



**CJFD Annual Organization Meeting  
Tuesday, January 8<sup>th</sup>, 2025 @ 5:30pm  
Station 43 North Corning Volunteer Fire Dept, Inc.**

**Minutes**

1. Call to Order at 1730 by Commissioner Shafer
2. Roll Call of Commissioners present: Commissioner Brenning, Commissioner Clarkson, Commissioner Gridley, Commissioner Olmstead, Commissioner Shafer
3. Pledge of Allegiance led by Commissioner Shafer
4. Motion to conduct an Oath of Office for Marvin Olmstead as a CJFD Fire Commissioner for the 3-yr period from 1/1/2025 to 12/31/2027 by Commissioner Gridley and seconded by Commissioner Clarkson. All in favor. Motion carried. Chairman Shafer then administered the Oath of Office for Commissioner Olmstead.
5. Motion to conduct an Oath of Office for Stan Gridley, Jr. as a CJFD Fire Commissioner for the 5-yr period from 1/1/2025 to 12/31/2029 by Commissioner Brenning and seconded by Commissioner Clarkson. All in favor. Motion carried. Chairman Shafer then administered the Oath of Office for Commissioner Gridley.
6. Motion to designate the bulletin board at Corning Town Hall, 25 South Elm Street, the exterior entrance door to the Corning Joint Fire District Administrative Office (located on the South wall of the Corning Town Hall), and the CJFD website ([www.corningjfd.org](http://www.corningjfd.org)) as the posting sites for notices required by the NYS Open Meetings Law by Commissioner Gridley and seconded by Commissioner Clarkson. All in favor. Motion carried.
7. Motion to designate The Leader as the official newspaper of the Corning Joint Fire District by Commissioner Brenning and seconded by Commissioner Gridley. All in favor. Motion carried.
8. Motion made by Commissioner Brenning to confirm that media was notified about this Organization Meeting and seconded by Commissioner Clarkson. Verification of media notice was presented. All in favor. Motion carried.
9. Motion to designate member fire companies (e.g. Station 16 ECFD, Station 34 SCFD & Station 43 NCFD) as the Firefighting Force for the CJFD and CJFD as the Authority Having Jurisdiction by Commissioner Gridley and seconded by Commissioner Clarkson. All in favor. Motion carried.
10. Motion to appoint David Shafer as Chairman of the Corning Joint Fire District Board of Fire Commissioners by Commissioner Olmstead and seconded by Commissioner Clarkson. All in favor. Motion carried.
11. Motion to appoint John Clarkson as Deputy Chairman of the Corning Joint Fire District Board of Fire Commissioners by Commissioner Brenning and seconded by Commissioner Olmstead. All in favor. Motion carried.

- 11A. Motion to appoint fire company nominations of the following individuals as CJFD's Chief and Deputy Chief in accordance with Town Law S176 (11-b) for the period 1/1/25→12/31/26 by Commissioner Gridley and seconded by Commissioner Clarkson. All in favor. Motion carried.
- Chief 47: R. Michael Brenning
  - Deputy Chief 47-1: Adam Nehring
12. Motion to appoint fire company nominations of the following individuals as CJFD Assistant Chiefs in accordance with Town Law S176 (11-b) for the period 1/1/25→12/31/25 by Commissioner Olmstead and seconded by Commissioner Clarkson. All in favor. Motion carried.
- 1<sup>st</sup> Assistant Chief: Brad Jacobus
  - 2<sup>nd</sup> Assistant Chief: Samuel Polanco
13. Motion to appoint Chief Brenning's nominations of the following individuals as CJFD line officers for the period from 1/1/25→12/31/25 by Commissioner Gridley and seconded by Commissioner Olmstead. All in favor. Motion carried.
- Captains: James Hall, Jenniffer Mullen, Ben Rydzewski, Nathan Sherry
14. Motion to appoint Evan Brown as CJFD Treasurer for the period from 1/1/2025-12/31/2025 at a gross annual salary of \$5,400.00 earned and paid on a monthly basis and to administer an Oath of Office by Commissioner Clarkson and seconded by Commissioner Olmstead. All in favor. Motion carried.
15. Motion to appoint and Jenniffer Mullen as CJFD Secretary for the period from 1/1/2025-12/31/2025 at a gross annual salary of \$2,180.00 earned and paid on a monthly basis and to administer an Oath of Office by Commissioner Brenning and seconded by Commissioner Clarkson. All in favor. Motion carried.
16. Motion to appoint the following individuals to administrative leadership positions for 2025 by Commissioner Clarkson and seconded by Commissioner Brenning. All in favor. Motion carried.
- Academic & Community Education Services Program Officer: Jenniffer Mullen, PhD
  - Budget Officer: David Shafer
  - Quartermaster: Brad Jacobus
17. Motion to acknowledge procurement of insurance for employee theft (including Treasurer) in the amount of \$600,000 and direct the filing of a copy of the Declarations Page of the Insurance Policy with the Town Clerk by Commissioner Clarkson and seconded by Commissioner Brenning. All in favor. Motion carried.
18. Motion to designate Chemung Canal Trust Company as the official depository of the CJFD by Commissioner Brenning and seconded by Commissioner Clarkson. All in favor. Motion carried.
19. Motion to set CJFD's reimbursement rate for approved work-related travel at the 2025 IRS rate of \$0.70/mile by Commissioner Gridley and seconded by Commissioner Brenning. All in favor. Motion carried.
20. Motion to authorize payment in advance of Audit of Claims for salaries, utilities, and other routine expenses (e.g. real property & commercial lease payments, loan & bond payments) per Town Law S176(4-a) by Commissioner Brenning and seconded by Commissioner Olmstead. All in favor. Motion carried.
21. Motion to authorize Defense and Indemnification of Commissioners, District Employees, and District Volunteers Pursuant to Public Officers Law Section 18 by Commissioner Brenning and seconded by Commissioner Clarkson. All in favor. Motion carried.

22. Motion to authorize Defense and Indemnification of District Volunteer Firefighters Pursuant to General Municipal Law Section 205-G by Commissioner Olmstead and seconded by Commissioner Brenning. All in favor. Motion carried.
23. Motion to appoint Terrance Hannigan, Esq. as attorney for CJFD by Commissioner Clarkson and seconded by Commissioner Gridley. All in favor. Motion carried.
24. Motion to designate LGS-1 as the Record Retention Policy of the Fire District and designating the Secretary as the District Records/FOIL Officer by Commissioner Brenning and seconded by Commissioner Clarkson. All in favor. Motion carried.
25. Motion to declare that official records of the District will be maintained in paper format by Commissioner Clarkson and seconded by Commissioner Brenning. All in favor. Motion carried.
26. Motion to continue CJFD Committee format and appointments by Commissioner Brenning and seconded by Commissioner Clarkson. All in favor. Motion carried.
  - a) Communications, Finance/Budget/ Strategic Planning (Commissioner Shafer)
  - b) Real Property Management, Insurance & Employee Health (Commissioners Olmstead & Clarkson)
  - c) Fleet Management/Equipment/Gear (Commissioner Brenning)
27. Motion to adopt the schedule of meetings, hearings and elections for CJFD that was approved by the Board of Fire Commissioners on 11/26/2024 by Commissioner Olmstead and seconded by Commissioner Clarkson. All in favor. Motion carried.
28. Motion to approve membership in associations such as FASNY, NYSAFC, Association of Fire Districts of the State of NY, local fire district associations and any other associations the Board deems appropriate to carry out its business by Commissioner Brenning and seconded by Commissioner Clarkson. All in favor. Motion carried.
29. Motion to renew/re-adopt existing real property and apparatus leases and contracts by Commissioner Brenning and seconded by Commissioner Clarkson. All in favor. Motion carried.
30. Motion to re-adopt all existing policies and adopt new policies as warranted by Commissioner Olmstead and seconded by Commissioner Brenning. All in favor. Motion carried.
31. Motion to designate B&W Towing as the preferred vendor for emergency towing and repair services for CJFD vehicles by Commissioner Olmstead and seconded by Commissioner Clarkson. All in favor. Motion carried.
32. Motion to designate JPB Fire Services, Inc. as the preferred vendor for inspection and urgent/routine repair services for CJFD vehicles by Commissioner Brenning and seconded by Commissioner Clarkson. All in favor. Motion carried.
33. Motion to adopt Mutual Aid agreements that the Board deems to be appropriate and feasible by Commissioner Olmstead and seconded by Commissioner Brenning. All in favor. Motion carried.
34. Motion to authorize in advance the use of fire district equipment and apparatus for use at parades, wakes, fire prevention details, and other events upon approval of the District Chief or his/her designee(s) by Commissioner Brenning and seconded by Commissioner Olmstead. All in favor. Motion carried.
35. Motion to acknowledge that CJFD has obtained Volunteer Firefighter Enhanced Cancer Insurance from National Union Fire Insurance Company (AIG); Policy# CAN-0009480152-25, effective 1/1/2025-12/31/2025) by Commissioner Olmstead and seconded by Commissioner Clarkson. All in favor. Motion carried.

36. Motion to approve designated fund-raising events of the fire companies as VFBL activities per General Municipal Law 204-A by Commissioner Brenning and seconded by Commissioner Clarkson. All in favor. Motion carried.
37. Motion to authorize payment for Firefighter's Annual Installation Banquet per Town Law S176-D by Commissioner Olmstead and seconded by Commissioner Clarkson. All in favor. Motion carried.
38. Motion to approve member participation in Specialty Teams (i.e., Local, County, Regional) by Commissioner Olmstead and seconded by Commissioner Clarkson. All in favor. Motion carried.
39. Visitor's Comments. None
40. Motion to adjourn the meeting @ 1747 by Commissioner Clarkson and seconded by Commissioner Brenning. All in favor. Motion carried.

Respectfully submitted,



Jenniffer L. Mullen, CJFD Secretary