

*BARNARD FIRE DISTRICT  
ORGANIZATIONAL MEETING  
January 5, 2023*

*Present: Commissioner John Norris, Commissioner David Williams, Commissioner Robert Diederich, Fire District Chief Stephen Andrews, Deputy Secretary/Treasurer Sandy Ballou, Fire Prevention Coordinator Dean Smith, Absent: Commissioner Dan Cappon.*

*The Organizational Meeting was called to order at noon by Chairman Gerhard*

*Chairman Gerhard asked Dean Smith to lead us in the pledge.*

*Chairman Gerhard asked everyone to remain standing for a moment of silence for all the people who were part of the Barnard family and those who were touched by the Barnard family that are no longer with us as well as members of our Barnard Family that are sick, may they get well quickly.*

*Chairman Gerhard points out fire exits.*

*Chairman Gerhard will swear in David Williams as Commissioner*

*Chairman Gerhard asks for nominations for Chairman of the Board of Fire Commissioners*

**MOTION:** *by Commissioner Norris to nominate Commissioner Gerhard as Chairman of the Board of Fire Commissioners for 2023, seconded by Commissioner Williams. Four Commissioners approved. One abstention. No one disapproved. Motion carried.*

**MOTION:** *by Commissioner Diederich to nominate Commissioner Dan Cappon as Vice Chairman of the Board of Fire Commissioners for 2023, seconded by Commissioner Norris. Four Commissioners present approved. Motion carried.*

*Chairman Gerhard asks the District Deputy Secretary to read a letter from the Department informing the Board of the Department's election results. The District Deputy Secretary read the department letter.*

BARNARD FIRE DISTRICT  
ORGANIZATIONAL MEETING  
January 5, 2023

Chairman Gerhard asked if the District Secretary has received the January 1<sup>st</sup> roster of Volunteer Firefighters. The District Secretary did receive the updated roster of all the volunteers of the Barnard Fire Department.

**MOTION:** by Commissioner Norris to approve the roster of the Barnard Fire Department seconded by Commissioner Williams. Four Commissioners present approved. No one disapproved. Motion carried.

**RESOLUTION 23-01:** by Commissioner Norris to appoint Dean Smith as Fire Prevention Coordinator of the Barnard Fire District for 2023 seconded by Commissioner Williams.

Poll of Board Members –

Commissioner Diederich -	yes
Commissioner Williams	yes
Commissioner Norris -	yes
Chairman Gerhard -	yes
Commissioner Cappon -	Absent

4 Yes Votes – Zero No Votes – One Absent

Chairman Gerhard swears in Fire Prevention Coordinator Dean Smith

**RESOLUTION 23-02:** by Commissioner Williams to appoint Patricia Morris as Secretary/Treasurer of the Barnard Fire District for 2023 seconded by Commissioner Norris.

Poll of Board Members –

Commissioner Diederich -	yes
Commissioner Williams-	yes
Commissioner Norris -	yes
Chairman Gerhard -	yes
Commissioner Cappon -	Absent

4 Yes Votes – Zero No Votes – One Absent

BARNARD FIRE DISTRICT  
ORGANIZATIONAL MEETING  
January 5, 2023

**RESOLUTION 23-03:** by Commissioner Diederich to appoint Raymond DiRaddo and Peter Weishaar as the attorneys for the Barnard Fire District for 2023, seconded by Commissioner Norris.

Poll of Board Members –

Commissioner Diederich -	yes
Commissioner Williams-	yes
Commissioner Norris -	yes
Chairman Gerhard -	yes
Commissioner Cappon -	Absent

4 Yes Votes – Zero No Votes – One Absent

**MOTION:** by Commissioner Williams that the Daily Record, Greece Community News, Rochester Business Journal, Builders Exchange and the Democrat and Chronicle be designated the official newspapers of the Barnard Fire District, seconded by Commissioner Diederich. All Commissioners present approved. No abstentions Motion carried.

**RESOLUTION 23-04:** by Commissioner Diederich that official meetings of the Barnard Fire District will be held the 2<sup>nd</sup> Monday of each month at 6:00 p.m. Commissioner Norris.

Poll of Board Members –

Commissioner Diederich -	yes
Commissioner Williams-	yes
Commissioner Norris -	yes
Chairman Gerhard -	yes
Commissioner Cappon -	Absent

4 Yes Votes – Zero No Votes – One Absent

**MOTION:** By Commissioner Williams to have all account stewards to have all 2024 budget information into the Fire District Chief Andrews by

BARNARD FIRE DISTRICT  
ORGANIZATIONAL MEETING  
January 5, 2023

September 1<sup>st</sup>, 2023, to start the budget process. A workshop on the 28<sup>th</sup> will be our budget workshop meeting so we can have our proposed budget ready for our Public Hearing Meeting on October 17<sup>th</sup>. Commissioner Diederich seconded the motion. All Commissioners present approved. No abstentions. Motion carried.

**RESOLUTION 23-05:** by Commissioner Norris be it resolved that the official depositories of the Barnard Fire District are, Key Bank, ESL and Canandaigua National Bank, seconded by Commissioner Williams

Poll of Board Members –

Commissioner Diederich -	yes
Commissioner Williams -	yes
Commissioner Norris -	yes
Chairman Gerhard -	yes
Commissioner Cappon -	Absent

4 Yes Votes – Zero No Votes – One Absent

**MOTION:** by Commissioner Diederich that all previous resolutions, determinations, powers, and duties declared and exercised as necessary to the proper operation of the Barnard Fire District shall continue in effect and shall be applicable thereof, seconded by Commissioner Norris. All Commissioners present approved. No abstentions Motion carried.

**MOTION:** by Commissioner Williams that the Treasurer is authorized to pay all claims for telephone, water, light, heat, and other fixed costs before the bills have been audited, seconded by Commissioner Diederich. All Commissioners present approved. No abstentions. Motion carried.

**MOTION:** by Commissioner Norris that the Board authorizes the attendance of Commissioners, Secretary, Treasurer, Deputy Secretary/Treasurer, Fire District Chief Officers, District Officers, and Training Officers to attend the following workshops as they see fit: International Association of Fire Chiefs Conference, New York State Association of Fire Chiefs Conference,

BARNARD FIRE DISTRICT  
ORGANIZATIONAL MEETING  
January 5, 2023

*Association of Fire Districts of the State of New York Convention, New York State Career Chiefs, Workshops and Legislative conferences, seconded by Commissioner Williams. All Commissioners present approved. No abstentions. Motion carried.*

**MOTION:** *by Commissioner Diederich that the Board Authorizes payment of membership dues to the following organizations: Association of Fire Districts State of New York, F.A.S.N.Y., State and Regional Association, Monroe County Fire Districts Association, New York State Fire Chiefs, International Association of Fire Chiefs, New York State Career Chiefs, seconded by Commissioner Norris. All Commissioners present approved. No abstentions. Motion carried.*

**MOTION:** *by Commissioner Williams seconded by Commissioner Norris to review the following policies that have been edited by our legal council and will be approved (if the Board sees fit) at the January 9<sup>th</sup> meeting. District Policy Approval Process; Accounts Payable; Capital Assets; Code of Conduct; Code of Ethics; District Credit Cards; Use of Fitness Center; FOIL; General Harassment Policy; Hazard Communication; Investment; Purchasing and Procurement; Sexual Harassment; Uniforms; Whistleblower and Social Media. All Commissioners present approved. Motion Carried.*

*Chairman Gerhard announces the District Responsibilities for 2023*

	<u>Chairperson</u>	<u>Vice Chairperson</u>
<i>Insurance</i>	<i>Dave Williams</i>	<i>Dan Cappon</i>
<i>Building</i>	<i>Bob Diederich</i>	<i>David Williams</i>
<i>Vehicles</i>	<i>John Norris</i>	<i>David Williams</i>
<i>Personnel</i>	<i>Dan Cappon</i>	<i>David Williams</i>
<i>MCFDOA</i>	<i>Dan Cappon/Robert Diederich– Delegate</i>	
<i>MCFDOA</i>	<i>John Norris– Alternate</i>	

BARNARD FIRE DISTRICT  
ORGANIZATIONAL MEETING  
January 5, 2023

*Alternate to sign Checks – Commissioner Cappon, Deputy Treasurer Ballou, Commissioner Diederich*

***Thoughts by Fire District Chief Andrews –***

*As Chief reflected on this past year, he said he was very proud of our operations and thanked the Board for their support. Our biggest challenges were: We responded to just under 4,000 calls for the year (4 years in a row), many were non-EMS calls and simultaneous calls in the district. Also Recruit Training being altered and having our staff covering a good portion of the training, but all went well and was a success.*

***Thoughts by Chairman Gerhard –*** *Barnard has risen to the occasion in 2022 with all of its obstacles and he has no doubt that we will continue this in 2023.*

***Thoughts by Dean Smith –*** *He wanted to let the Board know that he will be retiring in the Spring but plans to continue working part time as much as he can.*

**MOTION:** *by Commissioner Williams to adjourn the meeting, seconded by Commissioner Diederich. All Commissioners present approved. No abstentions. Motion carried.*

*Meeting adjourned at 12:47 p.m.*

*Respectfully submitted,*

*Sandy Ballou  
Deputy Secretary  
Barnard Fire District*