discussion, approval of the election has been tabled by Commissioner Johnson, seconded by Commissioner Orvis.

- e. District Elections – December 10, 2024:
 - i. Peter Orvis - 38 votes
 - ii. Write In-Christopher Barton – 68 votes

Justin thanked Pete for his service and congratulated Chris.

- f. Fire Boat Repairs/Upgrades-Scott Johnson-Fire department has agreed to fund the project and gift it to the district, if the district approves of this gift, to strip sandblast, apply side strakes, etc. A service tech from Metal Craft Marine will come to evaluate additional repairs and upgrades. This work will not affect the district's annual reimbursement of routine maintenance of up to \$10,000 per year. Motion made by Commissioner Matthews to accept the gift of the Clayton Fire Department to restore the fire boat Last Chance 14-7-1 and allowing the boat to go to Kingston Canada for such restoration, seconded by Commissioner Orvis. Carried.
- g. Surplus Equipment-Motion made by Commissioner Johnson to list of surplus equipment presented and donated to Timbow VFD, seconded by Commissioner Haver. Carried.
- h. Motion made by Commissioner Lowe to authorize Luci to prepare letter to SAM.gov stating that Justin Taylor is the authorized Entity Administrator, seconded by Commissioner Dickey. Carried.
- i. Special Meeting of the Board of Fire Commissioners was held on 11/30/24 where the board went into executive session to discuss a personnel matter at 10:00 am and came out of executive session at 11:15 am. No action was taken.

12. New Business-

- a. Resignation Letter-Kevin Warren-tabled

13. Public Comment-Josh shared a concept Points System with the board.

14. Other Business-The board has gifted Luci with a website assistant. Ethan Patchen will help with design, etc.

Scott Johnson brought up the concern of a graphics vendor.

Motion made by Commissioner Lowe to go into executive session at 8:23 pm to discuss a personnel matter, seconded by Commissioner Matthews.

Motion made by Commissioner Lowe to come out of executive session at 9:23 pm to where no action was taken, seconded by Commissioner Matthews.

15. Adjourn-Motion made by Commissioner Dickey to adjourn regular meeting at 9:24 pm, seconded by Commissioner Johnson. Carried.