

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE
CLARYVILLE FIRE DISTRICT
HELD ON THE 4TH OF JANUARY 2018**

- MEETING CALLED TO ORDER BY TEMPORARY CHAIRMAN JIM TISCH AT 6:30 P.M.
- ADMINISTRATION OF OATH OF OFFICE OF WILLIAM LEUDEMANN OF BOARD OF FIRE COMMISSIONERS.

I William Leudemann, due solemnly swear that I will support the Constitution of the United States, the Constitution of the State of New York, and I will faithfully discharge the duties of Fire District Commissioner of the Claryville Fire District, to the best of my ability, so help me God.

- MOTION TO APPOINT ANDREW FORD, CHAIRMAN OF THE BOARD OF FIRE COMMISSIONERS OF THE CLARYVILLE FIRE DISTRICT FOR THE YEAR 2018.
- **RESOLUTION 1.1 – Regular Meetings of Board**

BE IT RESOLVED that the regular meetings of the (Fire District) will be held on the 2nd *Thrusday* of the month, held at 6:30 p.m. at the Claryville Fire House, located at 1500 Denning Road, Claryville, NY 12725. The location and time of the meeting may be changed by further resolution of the Board of Fire Commissioners upon proper notification to the local media of such change.

- **RESOLUTION 1.2 - Secretary**

BE IT RESOLVED that Jim Tisch is hereby appointed secretary of the (Fire District). Said secretary is also appointed the Public Information Officer of the (Fire District). The salary for this position is fixed at **\$1,800.00** per year, payable monthly.

I Jim Tisch, due solemnly swear that I will support the Constitution of the United States, the Constitution of the State of New York, and I will faithfully discharge the duties of Fire District Treasurer of the Claryville Fire District, to the best of my ability, so help me God.

- **RESOLUTION 1.3 - Treasurer**

BE IT RESOLVED that Jim Tisch is hereby appointed Treasurer of the (Fire District). The salary for this position is **\$3,600.00** annually, payable monthly.

I Jim Tisch, due solemnly swear that I will support the Constitution of the United States, the Constitution of the State of New York, and I will faithfully discharge the duties of Treasurer of the Claryville Fire District, to the best of my ability, so help me God.

- **RESOLUTION 1.4 - Attorney**

BE IT RESOLVED that William Young of Young, Fenton, Kelsey & Brown, P.C. is hereby appointed attorney for the (Fire District) for the year 2016.

- **RESOLUTION 1.5 – Newspaper**

BE IT RESOLVED that Tri-Valley Townsman newspaper is designated Official Newspaper of the Claryville Fire District. This publication is in general circulation within the Fire District.

- **RESOLUTION 1.6 - Memberships**

BE IT RESOLVED that the Claryville Fire District will maintain membership in the following organizations:

- **Association of Fire District of the State of New York (A.F.D.S.N.Y.)**
- **Fireman’s Association of the State of New York (F.A.S.N.Y.)**
- **Sullivan County Association of Fire District Officers**
- **Ulster County Volunteer Firemen’s Association**

- **RESOLUTION 1.7 – Chief Memberships**

BE IT RESOLVED that the Claryville Fire District will support membership by the Chief in the following Organizations:

- **New York State Association of Fire Chiefs**
- **National Fire Protection Association**

- **RESOLUTION 1.8 – Contracts and Leases**

BE IT RESOLVED that upon review, the Claryville Fire District approves the following yearly contracts and leases:

- Lease with the Claryville Fire Department) for lease of the apparatus room
- _____
- _____
- _____

- **RESOLUTION 1.9 - Payment in Advance of Audit**

BE IT RESOLVED that the Treasurer of the (Fire District) is authorized to pay in advance of an audit by this Board of Fire Commissioners of the (Fire District) the following claims. Such claims must be presented to the next meeting of the Board of Fire Commissioners of the (Fire District) for audit:

- i. Utility payment to Central Hudson for light;
- ii. Earl Sheeley Oil for fuel oil;
- iii. Bottini Fuel for propane;
- iv. Verizon for telephone;
- v. Spectrum for Internet and/or Telephone payment;
- vi. Payment to the U.S. Postmaster for postage expenses

- **RESOLUTION 2.0 – Annual Report**

BE IT RESOLVED that the Claryville Fire District Treasurer is hereby authorized within sixty (60) days after the end of the fiscal year to submit to this Board of Fire Commissioners a copy of the annual report required by General Municipal Law Section 30, in lieu of a written statement showing his receipts and disbursements for the preceding fiscal year. This authorization shall remain in effect until rescinded by this board of fire commissioners.

- **RESOLUTION 3.0 - Bank**

BE IT RESOLVED that the Claryville Fire District shall by Catskill Hudson Bank (Grahamsville Branch). The Treasurer shall be the only signer of checks for the operating account.

- **RESOLUTION 4.0 – Committees**

BE IT RESOLVED that the following committees shall be created:

- Budget (meets May, July, August, September)
- Audit (quarterly)
- Policies (as needed)
- Capital/Truck (quarterly)
- Recruitment (quarterly)

- **RESOLUTION 5.0 - Policies**

BE IT RESOLVED that the following Policies are hereby adopted for 2018¹:

- _____
- _____
- _____
- _____

Adjournment: There being no further business the meeting was adjourned at 6:50 PM, UPON MOTION by Dan Forger, Seconded by Peter Donnolo. All in favor. Motion carried by a 5 to 0 vote.

¹ If no specific policies are adopted, all existing policies of the District remain in effect until repealed or superseded by updated policy.