

# PLAINVILLE FIRE DISTRICT

Monthly Meeting Minutes

September 14, 2021

**Time: 7:00pm**

In attendance: Landon, Kline, Slenker, Stachurski, Thomas. Rice (excused)

The **9th Meeting of 2021** of the Board of Commissioners of the Plainville Fire District was held on **Tuesday, September 14, 2021** was called to order at 7:00 P.M. by Chairman Ken Landon; the Pledge of Allegiance and moment of silence was observed. All Commissioners were present with the exception of Commissioner Rice who was excused.

## MEETING MINUTES

Minutes of the **August** regular meeting were distributed previously by District Secretary Thomas. A motion by Commissioner Slenker; second by Commissioner Stachurski to waive the reading of the minutes and accept the all minutes as written. Motion carried.

## TREASURER'S REPORT as of September 14, 2021:

Checking/Savings	10030 · Bldg Improvements Cap Reserve	244,422.28
	10020 · Fire Equipment Capital Reserve	197,864.90
	10010 · General Fund	214,650.79
	10000 · Checking Account	149,582.28
<b>Total Checking/Savings</b>		<b>671,520.25</b>

There was a \$20,000 funds transfer and a deposit of \$420 from the IRS for a refund of taxes paid; 2019 and 2020 Audit will be emailed. A motion to accept the treasurer's report by Commissioner Slenker, second by Commissioner Kline; motion carried.

## BILLS TO BE PAID:

Monthly expenditures for **August** totaling \$9,751.56 were reviewed and approved for payment including additional invoices from Amazon (medical and office supplies) \$293.88 and JPB (repairs to E2 and E3) \$5532.65; A motion by Commissioner Slenker, second by Commissioner Kline to accept the abstract and to pay the invoices. Including additions. Motion carried.

## COMMUNICATIONS:

**RECEIVED:** National Fuel training information (to Chief Proper)

**SENT:** Minutes to TOL

Communications will be placed on file.

## CHIEF'S REPORT:

Water drill was held in Jordan, scheduling Oswego burn tower for 10/23, extrication training continues. Lt. Healy to take Pump Ops and Wildland fire suppression; Annual testing complete, punch lists for repairs being reviewed; WTF trailer equipment needs letter from CODES, Warners-Memphis may be interested in renting E2 Dan Stachurski to follow-up with them (Sec/Treas Thomas to contact our attorney for legal advice)

Calls for the month of August	27	Year-to-date calls	153	Active members	21
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## Old Business

1. **Station 2 break-in:** nothing new
2. **Station 3 upgrade** – nothing new

3. **NYSOSC Audit** – Commissioner Landon reported on the exit meeting with the auditors and their recommendations including adopting a fund balance policy, passing resolutions memorializing the establishment of the capital reserve funds, completion of our capital planning efforts, additional training for commissioners, budget analysis and better oversight of financial reporting. There was an in-depth discussion of the audit, the district’s response and the corrective action plan.
4. **Chief vehicles** – We continue to look for additional vehicle(s). Chief Proper may be willing to sell his vehicle to the district.
5. **New tanker – RESOLUTION 1**

BE IT RESOLVED, upon a motion from Commissioner Stachurski, and second by Commissioner Slenker that the Plainville Board of Fire Commissioners hereby agree to enter into a contract for the purchase of a Toyne 300 GPM, 2300 Gallon tanker on a Freightliner M2-106 chassis through the HGAC Buy and the HGAC cooperative purchasing program, with contractor JPB Fire Sales, per the contract pricing worksheet for the total price of \$302,997.00. This procurement process meets the requirements of General Municipal Law 103(16) as an exception to the competitive bidding requirements.

On Roll Call Vote, the following vote was recorded:

Commissioner Landon:	Yes
Commissioner Kline:	Yes
Commissioner Rice	Absent
Commissioner Slenker	Yes
Commissioner Stachurski	Yes

WHEREUPON, the Secretary declared the foregoing Resolution duly carried.

DATED: September 14, 2021

6. **Recruitment/Retention** – Chief Crowder will continue efforts
7. **Beaver Lake Call** – Nothing new to report

**New Business**

- **RESOLUTION 2**-Memorializing Establishment of Building Improvement Reserve Fund

BE IT RESOLVED, upon a motion by Commissioner Stachurski, and second by Commissioner Kline that the Plainville Board of Fire Commissioners hereby adopt RESOLUTION 2 Memorializing the Establishment of a Capital Reserve Fund to Finance a Type of Capital Improvement (“Building Improvement Reserve Fund”) see the attached full resolution

On Roll Call Vote, the following vote was recorded:

Commissioner Landon:	Yes
Commissioner Kline:	Yes
Commissioner Rice	Absent
Commissioner Slenker	Yes
Commissioner Stachurski	Yes

WHEREUPON, the Secretary declared the foregoing Resolution duly carried.

- **RESOLUTION 3-** Memorializing Establishment of Equipment Reserve Fund

BE IT RESOLVED, upon a motion by Commissioner Stachurski, second by Commissioner Kline hat the Plainville Board of Fire Commissioners hereby adopt RESOLUTION 3 Memorializing the Establishment of a Capital Reserve Fund to Finance a Type of Equipment ("Equipment Reserve Fund") see the attached full resolution

On Roll Call Vote, the following vote was recorded:

Commissioner Landon:	Yes
Commissioner Kline:	Yes
Commissioner Rice	Absent
Commissioner Slenker	Yes
Commissioner Stachurski	Yes

WHEREUPON, the Secretary declared the foregoing Resolution duly carried.

- A motion by Commissioner Stachurski, second by Commissioner Kline to adopt the attached Fund Balance Policy.
- A motion by Commissioner Kline, second by Commissioner Stachurski to recognize the final automatic payment of the bond (\$25,000 plus interest) to M&T Bank. Motion carried.
- A motion by Commissioner Kline, second by Commissioner Slenker to accept the application of former member, Catherine Mulford, pending completion of physical. Motion carried.
- A budget workshop will be held on Tuesday, September 21 at 7pm at Station 1. Notification will be made.
- A motion by Commissioner Slenker, second by Commissioner Stachurski to hold the budget hearing on Tuesday, October 19, 2021 at 7pm at Station 1. Proper notifications/publication will be made. Motion carried.
- A motion by Commissioner Slenker, second by Commissioner Stachurski to allow Sec/Treas. Thomas to purchase new accounting and anti-virus software and have the new computer professionally set-up at a cost not to exceed \$600. Motion carried.
- A motion by Commissioner Slenker, second by Commissioner Stachurski to allow LT. Healy to utilize Squad 6 for transportation to training. Motion carried.
- A motion by Commissioner Stachurski, second by Commissioner Slenker to permit members to attend live fire training at the Oswego Tower at a cost of \$600, to take necessary apparatus and to allow mutual aid company members to participate. Motion carried.
- A motion by Commissioner Slenker, second by Commissioner Stachurski to allow members and necessary apparatus to participate in the Parade of Lights in Baldwinsville on November 27 and to purchase supplies not to exceed \$300. Motion carried.
- Past Chief Mike Stock thanked the Board of Fire Commissioners for the recognition plaque presented to him at a recent department meeting. Well Done, Mike!

There being no further business to come before the Board, the meeting was adjourned with a motion by Commissioner Kline, second by Commissioner Stachurski; motion carried. Regular meeting adjourned at 8:52pm.

Respectfully submitted,  
Kathryn Thomas  
Secretary  
Plainville Board of Fire Commissioners

## **Resolution 2 Memorializing the Establishment of a Capital Reserve Fund to Finance a Type of Capital Improvement**

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RESOLVED, that pursuant to **Section 6-g of the General Municipal Law**, as amended, there is hereby established a capital reserve fund to be known as the "**Building Improvement Capital Reserve Fund**" (hereinafter "**Building Improvement Reserve Fund**"). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of capital improvement. The type of capital improvement to be financed from the Reserve Fund is **the construction of an improved fire station**.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Plainville Fire District Treasurer at the direction of the Plainville Fire District Board of Fire Commissioners may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Plainville Fire District. Any interest earned

or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer/treasurer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-g of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 7 of Section 6-g.

**This resolution was previously subjected to mandatory referendum pursuant to subdivision 4 of section 6-g of the General Municipal Law; this resolution serves to memorialize that action.**

Chairman Landon	}YES
Commissioner Kline	}YES
Commissioner Rice	}EXCUSED
Commissioner Slenker	}YES
Commissioner Stachurski	}YES

### **Resolution 3** Memorializing the Establishment of a Capital Reserve Fund to Finance a Type of Equipment

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RESOLVED, that pursuant to **Section 6-g** of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the "**Equipment Capital Reserve Fund**" (hereinafter "**Equipment Reserve Fund**"). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of fire equipment and apparatus. The type of equipment to be financed from the Reserve Fund is the acquisition of **fire apparatus and equipment**.

The chief fiscal officer/treasurer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Plainville Fire District Treasurer at the direction of the Plainville Fire District Board of Fire Commissioners may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Plainville Fire District. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer/treasurer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c [6-g] of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 7 of Section 6-g.

This resolution was previously subjected to mandatory referendum pursuant to subdivision 4 of section 6-g of the General Municipal Law; this resolution serves to memorialize that action.

Chairman Landon	}YES
Commissioner Kline	}YES
Commissioner Rice	}EXCUSED
Commissioner Slenker	}YES
Commissioner Stachurski	}YES

## FUND BALANCE POLICY

- **PURPOSE**

- A. The purpose of this policy is to determine the use of any fund balances which Occur in the operation of the Plainville Fire District.

- **DEFINITIONS**

- B. **Fund Balance** is the total accumulation of operating surpluses and deficits since the beginning of the fire district's existence.

- **POLICY**

- C. It is the policy of the Plainville Fire District ("fire district") to attempt to maintain a reasonable fund balance based on sound accounting principles and guidance from the NYS Comptroller's Office and other governmental sources as well as fulfilling the needs within the fire district.
  1. It is the intent of the fire district to avoid fund balances that are too low which would inhibit the mission of the fire district to support and fund firefighting operations. The desired unassigned general fund balance shall be not less than two months or 15% of general fund operating expenditures.
  2. it is the intent of the fire district to avoid fund balances which are too high or more than three months or 20% of the total tax levy, **except** within those accounts which have been purposely established as "reserve" accounts with a specific operational intent. These amounts are established with the understanding that there is sufficient cash available for borrowing in other funds in case of a natural disaster.
  3. The "Reserve Funds" specified by the Plainville Fire District are those funds that are not available for discretionary appropriation due to their nature:
    - a. Equipment Capital Reserve, was established primarily to fund the purchase of replacement fire apparatus, utility vehicles, command vehicles or major operations related equipment.
    - b. Building Capital Reserve, was established primarily to fund capital facility improvements, replacement or repair projects.

- **PROCEDURE**

Fund balances shall be dealt with in the following manner:

4. **Budgeting** - fund balances for the purpose of enhancing reserve accounts may be budgeted up front in the budgeting cycle during

the fall budget process.

5. **Budget surpluses** - funds that are remaining after all expenses are paid may be transferred by resolution to any of the legally established reserve accounts.
6. **Funds due to the sale of property or from gifts or donations** may be assigned to the reserve accounts by resolution of the Board of Fire Commissioners otherwise they will be deposited in the general fund and assigned to a particular line-item account.
7. **Contingency line items**, an amount not to exceed 20% of operating expenditures may be assigned to a line item, which is neither appropriated or assigned to cover the cost of necessary operational expenses which may increase during the fiscal year without notice or economic uncertainties.
  - a. Contingency funds can also be considered as funds carried over from a previous fiscal year to fund fire district expenditures until tax revenues are deposited in a subsequent fiscal year.
  - b. The Plainville Fire District shall consider contingency fund carry over to include sufficient funds for expenditures for the first two months (normally January and February) of the subsequent fiscal year.
8. All fund balances shall be properly noted as such in the monthly treasurer's report and on the annual budget submission. Each "Reserve" account shall be noted by its title and the amount within each reserve account shall be prominently displayed on both the monthly treasurer's report and the budget submission documents. Contingency funds or unappropriated, unreserved or also known as contingency funds shall be noted as a separate line item on the district's profit and loss budget report and shall show budgeted amount vs. actual in each report.

This policy is adopted **September 14, 2021** and may be modified or revoked at any time by the order of the Plainville Fire District Board of Fire Commissioners.