

# Stanley Fire District Minutes

## 1-10-2023

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### Regular Meeting – Board of Commissioners

The January 10, 2023 organizational and regular meeting of the board of commissioners for the Stanley Fire District was called to order at 7:06 PM by Commissioner Rick Jantzen. Present were Commissioners Amanda Fleig, Alan Fairbrother, and Rick Jantzen; Treasurer Kate Silverstrim-Jensen, Chief Jerry Herman, 1<sup>st</sup> Assistant Robert Herman, and resident Larry Townley. Commissioner Brian Wickham was present via telephone. Commissioner Lehman was necessarily absent.

We were led in the pledge of allegiance by Commissioner Rick Jantzen.

Results of the December 13, 2022 election: Commissioner Alan Fairbrother was re-elected to the Board of Commissioners. He has filed a new Oath of Office at the Seneca Town Clerk's office.

### **Organizational Resolution #1: Appoint Officers**

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby appoint the following officers for the year 2023:

Chairman – Brian Wickham  
Deputy Chairman – Rick Jantzen  
Secretary – Robert Lehman  
Appointed Treasurer – Kate Silverstrim-Jensen  
Fire District Attorney – Mark Venuti

Commissioner Wickham made a motion to approve Resolutions #1. Commissioner Jantzen seconded the motion. All approved, motion carried.

Commissioner Jantzen made a motion to block approve Organizational Resolutions #2 through #10. Commissioner Fleig seconded the motion. All approved, motion carried.

### **Organizational Resolution #2: Official Designations**

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby designate the following for the year 2023:

Official Newspaper – Finger Lakes Times  
Official Depositories – Lyons National Bank and NYCLASS

### **Organizational Resolution #3: Authorized Signers**

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby authorize Treasurer, Kate Silverstrim-Jensen, Chairman Brian Wickham, and Deputy Chairman Rick Jantzen to sign checks on behalf of the Stanley Fire District.

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**Organizational Resolution #4: Schedule Meetings**

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby declare that a meeting shall be held on the second Tuesday of every month and direct the secretary to provide notice of such schedule to the media.

**Organizational Resolution #5: Pre-Pay Bills**

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby authorize the payment in advance of audit of claims for light, telephone, postage, freight, and express charges and direct that all such claims shall be presented at the next regular meeting for audit.

**Organizational Resolution #6: Official Undertaking**

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby extend the current treasurer's bond of \$50,000 for the year 2023.

**Organizational Resolution #7: Treasurer Stipend**

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby declare the appointed Treasurer shall be paid a stipend of \$250.00 per month.

**Organizational Resolution #8: Fire Truck Use**

BE IT RESOLVED, fire trucks and other equipment belonging to the Stanley Fire District shall not leave the general area without the prior permission of the Board of Commissioners.

**Organizational Resolution #9: Mileage Rate**

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby designate the New York State Mileage Reimbursement Rate to be the rate paid to the Fire Chief for mileage.

**Organizational Resolution #10: District Policies**

BE IT RESOLVED, the Board of Commissioners of the Stanley Fire District hereby adopt the following policies as presented for the year 2023:

Ontario County Hazmat Plan  
Health and Safety Plan  
Stanley Fire Company Hazmat Plan  
Exposure Control Plan  
Standard Operating Guidelines

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Procurement Policy  
 Fire Fighter Rehabilitation Operation Guidelines  
 Health Emergency Response Plan  
 Sexual Harassment Prevention Policy

Commissioner Jantzen made a motion to approve organizational resolutions #2 through #10, Commissioner Fairbrother seconded. All approved, motion carried

Fire Company Officers were present by Jerry Herman  
 Chief – Jerry Herman  
 1<sup>st</sup> Assistant – Robert Herman  
 2<sup>nd</sup> Assistant –  
 Captain –  
 Safety Officer –  
 Fire Police Capitan –  
 Lieutenant –

The Ladies Auxiliary treasury did not submit a treasury report. Commissioners will contact them to present their balance at the next meeting.

Minutes of the previous meetings were read by Kate Silverstrim-Jensen.

Treasurer’s report was presented by Kate Silverstrim-Jensen.

<b><u>Treasurer's Report</u></b>			
Bank accounts have been reconciled through 12/31/2022			
<b><u>Banking Transfers:</u></b>	1/6/22	\$ 236.67	Savings #1 to Checking #1
<b><u>Cash Account Balances as of:</u></b>		<b>12/31/22</b>	
	LNB General Checking	\$ 1,763.33	
	LNB Savings #1	\$ 3,915.66	
	LNB Savings #2	\$ 2,500.77	
	NYCLASS	\$ 137,009.40	
	<b>TOTAL CASH:</b>	<b>\$ 145,189.16</b>	
<b><u>Pre-paid bills:</u></b>	Seneca Water District #1	\$	40.00
	S&D Landcaping	\$	520.00
	Spectrum	\$	167.96
	Total Prepays:	\$	727.96
<b><u>Bills presented at meeting:</u></b>			
	PNC Equipment Finance	\$	30,778.00
	Seneca Castle Auto	\$	108.00
	Regional International #02233744	\$	20.00
	Regional International #02233735	\$	12.00
	Empire Natural Gas	\$	26.48
	Empire Natural Gas	\$	412.70
	<b>TOTAL BILLS:</b>	<b>\$</b>	<b>31,357.18</b>

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Commissioner Fairbrother made a motion to pay the bills presented, Commissioner Fleig seconded the motion. All approved, motion carried.

Privilege of the Floor:

Resident Larry Townley expressed concern about the current tax rate and district budget. He said that the Stanley budget is the highest in the area and our number of calls do not justify this. He would request the board to take a hard look at expenses and tighten their belts. He and other residents are concerned about the status of the department as well. We've lost 8 members from the department which means there is a real issue that needs to be addressed. He asked the board to look at what we need instead of what we want, because the community is stressed. He acknowledged that the increase in taxes was partially caused by the increased assessments, but he also feels that this district needs to get things under control.

Commissioner Wickham thanked Mr. Townley and acknowledged that this board is aware of the issues we are facing. We are beginning to look at different scenarios in the town and are putting ideas together to move forward. He invited Mr. Townley to participate in the ongoing discussions and attend our meetings.

Mr. Townley added that he would like to see the commissioners start a web page where residents can readily access our minutes and notices, and stay up to date.

Old Business:

Commissioners Jantzen and Fairbrother checked the generator, they would like to change the oil, filter, and battery in the spring. The battery is 5 years old and should be replaced.

Commissioners Wickham and Fleig will connect in the coming weeks to discuss a program to provide metal house number signs.

New Business:

Commissioners have discussed setting up reserve funds. Kate discussed the different options for reserves that are available to fire districts. She recommended looking into bonded indebtedness, capital equipment, capital building, and repair reserves. Each reserve fund has specific requirement for establishment and spending, some must be approved by a vote of the residents. Commissioners will discuss in more detail at the next month's meeting when Commissioner Lehman is present.

Commissioners Wickham and Lehman have researched fire protection in the Town of Seneca over the past twenty years. There was a report completed in 2011 that identified the concern with recruiting new first responders. Now with where we are, we need to take a look at how to best serve the residents. The report identified the possibility of consolidating the commissioner boards and departments to one entity, while still operating the three stations. This would allow for some duplications to be eliminated to save costs. This is one of the things we need to explore at this point in time. Mr. Townley recalled that this same discussion occurred back in 1970s and suggested that we look into finding out if any of that information is still available. Commissioner Wickham suggested that a commissioner or two from each district get together to breach this topic and begin the conversation.

Commissioner Lehman distributed a proposal for long-term equipment plans. Commissioner Wickham suggested that we may not need to invest in a brush truck that only gets 100 miles every two years. He

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wants to keep in mind that specialty use vehicles may not be needed in every district, we could work together and utilize the equipment of each district as there is need. Commissioner Jantzen wondered if we could get more information about our calls, and perhaps combine the next apparatus to be a vehicle that addresses multiple calls. Commissioner Wickham added that we could look into the needs of all three districts more thoroughly before we make the next purchase.

Chief's Report:

Chief Herman presented a membership application for Serena Herman. She's been a social member and would like to join the company. The application was approved by the department and is now presented to the Board of Commissioners.

Commissioner Fairbrother made a motion to approve the membership application of Serena Herman. Commissioner Fleig seconded. All approved, motion carried.

Jerry also presented some pricing for a new computer monitor. The monitor in the chief's office is discolored and extremely difficult to read. He had pricing between \$89 and \$99. Commissioner Wickham asked him to also check with Ace Computer. He will also be attending a training this coming week and had nothing else to report.

Commissioner Wickham made a motion to authorize the purchase of a new computer monitor for an amount not to exceed \$120.00. Commissioner Fleig seconded. All approved, motion carried.

Jerry added that he is working with the state and has updated contact information.

Mr. Townley asked if Stanley has looked into allowing farms to pay fire tax on taxable value instead of full assessed value. Commissioner Wickham recalled looking into it around the time of the new building construction and discussed how this can shift the tax burden from landowners to residential properties. Mr. Townley requested that the board provide an update to any change in insurance rating due to membership changes, and the plan to address the membership issue.

Minutes were read aloud. Commissioner Fairbrother made a motion to approve the minutes, Commissioner Fleig seconded the motion. All approved, motion carried.

With no further business, the meeting was adjourned at 8:35pm on motion of Commissioner Fleig, seconded by Commissioner Fairbrother. All approved.

Minutes respectfully submitted by:



Kate Silverstrim-Jensen