

**PLAINVILLE FIRE DISTRICT**  
**MINUTES OF COMMISSIONER'S ANNUAL ORGANIZATIONAL MEETING**

The Annual Organizational Meeting of the Board of Commissioners of the Plainville Fire District was held on **Tuesday, January 10, 2023** and was called to order at 7:00pm by District Treasurer Kathy Thomas, acting as presiding officer, with a salute to the flag. Present were:

Jim Slenker	Kathy Thomas
Brian Kline	Ken Landon
DJ Stachurski	Andrew Rice

1. Nomination of **CHAIRMAN**: Ken Landon
2. Nomination of **Deputy Chairman**: Andy Rice

Motion by Commissioner Stachurski, second by Commissioner Slenker to accept items 1 and 2. Motion carried.

**Commissioner Landon assumed the chair.**

3. Notification of meeting was placed on the Town of Lysander website and bulletin board and included in communications.
4. Nomination of District **Secretary**: **Kathy Thomas**
  - a. Salary of the Secretary/Treasurer/Clerk shall be \$13,800/yr. with the District continuing to pay deductions.
  - b. The Secretary was named to be District custodian of Records and Records Access Officer
5. Nomination of District **Treasurer**: **Kathy Thomas**
6. **Oaths of Office** of all elected and appointed District officers must be filed with the Town Clerk by **January 31, 2023**.
7. Nomination for the appointment of **District Counsel**: **Shahan and Taddeo**
8. **TREASURER'S ANNUAL REPORT**: Extended to March 31, 2023.
9. **OFFICIAL PAPER**: **The Messenger/Post Standard**
10. **BANK**: **M&T Bank**

Motion by Commissioner Stachurski, second by Commissioner Kline to accept items 3-10. Motion carried.

11. Review/Reaffirm Investment Policy – (Reviewed September 2022)  
Review/Reaffirm Procurement Policy – (Reviewed September 2022)  
Motion by Commissioner Slenker, second by Commissioner Rice that we shall abide by our current investment and procurement policies, and continue with the following capital reserve funds: building reserve and equipment reserve.

Kline:	yes
Landon:	yes
Rice:	yes
Slenker:	yes
Stachurski:	yes

Motion carried.

12. **Check writing procedure**: The Treasurer will write and sign the checks from the checking account to pay the debts of the district; make transfers from the general fund (informing the Chairman and the Finance committee chairman of such transfers) to the checking account when necessary. The Financial advisor for the Board shall serve as another signatory on the account.

Motion to concur with procedure by Commissioner Kline, second by Commissioner Slenker.

Kline:	yes
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Landon: yes  
Rice: yes  
Slenker: yes  
Stachurski: yes

Motion carried.

13. Signing of District Contracts - **RESOLUTION:** The Board of Fire Commissioners of the Plainville Fire District shall empower the Chairman or Vice Chairman, in his or her absence, to sign any contracts of the District on behalf of the District whenever such contracts are approved by at least three members of the Board at a meeting of the Board during the year.

Motion by Commissioner Stachurski, second by Commissioner Rice.

Kline: yes  
Landon: yes  
Rice: yes  
Slenker: yes  
Stachurski: yes

Motion carried.

14. **MEETINGS** – Regular monthly meetings shall be held on the **SECOND TUESDAY** of each month at **STATION ONE at 7:00pm.**

15. **ASSOCIATIONS:** AFDSNY (\$500), Central Region Fire Districts (\$50), Lysander Public Safety (\$1,500)

16. The following seminars, conventions and training classes are approved for district officers to attend: Commissioner training, Secretary/Treasurer training, AFDSNY or Central Fire District seminars with usual expenses.

Motion by Commissioner Rice, second by Commissioner Slenker to accept items 14 - 16.

Kline: yes  
Landon: yes  
Rice: yes  
Slenker: yes  
Stachurski: yes

Motion carried.

17. **COMMITTEES:**

Insurance: Kathy Thomas  
Portable Equipment: Ken Landon  
Buildings: Andy Rice  
Trucks: DJ Stachurski  
Training/EMS: Brian Kline  
Quotes/Purchasing: Kathy Thomas  
Financial Advisor: Jim Slenker  
Board Policies/Rules: Kathy Thomas

18. The Board approves the following contractors: **Benn & Co.** (Accountant/Auditor), **Industrial Medical of CNY** (Medical exams), **William Mitson** (Training), **JPB Fire Service** (Truck Maintenance), **First Due Services** (ladder/hose inspection/repair), **Har-Rob** (combi-tool inspection/repair), **911 Generator** (generator inspection/repair). Station monitoring will continue through the **911 center** with **Fire Detection Services** providing equipment repair and maintenance, **Doyle Security** (building access security), **TBA** (HVAC system maintenance) and **Bruce Electric** (Electrical systems maintenance).

19. **MAIL PICKUP:** Kathy Thomas will pick up the mail at Post office and report delivery to Ken Landon.

20. **CHIEF OFFICER APPROVAL:** The following officers were nominated by the Plainville Fire Department:

Position	Name
<b>Chief</b>	John Crowder
<b>1<sup>st</sup> Assistant Chief</b>	Dan Stachurski
<b>2<sup>nd</sup> Assistant Chief</b>	OPEN
<b>Captain</b>	Andy Rice (1), Chris O'Connell (3)
<b>Lieutenants</b>	OPEN (1), OPEN (2), Ryan Healy (3)
<b>President</b>	DJ Stachurski
<b>Vice President</b>	OPEN
<b>Secretary</b>	Mike Schmid
<b>Treasurer</b>	Matt Bartowiak

The district retains a copy of the updated Constitution and Bylaws of the Department which is kept on file.

21. **RECURRING INVOICE PAYMENT:** Treasurer may issue checks for recurring monthly bills including utilities and fuel delivery and present the vouchers for audit at the next commissioners' meeting without prior approval. The following may be paid electronically: Payroll (Offsite Accounting), Utilities (National Grid, Spectrum) and Credit Card (M&T Bank Elan)

Motion by Commissioner Slenker, second by Commissioner Rice to accept items 17-21.

Kline: yes  
 Landon: yes  
 Rice: yes  
 Slenker: yes  
 Stachurski: yes

Motion carried.

22. **POLICY CONTINUATION:** All policies and procedures previously adopted shall continue until amended; policies and procedures will be reviewed individually as specified within each document.

Motion by Commissioner Rice, second by Commissioner Slenker.

Kline: yes  
 Landon: yes  
 Rice: yes  
 Slenker: yes  
 Stachurski: yes

Motion carried.

The Organizational meeting was adjourned at 7:19 pm with a motion by Commissioner Kline, second by Commissioner Stachurski. Motion carried.