

**TOWN OF CLAYTON FIRE DISTRICT MEETING MINUTES
OF THE REGULAR MONTHLY MEETING
August 13, 2025 at 7:00 PM
Depauville Social Hall**

- 1. Call Regular Meeting to Order at 7:00 pm**
- 2. Pledge of Allegiance**
- 3. Roll Call:**
 - a. Commissioners present-Taylor, Dickey, Barton, Matthews, Lowe, Haver, Johnson, District Treasurer/Secretary Lapierre.
 - b. Others present- Deb Farmer
- 4. Agenda Amendments-** Adobe Subscription, Records Management, LENS
- 5. Approval of Minutes - Discussion & Action-**Motion made by Commissioner Johnson to approve July 9, 2025 regular Meeting minutes as presented, seconded by Commissioner Haver. Carried.
- 6. Approval of Abstract**–Motion to approve abstract with addition by Commissioner Matthews seconded by Commissioner Lowe. Carried.
- 7. Financial Reports - Treasurer**
 - a. Monthly Financial Update & Reports for July 2025
 - b. Audit – Acknowledgement letter
 - c. New budget line added-A5981 Employee Assistance Program
 - d. 2% Fire Tax money receive 7/3/2025-\$7,730.63-Rosters received
- 8. Correspondence-**
 - 1) Fax received from Cantor, Wolff, Nicastro & Hall regarding medical records for Eric Marsicane- no such person in fire company personnel.
 - 2) Municipal Website Requirements effective 12/21/2025-informed board of changes due by 12/21/2025
 - 3) Pinsky Law Group email received 8/1/25-request of support or opposition-expansion of Ambulance Service Certificate for the Towns of Diana & Pitcairn-no action needed as it does not impact our operations.
 - 4) Pivot Q2 utilization statistics-emailed to board
- 9. District Chief's Report**

32 calls in July
Solar Energy Reading-8/7/2025-Total 133032, 129757,133557
Training Report-none
Apparatus Updates-Brush truck is at Caskinette for repairs.
Purchase Requests: none
- 10. Policies**
 - a. Rules & Regulations-v9-more changes to come
 - b. Camera, Key Fob Data & Media Retention Policy-Chair, Company Presidents and IT suggested access-tabled
 - c. Motion made by Commissioner Lowe to adopt the Record Retention & Disposition Schedule Policy (MU-1), superseding LGS-1. Seconded by Commissioner Dickey. Carried.
- 11. Old Business**
 - a. Grants-nothing to report
 - b. Depauville Station Committee-Luci to send out RFP's for general counsel. After more discussion with Rob Campany, he suggested financial services and bond counsel. Received a letter dated 7/17/25 from Municipal Solutions. Motion made by Commissioner Barton to approve and have

Commissioner Taylor sign contract with Municipal Solutions, Inc. Seconded by Commissioner Matthews. Carried.

- c. Phase 2 Security Plan Update-Estimate from NNYOnline for Proximity Card Reader (possibly requested by chief).
- d. LOSAP Program-nothing to report
- e. Fire Boat-Scott Johnson-parts for jets have been ordered.
- f. Social Hall Roof-Bid Advertisement Update-Luci LaPierre-Bid is advertised on website, TI Sun and WDT
- g. Resignation-Motion made by Commissioner Barton to accept Chief Reome rescinding his resignation. Seconded by Commissioner Dickey. Carried.
- h. Motion made by Commissioner Dickey to accept Tracy Warren resignation. Seconded by Commissioner Matthews. Carried
- i. Records Management-
 - i. Storage room has been cleaned and organized.
 - ii. Chain of custody regarding arson background and sex offender registry check-Board has instructed that the fore chief place reports in a sealed marked envelope and given to the records management officer to be placed in the personnel file.
 - iii. Status of mounting a locked box in the Administrative Office at Clayton Station-Not yet installed.
 - iv. Order of personnel files-By company and then Life, etc. All active members in order by alpha with notation of company. Inactive, should be a separate section. Life members filed within the active and non-active as appropriate.
- j. Adobe Subscription-Ethan has received the Depauville non-profit documents required for the application.

12. New Business

Chairperson Taylor entertained a motion to enter Executive Session for the purpose of discussing matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or persons.

Motion made by Commissioner Lowe seconded by Commissioner Dickey to enter Executive Session, inviting the Clayton Station Officers to be present for the purpose of discussing matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or persons.

The vote was 7 in favor and 0 against with 0 abstentions.

Commissioner Haver-aye
Commissioner Matthews-aye
Commissioner Dickey-aye
Commissioner Barton-aye
Commissioner Johnson-aye
Commissioner Lowe-aye
Commissioner Taylor-aye

The Board entered Executive Session at 7:57 p.m.

Chairperson Taylor entertained a motion to end Executive Session returned to Open Session.

Motion made by Commissioner Barton seconded by Commissioner Dickey to end Executive Session and return to Open Session.

The Board exited Executive Session and returned to Open Session at 8:43 p.m.

The Board took no action in Executive Session.

13. Public Comment-none

14. Other Business-none

15. Adjourn- Motion made by Commissioner Barton to adjourn at 8:44 pm, seconded by Commissioner Matthews. Carried.