

Draft Minutes of the Organizational Meeting of the Claryville Fire District

January 10, 2023

Meeting called to order by designated temporary Chairman, Andy Kremer at 6:33 pm.

Present: Commissioners: Andy Kremer, Dave White, Mike Schiffer, Terry McNamarra, and Tom Matthews.

Representing the Fire Department: Glenn VanDenBerg

Members of the Public: None

Appoint Chairman of the Board: A Motion was made by Andy, Seconded by Terry, None Opposed to appoint Dave Whited Chairman of the Board of Fire Commissioners for 2023.

Appoint Treasurer and set salary: Paul Metzger is appointed District Treasurer with a yearly salary of \$4,000.00. Upon Motion by Dave, Seconded by Terry; None Opposed.

Appoint Secretary and set salary: Anne-Marie Kremer is appointed District Secretary with a yearly salary of \$2,400.00. Upon Motion by Dave, Seconded by Mike; None Opposed. Said Secretary is also appointed the Public Information Officer of the Claryville Fire District.

Dave White administered and verified the Oaths of Office to Paul Metzger/Treasurer; Anne-Marie Kremer/Secretary; Mike Schiffer/Commissioner, and Tom Matthews/Commissioner.

The Secretary will file the Oaths of Office to the Town Clerk of Denning as required.

**Resolution 1.1:** Set Date and Time of Monthly Meetings.

Meetings will be held the first Tuesday of each month at 6:30 pm at the Claryville Fire Department Warren Cole Hall. Exception to this is the October Budget Hearing followed by Regular Meeting to be held October 17, 2023. The Calendar is attached to these Minutes. The location and time can be changed by further resolution or by State requirement upon proper notification to the Official District publication. Upon Motion by Terry, Seconded by Andy, None Opposed.

**Resolution 1.2:** Appoint Attorney for the District

A Motion was made by Terry, Seconded by Tom with None Opposed to appoint William Young of Young, Fenton, Kelsey and Brown Law firm as attorney for the District for 2023.

**Resolution 1.3:** Designate official Newspaper

A motion was made by Tom, Seconded by Terry, None Opposed to designate the Tri-Valley Townsman as the official Newspaper for the District.

Resolution 1.4: A Motion was made by Tom, Seconded by Terry, None Opposed to maintain Membership in the following Organizations:

- Association of Fire Districts State of New York
- Association of Fire Districts Ulster County
- Association of Fire Districts of Sullivan County
- Fireman’s Association of the State of New York

**Resolution 1.5:** A Motion was made by Terry, Seconded by Mike, None Opposed to maintain membership in the following Chief’s organizations:

- New York State Association of Fire Chiefs
- Ulster County Volunteer Fireman’s Association
- Sullivan County Fireman’s Association
- National Fire Protection Association

**Resolution 1.6:**

A Motion was made by Terry, Seconded by Mike, None Opposed to renew the annual truck house lease for \$18,000.00 to be paid in monthly installments, and the Frost Valley Truck House for \$1.00 yearly.

**Resolution 2.0:**

A Motion was made by Mike, Seconded by Terry, None Opposed to continue the Treasurer’s authorization that within sixty (60) days after the end of the fiscal year the Treasurer will submit to the State Controller and the Fire Commissioners a copy of the annual report required under Municipal law Section 30 in lieu of a written statement showing receipts and disbursements for the preceding fiscal year, and this authorization shall remain in effect unless rescinded or replaced by the Board of Commissioners by Resolution.

**Resolution 3.0:** The Treasurer shall maintain Claryville Fire District Accounts with the Catskill Hudson Bank (Grahamsville Branch) and be signer of checks. Upon Motion by Terry, Seconded by Tom, None Opposed.

**Resolution 3.1:**

The Chair of the Audit Committee shall have access to all bank accounts and be authorized to sign checks should the Treasurer be unavailable. Upon Motion by Mike, Seconded by Tom.

**Resolution 4.0:**

The following Committees are established Upon Motion by Tom, Seconded by Terry, None Opposed.

Budget Committee 2023 - Paul, Glenn, Tom Terry

Audit Committee 2023 – Andy (Chair)

Policy Committee 2023 – Tom, Dave

Capital Plan and Truck Committee 2023 – Tom, Andy, Glenn, Bill Leudemann

Recruitment Committee 2023 – Larry, Jenny, Dave

Procurement Committee 2023 – Terry, Mike

**Resolution 5.0:**

Tom made the Motion, Seconded by Mike, None Opposed to maintain the policies reviewed by the Policy Committee. Other guidance and prior year Board Resolutions shall remain in effect as long as appropriate.

**Resolution 5.1:**

Mileage Reimbursement Form, FOIR form Equipment Purchase Request Form shall remain in effect unless replaced or no longer needed. Upon Motion by Mike, Seconded by Andy, None Opposed.

Terry made the Motion to adjourn, Seconded by Andy, None Opposed at 7:00 pm.

Meeting adjourned at 7:00 pm Upon Motion by Terry, Seconded by Andy, None Opposed.

Respectfully submitted,

Anne-Marie Kremer/ Secretary