

Bridgeport Fire District Board of Commissioners  
Organizational Meeting  
January 10, 2023  
“APPROVED”

Lead by Temporary Chair - Daniel O’Neil called meeting to order at 6:30 pm.

Commissioners noted as Joy Gladis (JG), Mike Piscitelli (MP), Matthew Anderson (MA), Tim Hoster (TH), Dan O’Neil (DO)

1. Pledge of allegiance
2. Oath of Office for newly elected members –
  - o Chairman of Fire District –DO\_ nominated by MP, JG seconded. All in favor. DO Abstained.

Lead by 2023 Temporary Chair, Daniel O’Neil

3. Resolution 2023-1 for regular meeting schedule – 2<sup>nd</sup> Tuesday of the month at 7:00 pm at the West Fire Station, 43 West Bayard St. Meetings will be held at that location. TH Motion, MP Seconded.
4. Secretary Appointment – Kim Gribnau nominated JG, TH seconded. All in favor.
5. Purchasing Director Appointment – Kim Gribnau nominated DO, TH seconded. All in favor.
6. Attorney Appointment, Pinsky Law Group, Bradley Pinsky for all fire related legal, with the option to review mid-year if deemed necessary. Motion by JG, MP seconded, All in favor.
7. Treasurer Appointment– Kim Gribnau nominated TH, JG seconded, at an hourly salary of \$24 hr for a maximum of 30 hours biweekly. Hours beyond the limit established require approval of the Board of Fire Commissioners at following monthly board meeting before payments are to be made. All in favor
8. Media Resolution – MP motion to continue with Finger Lakes Times, MA, seconded. All in favor.
9. Designate bank –Motion by TH to use Five Star Bank as primary, MA seconded. All in favor.
10. Payroll provider – O’Haver Financial. Motion by TH, MA seconded. All in favor.
11. Municipal Accounting Advisor –Bernard P. Donegan. Motion by MP, TH seconded. All in favor.
12. Membership in NY Association of Fire Districts Motion to continue membership in NY Association of Fire Districts. Annual membership fee \$500.00 – MP, JG seconded. All in favor.
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 MP, JG
  - i. Payment of salaries Kim Gribnau and Richard Rhinehart, Debra Larsen
  - ii. Payment of Principal or interest on indebtedness
  - iii. Utility payment to Direct Energy for electricity
  - iv. Utility payment to Charter/Spectrum for telephone/internet service
  - v. Utility payment to NYSEG for fuel gas/electric
  - 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. (Engine 1 and building renovation),and PNC Financial (Quint 1431)
- xi. Payment to maintenance contracts for property maintenance or approved current contracts,— Caratozollo Electric- Electric , D’Amico Plumbing and Heating HVAC, All Seasons Pest – Spider Spray.
- xii. Annual transfer of \$60,000 into Five Star Payroll Checking for payroll expenses. O’Haver Financial Services as payroll provider.
- xiii. Reimbursement to Allen Larsen and Steven Farnsworth for cellphone usage (Board approved this instead of issuing them both a district phone) \$50.00.

- 15. 2023 IT Support nomination of Optimal Technologies –Motion by TH, MP seconded. All in favor.
- 16. 2023 Treasurer guidance/support of Bernard P. Donegan– Motion by JG, TH seconded. All in favor.
- 17. 2022 Audit Firm - Mendel, Metzger Barr & Co., Raymond F. Wager CPA, Motion by to place it out for bid MA,TH seconded. All in favor.
- 18. Treasurer authorized to pay upon approval for non-recurring expenses– Motion by TH, JG seconded. All in favor.
- 19. Treasurer submission of 2023 District Activities – Review monthly and summary report to be provided for year end. Motion by JG, MA seconded. All in favor.
- 20. Review of all policies – as needed. Motion by MP, TH. All in favor.
- 21. Review of purchase policies – review and update if necessary. Motion by MA, MP. All in favor.
- 22. District Grants Coordinator – TenKate Grant Services. Motion by MP, JG seconded. All in favor
- 23. Churchville Fire for vehicle maintenance JG, TH seconded, with option to review at any time during the year. All in favor. Al Larsen would like to stay with them currently. Long history with Churchville and have been responsive currently to service needs. Concerned a new vendor we will not be a priority.

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

	<u>2023 chair/co-chair</u>
24. Building & Grounds/Capital Improvement	MP/MA
25. Treasurer Audit	JG/TH
26. Insurance	DO/TH
27. Apparatus & Equipment	MP/MA
28. Liaison to Fire Department	DO/JG
29. Liaison to Fire Department Auxiliary	DO/MP
30. Fire District Key/Alarm Control	MP/TH
31. Information Systems	TH/DO
32. Inventory Control	MA/TH
33. Budget	JG/TH
34. Personnel	MA/TH

Motion to accept all nominations MP, TH seconded.

Motion by MP to close the meeting at 6:52 pm, seconded by JG.