

**TOWN OF CLAYTON FIRE DISTRICT
MEETING MINUTES
February 9, 2022
Depauville Social Hall**

Regular meeting called to order at 7:00 pm

Commissioner's Present: Justin Taylor, Ray Lowe, Scott Johnson, Bob Haver, Jeff Dickey, Sam Thesier, Jacob Angus, Luci LaPierre (Sec/Treas).

Others Present: Clayton Asst Chief Josh Reome, Depauville Chief Larry Girard, Jarod Wagoner, Mike Patchen, Kevin Warren, Aiden Brown, Carlton Yandow, Hal Matthews

Motion made by Commissioner Lowe, seconded by Commissioner Thesier to enter Executive Session for the purpose of discussing matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or persons.

The vote was 7 in favor and 0 against with 0 abstentions.

The Board entered Executive Session at 7:02 p.m.

Motion made by Commissioner Lowe, seconded by Commissioner Thesier to end Executive Session and return to Open Session.

The Board exited Executive Session and returned to Open Session at 7:31 p.m. The Board took no action in Executive Session.

Motion made by Commissioner Dickey to hereby authorized the Fire District's legal counsel engage a person qualified in counsel's discretion, to conduct an investigation, interviews and to make a Report and Recommendations to the Board of Fire Commissioners pertaining to a confidential personnel matter being the subject of a complaint made to the Board on February 9, 2022, seconded by Commissioner Haver. Carried.

Agenda Amendments-none

Approval of Minutes Motion made by Commissioner Johnson to approve January 12, 2022 minutes with updates, seconded by Commissioner Haver. Carried.

Motion made by Commissioner Johnson to approve January 5, 2022 Special Meeting minutes, seconded by Commissioner Haver. Carried.

Approval of Abstract – Motion made by Commissioner Lowe to approve the resolution to pay abstract with addition and changes, seconded by Commissioner Angus. Carried

Financial Reports - Treasurer

Monthly Financial Update & Reports for January 2022 included in board packets. Motion made by Commissioner Thesier, seconded by Commissioner Haver to accept financial reports. Carried.

Correspondence-Letter from Joe Russel regarding his new practice.

The Board of Fire Commissioners received a confidential letter from a member, and it has been submitted to the district attorney for legal guidance.

Chiefs Reports

Clayton Chief

23 calls in January

Solar readings-2/3/2022 (93325)

Training Report incl Sexual Harassment-3/4 of membership has completed. Planning more group sessions. Discussion of disciplinary action if member doesn't complete.

Purchase Requests: None

Motion made by Commissioner Angus to approve reinstatement of Michael Solar, seconded by Commissioner Thesier. Carried.

Department trainings are 3rd Monday of the month.

New masks have an outside film on lens that flakes off, not a safety issue, and is warrantied.

EVOC Training 3/12 & 13

CPR class 3/26 instructed by TIERS

Depauville Chief

8 calls in January

Training Report incl Sexual Harassment-members are working on them. Some having trouble with accessing the link.

Purchase Requests: None

When asked about the status of 501(c)3, Larry told the board that they have discovered they don't have an EIN.

OSHA training 2/27 at 8:30 am – 4:00 pm

Use of Building

Clayton-Katie Day February 12 exercise class (possible conflict using Depauville hall), 2/26-Garnsey birthday party noon-4 pm

Depauville Hall-List submitted, April 11 week-quilting class

Motion made by Commissioner Angus to accept use of building, seconded by Commissioner Johnson. Carried.

Old Business

1. Grants-Justin Taylor-nothing new
2. Depauville Fire Station-Larry Girard-need updates on cracks
3. Fire Dept Rep-Justin Taylor-nothing new
4. Radios Update-received com's
5. Door Access System-Jake Angus-reached out to the bidders to just quote door access with both a cloud based or a premise system. Chimera's received and distributed prior to meeting. Northern Computers received day of meeting. Luci to scan and distribute to board for review. Commissioner Taylor would like Jake and Ethan to make up a matrix to compare quotes equally and meet our needs.
6. Steps/Handrail on Side Door @ Depauville-Scott Johnson-will be there by spring
7. 14-1-2 Replacement Committee Update-Josh Reome-some email communication to date. Justin brought up that it may be necessary to evaluate what the true needs of this area are for vehicle access.
8. Swearing in of newly elected/appointed-Jeff Dickey, Justin Taylor and Luci LaPiere have been sworn in. Justin has taken his commissioner training and Jeff is ready to take his in Watertown
9. Overhead Doors at Depauville-when weather is better, he will look at the deficiencies
10. Heat System-battery replaced in generator, heat system fixed in Clayton. Hyde Stone made repairs at Depauville hall.

New Business

1. Purchasing Policy-Justin Taylor-purchasing policy is in need of update
2. New Payment Voucher-Justin Taylor-needs to be updated to be compliant
3. Monthly Board Documents on Website-Justin Taylor- all documents that are being reviewed by fire commissioners at meeting are to be posted on website prior to meeting
4. Repair Reserve Fund-Justin Taylor-recommended to create a fund that is used for equipment repairs and can be used by authorization of the board of fire commissioners instead of needing a permissive referendum. Monies used need to be paid back in two years. It also saves over spending the budget in times of unexpected repairs.
5. RFP for Financial Audit-Justin Taylor-renewed every five years
6. Fire Department Rules and Regulations Content Outline-Justin sent to chiefs to create guidelines and policies
7. EMT Physicals-Jake Angus-this may also serve as an updated physical for his membership in the fire department. Interior fire fighters are due for physicals every two years, coming up this year. Once proper proof of physical is received, the expenditure will go on the abstract.
Luci to send a letter to the departments that the Board of Fire Commissioners would like baseline physicals of all their members, repeated as determined by the medical provider.
8. Westelcom for Depauville Buildings-received quote but have questions.

Public Comment-Jarod Wagoner would like clarification on the investigation coming from the executive session. Per Justin, and on advice of counsel, it will be a third-party investigation. Board is impartial and can't be involved in an investigation. The investigator will investigate, conduct interviews, review, and make recommendations to the Board. The Board can accept in whole, accept and modify or reject the recommendations.

Hal Matthew commended the board on the way things have been moving along and looks forward to the future and new structure.

Other Business-none

Adjourn-Motion made by Commissioner Haver to adjourn at 8:40 pm, 2nd by Commissioner Lowe.
Carried