

Bridgeport Fire District Board of Commissioners
Organizational Meeting
January 12, 2016
"APPROVED"

Lead by Temporary Chair – Thomas Liebner called meeting to order at 6:39 pm.

Commissioners noted as Teresa Dauber (TD) Joy Gladis (JG), Matt Anderson (MA), and Tom Liebner (TL), Mike Piscitelli (MP)

1. Pledge of allegiance
2. Oath of Office for newly elected members – MP completed.
3. Chairman of Fire District –
TL nominated by JG, MA seconded. 3 vote in favor, TL abstain.

Lead by 2015 Chair

4. Resolution for regular meeting schedule – 2nd Tuesday of the month at 7:00 pm at the East Fire Station, 2528 Lower Lake Rd.
5. Secretary Appointment – TL nominated Kim Gribnau, JG 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 while we look for alternatives, Board will be seeking local council to handle real estate motion by TL, MP seconded. All in favor.
8. Treasurer Appointment– JG nominated Kim Gribnau, MP seconded. All in favor
9. Media Resolution – MA - motion to continue with Finger Lakes Times, MP seconded. All in favor.
10. Designate bank –Motion by TL to use Five Star Bank as primary. JG seconded. All in favor.
11. Membership in NY Association of Fire Districts Motion to continue membership in NY Association of Fire Districts – MP, MA seconded. All in favor.
12. Membership of Chief (NYS Association of Fire Chiefs) Declined
13. Approval of yearly contracts / leases Motion by MA to continue with current approved yearly contracts / leases until they come up for renewal. JG 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 JG, 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. 2016 IT Support nomination of Optimal Technologies –Motion by JG, TD seconded. All in favor.
 16. 2016 Treasurer guidance/support of Terri Starowitz, CPA – Motion by TL, MA seconded. All in favor.
 17. 2015 Audit Firm of Raymond Wager CPA – Motion by TL, TD seconded. All in favor.
 18. Treasurer authorized to pay upon approval for non-recurring expenses– Motion by MA, JG seconded. All in favor.
 19. Treasurer submission of 2015 District Activities – Review monthly and summary report to be provided for year end. Motion by TL, TD seconded. All in favor.
 20. Review of all policies – Motion by TL to continue as written along with District Rules and Regulations. JG seconded. All in favor.
 21. Review of purchase policies - Motion by TL to continue as written, JG seconded. All in favor.
 22. District Grants Coordinator – Approval on hold p-ending review of available options.

Operating committee chairpersons (Motion, 2nd):

	<u>2016 chair/co-chair</u>
23. Building & Grounds(TL, JG all for)	MA/MP
24. Treasurer Audit (JG,TL, all for)	JG/TD
25. Insurance (TL,JG, all for)	MP
26. Apparatus & Equipment (MA,JG, all for)	MP/MA
27. Liaison to Fire Department (TD, TL, all for)	JG/TL
28. Liaison to Fire Department Auxiliary (TL,MA all for)	TD
29. Fire District Key Control (TL,JG all for)	TD
30. Information Systems (MP,TL all for)	TL
31. Inventory Control (TL,JG all for)	MA/MP/KG

Motion by TL to close the meeting at 7:35 pm, seconded by JG.