

**Copenhagen Volunteer Fire Department
Main Street
Copenhagen, New York**

DECEMBER Meeting Minutes

Held on: December 2, 2021

Minutes Taken by: Diana Russell

Copenhagen Volunteer Fire Department (herein after referred to as CVFD)

Members Present (Attendance sheet attached hereto)

James Henry-President Present

Terry Williams-VP Present

Diana Russell-Secretary Present

Brandy Kuehle-Treasurer Present

**Call to Order by President Jim Henry at 7:05 p.m.*

**Pledge said by TJ Williams*

**Blessing on Meeting by Jerry Flanders*

**Roll Call taken by the Secretary*

***Correspondence read by Secretary*

(all correspondence included in file with minutes)

-Joseph Russell letter of intent read and included with minutes

-Andi Rose letter or resignation read and included with minutes

-FASNY Fireman's Home Christmas contribution

MOTION PROPOSED BY : JERRY FLANDERS/BILL HENRY

Motion to make a contribution of \$100 in memory of Brayton and Bob Henry from the General Fund

SECOND: BILL HENRY/SANDY PECK

ALL IN FAVOR

MOTION CARRIED

-Lewis County Holiday Assistance Program letter read

MOTION PROPOSED BY : SANDY PECK/JERRY FLANDERS

Motion to donate \$1,084 out of what was raised at boot drive Sunday to Christmas Sharing of Lewis County

SECOND: BILL HENRY/PAUL WHEELER

ALL IN FAVOR

MOTION CARRIED

-Dues are due next month

**Minutes from November Meeting*

-additions, corrections, deletions?

MOTION PROPOSED BY: BILL HENRY

Motion to accept minutes, WITH CORRECTION OF FIELD DAYS ARE BRYAN SHEITZ AND TJ WILLIAMS

SECOND: SHANE HENRY

ALL IN FAVOR

MOTION CARRIED

**Minutes from Board of Directors Meeting*

-additions, corrections, deletions?

MOTION PROPOSED BY: SANDY PECK

Motion to accept minutes, WITH CORRECTION, DIANA RUSSELL SHOULD JUST HAVE ACCESS TO JUST THE DRILL TEAM ACCOUNT AND NOT ALL 7 ACCOUNTS

SECOND: JERRY FLANDERS

ALL IN FAVOR

MOTION CARRIED

**Treasurer's Report (see Treasurer's report)*

-Lynn Henry asked what the \$20,000 from? Town of Harrisburg-2% money to be transferred.

**Bills to be paid read (see Treasurer's report)*

-Mark Souva asked the propane, is it for fuel oil? When did we start getting unleaded? it is diesel.

MOTION PROPOSED BY: LYNN HENRY

Motion to accept the treasurer's report.

SECOND: SHANE HENRY

ALL IN FAVOR

MOTION CARRIED

MOTION PROPOSED BY: BILL HENRY/LYNN HENRY

Motion to pay bills with corrections.

SECOND: SHANE HENRY/PAUL WHEELER

ALL IN FAVOR

MOTION CARRIED

***Officers Reports:**

**Chief Report-TJ Williams*

-Thanks for the calls we had lately.

-we are short on training, TJ takes the blame for it. We will start back up in January.

-radios for Jefferson County are live with Jeff/Lewis in them . there have been 5 issued to the officers. If you have a Lewis county radio, turn it in. there is paperwork for them.

-fire police course is canceled due to lack of interest.

-fire officer course in January, let a Chief know.

-we have a problem on fire scenes, even here at the station with personnel. A couple of officers/captains/chiefs have come to TJ. If an officer asks you to do something nicely, please comply. We are elected. If you don't feel you need to do it, that's your choice. We are going with rules. PESH is down our throats to make the department look good. It comes down to training and fire scenes. Responsibility. People have been here many years, but the officers have duties. If they demand something, don't do it, but if asked nicely, lets look professional and move on.

-TJ will be out of town on Saturday in Rochester for wrestling tournament.

Rescue truck with Mark Souva will be gone for Shop with A Cop. Mark has permission to take his wife Katrina to Shop with a Cop, she is auxiliary. There is no issue her riding in truck.

-need a couple for Saturday night for Rodman's Banquet, please let TJ know. We need to know by tomorrow. Social hour is 6 and dinner at 7.

-Rescue Truck-Northern Fire has not returned calls in 3 weeks, oil leak and clunking noise in drivers side, nothing serious. TJ would like to send the truck to Stadium, Syracuse, Pierce to get repairs done. We have \$10-\$15000 for truck repairs in the budget. We don't have a price. Do we need Board approval, Membership approval, quotes? It needs to get taken care of. Scott Alexander said take it somewhere. It may be down a couple of weeks. We may have to roll more than one truck if we have to. Scott Alexander says if it goes over what we have, can we take from general fund.

MOTION PROPOSED BY : SCOTT ALEXANDER/BILL HENRY

Motion to send the truck to shop for repairs; if the cost or repairs goes over what is allotted for truck repairs the remainder will come out of general account

SECOND: ROGER BATES/ROGER BATES

ALL IN FAVOR

MOTION CARRIED

***1st Asst. Chief Report**

Chief Report by Bill Henry-

-thanks for the calls. Stay safe.

***2nd Asst Chief Report**

Chief Report by Shane Henry-

-for the last forever, when we come back from a nighttime call, fire police can't be seen. We need a best practice for fire police to be in their headlights to be seen.

-Scott Alexander said, why can't we shut the lights off and have parking lights on? It could be easier. Mutual aid parks facing you with headlights on high beam, but they need to be seen

**Fire Police-Jerry Flanders*

-it would be appreciated if you have a blue light and going to a fire call or coming to a fire call, please use them. They can't tell whether you are a fireman or not unless they are stopped. Please use them.

-opportunity to talk to a past president, checked with the State. There is a woman from the State Health Department. Fire police do not need CPR/first aid or AED training. To let everyone know, PESH and state health department are not on the same page. There was a clarification.

-will need fire police Friday for parade. Starts on Washington Street at 2 pm.

-January 8th, LCFP annual dinner in Glenfield. Please RSVP to the card you get in the mail.

-Wayne Hanse passed today. His wife is Treasurer of the Northern NY association.

**President's Report-Jim Henry*

-On PESH, records have been misplaced. There are people here that are not showing the training that they have had. Even the now exempt members, there will be a letter saying what they are lacking and are in need of. There is a lot of paperwork, we have records of what was talked about.

-letters were sent out to the people delinquent. One back at this time.

-grant for the tanker, after going back and forth, have everything straight. Ready to go forward. Got a letter of support from Congresswoman Stefanik. Will be sent in. That will go in in the next couple of days.

-with the comptroller, we got all of the paperwork on what was found wrong and what we should do. the majority is to make and follow policies. We will read a policy and vote on it

Financial Policy Binder policy read and contained in meeting minutes file. (will be binded and provided at next meeting.)

MOTION PROPOSED BY: JERRY FLANDERS

Motion to accept the policy

SECOND: BILL HENRY

ALL IN FAVOR

MOTION CARRIED

Fire Department Procurement Policy, read and contained in meeting minutes file (will be binded and provided at next meeting.)

MOTION PROPOSED BY: BRYAN SHEITZ

Motion to accept the policy

SECOND: SHANE HENRY

ALL IN FAVOR

MOTION CARRIED

**Scott Doyle, said if it is involving incurring debt, there should be Village input and discussion, over \$50,000-\$100,000 above ie new truck for a letter of support.*

Investment policy, read and contained in meeting minutes file (will be binded and provided at next meeting.)

MOTION PROPOSED BY: JERRY FLANDERS

Motion to accept the policy

SECOND: SHANE HENRY

ALL IN FAVOR

MOTION CARRIED

Auditing and reconciliation policy-discussed. Sandy will provide them to the Secretary for binding and distribution at the BOD meeting.

MOTION PROPOSED BY: BILL HENRY

Motion to move the policy to the special BOD meeting next week to bring back in January (auditing and reconciliation, yearly deposit log policy, fundraising policy)

SECOND: ROGER BATES

ALL IN FAVOR

MOTION CARRIED

Credit Card policy, read and contained in meeting minutes file (will be binded and provided at next meeting.)

MOTION PROPOSED BY: PAUL WHEELER

Motion to accept the policy

SECOND: BILL HENRY

ALL IN FAVOR

MOTION CARRIED

**line numbers will be figured out for QuickBooks. The more information you give, the less hassle. If it's a truck, put it down. Give details.*

**QuickBooks numbers were given by Mark Souva, so it lines up with the Village.*

Financial receipt policy, read and contained in meeting minutes file (will be binded and provided at next meeting.) Was started back in July.

MOTION PROPOSED BY: JERRY FLANDERS

Motion to accept the policy

SECOND: BRYAN SHEITZ

ALL IN FAVOR

MOTION CARRIED

-Terry Williams said the policies were made, what about Farneys. There should be policies on the charge accounts that we have. We are taking care of everything in the letter that came back. Sandy Peck said under the credit card policy, credit cards are not to be used to circumvent pre-approval. It will be changed to credit card and any and all charge accounts. There will be no further charge accounts in the name of the FD without permission of the FD. Lynn indicated we are making policies, what is it going to take one night at a meeting to vote on it? Yes. Jim said it takes 2 months to change the bylaws. There will be a binder on top of the computer with all policies for public access.

*-Bylaws-Article 17, credit cards, Section 1, Credit card holders.
-Change to Credit card holders, see credit card policy. Get rid of the rest.*

-Bylaws-Treasurer's responsibility, it doesn't say to pay bills, just to receive money. Jim indicated that we approved to send it out last month. It had to be brought to the membership. There will be more clear and precise bylaws by Pinsky.

MOTION PROPOSED BY: TERRY WILLIAMS

Motion to send the Bylaws to Pinsky to have them rewritten, approved by the BOD for \$4,800.

SECOND: ROGER BATES

WITH OPPOSITION 9/5 VOTE

MOTION CARRIED

***VP Report-Terry Williams**

-nothing right now

***Committee Reports:**

-BYLAWS-Diana Russell-above

-AUDIT-Sandy Peck/Jerry Flanders/Gerald Snyder

-Monday night audit committee met. A report will be given to the secretary to be included in minutes file. Audits will be done the night before or the night of the meeting. There is a stamp and form to be filled out by the auditing committee. Credit card statements will go to Jerry Flanders. There are two accounts that come quarterly. Other five accounts will be done on a monthly basis.

Terry Williams indicated that the CPA hasn't returned her call.

-NOMINATING-Terry Williams

-need to have a board of director change.

-MEMBERSHIP/INVESTIGATING-Gerald Snyder/Bill Henry

Membership for Jennifer West as a corporate member. Will be voted under unfinished business.

-TRUCK-TJ Williams-nothing

-FUNDRAISING-Terry Williams

-Boot drive was Sunday 11/28. 12 people help. Thank you. Raise \$2,168.35. donating \$1,084 to Lewis County Christmas Sharing. Counting the Memorial weekend boot drive, we have \$3208.17 in Fundraising account, not counting 20 week or anything

else. We can't get tickets for the 20 week club right now, we will find somewhere else.

-BANQUET-TJ Williams/Jim Henry

-Banquet is April 23, 2022. Here at the fire hall. Will be catered, we have a DJ. Will be working on banquet stuff

-GOOD & WELFARE-Jerry Flanders

-cards to Peck family for 2 losses.

-Received a couple of donations on behalf of Kim Sheitz. We will be sending receipts with cards per new policy.

-RAMS-TJ Williams

-He is here tonight. School grades are good.

-BUILDINGS & GROUNDS-Jim Henry

-Mark Pomerville was here to start work and sent pictures to NIMO. Should be done by end of the month

-50/50-Roger bates for \$4.00. donated back.

****Unfinished Business***

Membership application: Jennifer West (corporate membership) 13 yes, 2 no

MOTION PROPOSED BY: BILL HENRY

Motion to destroy the ballots

SECOND: SHANE HENRY

ALL IN FAVOR

MOTION CARRIED

-Pressure Washer-Scott Alexander has a \$500 donation. Thank you.

-Terry Williams-TJ is going to get cable channels back. TJ got new cable box, new internet modem. \$260.00 for bill. $\frac{3}{4}$ is the internet. Cable is \$40.00. we don't have the same package. TJ called this morning. We have a basic cable package. Before was basic and standard. We will call tonight to add the standard, but will go up \$34.00 for the standard package. Phone is also on the package. It will be less than \$300.00.

MOTION PROPOSED BY: SCOTT ALEXANDER

Motion to add the standard package for cable.

SECOND: PAUL WHEELER

ALL IN FAVOR

MOTION CARRIED

-Cameras? Bill said they have to find time. Looking towards the end of the month.

-incorporation papers, Terry calls 4 times a week, with no return call.

-Intake Valve ordered? TJ said yes. Couple of weeks, along with Hard suction hose.

-Light outside that was mentioned, are we doing that? Yes, we didn't get what we needed yet. TJ indicated that the village got approved for the 5 lights around the building to be replaced with LEDs. We will fix the light with the eye.

-Tape recorder. Tape recorder will be used when the secretary is not here.

MOTION PROPOSED BY : TJ WILLIAMS/ROGER BATES

Motion to purchase a record up to \$75 on Jim Henry's FD credit card.

SECOND: BILL HENRY/ BILL HENRY

ALL IN FAVOR

MOTION CARRIED

-We got a contract from Harrisburg that is down \$6,000 and \$10,000 from last year. We talked with Lowville and they said the windmill money was done last year. Lowville hasn't don't down and they get 2% forever. We are now not being split. What do we want to do with the contract. Bill Henry indicated we have to go to the meetings. Terry Williams indicated it has been mentioned many times. Reports and budget have been sent to them. The budget is set. Harrisburg's Third Tuesday of the month at 7 pm. The mayor signed the Denmark contract last night. TJ called Craig Rowsome, their budget guy and said we got a 2% raise every year and that's split in half. They passed their budget and that's what we have. Going forward, as a board, we have to attend the meetings. Jim said that they should go up and talk to them to ask why we are getting the decreases. Scott Alexander asked if we presented the contract to them? Jim said that we sent a letter asking for the same. TJ indicated that in the file with Harrisburg, as far as 2015, there is a signed contract with no increase. We need to find a way to get back up to a split with Lowville. Scott Doyle indicated that all districts are different, but just check on the tax bill. Look for the fire protection district paperwork.

-Scott Alexander asked the status of the bus. No power. Is it being used for anything, even if running? Do we take it anywhere? Not now. Scott said if and when we get it running, is it worth keeping, or should we pile it now? Looking for a new one. Jim indicated that it might be worth getting rid of. We are looking at Long Island to get a new one.

-Pumper out back that we used for field day for drill team. It doesn't look like there is going to be drill team racing, but when the time comes, will it be usable? Jim indicated that it won't freeze up because there is nothing in it. We had it running last summer.

****New Business***

-Shane Henry-Buildings and Grounds, we are losing BTUs from underneath the garage door out front. We have called the garage door people many times. They are overhead doors. We want the plexiglass fixed in the one door. Jim will look tomorrow to see who to call. We can probably measure the width of the door and buy the rubber stopper and change them all. Scott Alexander will look into it.

-Scott Alexander-for Jerry Flanders, don't stand on route 12 with reflective vest on. Cannot be seen. They are paying attention to lights and not him. Just don't stand there for his safety. Jerry indicated he was told by a former chief to stand there fully dressed to do that. TJ indicated they will stop for firetrucks, but if Jerry gets hurt, TJ has to answer to the mayor for why he is standing in the road with a truck rolling. People are not paying attention to the fire police, but are paying attention to the lights of the trucks.

-Sandy Peck indicated working with Brandy to get things moving a long, there are a lot of procedural and process changes. Work with us. using the audit committee to be approved before the meeting date. You can't hand Brandy a bill on the day of the meeting, it will be held up for a month. Brandy indicated she needs bills 3 days in advance. We now have standing approval for certain bills. Starting January meeting, we are trying to work off budget. When making motions for payments, we need a dollar amount, and where it is coming from in the budget. We have to live in the budget. We are taking a big hit on the income. On Treasurer's report, never included drill team accounts. It's going to take a month or two to get her up and running. Accounts haven't been reconciled in a year or two. We have to find bank statements from 1 or 2 years ago. Things aren't as tidy as they were on the hand-over.

-are bank statements in the mail? No. we have electronic bank statements. It has to be to the auditor or treasurer. Roger indicated he doesn't know why they can't get bank statements. Jerry indicated that Heidi received them.

-TJ indicated that we were talking about nominees. Only ones that hold terms are President, Secretary, Treasurer and Chief. Treasurer can only be a treasurer for 4 years. Same with the Secretary. There is no bylaw clarification for appointed members. This department is getting smaller and smaller. There should not be terms on any position, besides board of directors. If you don't have another treasurer in 4 years to replace her, then what. If you don't have someone in 6 years that qualifies for Chief, then what. Mark Souva indicated that's something for Pinsky. Come January, who is getting elected? Vice President, Board of Directors.

-Sandy indicted that the Treasurer should not be in a position of treasurer because of the propensity of theft in small departments, based on State guidelines. It can be proven because it happened here.

-TJ indicated that it has been going on from Monday to today. If there are more than 3 people talking about fire department business, is it a meeting. We will look it up.

-Christmas parade, Fire police are in charge, make sure that there is PPE and

radios.

-Talked about re-doing the room, pine 4 foot up and then drywall and paint. We know the watertown wall needs to be done. Between now and next month we will figure out how much it would cost with a proposal. Jim has 3 Amish people that would be willing to do the work. TJ indicated that we have \$10,000 in funds.

MOTION PROPOSED BY : SCOTT ALEXANDER

Motion to we will get a proposal on the scope of work for the pine on the wall in the banquet room and bring it back next month.

SECOND: BILL HENRY

ALL IN FAVOR

MOTION CARRIED

-Sandy Peck will be temporarily on the Audit Committee.

**Good of the Department*

-Mark Souva will put Merry Christmas, Happy Holidays and Happy New Years on the sign.

MOTION PROPOSED BY : BILL HENRY

Motion to Adjourn Monthly Meeting

SECOND: LUCAS GOUTERMOUT

ALL IN FAVOR

MOTION CARRIED

**Monthly Meeting of the CVFD adjourned by Motion at 8:50 p.m.*

****Minutes of the December 2, 2021 Monthly Meeting taken and transcribed by Diana Russell, Notary Public, in and for the State of New York.**