

# Stanley Fire District Minutes

## 4-9-2024

Regular Meeting – Board of Commissioners

The April 9, 2024 regular meeting of the Board of Commissioners for the Stanley Fire District was called to order at 7:08 PM by Commissioner Brian Wickham.

Present were Commissioners Amanda Fleig, Alan Fairbrother, Brian Wickham, and John Turner; Treasurer Kate Silverstrim-Jensen, Chief Jerry Herman, and 1<sup>st</sup> Assistant Robert Herman. Commissioner Bob Lehman was present via telephone.

We were led in the pledge of allegiance by Commissioner Brian Wickham.

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 3/31/2024			
<b><u>Banking Transfers:</u></b>			
	3/5/24	\$ 35,334.38	Savings #1 to Checking #1
	3/20/24	\$ 63,157.77	Savings #1 to Checking #1
	3/20/24	\$ 85,879.86	Savings #1 to NYCLASS
<b><u>Cash Account Balances as of:</u></b>	<b>3/31/24</b>		
LNB General Checking		\$ 3,691.48	
LNB Savings #1		\$ 15,002.16	
NYCLASS - Investment		\$ 136,662.89	
NYCLASS - Reserve		\$ 88,050.98	
<b>TOTAL CASH:</b>		<b>\$ 243,407.51</b>	
<b><u>Prepaid bills:</u></b>			
NYSEG	(Electric)	\$	-
NYSEG	(Natural Gas)	\$	262.94
	<b>TOTAL PREPAID:</b>	<b>\$</b>	<b>262.94</b>
<b><u>Bills presented at meeting:</u></b>			
Seneca Water District #1		\$	50.00
Twin Pines Power Equipment		\$	110.26
Geneva Electric Supply		\$	200.44
Geneva Electric Supply		\$	8.05
Occustar Workplace Compliance		\$	452.00
Empire Natural Gas		\$	130.37
ID Booth		\$	257.40
Spectrum		\$	169.97
Jerry Herman (Geneva Electrical Supply)		\$	13.02
Leon Nellis (Tractor Supply)		\$	161.20
Leon Nellis (Lowe's)		\$	527.96
Leon Nellis (Various Parts)		\$	426.00
Leon Nellis (Amazon)		\$	250.00
	<b>TOTAL BILLS:</b>	<b>\$</b>	<b>2,756.67</b>

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Commissioner Turner made a motion to pay the bills. Commissioner Wickham seconded. All approved, motion carried.

Old Business:

Kate reported that she located minutes with a resolution and deposit receipts for the sale of the old truck. She will send it Anderson VanHorne to see if this is acceptable.

Commissioner Wickham reported that the ISO retrogression plan was submitted and the contact confirmed receipt and said he would follow up with us in a couple of months.

Commissioner Turner reported that the retention plan is moving forward. They're starting with a community-wide mailer. They'll begin drafting that at the next meeting. The website and video are moving along as well. Commissioner Wickham wondered who the mailer will be geared to and Commissioner Turner reported that it will target all types of positions, not just firefighters. He also spoke with Town officials and they can help with addresses.

Commissioner Wickham reported that he spoke with Jim Earl and he will mow for \$100 this year and he presented resolution:

**Resolution #17 of 2024: Authorizing 2024 Lawn Mowing Service**

**WHEREAS**, the Stanley Fire District has received one quote for 2024 lawn mowing services from Jim Earl, who has quoted \$100 per occurrence; and

**WHEREAS**, Jim Earl has performed lawn mowing services for the Stanley Fire District for several years and performs a very thorough service for a very reasonable rate; and

**NOW THEREFORE BE IT RESOLVED**, the Stanley Fire District hereby accepts the quote from Jim Earl to perform the 2024 lawn mowing services.

Commissioner Wickham made a motion to approve Resolution #17 of 2024. Commissioner Fairbrother seconded. All approved, motion carried.

Commissioner Fleig reported that the company Hopewell is working with is Northern Supply. She will reach out to get a quote from them and will reach out to D&L to get an updated quote. Our goal is to roll out this program before winter.

Commissioner Wickham reminded everyone that the ISO contact had mentioned training records and Commissioner Lehman has put together a guide for building training records that the department members can use. Commissioner Wickham offered to build a fillable form to make it even easier to complete. Jerry showed commissioner's the current form they are using. Commissioner Lehman noted that for inspectors, the most important part is to add lots of good detail.

New Business:

Commissioners discussed that the Fire Company's By-Laws will need to be reviewed and updated to reflect changes in membership. Commissioner Lehman noted that items which change often should be left out, like training requirements, because they are more easily updated if they are in a local policy. He also suggested requiring training for all members as it builds comradery and can inspire people to learn

how they can support in other ways than firefighting, like fire police and traffic control. Commissioner Turner added that he would like to work with the other town departments to review by-laws for all the departments together. Commissioner Wickham explained that the by-laws just need to reflect up-to-date policies and procedures, with the main focus on membership, in order to demonstrate action steps for the ISO retrogression plan. Jerry and Robbie are working on updating and are willing to work with the board to make those updates.

Kate explained that there are a few budget changes to address items that have changed from the beginning of the year. She explained the changes and presented the following resolution:

**Resolution #18 of 2024: Authorizing 2024 Budget Adjustments**

**WHEREAS**, the Stanley Fire District Treasurer is recommending the following budget adjustments to the 2024 Adopted Budget in order to account for unexpected revenue and increased expenses:

<i>Revenue:</i>	<i>From:</i>	<i>To:</i>	<i>Change:</i>
Increase Sale of Assets for sale of surplus air packs	\$0	\$4,500	+ 4,500
Increase Appropriated Fund Balance for budget	\$13,710	\$36,362	+ 22,652
			<u>\$ 27,152</u>
 <i>Expense:</i>			
Increase Grant Purchase for new turnout gear	\$2,500	\$7,652	+ 5,152
Increase Equip. Lease Principal for additional pymt	\$13,418	\$35,418.	+ 22,000
			<u>\$ 27,152</u>
 <i>Fund Balance:</i>			
Increase Transfer to Reserve for YE FB contribution	\$0	\$35,000	

; and

**WHEREAS**, the Board of Commissioners for the Stanley Fire District have reviewed the proposed budget adjustments and explanations; and

**NOW THEREFORE BE IT RESOLVED**, the Stanley Fire District Board of Commissioners hereby authorizes the budget changes detail above and directs the Treasurer to adjust the 2024 budget accordingly.

Commissioner Wickham made a motion to approve Resolution #18 of 2024. Commissioner Fleig seconded. All approved, motion carried.

Chief’s Report:

Jerry will be scheduling an appointment to do annual service on the SCBAs.

The bill from Twin Pines was for the chainsaw which hasn’t been starting easily. Twin Pines helped make it easier to start but they need to begin shopping around for a new one. Commissioners support the purchase, if it’s under \$1,000 they do not need to collect quotes.

Robbie reported that they received three parade invites from Geneva, Shortsville, and Farmington. They will probably be more as well. Commissioner Wickham asked if the members could put together a list for the summer of all the parades and dates. They need to purchase a few radio straps as well. These are inexpensive and can be purchased through Amazon.

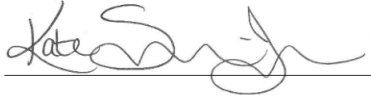
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Lastly, AFDNYS training is this coming weekend, four of the five commissioners will attend.

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 8:06pm on motion of Commissioner Fairbrother, seconded by Commissioner Wickham. All approved.

Minutes respectfully submitted by:

A handwritten signature in cursive script, appearing to read "Kate Silverstrim-Jensen", written over a horizontal line.

Kate Silverstrim-Jensen