

Bridgeport Fire District Board of Commissioners
Organizational Meeting
January 8, 2019
"APPROVED"

Lead by Temporary Chair – Dan O’Neil called meeting to order at 6:03 pm
Commissioners noted as Joy Gladis (JG), Mike Piscitelli (MP), Rob Engster (RE), ABSENT
Tim Hoster (TH), Dan O’Neil (DO),

1. Pledge of allegiance
2. Oath of Office for newly elected members – TH – yes, JG on 1/09
3. Chairman of Fire District –
DO nominated by MP, JG seconded. All in favor, DO abstaining

Lead by 2019 Chair

4. Resolution 2019-1 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, DO seconded. All in favor.
6. Purchasing Director Appointment – JG nominated KG, DO seconded. All in favor.
7. Attorney Appointment – Pinsky Law with option to change midyear if necessary Motion by DO, MP seconded, all for.
8. Treasurer Appointment – JG nominated KG, DO seconded, at an hourly salary of \$22 for a maximum of 50 hours biweekly, to include 4 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. All in favor
9. Media Resolution – DO, motion to continue with Finger Lakes Times, TH seconded. All in favor.
10. Designate bank – Motion by MP to use Five Star Bank as primary, TH 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 \$450.00 – JG, TH seconded. All in favor.
12. Membership of Chief (NYS Association of Fire Chiefs) Declined
13. Approval of yearly contracts / leases Motion by DO 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 JG, TH seconded. All in favor.
 - i. Payment of fixed salaries Kim Gribnau and Bryan McCann
 - 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, Debra Larsen – Janitorial,
 - xii. Annual transfer of \$60,000 into Five Star Payroll Checking for payroll expenses. Haverford/Nichols Financial Services as payroll provider.
15. 2019 IT Support nomination of Optimal Technologies –Motion by DO, MP seconded. All in favor.
 16. 2019 Treasurer guidance/support of Terri Starowitz, CPA – Motion by DO, JG seconded. All in favor.
 17. 2018 Audit Firm Raymond F. Wager CPA, Motion by JG, Seconded by MP, all in favor with the option to change midyear if deemed necessary
 18. Treasurer authorized to pay upon approval for non-recurring expenses– Motion by TH, JG seconded. All in favor.
 19. Treasurer submission of 2019 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

2019 chair/co-chair

- MP/DO
- JG/TH
- KG/JG
- MP/TH
- DO/TH
- JG/MP
- DO/KG
- KG/TH
- MP/DO
- KG/JG

Motion to accept all nominations MP, TH seconded.

Motion by JG to close the meeting at 6:26 pm, seconded by TH.