

Bridgeport Fire District Board of Commissioners
Organizational Meeting
January 9, 2018
"APPROVED"

Lead by Temporary Chair – Steven Farnsworth called meeting to order at 6:10 pm
Commissioners noted as Joy Gladis (JG), Mike Piscitelli (MP), Rob Engster (RE) ABSENT,
Steve Farnsworth (SF), Dan O'Neil (DO),

1. Pledge of allegiance
2. Oath of Office for newly elected members – DO completed, KG on Jan 10, 2018
3. Chairman of Fire District –
SF nominated by JG, MP seconded. 3 vote in favor, SF abstain

Lead by 2018 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 – JG nominated KG, SF seconded. All in favor.
6. Purchasing Director Appointment – SF nominated KG, DO seconded. All in favor.
7. Attorney Appointment – Pinsky Law with option to change midyear if necessary
8. Treasurer Appointment – KG nominated by DO, JG seconded, at an hourly salary of
\$22 for a maximum of 50 hours biweekly, to include 3 weeks paid vacation. Hours
beyond the limit established require approval of the Board of Fire Commissioners at
following monthly board meeting before payment is made. JG seconded. All in favor
9. Media Resolution – DO - motion to continue with Finger Lakes Times, MP seconded.
All in favor.
10. Designate bank – Motion by DO 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. Annual membership fee \$300.00 – MP, DO seconded.
All in favor.
12. Membership of Chief (NYS Association of Fire Chiefs) Declined
13. Approval of yearly contracts / leases Motion by JG to continue with current approved
yearly contracts / leases until they come up for renewal. MP 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 DO, JG
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 Caratozzolo Electric –Snow removal, Debra Larsen – Janitorial,
- xii. Annual transfer of \$37,800 into Five Star Payroll Checking for payroll expenses. Haverford/Nichols Financial Services as payroll provider.

15. 2017 IT Support nomination of Optimal Technologies –Motion by MP, JG seconded. All in favor.

16. 2017 Treasurer guidance/support of Terri Starowitz, CPA – Motion by DO, MP seconded. All in favor.

17. 2017 Audit Firm Raymond F. Wager CPA, Motion by JG, Seconded by MP

18. Treasurer authorized to pay upon approval for non-recurring expenses– Motion by JG, MP seconded. All in favor.

19. Treasurer submission of 2018 District Activities – Review monthly and summary report to be provided for year end. Motion by JG, SF seconded. All in favor.

20. Review of all policies – postponed to a later date

21. Review of purchase policies – Postponed to a later date.

22. District Grants Coordinator – on an as needed basis

23. Churchville Fire for vehicle maintenance

Operating committee chairpersons (Motion, 2nd):

24. Building & Grounds/Capital Improvement

25. Treasurer Audit

26. Insurance

27. Apparatus & Equipment

28. Liaison to Fire Department

29. Liaison to Fire Department Auxiliary

30. Fire District Key/Alarm Control

31. Information Systems

32. Inventory Control

33. Budget

2018 chair/co-chair

RE/MP

JG/RE

KG/MP

MP/SF

DO/SF

JG/SF

SF/DO

DO/MP

SF/MP

KG/DG

Motion to accept all nominations DO, MP seconded.

Motion by DO to close the meeting 6:43 pm, seconded by JG.