

Caton Fire District #1
1118 Caton Rd.
Corning, NY 14830
670-524-6621

The following is the schedule for the Official monthly meetings of the Caton Fire District #1. Monthly meetings will be held on the second Monday of every month at 6:30 pm. at the Caton Fire Station, 1118 Caton Rd., Corning, NY 14830. All meetings of the Caton Fire District are Open to the Public.

By Order of the Board of Fire Commissioners, Caton Fire District#1

January 13, 2014
February 10, 2014
March 10, 2014
April 14, 2014
May 12, 2014
June 9, 2014
July 14, 2014
August 11, 2014
September 15, 2014
October 13, 2014
November 10, 2014
December 15, 2014

Minutes of the Organizational Meeting of the Caton Fire District

January 9, 2014

Item 1. The Organizational Meeting of the Caton Fire District was called to order by temporary chairman Walter Maxwell at 6:45 o'clock p.m. at the Caton Fire Station.

Present were:

Commissioner Joan Paul; Commissioner Steve Monroe; Commissioner Alan Peters; Commissioner _____; and Commissioner -Elect _____.

Also present were: Connie Bennett - Sec./Treas.

Item 2. Pledge of allegiance.

Item 3. Administration of oath of office of newly elected member of board of fire commissioners.

I Walter Maxwell, and ALAN Peters, 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 Caton Fire District, to the best of my ability, so help me God. 1-9-14

Signed Walter Maxwell
Alan Peters

Date 1-9-14

Item 4. Motion by Commissioner Joan Paul, seconded by Commissioner Alan Peter to elect Steve Monroe Chairman of the Board of Fire Commissioners of the Caton Fire District for the year 2014.

X Yea _____ Nay. Motion Passed.

The Temporary Chair passed the gavel to the Chairman.

Item 5. On motion by Commissioner Walter Maxwell, seconded by Commissioner Steve Monroe, the following Resolution was unanimously adopted:

Resolution Appointing Fire District Secretary
Resolution 1.1

BE IT RESOLVED that Connie L Bennett hereby appointed secretary of the Caton Fire District for the year 2014. Said secretary is also appointed the Public Information Officer of the Caton Fire District. The salary for this position is fixed at \$ 125.00. The oath of office was duly administered.

I Connie L Bennett do 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 Secretary of the Caton Fire District, to the best of my ability, so help me God.

Signed Connie L Bennett Date 1/9/2014

Item 6. On motion by Commissioner Joan Paul, seconded by Commissioner Walter Maxwell, the following Resolution was unanimously adopted:

Resolution Appointing Fire District Treasurer
Resolution 1.2

BE IT RESOLVED that Connie L Bennett is hereby appointed treasurer of the Caton Fire District for the year 2014. The salary for this position is fixed at \$ 125.00. The oath of office was duly administered, and it was further

RESOLVED, that the treasurer shall submit the comptroller's Annual Report ("AUD") to NYS Comptroller and Board of Fire Commissioners within 60 days of end of fiscal year 2013, and such AUD shall act and be accepted by the Board of Fire Commissioners as the treasurer's annual report required by Town Law 177.

I Connie L Bennett do 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 Caton Fire District, to the best of my ability, so help me God.

Signed Connie L Bennett Date 1/9/2014

The Chairman directed that the Secretary file the Oaths of Office in the Caton Town Clerk's Office immediately and obtain a "filed" copy of each oath filed from Town Clerk and maintain such copies in the files of the Fire District.

Item 7. On motion by Commissioner Joan Paul, seconded by Commissioner Alan Peters, the following Resolution was unanimously adopted:

Resolution Appointing Fire District Attorney
Resolution 1.3

BE IT RESOLVED that Mark C. Butler, Esq. is hereby appointed attorney for the Caton Fire District for the year 2014. The compensation for this position shall be pursuant to the terms of engagement submitted by Attorney Butler dated December 1, 2013.

Item 8. On motion by Commissioner Walter Maxwell seconded by Commissioner Alan Peters, the following Resolutions were unanimously adopted:

Resolution For Fire District Treasurer To Pay Claims In Advance Of Audit
Resolution 1.4

BE IT RESOLVED that the Treasurer of the Caton Fire District is authorized to pay, in advance of an audit by this Board of Fire Commissioners the following claims, which such claims shall be presented to the next meeting of the Board of Fire Commissioners of the Caton Fire District for audit:

- i. Utility payment to New York State Electric & Gas for light;
 - ii. Telephone payment to ~~Verizon~~, TIME WARNER
 - iii. Payment to the U.S. Postmaster for postage expenses; and
 - iv. Payment to Time Warner for Cable Service; and ~~ET~~
 - v. Compensation for services of officers or employees regularly engaged by the fire district at agreed wages by the hour, day, week, month or year.
- and: VI. C N G For Gas

Resolution Fire District Treasurer Is To Pay Only Verified Or Certified Claim
Resolution 1.5

BE IT RESOLVED by this Board of Fire Commissioners of the Caton Fire District that pursuant to Town Law Section 176 (4-a), no claim may be presented, audited or paid unless such claim is verified under oath, or, in lieu of such verification, certified to be true and correct in a statement signed by, or on behalf of, the claimant.

Item 9. The Board reviewed the requirements for a surety bond as to the treasurer, pursuant to Town Law 176(4-a).

On motion by Commissioner Steve Monroe, seconded by Commissioner Joan Paul, the following Resolution was unanimously adopted:

Resolution Authorizing Surety Bond for Treasurer
Resolution 1.6

BE IT RESOLVED that the Board hereby authorizes and directs that a surety bond in the amount of \$ 30,000 be taken and obtained to assure the faithful performance of the treasurer's duties and that a copy of such surety bond be filed in the Caton Town Clerk's Office by such surety company and that such surety company obtain a "filed" copy of such surety filed from Town Clerk and delivered to the Fire District Secretary who shall maintain such copy in the files of the Fire District.

Item 10. On motion by Commissioner Steve Monroe, seconded by Commissioner Joan Paul, the following Resolution was unanimously adopted:

Resolution Authorizing Official Newspaper
Resolution 1.7

BE IT RESOLVED that The Corning Leader is designated Official Newspaper of the Caton Fire District, that being a publication which has general circulation within the Caton Fire District.

Item 11. On motion by Commissioner Walter Maxwell, seconded by Commissioner Alan Peters, the following Resolution was unanimously adopted:

Resolution Designating Official Depositories of the Fire District
Resolution 1.8

BE IT RESOLVED that following banks are designated as the official depositories of the Caton Fire District, and that all such sums deposited shall be fully insured by the FDIC or otherwise, and it was further

RESOLVED that the treasurer and one designated commissioner shall sign all checks issued by the Fire District and that such additional signatories for 2014 shall be Commissioner Steve Monroe; and Commissioner Joan Paul

Item 12. On motion by Commissioner Alan Peters, seconded by Commissioner Walter Maxwell, the following Resolution was unanimously adopted:

Resolution Designating Travel Mileage Rates
Resolution 1.9

BE IT RESOLVED that any person authorized by the Board of Fire Commissioners for travel on official business of the Fire District shall be reimbursed for mileage at the IRS rate then in effect at the time of travel.

Item 13. On motion by Commissioner Steve Monroe seconded by Commissioner Joan Paul, the following Resolution was unanimously adopted:

Resolution Approving Standing District Policies
Resolution 1.10

BE IT RESOLVED that the following Standing District Policies are hereby approved for 2014: Investment, Credit Card, Procurement, Cash Receipts and Disbursements and that Commissioners Joan Paul and Steve Monroe were appointed as a policy review committee.

Item 14. On motion by Commissioner Walter Maxwell seconded by Commissioner Steve Monroe the following Resolution was unanimously adopted:

Resolution Setting Regular Meeting Dates of the Caton Fire District
Resolution 1.11

BE IT RESOLVED that the regular meetings of the Caton Fire District will be held on the second Monday of the month, held at 6:30 p.m. at the Caton Fire Station, located at 1118 Caton Rd., Corning, New York 14830. The location and time of the meeting may be changed by further resolution of the Board of Fire Commissioners upon proper notification as required by law. A list of all such dates shall be prepared by the Fire District Secretary and fax such list to the media and post such list in the Caton Town Hall.

Item 15. On motion by Commissioner Alan Peters, seconded by Commissioner Walter Maxwell, the following Resolution were unanimously adopted:

Resolutions Renewing Memberships
Resolution 1.12

BE IT RESOLVED that the Caton 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.)
- ~~Steuben County Firemen's Association~~

and it was further

RESOLVED that the Caton Fire District will support membership by the Chief in the following Organization: New York State Association of Fire Chiefs

Item 16. On motion by Commissioner Joan Paul, seconded by Commissioner Alan Peters, the following Resolution were unanimously adopted:

Resolutions Approving Continuing Contracts and Leases
Resolution 1.13

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

1. Architect Andy Sprague; DBA Studio Mosaic

Item 17. On motion by Commissioner Walter Maxwell, seconded by Commissioner Joan Paul, the following Resolution were unanimously adopted:

Resolutions Establishing and Appointing Committees
Resolution 1.14

BE IT RESOLVED that the following working committees are established: Apparatus Committee, Budget Committee, Building Committee and Liaison Committee. The Board appointed the following persons to such committees:

Apparatus Committee: Steve Monroe

Budget Committee: Steve Monroe - Joan Paul

Building Committee: Walter Maxwell & Don McNaughton

Liaison Committee: Steve Monroe

Item 18. The following additional business was brought before the Board:

Online bids for computer.

1 Best Buy Computer - Motion Made Commissioner Maxwell
seconded by Joan Paul

Microsoft office - Motion Made Joan Paul seconded
Alan Peters

Item 19. The Chairman called for any public comment. Comments were received by: Commissioner

NO Public Present

MAXWELL

Item 20. The Chairman called for a motion adjourning the Organizational Meeting. On motion by Commissioner Joan Paul, seconded by Commissioner Alan Peters, the meeting was adjourned at 8:45 o'clock p.m.

Respectfully Submitted,



Secretary
Caton Fire District