



**Board of Fire Commissioners Meeting  
Wednesday, June 5<sup>th</sup>, 2024  
Station 43 North Corning Fire Dept, Inc.**

**Minutes**

1. Call to Order by Commissioner Shafer at 1732.
2. Roll Call of Commissioners present: Commissioner Clarkson, Commissioner Gridley, Commissioner Shafer Arrived at 1735: Commissioner Brenning
3. Pledge of Allegiance led by Commissioner Shafer.
4. Motion to approve minutes of CJFD Fire Commissioners Meeting on May 9<sup>th</sup>, 2024 by Commissioner Clarkson with correction and seconded by Commissioner Gridley. All in favor. Motion carried.
5. Motion to approve the following nominations for membership in the Fire Companies that comprise the firefighting force of the Corning Joint Fire District by Commissioner Gridley and seconded by Commissioner Clarkson. All in favor. Motion carried.
  - Stations 16/34/43: Sam Nichols (16)
6. Motion to receive and review the Treasurer's Report by Commissioner Gridley and seconded by Commissioner Clarkson. All in favor. Motion carried.
  - Motion to accept the Treasurer's Report by Commissioner Gridley and seconded by Commissioner Clarkson. All in favor. Motion carried.
  - Motion to approve transfer of \$144,411.35,000 from CJFD's ICS account# xxxxx4090 to CJFD's General Checking account# xxxxx0297 by Commissioner Clarkson and seconded by Commissioner Gridley. All in favor. Motion carried.
  - Review certification of CJFD's 2023 Annual Financial Report by NYS OSC and a draft copy of Independent Auditor's Report on Internal Control Over Financial Reporting. Bonds and debt obligations reviewed as well as operating expenses. Discussed LOSAP cost and upcoming projects.
7. Motion to discuss status of the following CJFD initiatives by Commissioner Gridley and seconded by Commissioner Clarkson. All in favor. Motion carried.
  - Job Descriptions: Asset Control Manager, Recruitment & Retention Manager, Chief District Fire Instructor, Administrative Officer, Budget Officer, LOSAP Coordinator – tabled until next meeting.
  - Status update on Real Property initiatives (e.g. *Transfer of ownership, Community use*). Commissioner Shafer discussed Gibson property transfer with Attorney Hannigan. Attorney Hannigan states that the Attorney General's Office states they are amenable to having the building and property decreed to the Corning Joint Fire District. Attorney Hannigan is working on this.
    - A member from the Gibson community would like to utilize parking lot of Gibson parking lot for a community yard sale. Commissioner Shafer would like to limit the number of times this occurs and have specific date listed. Any incidents should be covered by District insurance. Motion by Commissioner Clarkson to allow community to utilize with provisions noted above and seconded by Commissioner Brenning. All in favor. Motion carried.
  - Surplus Asset Auction – June 29<sup>th</sup>, 2024 at Gibson Fire Department 9am-3pm. Reviewed flyer created for event.
  - Sale of Gibson Fire District Fleet Vehicles (1985 Pierce engine, Squad 51-1997 Freightliner, Tanker 43-1992 GMC, Brush 87-2001 Ford) Motion to dispose of these vehicles with a minimum bid price no less than what the District would receive for scrap by Commissioner Gridley and seconded by Commissioner Clarkson. All in favor. Motion carried.
  - Facilities Management Committee update: Initial meeting was held. Numerous different proposals discussed. Next meeting tonight at 1830.
  - CJFD Ethics Board. Need for Ethics Board policy was created in 2019. Discussion regarding subcontracting with Town Ethics Board. Motion by Commissioner Clarkson to utilize Town Ethics Board

if the board is agreeable to serve both parties. Motion seconded by Commissioner Brenning. All in favor. Motion carried.

- Rotary Grant Program: All funds donated from Rotary to be utilized by the end of next week per Jen Mullen. Flyers have been sent out to all local Corning schools. 30 smoke alarms were issued today at the Corning Painted-Post Threads event by Ryan Burrell. Full report to be issued by July 1, 2024 and submitted to CJFD and Rotary.

8. Motion to discuss the following prospective purchases:

- Two 42" lateral 4-drawer locking file cabinets for securing payroll & personnel records; Est \$1,600
- Update digital signs at Stations 16 & 34- tabled until next meeting
- Jen Mullen requests to purchase 30 American Heart Association (AHA) CPR cards before the price goes up July 1, 2024. Motion by Commissioner Gridley to approve 30 cards being purchased and seconded by Commissioner Brenning. All in favor. Motion carried.

9. Motion to discuss recruitment and retention initiatives for CJFD by Commissioner Gridley and seconded by Commissioner Brenning. All in favor. Motion carried.

- Update on 2024 Firefighter Experience Camp. Commissioner Brenning states we may need more drywall. Tee shirts have been ordered and we have enough water bottles and backpacks. Currently at 29 applications. Additional credit to be given for returning students through CCC.
- Update on AAS Directed Studies Program in Fire Protection Technology @ CCC given by Jen Mullen. Sign ups have started and class to begin in Fall 2024.

10. Motion to discuss firematic-related topics with District Chief and Deputy Chiefs by Commissioner Brenning and seconded by Commissioner Gridley. All in favor. Motion carried.

- EMS turnout vests – no updates at this time.
- Final review and action on proposed updates to CJFD SOP "Membership Roster Requirements" The 10% requirement for "separate station" call. The 10% will include all calls for the District. This change will be reflective starting immediately upon adoption. LOSAP utilizes District calls. This policy would bring the District in compliance with the LOSAP policy. Motion to accept "Membership Roster Requirements" by Commissioner Gridley and seconded by Commissioner Clarkson. All in favor. Motion carried.
- Affirmation of ESO cancellation eff 12/31/23. Currently using Emergency Networking.
- Chief Nehring gave the Commissioners policies from 2019 for review. To be reviewed at next months meeting.
- Discussed alcohol and marijuana use on premises of the station by members. Commissioner Shafer to review if policy on alcohol and marijuana exists. To discuss further at next meeting.

11. Visitor's Comments: None

12. Motion to adjourn the meeting @ 1837.

Respectfully submitted;



Jenniffer L. Mullen, CJFD Secretary

**Upcoming Events / Important Dates:**

- Wednesday, July 10<sup>th</sup>, 2024, CJFD Commissioners Monthly Meeting
- Wednesday, August 7<sup>th</sup>, 2024, CJFD Commissioners Monthly Meeting
- Wednesday, August 21<sup>st</sup>, 2024, CJFD 2025 Budget Workshop
- Wednesday, September 4<sup>th</sup>, 2024, CJFD Commissioners Monthly Meeting