

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

BOARD OF DIRECTORS Meeting Minutes

Held on: February 24, 2022

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 Kuehnle-Treasure Absent

Diana Russell-Secretary Present

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

**Call to Order by Vice President, Terry Williams at 7 p.m.*

-Roger indicated that Martha St. Louis is in the beginning stages of Parkinson's possibly.

-New Bylaws and changes were discussed/

-Auxiliary and Committee blurbs are awaiting.

-Jim Henry indicated that the Village is asking about Secretary and Treasurer need to be active FFs to hold corporate office. Refer to e-mail from Attorney Pinsky.

-discussion regarding Attorney/Client privilege matters.

-letter have been sent to Village with no response regarding elections being moved to January.

-Plates have been turned in for the bus and van is now registered and plated with Copenhagen Volunteer Fire Dept. plates.

-Van, sticker, remove Sayville and add the emblems on the doors. Bill will take care of removing the Sayville sticker.

MOTION PROPOSED BY: BILL HENRY

To replace the stickers and add stickers up to \$500.00 from the General Fund for the van.

SECOND: SHANE HENRY

ALL IN FAVOR

MOTION CARRIED

-Van, TJ will inspect the tires.

-Jerry is asking about the Officials for Drill Team. The Corporate members will sign the Corporate Member waiver.

-Terry called CPAs all week. Watertown and Lowville will not touch Copenhagen Fire Department due to the news with the village. Called FJ Powpot Co. CPA. We are going to send a letter requesting the audit and they will do it. We have to send them the paperwork to move forward. The earliest will be started in May.

-Harrisburg Contract-a letter was sent to Harrisburg asking for the budget.

-Terry needs from Brandy, a financial report showing the amount of money in the truck fund for Town of Denmark.

-Bowling-only 2 teams can bowl. Only slots are at 3 p.m. We will pay for the two teams and make sure that we can get in.

-Fundraiser money is in General Account-should it be a separate account? No.

-Hall Rentals, where does the money go? General Fund. Receipts have to be given out.

-Swimming pools? Receipts? Yes.

-Member applications will have to be redone. We have a revised copy to be made.

MOTION PROPOSED BY: TERRY WILLIAMS

To go into executive session.

SECOND: JERRY FLANDERS

ALL IN FAVOR

MOTION CARRIED

***Exit executive session*

-Believe NNY check sent? Brandy said yes.

-TJ indicated mileage report will be modified. We have people going to officers class and BEFO classes. Need signature/date mileage sheet.

-Tag papers were given/membership cards were given out.

-All training is now done through LMS for Firefighters, not corporate. All Corporate training can have certificates through McNeil can be emailed to TJ.

-PESH will be finalized next week.

-The Audit Committee did a profit/loss and balance sheet, did all end of year reports, balance sheets were given out to Board Members.

-Truck fund. \$25,000 went into truck fund from donation from Simpson. \$28,155.95 was taken out of the truck fund into the general fund to pay off Kenworth/Homeland Security (check out of General Fund. Chk No. 7245)

-Town of Denmark-Truck Fund allocated \$24,000 needs to go from General Account to Truck Fund Savings by next Wednesday, which brings the account to \$99,313.49.

-Treasurer needs copies of fire contracts to know where all of the funds need to be deposited.

-Financial Binders are done.

-Financial SOP Binders will be done this week.

-Using the credit card without preapproval needs to happen.

MOTION PROPOSED BY: BILL HENRY

To give the President authority to use his/a credit card or charge account for building/grounds essentials up to \$500 without Board approval.

SECOND: SHANE HENRY

ALL IN FAVOR

MOTION CARRIED

-Diana will compare/contrast Financial policies, some are duplicate, as well as the code of ethics.

-The Audit Committee reconciled for the past 4 years.

2019 reconciled and confirmed that all monies are accounted for with appropriate bank paperwork.

2020 reconciled and confirmed that all monies are accounted for with appropriate bank paperwork.

2021 reconciled and confirmed that all monies are accounted for with appropriate bank paperwork through Nicole Bennett's tenure and resignation of 7/21.

Village took over the Fire Department books in July of 2021.

-all of September through December 2021 is now reconciled and all monies are accounted for with appropriate bank paperwork.

2022 to-date reconciled and confirmed that all monies are accounted for with appropriate bank paperwork.

-we will provide the Audit Committee with the 2021 Drill team reports with receipts for copying.

-old cameras? Waiting on the camera installation people to get back to us.

-Fix the “F” on fire department ASAP

-Shane will take Gerald’s spot this month for Audit.

MOTION PROPOSED BY: JERRY FLANDERS

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 9:01 p.m.*

****Minutes of the February 24, 2022 Board of Directors Meeting taken and transcribed by Diana Russell, Notary Public, in and for the State of New York.**