

**TOWN OF CLAYTON FIRE DISTRICT MEETING MINUTES
OF THE REGULAR MONTHLY MEETING
March 12, 2025 at 7:00 PM
Clayton Meeting Room**

- 1. Call Regular Meeting to Order at 7:15 pm (due to fire call)**
- 2. Pledge of Allegiance**
- 3. Roll Call:**
 - a. Commissioners present-Taylor, Barton, Matthews, Lowe, Haver, Johnson, District Treasurer/Secretary Lapierre. Excused-Dickey
 - b. Others present-District Chief Reome, Clayton Station Ass't Fire Chief Garceau, George Diamond
- 4. Agenda Amendments-July meeting date, Fire PR Event**
- 5. Approval of Minutes - Discussion & Action –**
 - a. Motion made by Commissioner Johnson to approve February 12, 2025 Regular Meeting minutes, seconded by Commissioner Barton. Carried.
- 6. Approval of Abstract–Motion to approve abstract with changes by Commissioner Matthews seconded by Commissioner Haver. Carried.**
- 7. Financial Reports - Treasurer**
 - a. Monthly Financial Update & Reports for February 2025
 - b. Reserve fund Contributions 2023 & 2024-Motion by Commissioner Johnson for the treasurer to adjust the Reserve account,as advised by the NYS OSC in the amount of \$100,000 for transfers deposited in error in 2023 and 2024 each in the amount of \$50,000, seconded by Commissioner Lowe. Carried.
 - c. Emergency Repair Reserve Fund-Treasurer to prepare a resolution for the next meeting using the Officer's Guide sample.
- 8. Correspondence-**
 - a. National Grid Demand Meter change
 - b. NYS DEC Change of Contact Information
- 9. District Chief's Report**

25 calls in February
Solar Energy Reading-3/10/25-379988 (total)
Training Report-Hazmat on 3/17/25
Apparatus Updates-14-7-1 at Metal Craft Marine. Attempted to take oil samples. Only worked on one truck. New batteries in 14-5-2
Purchase Requests: none
Motion made by Commissioner Barton to approve online Fire Officer 1 course through Emergency One, for LT Lowe at a cost of \$250.00, seconded by Commissioner Johnson. Carried.
Property waiver for house donated for fire training.
Presentation and discussion about meter calibration. More information needed.
PIVOT EAP-Annual registration fee of \$300. Motion made by Commissioner Barton to support registration to PIVOT, seconded by Commissioner Lowe. Carried. Note the cost after more information gathered was \$35 per member of the organization. We should get more clarity before the next meeting or making a financial decision.
- 10. Policies**
 - a. Rules & Regulations-Committee Update-Josh Reome-On-boarding Packet presented for pre-employment. Until this is completed, a new member is not voted on for acceptance. Justin Taylor-Committee met for 2nd time and went through pages 10-21. Will continue to meet.
 - b. Email Policy (briefly discussed Jan 8, 2025)-nothing more.
- 11. Old Business**
 - a. Grants-Justin Taylor-nothing new

- b. Depauville Station Committee-Scott Johnson-spoke with Adam Powers from DC Builders. There are some opportunities with Sourcewell to piggyback. Scott has touched base with various contacts to schedule a meeting.
- c. Investigation of Personnel Matter-Findings given to Commissioners for review.
- d. Fire Boat Update-Scott Johnson-Plan to work on it over the next week. On schedule to have the boat back for spring launching.
- e. Support for the District Chief-discussion on Administrative Ass't to the District Chief Job Duties and Responsibilities reviewed.

12. New Business

- a. July Meeting-moved to Tuesday July 8 and location changed to Depauville Social Hall
- b. Keys-Inventoried and discussed accountability. Justin will talk to Ron Smith about rekeying the exterior doors to accommodate master keys in case the electronic door system fails.
- c. Phase 2 Security Plan-Where does board stand on next phase
- d. Fire Boat PR Event-Support to use the fire boat for the Thousand Islands Arts Center Dine Around this summer (date TBD)
- e. Cyber Insurance-Hal Matthews brought up the question of treasurer bonding and cyber insurance. Justin is checking with Dier Agency on details of cyber coverage. Treasurer and officers are bonded.

13. Public Comment-none

14. Other Business-none

Chairman 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 Johnson to enter Executive Session at 9:10 pm 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 board was 6 in favor and 0 against with 1 absent.

Commissioner Taylor-aye

Commissioner Johnson-aye

Commissioner Haver-aye

Commissioner Barton-aye

Commissioner Matthews-aye

Commissioner Lowe-aye

Commissioner Dickey-absent

The board entered Executive Session at 9:10 pm.

The board members held the Executive Session in the Clayton Meeting Room with. Also present were District Chief Reome, Clayton Station Ass't Fire Chief Garceau.

Chairman Taylor entertained a motion to end Executive Session and return to Open Session.

Motion made by Commissioner Haver, seconded by Commissioner Lowe to end Executive Session and return to Open Session.

The Board exited Executive Session and returned to Open Session at 10:12 pm **The Board took no action in executive session.**

15. Adjourn- Motion made by Commissioner Haver to adjourn at 10:12 pm, seconded by Commissioner Lowe. Carried.