

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

BOARD OF DIRECTORS Meeting Minutes

Held on: November 18, 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

Brandy Kuehle-Treasure Absent

Diana Russell-Secretary Present

Also present: Paul Wheeler, Bill Henry, Roger Bates, Jerry Flanders, Sandy Peck, Shane Henry, Lynn Henry, TJ Williams

**Call to Order by President, James Henry at 7 p.m.*

-Terry Williams indicated he went to Mark Pomerville for the pole, we had no call back \$1687.11 is the quote and since it was voted on last meeting, the proposal has been sent in.

-TJ and Jim are meeting with Lexipol for grants. Jim is going to ask about grants to get the outside of the building done. Many have received funds. TJ indicated Scott Doyle emailed him about contact names at the county level to assist with grant applications, her name is Megan to help.

-no letters were sent to individuals, due to class instruction. We have to have a letter stating you did not meet what the bylaws state and you have until the next meeting to tell us intentions, they are to bring all of their equipment the night of January meeting. That is what will be put out. They will be certified return. We can vote on what they do at the meeting. There was no reply after the last certified return. We will look at the bylaws for direction. If people don't have training can be inactive right now to protect themselves. If they have no training, they have to stand back. There is not an inactive status in our bylaws. If its not in bylaws, we revert to NYS law.

-Terry indicated our bylaws need a lot of work. Pinsky will do them in 4 days for \$4500 with our input. There is a lot of things that should be in the bylaws, and things shouldn't be. Bylaws will cover everything for PESH and Comptroller. He will come for a full meeting with the BOD. We need a foundation. Sandy indicated Page 18 Article 10 Section 1, 6th paragraph gives discipline. All equipment should be given out with a receipt. Everything needs to be put in by serial number.

MOTION PROPOSED BY: JIM HENRY

Letters go out to members that fail to meet qualifications, respond by January.

SECOND: BILL HENRY

*ALL IN FAVOR
MOTION CARRIED*

MOTION PROPOSED BY: TERRY WILLIAMS

Have Pinsky draft bylaws for the CVFD

SECOND: SHANE HENRY

1 opposition

MOTION CARRIED

-PESH-TJ and Jim met with PESH, she went through all of the stuff on her side of the exam. Closed out with her and the main component was awareness level (156). That is where they cited us. we were cited for the same thing 2 years ago. Its up to a higher level as to what the penalty may be. There is a 3 year window. There are guidelines on how to take care of it. Rose is out of the department, she was at the fire, all of the training has to be up to date. TJ has to approve that all of the members are up to date on training.

-Interior training, we have to do an SOG, interiors have to have a quarterly training.

-anything related to your duties, you need to have the classes to cover you.

-PESH will be coming here to do everyone's records and training to make sure everyone is set within a year after citing us.

MOTION PROPOSED BY: JERRY FLANDERS

To close out bell jar account and merge to Watertown Savings Bank drill team account.

SECOND: BILL HENRY

ALL IN FAVOR

MOTION CARRIED

MOTION PROPOSED BY: BILL HENRY

To remove Nicole Bennett and James Henry from the Watertown Savings Bank Account for signatory purposes. Lynn Henry is to remain on the account for signatory purposes.

SECOND: JERRY FLANDERS

ALL IN FAVOR

MOTION CARRIED

MOTION PROPOSED BY: BILL HENRY

To add Brandy Kuehle (Treasurer), Terence Williams to the Watertown Savings Bank Account for signatory purposes.

SECOND: SHANE HENRY

ALL IN FAVOR

MOTION CARRIED

MOTION PROPOSED BY: BILL HENRY

Put Diana Russell and Sandy Peck on as an access only, NOT SIGNATORY for

Watertown Savings Bank, Community Bank NA and FASNY accounts.

SECOND: LYNN HENRY

ALL IN FAVOR

MOTION CARRIED

-Jerry is waiting for FASNY account information.

MOTION PROPOSED BY: JERRY FLANDERS

To send a copy of these minutes to FASNY respond back to Secretary or Treasurer. Signatories are going be Terence Williams, Jerry Flanders and add Brandy Kuehle.

SECOND: ROGER BATES

ALL IN FAVOR

MOTION CARRIED

-Jim got a thing for SAMS number. We are going to call to make our SAMS number good for 3 years.

-Called on the missing \$1500 check for Environmental Conservation. Diana called and replied to the letter to have it re-issued. There is a 4-6 week turnaround.

-Pump for heat for the banquet hall is not working. Kevin will work on it. Only one tech.

-TJ indicated he has the list of names for letters.

-Rich from DPW called TJ, they have a community thing going on in village December 4th. They asked if they could use 6 garbage cans out back. They will pick them up and bring them back Sunday.

-Patty Bates called, hall is rented December 4th, but she would like to use the bay from 2-6. The answer was yes, depending on the weather. It will be hit and miss on that, but nice day we can pull them out.

-December 4th-the community thing that is going on, they are doing fireworks down on the Flats, behind the cottage. Asked if we could have a truck or two down there. it depends on the weather is. Most likely, we can. Jerry indicated that everyone wanted to park on the state highway from Woodbattle road to the corner. Powis parking lot was filled. Jerry ended up fire policing because the traffic couldn't go thru. We are NOT fire policing. The police are in charge, not us.

-Parade is still on Sunday December 5th.

-We are going to figure out if there is a chicken bbq or pork dinner, we cannot get any wood for the pit.

- TJ was in the Village Board Meeting. We have \$11,029 in our fund.
- Chiefs and the Board need to start enforcing our rules and regulations.
- Everyone has a copy of the Audit Report, please review.
- As Chiefs, we have to enforce what was cited from PESH. They will decide what is going to happen.
- Shane pulled Pinsky aside and asked about elections. They asked about 2 elections and it is no longer a law.
- Lynn indicated that the stop slow signs that the fire police use, it is a good idea, maybe the stop could be painted in red and slow in amber, because you can't see what it says. It is white. If it is red and amber, you know what way the sign is. They need to be colored.
- Sandy indicated that with the bank accounts. The Board should appoint a permanent audit committee, one be allowed access to all bank accounts. We need someone not related, just completely diverse from those signing. The president is required to sign off on every credit card statement, was stated in the last audit. Questions were asked and that is the one she remembers. We have already been written up on things, we need to get it fixed. The Board needs to oversight better. This Board has to take people who are not related to make it work. Terry indicated that it was discussed at the training conference. Brandy got an idea from Pinsky how to do the books and she is working on an easier way to make it work for the audit.

MOTION PROPOSED BY: TJ WILLIAMS

To have Sandy Peck be oversees the auditing committee for 1 year..

SECOND: ROGER BATES

ALL IN FAVOR

MOTION CARRIED

- Jerry indicated that Jim and Jerry are going to be at the meeting with Heidi. Gerald and Roger will be present. There were 3 on the audit committee, Gerald Snyder, Jerry Flanders and Roger Bates.
- Woman from health department, in charge of Fire Police. She had a concern because we didn't have up to date CPR and HAZMAT. Those have to be done yearly. We can get Norm to come up for HAZMAT. It needs to be a State instructor. Terry indicated to have the lady send us a letter in writing. Courses at Northpole are not qualified courses.
- Elizabeth from PESH, TJ indicated he has an email of what is required from the state. CPR is not required by the state. HAZMAT, BLOODBORNE PATHOGENS, SEXUAL HARASSMENT AND WORKPLACE VIOLENCE ARE. If it is taken somewhere else, you can legally use it for the fire department. As long as you can produce a certificate for that physical year, it works.

-Terry called the attorney, trying to find out what is going on with incorporation papers and pending matters. We were supposed to have a meeting with the village and their attorney. Village attorney is retiring and didn't want to get into a situation for a drag out debate between village and department. The village is seeking another attorney.

-Terry indicated any time the secretary is not here for meetings, that the meetings get recorded so she can get all of the information. We will get a recording device.

MOTION PROPOSED BY: JERRY FLANDERS

To purchase a recorder for meetings not to exceed \$50.00.

SECOND: ROGER BATES.

ALL IN FAVOR

MOTION CARRIED

-Camera system. We need signs on the doors that you are under surveillance inside and outside of the facility, so people are aware.

MOTION PROPOSED BY : BILL HENRY

Motion to get the stickers for security notification.

SECOND: PAUL WHEELER

ALL IN FAVOR

MOTION CARRIED

-Jerry indicated for Community Bank, they have gone digital. So we need to make sure that signatories are done at the same time.

-Terry asked if we are doing a special meeting for the audit report? Jim indicated that we already took care of the remedies recommended. Heidi will be here Monday. Response to be submitted by December 16th. Email was received November 16th.

-Who is in charge of cable TV? When they updated the cable box, the channels are missing. It is TJ, Jim and Brandy on the account.

-the camera people are coming to install next week.

-TJ indicated that he would like to know why we have personnel files upstairs. We need to keep them locked in the file cabinet.

-we are spending money but where is the money coming from. We spent \$4500 tonight, where is it coming from? Any motion paying money you need a dollar amount. We need all of the line items in Quick Books. Sandy indicated that every motion needs a dollar amount and where the money is coming from, what line item. Everything we have to do has to go in front of the membership for approval. Terry indicated that's when that should be done. We will get everything in line starting January meeting. The Board could be personally liable. We have no control over what is spent on credit cards. There is a limit on all credit cards. Credit card statements are not read in the meetings. Drill

teams did it, but not chiefs. Everything needs to be broken out into what account and amount.

-Shane-with the debriefing it should have been for those that were at the scene and not for everyone.

MOTION PROPOSED BY: BILL HENRY

Motion to Adjourn Board of Directors Meeting

SECOND: SHANE HENRY

ALL IN FAVOR

MOTION CARRIED

**Meeting of the Board of Directors of the CVFD adjourned by Motion at 8:20 p.m.*

****Minutes of the November 18, 2021 Board of Directors Meeting taken and transcribed by Diana Russell, Notary Public, in and for the State of New York.**