

**Fly Creek Fire Commissioner's
Organizational Meeting
January 9th, 2025**

Present: Samuel Hoskins (Chairperson), Keith Dickison, Paul Kehoe, Elizabeth Staffin, Tony Kroker, Pamela Deane (Treasurer), Claire Kepner (Secretary)

1. Secretary Claire Kepner called the meeting to order at 6:02 PM. The Pledge of Allegiance was recited.
2. Kroker nominated Sam Hoskins as Chairperson, second by Dickison. Decision was made to not appoint a Vice chair.
3. Anthony Kroker was elected for a Five-Year Term as a Fire Commissioner at the December 10, 2024 election. Town Clerk Pamela Deane will swear him in.
4. Claire Kepner was appointed Secretary of the Fly Creek Fire District.
5. Meg Kiernan was appointed as Assistant Treasurer of the Fly Creek Fire District.
6. Oath of Office for the Treasurer and Assistant Treasurer will be administered and filed with the Clerk of the Town before January 31, 2025. As per Town Law 174(3) and Public Officers Law (30).
7. The Treasurer and Secretary will each have a salary of \$1,200.00 per year.
8. D'Amato Law Group will be the District's Law Advisor.
9. The Oneonta Daily Star will be the official newspaper.
10. The Monthly Meeting of the Board of Fire Commissioners will be the third Thursday of the month at 7pm. (with Bill Review at 6:30pm).
11. The Budget Hearing will be the 3rd week of October, on the 16th starting at 7pm.
12. A copy of the procurement of Treasurer's and Deputy Treasurer's Bond/Insurance (\$300,000) will be filed with the Town Clerk, along with the Declaration Page of Insurance.
13. The Bank of Cooperstown and NYCLASS are the Official Depositories.
14. The Treasurer and Deputy Treasurer have permission to pay fuel, lights, wages, postage, telephone, internet, gas/diesel, and heating oil every month.
15. The Treasurer is required to submit the AUD to Board of Fire Commissioners within 60 days after the end of the year.
16. Section 104-B of the General Municipal Law regarding District purchasing practices, including recommendations from NYS Comptroller's Audit Report is adopted.
17. Mileage reimbursement is at the IRS approved \$.70 per mile this year.
18. Defense and Indemnifications of Commissioners, District employees and District volunteers pursuant to Public Officers Law (18) is Authorized.
19. The "Fly Creek Fire Company" is the firefighting force for the District, and the District has the Authority over the Jurisdiction.

20. Mutual Aid Agreements are to be done by the Chief.
21. Authorize Defense and Indemnification of District Volunteer Firefighters pursuant to General Municipal Law (205G)
22. The Secretary is designated as District Records/FOIL Officer.
23. The Record Retention Policy of the District is LGS-1 (as modified)
24. The public location to be used for the posting of Open Meeting Law notices is the Sign Board and the Town Hall Bulletin Board.
25. The membership in associations including FASNY, NYSAFC, AFDSNY, and any other associations the Board deems appropriate to carry out business is approved.
26. Leasing and Contracts with Harbor Point and Kingsley will be reviewed, renewed. and readopted.
27. Adopted all existing Policies. New Policies will be adopted as warranted. (Examples: dual signatures on checks above \$100.00 and purchases less than \$250).
28. The Annual Review of Workplace Violence Policy and Incident Report was conducted pursuant to 10 NYCRR 806 and there were no such reports for the previous year.
29. The use of Fire District equipment and all apparatus for use at parades, wakes, fire prevention details and other events upon approval of the Chief or his or her designee (The Chief retains overall responsibility) is authorized.
30. The District has obtained Enhanced Cancer Disability Benefits required under General Municipal Law 205-cc by procuring an approved insurance policy.
31. The Official Records of the District will be maintained in paper form.

MOTION - Keith Dickison made a motion to approve all above mentioned appointments, designations, approvals, and acts. This was seconded by Anthony Kroker.

AYE Keith Dickison, Anthony Kroker, Samuel Hoskins, and Elizabeth Staffin.

Respectfully Submitted,
Claire Kepner