

Steering Committee – Minutes

June 22, 2009

In Attendance:

Carole Marsh, Supervisor, Town of Pompey
Mark Tetley, Supervisor, Town of Manlius
Mark Olson, Mayor, Village of Fayetteville
Mark-Paul Serafin, Mayor, Village of Manlius
John Loeffler - Chair, Councilor, Town of Manlius
Thomas Schepp, Representative, Town of Manlius
Mary Coleman, Trustee, Village of Fayetteville
Tom Gaggin, Representative, Village of Fayetteville
John Demetro, Councilor, Town of Pompey
Paul Whorrall, Fire Chief, Manlius Fire Department
Paul Hildreth, Fire Chief, Fayetteville Fire Department

Meeting was convened by Mayor Mark Olson at 6:00PM at the Manlius Town Hall

A short background and summary was provided to those in attendance concerning the formation of the Steering Committee and the intended role of the Steering Committee in recommending an acceptable consultant to conduct the fire study within the Fayetteville and Manlius Fire Districts.

The executives of the four municipalities (Town of Pompey, Town of Manlius, Village of Fayetteville, Village of Manlius) then reviewed the directives that were agreed upon for the formation of the Steering Committee:

- Review all existing proposals
- Develop a new RFP with an appropriate scope to meet requirements of four municipalities as understood by the Committee
- Present the new RFP to the Mayor/Supervisor of each municipality for input and approval
- If approved by all four Executives, send RFP to potential bidders (steps A-D not to exceed 45 days without consent)
- Review new proposals received and determine recommendation
- Present recommendation to the Mayors/Supervisors for preliminary approval
- Present recommendation to the four Municipal Boards for final approval (steps E-G not to exceed 30 days without consent)

The Steering Committee's first order of business was to elect a chairperson. John Loeffler was nominated and elected chairperson by unanimous consent of the committee members present.

The executives of the four municipalities left the meeting room after the election of the chairperson.

The Steering Committee then had a lengthy discussion on history, beginning perspectives and goals of each member and the challenge given to Committee.

Actions:

It was determined that each member should read the background material provided by the Executive Committee concerning past Proposals as a starting point for their consideration of the necessary scope for the RFP.

Starting with the next meeting, the Steering Committee will commence the discussion on scope so that an RFP acceptable to all members can be outlined and established.

The Steering Committee also asked the Fire Chiefs of the Fayetteville and Manlius Fire Departments to forward copies of the facilities studies and other information about their departments to the Committee.

The next two meeting times were established:

- June 29th at 4:00PM at the Manlius Town Hall
- July 6th at 7:00AM at the Manlius Town Hall

These meeting times shall be forwarded to all four municipalities and proper notice of these public meetings will be given by them. Timing for subsequent meetings will be discussed over the next few weeks.

The meeting was adjourned at 7:35PM.

Respectfully Submitted,



John Loeffler, Chairperson