

Regular meeting of the Commissioners, Lyndonville Joint Fire District was held on Wednesday, November 9, 2022, at the Lyndonville Fire Hall. The meeting opened at 6:00 PM

PRESENT: Commissioners: Scott Goetze
John Flanagan
James Hydock
Edward Jay
Terry M. Woodworth

Secretary-Treasurer Teri M. Woodworth
Fire Dept Chief Michael Heideman
Fire Dept President David Hydock
Attorney Bradley Pinsky - via phone
Public – Present: Gary White, James Wells

APPROVAL OF THE MINUTES

ON MOTION of Commissioner Flanagan seconded by Commissioner Hydock, to accept the minutes of the October 14, 2022, organizational/regular meeting and the October 19, 2022, public hearing.

Vote: 5 Ayes (Flanagan, Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

PRIVILEGE OF THE FLOOR

- Fire Department Member Jim Wells inquired if rental of the Fire Hall was going to be allowed by members for events. Chief Heideman noted he would like to have rental policy for members only. President Hydock agreed on a members only policy. Attorney Pinsky will send a template for Commissioners to review. Commissioner Goetze noted the Commissioners will have a follow up at the December meeting.

Report – Attorney Pinsky

- Attorney Pinsky congratulated on the formation of the Fire District.

Report – Fire Department Chief Heideman

- Report – 19 calls for October, total of 192 calls for 2022 – (6 EMS – Village, 5 – EMS Town, 1 – MVA Town, 1- MVA Village, 1 – CO Detector Alarm Town, 2 – Automatic Fire Alarms Town, 1 – Automatic Fire Alarm Village, 2 – Hay bale fire Town)

Report – Fire Department President Hydock

- President Hydock mentioned he would like to have the Hub do an article on CPR machine, upgraded UTV and new Fire District to let the public know. Commissioner Goetze noted he would like to write something up for the Hub after the first of the year.

Report – Secretary-Treasurer Woodworth

- Secretary-Treasurer Woodworth informed the Commissioners an EIN has been obtained for the Lyndonville Joint Fire District.
- Secretary-Treasurer Woodworth noted the Fire District profile has been setup at M&T Bank and they will be waiving all the setup costs as well as setting up no fee accounts.
- Secretary-Treasurer Woodworth noted all insurance applications have been submitted to create new policies for the Lyndonville Joint Fire District effect January 1, 2023.
- Secretary-Treasurer Woodworth noted she contacted the Lyndonville Post Office about obtaining a post office box, the fee is \$76.00 for the year and will open it January 1, 2023.
- Secretary-Treasurer Woodworth noted the Village Attorney is in the process of drafting a resolution for January 1, 2023, to transfer all vehicles, buildings, property, NYCLASS funds and all equipment.
- Secretary-Treasurer Woodworth presented the Commissioners with the proposed 2023 meeting schedule.
- Secretary-Treasurer Woodworth presented the Commissioners with a proposal from Xerox for multifunction copier and asked to approve the contract to start as of January 1, 2023. The Commissioners asked Secretary-Treasurer Woodworth to see if the setup fee can be waived or reduced.
- Secretary-Treasurer Woodworth presented the Commissioners with a letter to request shared services with the Village of Lyndonville for accounting software.

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Report – Commissioner Flanagan

- Commissioner Flanagan noted the Lyndonville Fire Department is willing to loan the Fire District \$10,000.00 for any startup requirements. Secretary-Treasurer Woodworth noted the Fire District is unable to accept any private loans.
- Commissioner Flanagan inquired if the Hometown Extra as the official newspaper. Secretary-Treasurer Woodworth will look into it.

Report – Commissioner Woodworth

- Commissioner Woodworth noted he received a quote of \$1,700.00 to survey off the Fire District proposed property. Commissioner Woodworth noted the Village Board voted to pay the \$1,700.00.
- Commissioner Woodworth is working on getting quotes for a door lock fab system as well as changing the locks. Commissioner Jay inquired if the Fire District could just ask for the keys back from the Village. Commissioner Woodworth noted the keys work on all Village owned buildings so the locks would have to be changed.
- Commissioner Woodworth noted in the past the Fire Department had a shared services with the Village for fuel. Commissioner Woodworth recommended the Fire District open an account with WEX for fuel cards.
- Commissioner Woodworth noted shared services agreements will be needed for the financial software, lawn mowing/parking, power outage from WWTP and snow plowing. Commissioner Woodworth noted whomever is plowing would need to insured. Commissioner Goetze asked Commissioner Jay to work on any required shared service agreements.

Report – Commissioner Jay

- Commissioner Jay noted he sent an email to Town of Yates Supervisor Jim Simon with regards to payments for the Fire tax. Commissioner Jay noted Town of Yates Supervisor Simon expected to have a payment within the first week of January and another later in January.
- Commissioner Jay thanked Secretary-Treasurer Woodworth for working with M&T Bank on getting fees waived.

Report – Commissioner Hydock

- Commissioner Hydock noted he toured Robert Smith’s building and noted there may be office space available for the Fire District if needed.
- Commissioner Hydock noted he wasn’t receiving emails. Secretary-Treasurer Woodworth confirmed Commissioner Hydock’s email and will resend any emails he didn’t receive.
- Commissioner Hydock noted he’d like to establish a new members procedure to make things easier for the members, not having to go to multiple locations.

Report – Commissioner Goetze

- Nothing

OLD BUSINESS:

- Nothing

NEW BUSINESS:

- Grants Presentation – Jay Grasso from G&G Municipal Consulting and Grant Writing gave a presentation to the Commissioners of his grant writing experience and how the grant processes work. Commissioner Hydock inquired what’s needed to start the process and the costs associated with the process. Mr. Grasso noted he writes FEMA grants for equipment, FEMA safer grants to get members and works with USDA and the Bank of Greene County. Mr. Grasso noted he has clients who do yearly contract who take priority over the individual grants. Mr. Grasso noted the Fire District would put together a wish list wants versus needs. Mr. Grasso would then see what grants are available. Mr. Grasso noted some upcoming grants. Mr. Grasso noted the annual cost is based on population, estimated \$100.00 per hour and a flat fee for FEMA grants. Commissioner Goetze noted the annual cost of approximately \$10,000.00, how do we know we’re a priority customer. Mr. Grasso explained annual customers get priority, then hourly customers next and then customers who are only interested in one particular grant. Mr. Grasso noted if went annually, we would be the first in Orleans County. Commissioner Goetze wanted to table until January but talked with Commissioner Hydock about timelines.

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RESOLUTION NO 2022-14
GRANTS PROPOSAL

ON MOTION of Commissioner Flanagan, seconded by Commissioner Hydock, to obtain a proposal for annual and hourly rate for grant writing to be sent to Commissioner Hydock.

Vote: 5 Ayes (Flanagan, Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- Chief's Elections – Commissioner Goetze asked the President Hydock to explain the Fire Departments current December elections. Attorney Pinsky noted the election would have to be in December based on the law provided. Attorney Pinsky explained the Department votes who the nominees are and then the Fire District runs the elections. Attorney Pinsky explained the rules of how the election works and noted Commissioners could make a resolution to allow the Department to do as has been done prior years. Commissioner Goetze requested the Commissioners would like to see the list of candidates and the date the Department will hold the election. JF, TW – Secretary at election no.

RESOLUTION NO 2022-15
CHIEF'S ELECTIONS

ON MOTION of Commissioner Flanagan, seconded by Commissioner Woodworth, to allow the Fire Department to hold the Chief's Election as done prior on December 1, 2022 with a list of the candidates to be provided to the Commissioners prior to the election.

Vote: 5 Ayes (Flanagan, Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- Secretary-Treasurer Woodworth presented the Commissioners with a quote from C&H PC for the Fire District Website, email addresses and a laptop. The Commissioner's asked the two additional email addresses be added for the Fire Chief and President. The Commissioners inquired if .com was better than .org and asked Secretary-Treasurer Woodworth if she could look into that.

RESOLUTION NO 2022-16
WEBSITE AND EMAIL ADDRESSES

ON MOTION of Commissioner Jay, seconded by Commissioner Hydock, to approved C&H PC's quote for the Fire District website and eight email address starting January 1, 2023.

Vote: 5 Ayes (Flanagan, Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- District Letterhead – Commissioner Goetze presented the Commissioners with the proposed new letterhead.

RESOLUTION NO 2022-17
FIRE DISTRICT LETTERHEAD

ON MOTION of Commissioner Flanagan, seconded by Commissioner Jay, to approve the presented Fire District letterhead.

Vote: 5 Ayes (Flanagan, Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

- Commissioner Woodworth noted the roof repairs are complete and the 15-year warranty will be with the Fire District.
- Commissioner Goetze noted the workshop will be on November 30, 2022, at 6:00pm.
- Commissioner Flanagan noted the Fire Department Christmas Party on December 13, 2022, and that the Commissioners and Secretary-Treasurer are invited.

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- Secretary-Treasurer Woodworth will email Attorney Pinsky for a template of Fire District policies to be sent to the Commissioners for review.
- Commissioner Goetze thanked Secretary-Treasurer Woodworth for all the hard work she's been putting into getting the Fire District up and running.

ON MOTION of Commissioner Flanagan, seconded by Commissioner Jay, to adjourn the regular meeting of the Lyndonville Joint Fire District at 8:08PM.

Vote: 5 Ayes (Flanagan, Goetze, Hydock, Jay, Woodworth); 0 Nays; 0 Abstain

Teri M. Woodworth
Secretary-Treasurer
Lyndonville Joint Fire District