

2024 Annual Organizational Meeting

January 10, 2024

Present: Commissioners Norman Barkley Jr; Tyler Clemons; Sean McHale; Jeremy Tripp; Secretary/Treasurer Jessica Putney; Fire Chief/ Head Fire Driver Brian Draper; Asst. Chief Cole Pacella

Absent: Commissioner Bill Blunden

1. Meeting Opened: Commissioner Norman Barkley opened the meeting at 6:00PM and asked for nominations and a vote for Commissioner Chairman. Motion was made by Norman Barkley, seconded by Tyler Clemons to appoint Sean McHale as Chairman of the Board of Fire Commissioners. Motion carried unanimously with no opposed. Sean McHale accepted the Chairman appointment.
2. Public Forum: N/A
3. Appoint Secretary/Treasurer: Motion made by Tyler Clemons, seconded by Jeremy Tripp to appoint Jessica Putney as Secretary/Treasurer. Motion carried unanimously with no opposed. Jessica Putney accepted the position and will do Oath of Office at Town Clerk. Compensation will increase by 3% to equal \$1,092.73 per month salary.
4. Appoint Health & Safety Officer: Motion made by Norman Barkley, seconded by Tyler Clemons to appoint Brian Draper as Health & Safety Officer. Motion carried unanimously by all, no opposed.
5. Review & Re-approve contracts: Motion made by Tyler Clemons, seconded by Jeremy Tripp to approve the contract with the Carthage Volunteer Fire Company, Inc. with payment of \$8,850 to be paid as stated in the contract. Motion carried unanimously by all, no opposed.
6. Designate Official: Motion by Tyler Clemons, seconded by Norman Barkley to designate the following as the official providers of service. Motion carried unanimously by all, no opposed.
 - a) Newspaper(s) – Watertown Daily Times
 - b) Bank – Carthage Federal Savings and Loan
 - c) Payroll / Financials – MR Gaebel \$3,000.00
 - d) Auditor – Crowley & Halloran at \$6,700.00
 - e) Website Design, Host & Domain – Square Space
 - f) Insurance Carriers
 - 1) Liability/Cancer Coverage - McNeil & Inc/ ESIP
 - 2) Employee Health-Excellus; Dental-Guardian; Pivot (Employee Assistance Program)
 - 3) NYS Disability – Shelter Point
 - 4) Workers Compensation - NYS Self Insurance Fund
7. Approve for Treasurer to pay in advance of monthly audit: Motion was made by Jeremy Tripp, seconded by Norman Barkley to authorize payments in advance of the monthly audit the following. Motion carried unanimously by all, no opposed.
 - a) All recurring salaries / payroll related expenses
 - b) Postage / freight charges
 - c) Utilities - electric/natural gas, phone, water bills
 - d) Bonds on fire station & vehicle(s)

8. Miscellaneous: Motion by Jeremy Tripp, seconded by Tyler Clemons to approve the following. Motion carried by all, no opposed.

1. The Board of Fire Commissioner's meeting will be held on the last Wednesday of each month at 6:00PM at the Carthage Fire Department, 685 S James St. The only exception is December which will be held on December 18th @ 6PM due to the last Wednesday of the month being on Christmas Day.
2. Permanent Election Committee and compensation at seventy five dollars (\$75.00) each, during each election – Members are Election Chairman Jessica Putney, Election Clerks Joan Draper and Judy New, Substitute election clerk is Nancy Draper.
3. Direct Deposit will be mandated for all employees of the Fire District
4. Check signers will include Jessica Putney, Sean McHale, Norman Barkley, Jeremy Tripp and Tyler Clemons.
5. Jeremy Tripp and Sean McHale will complete online commissioner training and the Oath of Office.

9. Executive session: N/A

10. Adjourn:

Motion made by Tyler Clemons, seconded by Norman Barkley to adjourn at 6:17PM. All in favor, motion carried.

Jessica Putney, Secretary/Treasurer