

Bridgeport Fire District Board of Commissioners  
Organizational Meeting  
January 13, 2015  
"Approved"

Lead by Temporary Chair – Thomas Liebner called meeting to order at 6:35 pm.  
Commissioners noted as Tim Burgess (TB), Teresa Dauber (TD) Joy Gladis (JG), Matt Anderson (MA), and Tom Liebner (TL).

1. Pledge of allegiance
2. Oath of Office for newly elected members –MA to complete by end of month.
3. Chairman of Fire District – TL nominated by JG, TD seconded. All in favor with TL abstained.

Lead by 2014 Chair

4. Resolution for regular meeting schedule – 2<sup>nd</sup> Tuesday of the month at 7:00 pm at the Red Jacket Fire Hall.
5. Secretary Appointment – TL nominated Kim Gribnau, TD seconded. All in favor.
6. Purchasing Director Appointment – TL nominated Kim Gribnau, JG seconded. All in favor.
7. Attorney Appointment – M. Butler nominated as our primary attorney, Board will be seeking local council to handle real estate motion by MA, TD seconded. All in favor.
8. Treasurer Appointment– TL nominated Kim Gribnau, JG seconded. All in favor
9. Media Resolution – MA -motion to continue with Finger Lakes Times, TD seconded. All in favor.
10. Designate bank –Motion by JG to use Five Star Bank as primary. TD seconded. All in favor.
11. Membership in NY Association of Fire Districts Motion to continue Membership in NY Association of Fire Districts –MA, TL seconded. All in favor.
12. Membership of Chief (NYS Association of Fire Chiefs) Declined
13. Approval of yearly contracts / leases Motion by TL to continue with current approved yearly contracts / leases until they come up for renewal. MA seconded. All in favor.
14. Approval for treasurer to pay in advance of audit items for standard monthly recurring expenses per NY State Law. Any payment will be presented to the next meeting of the Board of Fire Commissioners of the Bridgeport Fire District for audit. Motion TL, MA seconded. All in favor.
  - i. Payment of fixed salaries
  - ii. Payment of Principal or interest on indebtedness
  - iii. Utility payment to Direct Energy for electricity
  - iv. Utility payment to Time Warner for telephone/internet service
  - v. Utility payment to NYSEG for fuel gas
  - vi. Utility payment to Town of Seneca Falls for water service and gas
  - vii. Utility payment to Verizon Wireless for cell phone service
  - viii. Payment to the U.S. Postmaster for postage expenses
  - ix. Payment for freight or delivery charges
  - x. Payment on lease payment due to Depository Trust Co.

- xi. Payment to maintenance contracts for property maintenance or approved current contracts
  - xii. Quarterly transfer of \$6000.00 into Five Star Payroll Checking for payroll expenses. Nichols Financial Services as payroll provider.
15. 2015 IT Support nomination of Optimal Technologies –Motion by MA, TD seconded. All in favor.
  16. 2015 Treasurer guidance/support of Terri Starowitz, CPA – Motion by TL, MA seconded. All in favor.
  17. 2014 Audit Firm of Raymond Wager CPA – Motion by TL, MA seconded. All in favor.
  18. Treasurer authorized to pay upon approval for non-recurring expenses– Motion by TL, MA seconded. All in favor.
  19. Treasurer submission of 2014 District Activities – Review monthly and summary report to be provided for year end. Motion by TL, MA seconded. All in favor.
  20. Review of all policies – Motion by TL to continue as written along with District Rules and Regulations. MA seconded. All in favor.
  21. Review of purchase policies - Motion by TL to continue as written. MA seconded. All in favor.
  22. District Grants Coordinator – Motion by TD to continue using the town grant writer. Seconded by TL. All in favor.

Operating committee chairpersons (Motion, 2<sup>nd</sup>):

	<u>2015</u>
23. Building & Grounds(TL, JG all for)	MA
24. Treasury Audit (TL, MA all for)	JG
25. Insurance (TL, JG all for)	TL
26. Apparatus & Equipment (MA, TD all for)	MA
27. Liaison to Fire Department (MA, TL, all for)	JG
28. Liaison to Fire Department Auxiliary (MA, TD all for)	TD
29. Fire District Key Control (TL, MA all for)	TD
30. Information Systems (TL,JG all for)	TL

Motion by TL to close the meeting at 7:12 pm, seconded by MA.