

Bridgeport Fire District Board of Commissioners
Organizational Meeting
January 14, 2020
“APPROVED”

Lead by Temporary Chair – Dan O’Neil called meeting to order at 6:02 pm.
Commissioners noted as Joy Gladis (JG), Mike Piscitelli (MP), Rob Engster (RE),
Tim Hoster (TH), Dan O’Neil (DO),

1. Pledge of allegiance
2. Oath of Office for newly elected members – JG to be completed by month end.
3. Chairman of Fire District –
Daniel O’Neil nominated by MP, JG seconded. All in favor, DO abstaining

Lead by 2020 Chair

4. Resolution 2020-1 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 Kim Gribnau, TH seconded. All in favor.
6. Purchasing Director Appointment – TH nominated Kim Gribnau, DO seconded. All in favor.
7. Attorney Appointment , Pinsky Law Group, Bradley Pinsky for all fire related legal, with the option to review mid year if deemed necessary. Motion by DO, JG, seconded, all for.
8. Bond Council Appointment – Timothy R. McGill Motion by MP, TH seconded. All in favor.
9. Treasurer Appointment– JG nominated Kim Gribnau, TH 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
10. Media Resolution –JG motion to continue with Finger Lakes Times, TH seconded. All in favor.
11. Designate bank –Motion by DO to use Five Star Bank as primary, JG seconded. All in favor.
12. Payroll provider – O’Haver Financial. Motion by DO, TH seconded. All in favor.
13. Municipal Advisor – Bernard P. Donegan. Motion by JG, MP seconded. All in favor.
14. Membership in NY Association of Fire Districts Motion to continue membership in NY Association of Fire Districts. Annual membership fee \$450.00 – TH, JG seconded. All in favor.
15. Approval of yearly contracts / leases Motion by JG to continue with current approved yearly contracts / leases until they come up for renewal. DO seconded. All in favor.
16. 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 salaries Kim Gribnau and Michael Rhinehart

- 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. Internet payment to Time Warner Communication/Spectrum for internet/TV services
- ix. Payment to the U.S. Postmaster for postage expenses
- x. Payment for freight or delivery charges
- xi. Payment on lease payment due to Depository Trust Co. and PNC Financial
- xii. Payment to maintenance contracts for property maintenance or approved current contracts, Debra Larsen – Janitorial, Caratozollo Electric- Electric , D'Amico Plumbing and Heating - HVAC
- xiii. Annual transfer of \$60,000 into Five Star Payroll Checking for payroll expenses. Haverford/Nichols Financial Services as payroll provider.

- 17. 2020 IT Support nomination of Optimal Technologies –Motion by DO, JG seconded. All in favor.
- 18. 2020 Treasurer guidance/support of Terri Starowitz, CPA – Motion by JG, TH seconded. All in favor.
- 19. 2019 Audit Firm Mendel, Metzger Barr & Co., Raymond F. Wager CPA, Motion by MP, Seconded by DO. All in favor
- 20. Treasurer authorized to pay upon approval for non-recurring expenses– Motion by JG, TH seconded. All in favor.
- 21. Treasurer submission of 2020 District Activities – Review monthly and summary report to be provided for year end. Motion by DO, MP seconded. All in favor.
- 22. Review of all policies – as needed
- 23. Review of purchase policies – review and update if necessary.
- 24. District Grants Coordinator – on an as needed basis
- 25. Churchville Fire for vehicle maintenance MP, DO. All in favor.

Operating committee chairpersons (Motion, 2nd):

2020 chair/co-chair

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| 26. Building & Grounds/Capital Improvement | MP/DO |
| 27. Treasurer Audit | JG/TH |
| 28. Insurance | KG/JG |
| 29. Apparatus & Equipment | MP/TH |
| 30. Liaison to Fire Department | DO/TH |
| 31. Liaison to Fire Department Auxiliary | JG/MP |
| 32. Fire District Key/Alarm Control | DO/KG |
| 33. Information Systems | KG/TH |
| 34. Inventory Control | MP/DO |
| 35. Budget | KG/JG |

Motion to accept all nominations DO, MP seconded.

Motion by DO to close the meeting at 6:22 pm, seconded by JG.