

**Regular meeting of the Commissioners, Lyndonville Joint Fire District was held on Wednesday June 28, 2023, at the Lyndonville Village Hall. The meeting opened at 6:00 PM**

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

Secretary-Treasurer Teri M. Woodworth  
Fire Dept Chief Michael Heideman  
Fire Dept President David Hydock  
Attorney Mark C. Butler- Absent  
Public:

**PRIVILEGE OF THE FLOOR**

- Nothing

**Report – Attorney Butler**

- Nothing - Absent

**Report – Fire Department Chief Heideman**

- Chief Heideman noted Lyndonville #50 was out for repair for a week and half and is now back in service. The cost of the repair was \$9016.69.
- Chief Heideman noted the department is getting ready for the 4<sup>th</sup> of July.
- Chief Heideman noted Corey Hydock is taking his HEMFO class now and he’s completed the BEFO class. Chief Heideman noted Corey Hydock had submitted his mileage for the BEFO training and requested that he be reimburse for said mileage.
- Chief Heideman requested that member Kenny Starr be reimburse for mileage for driving Commissioner Flanagan to pick up Lyndonville #50.
- Commissioner Goetze inquired how many EMT’s and members the department has now. Chief Heideman noted one EMT.
- Chief Heideman mentioned the recent plane crash with regards to lawsuits going on, however the Lyndonville Fire Company is not a named party in said lawsuits.
- Chief Heideman asked for approval to purchase 3 more sets of turnout gear due to expiration dates. It was discussed and recommended to submit and application to the Lyndonville Area Foundation to see if they can provide any assistance first.

**Report – Fire Department President Hydock**

- President Hydock noted the gardens around the building have been finished.
- President Hydock noted the new District sign has been put on the front of the building.

**Report – Secretary-Treasurer Woodworth**

**APPROVAL OF THE MINUTES**

**ON MOTION** of Commissioner Jay seconded by Commissioner Flanagan, to accept the minutes of the May 10, 2023 regular meeting.

Vote: 3 Ayes (Flanagan, Goetze, Jay); 0 Nays; 0 Abstain

- Secretary-Treasurer Woodworth presented the budget to actual report for May 2023.
- Secretary-Treasurer Woodworth ask for approval to pay the Village \$25.00 for the sign permit.

**RESOLUTION NO 2023-46**

**SIGN PERMIT**

**ON MOTION** of Commissioner Jay seconded by Commissioner Flanagan, to authorize Secretary-Treasurer Woodworth to pay the Village of Lyndonville \$25.00 for the sign permit for the new District sign.

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Vote: 3 Ayes (Flanagan, Goetze, Jay); 0 Nays; 0 Abstain

- Vouchers – Abstract A6 - #87 - #104 to be paid for 2023  
General                                 \$ 15,606.91  
Grand Total                             \$ 15,606.91

**RESOLUTION NO 2023-47**

**VOUCHERS TO BE PAID FOR ABSTRACTS A5-1 – A6**

**ON MOTION** of Commissioner Flanagan seconded by Commissioner Jay, to authorize Secretary-Treasurer Woodworth pay Abstracts A6 #87 – #104.

Vote: 3 Ayes (Flanagan, Goetze, Jay); 0 Nays; 0 Abstain

**Report – Commissioner Flanagan**

- Commissioner Flanagan presented the Commissioners with a quote of \$3,500.00 to fix the hole above the back overhead door.

**RESOLUTION NO 2023-48**

**BACK OVERHEAD DOOR REPAIR**

**ON MOTION** of Commissioner Flanagan seconded by Commissioner Jay, to approve the quote of \$3,500.00 to repair above the back overhead door.

Vote: 3 Ayes (Flanagan, Goetze, Jay); 0 Nays; 0 Abstain

- Commissioner Flanagan presented the Commissioners with a bill from NAPA for \$59.00 to be paid.

**RESOLUTION NO 2023-49**

**NAPA BILL**

**ON MOTION** of Commissioner Flanagan seconded by Commissioner Jay, to approve paying the \$59.00 NAPA bill.

Vote: 3 Ayes (Flanagan, Goetze, Jay); 0 Nays; 0 Abstain

**Report – Commissioner Woodworth**

- Nothing - Absent

**Report – Commissioner Hydock**

- Nothing - Absent

**Report – Commissioner Jay**

- Nothing

**Report – Commissioner Goetze**

- Commissioner Goetze noted he’s spoken with Attorney Butler and the District doesn’t have to publicly advertise the Secretary-Treasurer position. Commissioner Goetze informed the Board he will be taking over as the Secretary; Commissioner Flanagan will be taking over as the Chairman and Commissioner Jay will be taking over as the Treasurer. Commissioner Jay inquired about a few Treasurer duties; Secretary-Treasurer Woodworth noted its illegal for a commissioner to be the Treasurer. The Board is aware and Attorney Butler advised would be permitted for a very short time until a replacement can be hired.
- Commissioner Goetze noted Attorney Butler will be reviewing the spec documents on the proposed new truck by Friday.
- Commissioner Goetze read an email from Attorney Butler outlining secretary transition.

**RESOLUTION NO 2023-50**

**SECRETARY TRANSITION – TERI M. WOODWORTH TO SCOTT GOETZE**

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**ON MOTION** of Commissioner Goetze seconded by Commissioner Flanagan, to approved the transfer of the District Secretary from Teri M. Woodworth to Scott Geotze as of July 31, 2023

Vote: 3 Ayes (Flanagan, Goetze, Jay); 0 Nays; 0 Abstain

**OLD BUSINESS:**

- Clean Services Agreement – Nothing at this time.
- Policies:
  - Travel Expense Reimbursement Policy

**POLICY**

The Lyndonville Joint Fire District (“Fire District”) shall provide reasonable reimbursement to its Board members, employees and Fire Department members for expenses incurred while traveling on authorized Fire District business.

**PROCEDURE**

1. Proper approval must be obtained prior to a person's incurring expenses related to travel on behalf of the Fire District for which the person will seek reimbursement from the Fire District.
2. Approval must be granted by the Board of Fire Commissioners for attendance at all seminars and meetings on behalf of the Fire District. The request for approval must be submitted during a regular monthly meeting of the Board of Fire Commissioners held prior to the date of the event.
3. Reimbursement will be made by the Fire District for actual expenses incurred for the following items:
  - a. Public transportation, car pool costs or mileage for use of a person's private vehicle at the prevailing rate in effect at the time of travel, as established by the Internal Revenue Service.
  - b. Parking and tolls.
  - c. Lodging expenses shall be at the governmental rate when available, and exclusive of sales tax. The maximum reimbursement shall be that rate set by the Board of Fire Commissioners at the time of approval.
  - d. Conference, seminar, school or training registration fee.

**NOTE:** To be reimbursed, original receipts for documentation of expenses incurred for registration fees, public transportation, parking, tolls and lodging must be submitted with the voucher for request for reimbursement.

4. Reimbursement for meals will be made for actual expense incurred as verified through original receipts, but will not exceed the IRS mileage reimbursement rate in effect at the time of travel or other rate set by the Board of Fire Commissioners at the time of approval of travel.

The Fire District strictly excludes reimbursement for alcoholic beverages.

**NOTE:** It should be understood that this is a maximum limit, and not a guaranteed rate of reimbursement. Reimbursement will be made in accordance with original receipts as submitted by the person.

5. Exceptions to the above schedule will only be allowed in extreme circumstances, and must be justified in writing by the person seeking reimbursement. Exceptions would include such circumstances as a group meal which is part of a conference program, or travel in such places as New York City.
6. Within 10 days of the completion of the travel, the authorized traveler shall submit a signed statement of travel expenses on a form provided by the Fire District for that purposes which shall detail the dates of travel, destination, nature of business, and a complete detailed statement of expenses, with appropriate original receipts and a voucher for payment attached.

**NOTE:** There will be no reimbursement by the Fire District for any expenses relating to travel, lodging, meals, or any other expense incurred by anyone other than the member of the Board of Fire Commissioners, an employee or authorized Fire Department member while on official business of the Fire District.

**RESOLUTION NO 2023-51**

**TRAVEL EXPENSE REIMBURSEMENT POLICY**

**Regular meeting of the Commissioners, Lyndonville Joint Fire District was held on Wednesday June 28, 2023, at the Lyndonville Village Hall. The meeting opened at 6:00 PM**

**ON MOTION** of Commissioner Flanagan seconded by Commissioner Jay, to adopt the travel expense reimbursement policy as presented.

Vote: 3 Ayes (Flanagan, Goetze, Jay); 0 Nays; 0 Abstain

- School and Training Policy

**POLICY**

It is the policy of the Lyndonville Joint Fire District ("Fire District") that it is necessary and in the public interest that the fire commissioners, fire officers and Fire Department members and employees of the Fire District attend training and education which will promote public safety, including life safety, incident stabilization and property protection.

The Fire District further encourages Fire District personnel to take advantage of all training opportunities available, whether within the Fire District, in the local and regional area as well as at the state and national levels. This Policy will be used as a guideline by the Fire District in authorizing personnel to attend various training schools and courses.

**PROCEDURE**

1. Training opportunities given at the local level (within Orleans County) without cost may be authorized by the Chief upon recommendation by the Training Officer or the Fire Chief where no Training Officer has been appointed.
2. Training opportunities at the local level where costs or fees are involved must be authorized by the Chief and approved by the Board of Fire Commissioners *prior* to attendance. Local level means training within Orleans County.
3. Training opportunities at the regional level must be authorized by the Chief and approved by the Board of Fire Commissioners *prior* to attendance pursuant to General Municipal Law 72-g. Regional level means training outside Orleans County and its surrounding counties where overnight accommodations are not necessary.
4. Training opportunities at the state level must be authorized by the Chief and approved by the Board of Fire Commissioners *prior* to attendance pursuant to General Municipal Law 72-g. State level means training schools such as the New York State Fire Academy at Montour Falls where overnight accommodations are necessary.
5. Attendance at schools at the national level will be evaluated on an individual basis for those requesting to attend, but will normally be restricted to officers and members of the Board of Fire Commissioners. Training opportunities at the national level must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners *prior* to attendance pursuant to General Municipal Law 72-g.
6. For all out-of-state training and schools, the training or school must be determined by resolution of the Board of Fire Commissioners that such training or school is:
  - a. necessary;
  - b. in the public interest;
  - c. not available within a reasonable distance in New York; and
  - d. not available within a reasonable time period in New York

All requests by all attendees for out-of-state training shall include a written justification to the Board of Fire Commissioners addressing each of these items. Failure to include such justification shall be the basis for refusal to allow such training or school.

6. All schools or training requiring fees or tuition will be paid by the Fire District. In the event that an authorized person fails to attend such school or training without at least 48 hours prior written notice to the Chief, the person will be assessed the fees for such school or training. Verifiable

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illness or emergency (as determined by the Board of Fire Commissioners in its sole discretion) shall relieve the person of this obligation.

7. Copies of all certificates of attendance/graduation must be presented to the Chief by each attendee within 5 days after return. Documentation relating to travel expenses shall be submitted by each attendee to the Chief on a Fire District Travel Form within 5 days of the completion of the travel.
8. Final authority for attendance with any training or school lies with the Board of Fire Commissioners.

**RESOLUTION NO 2023-52**  
**SCHOOL AND TRAINING POLICY**

**ON MOTION** of Commissioner Flanagan seconded by Commissioner Jay, to adopt the school and training policy as presented.

Vote: 3 Ayes (Flanagan, Goetze, Jay); 0 Nays; 0 Abstain

- o Minimum and Annual Training Policy

**I. POLICY**

It is necessary and in the public interest that the fire commissioners, fire officers and Fire Department members and employees of the Fire District attend training and education which will promote public safety, including life safety, incident stabilization and property protection.

It is the policy of the Lyndonville Joint Fire District ("Fire District") that all members of the fire department shall have training and education commensurate with those duties and functions that members are expected to perform; that members shall have such training and education before they perform emergency activities; and that fire officers and training instructors shall have training and education which is more comprehensive than that provided to the general membership of the fire department.

For those persons whose applications for membership in the fire department have been approved by the Board of Fire Commissioners must pass the required training courses within the prescribed time limits, to the satisfaction of the Fire Chief and the Board of Fire Commissioners.

All members shall maintain annual training as required as required by the Board of Fire Commissioners, also to the satisfaction of the Fire Chief and the Board of Fire Commissioners.

Failure to pass the required training will be grounds for dismissal from the fire department by action of the Board of Commissioners.

The Fire District further encourages Fire District personnel to take advantage of all training opportunities available, whether within the Fire District, in the local and regional area as well as at the state and national levels.

**II. MINIMUM TRAINING-INITIAL**

1. Required training courses for all members, when taught by qualified instructors, will be as follows:
  - a. Firefighter I (or equivalent as determined by the Board of Fire Commissioners) for interior firefighters (those qualified to wear SCBA and work in IDLH atmospheres).
  - b. BEFO (or equivalent as determined by the Board of Fire Commissioners) for exterior firefighters (those not qualified to wear SCBA or work in IDLH atmospheres).
  - c. Hazardous Materials First Responder Operations.
  - d. ICS 100 and 700.

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- e. These courses shall be completed within two years of approval by the Board of Fire Commissioners of membership.
2. Credit for the required training courses may be attained at training sessions conducted by other than the Fire Department within the prescribed time limit, upon the prior approval of the Chief and the Board of Fire Commissioners.
3. All members shall maintain at least a valid first aid card from a course approved by the Board of Fire Commissioners and CPR certification.
4. Certified First Responder and Emergency Medical Technician courses are strongly encouraged for all members.
5. Required training courses for EMS only providers will be as follows:
  - a. CFR or EMT-B.
  - b. Hazardous Materials First Responder Awareness.
  - c. Basic Exterior Firefighting Operations or Scene Support Operations.
  - d. ICS 100 and 700.
6. Required training courses for Fire Police only will be as follows:
  - a. NYS Fire Police course.
  - b. Hazardous Materials First Responder.
  - c. ICS 100 and 700 Awareness.
  - d. Basic Exterior Firefighting Operations or Scene Support Operations course is strongly recommended.

**II. ANNUAL TRAINING AND DRILLS**

1. All members shall annually demonstrate competency with all skills required of them to function safely as members. The Fire Chief shall assure that such annual refresher training is completed and of sufficient content and duration to maintain each member's competencies, including maintaining all documentation related to the same.
2. All active members shall in each calendar year attend and participate in a minimum of ten (10) firematic drills and two (2) emergency medical service (EMS) drills provided by the fire department as prescribed by the Fire Chief.
3. Simple attendance at the minimum number of trainings and drills does not equate with skills competency. Each member shall demonstrate proficiency for any such skill expected to be performed by such member.
4. Members who are expected to perform interior structural firefighting shall attend and participate in an education session or training at least quarterly.
5. The Fire Chief will provide for and authorize necessary drills for driver training and refreshers. All qualified driver/operator must attend one driver/operator refresher drill annually which shall be considered a firematic drill.
6. Failure to satisfactorily complete the required annual competency of skills, together with drill and work detail requirements for the year ending December 31<sup>st</sup> will result in suspension of the member by the Fire Chief.
  - a. The suspended member shall be informed by the Fire Chief in writing no later than January 10<sup>th</sup> that their appearance is required before the Board of Fire Commissioners at the Board's next regular meeting to explain the member's failure to complete the required annual competency of skills, together with drill requirements for the year ending December 31<sup>st</sup>.
  - b. The Fire Chief will also inform the suspended member that they may not participate in any fire company, department or district activity until the Board of Fire Commissioners renders a decision in the matter up to and including dismissal.

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- c. The Board of Fire Commissioners shall have the prerogative, in its sole discretion, to set remedial and other remedies for members, but in no event will the Board permit any member to respond without the required minimum training or annual refresher and skills proficiency training as required hereunder.

**RESOLUTION NO 2023-53**  
**MINIMUM AND ANNUAL TRAINING POLICY**

**ON MOTION** of Commissioner Flanagan seconded by Commissioner Jay, to adopt the minimum and annual training policy as presented.

Vote: 3 Ayes (Flanagan, Goetze, Jay); 0 Nays; 0 Abstain

**RESOLUTION NO 2023-54**  
**MILEAGE REIMBURSEMENT – COREY HYDOCK**

**ON MOTION** of Commissioner Jay seconded by Commissioner Flanagan, to reimburse Corey Hydock for his BEFO training mileage at the current IRS rate of \$0.65 ½ per mile.

Vote: 3 Ayes (Flanagan, Goetze, Jay); 0 Nays; 0 Abstain

- Commissioner Goetze noted Commissioner Hydock need to be reimbursed \$100.00 for his commissioner training. Secretary-Treasurer Woodworth noted she would need proof of payment for the reimbursement. Commissioner Goetze will obtain.
- Commissioner Goetze noted he will inform Attorney Butler of the change in Chairman for communication purposes. The Board noted they have no issue with the Commissioner Goetze communicating with Attorney Butler once becoming the secretary.
- President Hydock thanked Secretary-Treasurer Woodworth for all her hard work getting the district setup.
- Commissioner Flanagan motioned to pay Secretary-Treasurer Woodworth an extra \$1,000.00 for everything she's done to setup the district Commissioner Jay seconded, however Commissioner Goetze requesting that it be tabled to the next meeting when all the Commissioners are present. Secretary-Treasurer Woodworth thanked Commissioner Flanagan for the gesture and recommended that the Board seek legal counsel prior to passing the proposed resolution.
- President Hydock inquired who runs the Commissioner's elections. Secretary-Treasurer Woodworth noted the Secretary of the District is responsible for running the elections.

**ON MOTION** of Commissioner Flanagan, seconded by Commissioner Jay, to adjourn the regular meeting of the Lyndonville Joint Fire District at 7:01PM.

Vote: 3 Ayes (Flanagan, Goetze, Jay); 0 Nays; 0 Abstain

*Teri M. Woodworth*  
Secretary-Treasurer  
Lyndonville Joint Fire District