

Coldenham Fire District  
Board of Fire Commissioners  
August 8, 2016

**Call to Order**

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on August 8, 2016 at the Coldenham Fire House. Commissioner Keenan called the meeting to order. The pledge was said at the previous workshop meeting.

**Roll Call**

Commissioners present: Joe Keenan, Anita Grecco, Warren Decker, and Rickey Cameron. Wayne Jacobowitz is excused due to work.

Also present: Mary Keenan, Secretary  
Linda Miller, Treasurer  
Matt Hunt, Chief  
Barbara Gasperetti, 1<sup>st</sup> Assistant Chief (Arrived late)  
Michael Keenan Jr, 2<sup>nd</sup> Assistant Chief (Excused-work)

**Acceptance of Minutes**

A motion was made by Commissioner Decker and seconded by Commissioner Cameron to dispense with the reading of the monthly meeting minutes of July 11, 2016 and accept them as written. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

**Bids for Snowplowing**

We received one bid for snow removal for the 2016-2017 season from Belly Flop Industries, LTD. All necessary paperwork was submitted. Plowing rate will be at a per push rate of \$200. Shoveling is at a rate of \$50 per storm. Salting of all parking areas listed in the spec will be at a rate of \$250 per application. If use of heavy equipment is needed, the cost will be \$110/hour per piece of equipment, which will be at the request of the Chairman of the Board of Fire Commissioners or their designee. Copy of bid attached. Commissioner Decker recommended that we award the bid to Belly Flop Industries, LTD. A question was raised about when and who make the determination to salt. Anthony Trapini, from Belly Flop Industries answered that in the past, he hasn't salted during light powdery snows. In other instances, after completing the plowing, he makes one pass which would cover about 10 feet outside of the bay doors and the walk in doors. A motion was made by Commissioner Cameron and seconded by Commissioner Decker to award the bid for snow removal for the 2016-2017 season to Belly Flop Industries, LTD. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

**Bids for Blacktopping**

We received five bids for our blacktopping project.

1. Poley Paving & Construction Corp from Liberty for a total of \$122,000.00
2. Todd Lyons Paving, Inc. from Middletown for a total of \$88,875.00
3. DiMartino Paving and Sealcoating from Walden submitted two bids, one for \$87,900 and the other for \$38,885 for a total of 126,785.

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4. HMA Contracting Corp from Mechanicville for a total of \$114,800.
5. Tilcon New York Inc from West Nyack for a total of \$99,476.46.

Copies of all bids attached. Commissioner Keenan stated that all bids must be reviewed before final determination.

### **Communications**

- Commissioner Keenan stated that we received the auto pays with monthly payouts to Comerica and the value summary from RBC Wealth Management. The value on July 31, 2016 was 1,077,520.49. It increased just under \$20K. Commissioner Keenan also received an e-mail from PenFlex stating that Comercia will no longer mail us the monthly statements, they will send the reports electronically to the client (PenFlex). Anthony Hill is working with Comercia to have them e-mail them to every individual Fire Company. He thinks it will possibly take a policy change, but wanted to let us know that he is working on it.
- We received the Association of Fire Districts of Orange County postcard informing us that the next meeting will be August 30, 2016 at the Sugar Loaf Engine and Hose Station on 1408 Kings Highway in Chester at 7:30 PM. There is no guest scheduled at this time.
- We received the attendee registration packet from the Association of Fire Districts of the State of New York for the 45<sup>th</sup> Annual Fall Vendor Expo & Workshop on October 13 through October 16, 2016 at the Saratoga Springs Hilton & City Center in Saratoga Springs.
- We received information from the Association of Fire District of the State of New York about the New DEC Rules on AFFF Foam Storage and Use. Chief Hunt completed the requested survey and has a copy for his records.
- The secretary distributed the Fire District Affairs to each commissioner.
- We received a carbon copy response from C Kingsley Onyeche, Transportation Analyst from the Department of Transportation. It states that the NYSDOT completed a second review of our request to lower the speed limit on Coldenham Road. The 40 MPH will be extended past Shady Lane Farm and the existing 55 MPH is being reduced to 45MPH until the Village of Walden.

### **Hall Requests**

Commissioner Grecco informed the board that she received a call from Neecey Arnott and Barbara McPhillips from the Coldenham Garden Club. They asked to use our hall for their 60<sup>th</sup> Anniversary get together on August 4 from 12 to 3 PM as their regular venue's elevator broke. Commissioner Grecco ok'd their request and had the door open for them.

- The Ladies Auxiliary informed the board that they would like to cancel the fund raiser on November 5, 2016.
- The Fire Company would like to request the use of the firehouse on September 10, 2016 for a Family Picnic.

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**Public Discussion**

None

**Committee Reports**

**Safety Committee:** Commissioner Cameron stated there was nothing to report.

**Mack Restoration Committee:** Commissioner Keenan asked Mike Keenan Sr, Chief Engineer if he could take a look at the spark plug issues and the carburetor and possibly make a recommendation.

**Monthly Building Issues:** Commissioner Keenan stated that the only new issue is that the urinal in the men's room is broken. The plumber came and serviced it, and it still is not working. He has been notified and it is in the process of being fixed. Commissioner Grecco advised the board that the bathroom upstairs is filthy. Commissioner Keenan will take a look.

**Truck 205 Replacement Committee:** Commissioner Keenan asked to move this item further down the agenda as it is a little complicated.

**Old Business**

**Physicals:** This can be removed until next year.

**Driver Qualification/Active Duty Criteria:** Commissioner Keenan contacted Target Solutions to get updated figures for 65 users, 55 firefighters and 10 ems users. The cost is \$89/firefighter user, \$109/EMS user. Annual maintenance fee for one year is \$395 and the one time set up fee is \$500 which would bring it to a total of \$6880. There would be a \$9 discount per person if we signed up for 5 years, with it progressively going up each year. After some discussion, a motion was made by Commissioner Decker and seconded by Commissioner Grecco to enter into a one-year contract with Target Solutions for their online Career Track training at a cost of \$6880. (The contract would actually be for 14 months, as they are running a special.) Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

**Income Adjustment to 2016 Budget:** Commissioner Keenan stated that we need to go on record as what we are going to do with the money that we received for the sale of the surplus command vehicle in the amount of \$6000. He recommends that we apply it to the online Career Track training. A motion was made by Commissioner Grecco and seconded by Commissioner Decker to move \$6000 from Sales Surplus Vehicle to a new line item titled Career Track Training. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

**Webpage updates:** Tony D set up the e-mail addresses for the submitted list of users. With the addition of the online training, it was decided that all firefighters and ems would need e-mail addresses. Commissioner Keenan will give the secretary a complete list so she can give it to Tony D to create them.

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**Fuel Audit:** Commissioner Keenan advised the board that the fire company side is done. They need to give it to Commissioner Jacobowitz so he can merge it with the figures he gets from Treasurer Miller.

**Coldenham & Berea Road Intersection Issue:** Commissioner Grecco advised the board that this is an ongoing issue.

**EVOC:** Commissioner Keenan advised the board that this may happen in October.

**Exterminator:** Commissioner Keenan advised the board that the exterminator was here and took care of the birds, bees and mice. He will be coming back in a month to inspect.

**Air Conditioner:** The air conditioner has been fixed. This can be removed from the agenda.

**Ongoing & Upcoming Projects**

**Office and Files Room Renovation:** Commissioner Keenan stated that work will resume now that the air conditioner is fixed.

**Doors, Keys & Locks:** Commissioner Keenan said that we are still waiting for Ashcraft to come up with a solution. Liberty's solution was to switch manufacturers.

**Life Insurance for Active Firefighters:** Commissioner Keenan thinks we need to do an RFP for the purchase of life insurance for 65 members. He feels that we should open them at the October meeting so we have enough time to get everyone's date of birth. A motion was made by Commissioner Cameron and seconded by Commissioner Decker to publish a request for proposals for life insurance for active firefighters to be received and opened on October 10, 2016 at 7:30 PM. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

**Surplus Equipment:** Chief Hunt advised the board that he has two Cutters Edge Saws that can be declared surplus. A motion was made by Commissioner Cameron and seconded by Commissioner Decker to declare two Cutters Edge Saws surplus and put them out for sale (to be posted in the firehouse) with bids to be opened at the next meeting on September 12, 2016. Chief Hunt will be the point of contact. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

**Outside Sign Replacement:** Commissioner Keenan stated that hearsay says that the fire company voted at their meeting last week that they are going to pay for the sign. We, as the property owner, will pay for the upgrades for the electric service. Commissioner Decker stated that Chuck Bissinger gave a good explanation. He explained that the district has some major projects and no money was budgeted for a sign. After a lengthy discussion, it was voted on by the company, to pay for the sign in hopes that next year we will have

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(either the end of this year or next year) some money to budget to reimburse the company for the 40% they originally asked of the district. They are just looking for a nod of approval to move ahead with the understanding that we are looking to upgrade the electric when we do the blacktop. A motion was made by Commissioner Decker and seconded by Commissioner Cameron when the company can provide documentation to the Chairman and Co-Chairman of the board with their intent that we approve them to move ahead providing we get written updates by the fire company and they coordinate with the fire district. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Commissioner Keenan stated that we cannot budget a reimbursement. You might be able to budget money toward the dinner next year. We can't budget something that happened this year. We cannot make any promises that we are going to be able to reimburse the fire company. Anthony Trapini asked if the sign is actually on the Fire District property. Commissioner Keenan said that we need to verify that it is.

**SCBA Replacement:** Commissioner Grecco will touch base with Senator Larkin again after next week. She said that Chief Hunt needs to write up a more detailed request like why we need them and any other pertinent information.

**Station Structural Repair:** Nothing new at this time.

**Fire Equipment Inventory:** Nothing new at this time.

### **New Business**

**RFP for Auditing Services:** Commissioner Keenan suggested that we publish a request for proposals for auditing services in August to be opened at the November 7<sup>th</sup> meeting. That way the bidders have a couple months to request and review things we have, there is time to do that. A motion was made by Commissioner Grecco and seconded by Commissioner Cameron to do an RFP for auditing services to be submitted by 7:30PM at the Firehouse on November 7, 2016. Commissioner Keenan will be the point of contact. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

**Orange County Trust:** Treasurer Miller advised the board that Orange County Trust has changed their name to Orange Bank & Trust Company.

**Request for LOSAP lump sum distribution:** Commissioner Keenan advised the board that a firefighter has applied for the LOSAP disability lump sum because the firefighter feels that said firefighter is disabled and can no longer perform firefighter duties. The firefighter has provided documentation and has contacted Commissioner Cameron and PenFlex. The firefighter will be meeting with Dr. Basri on August 18, 2016. Commissioner Keenan stated that we already have a precedent set for this. If Dr. Basri says that the firefighter is disabled and cannot provide firefighter duties, we sign off the paperwork, they get their lump sum payment, which is authorized in the program and they cease to be an active firefighter with Coldenham Fire District. A question was raised about what we are able to say if a disabled firefighter who receives a lump payment due to disability submits an application to join another organization and that organization inquires about the firefighter.

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Commissioner Keenan said that we would be able to say that the individual cashed in their LOSAP for a disability. He went on to say that if someone were to do that two months later it might almost be fraudulent. Commissioner Keenan will talk to PenFlex. Commissioner Keenan would like authorization to sign the form if Dr. Basri says the individual is disabled and cannot be an active firefighter. A motion was made by Commissioner Cameron and seconded by Commissioner Decker to allow Commissioner Keenan to sign the paperwork if Dr. Basri feels the individual is disabled and cannot perform the duties of an active firefighter. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

**Association of Fire Districts of the State of New York:** Commissioner Keenan said that if anyone was interested in attending the 45<sup>th</sup> Annual Fall Vendor Expo & Workshop in Saratoga Springs on October 13<sup>th</sup> through the 16<sup>th</sup> , contact Secretary Keenan for the registration packet.

**Meeting Hall:** Commissioner Keenan would like everyone to think about moving back downstairs for meetings. He feels too tight in the space upstairs.

### **Chief's Report**

#### **Membership**

- New members: 0
- Qualified drivers: 0
- New Drivers Requested: 0
- Drivers dropped: 0
- Physicals: On going
- Members passing probation: 0
- Members reinstated: 0
- Members dropped due to non-payment of dues 0
- Social Members dropped: 0
- Status switch: 1 John Nowinski to Active Firefighter
- Members suspended: 0
- Members resigned: 0

#### **Further Information from the Chief**

- Chief Hunt advised the board that Steve Welch's probation has been extended three months due to lack of attendance.
- John Nowinski put in for reinstatement as an active firefighter.
- Chief Hunt advised the board that rooms and show admissions tickets are purchased for the Fire House Expo in Nashville on October 18 to 22.
- Chief Hunt advised the board that the new saws are in service. He stated that he needs a tax exempt number to send to the vendor to remove the tax. Treasurer Miller advised him that as a municipality, we do not have a tax exempt number, but we do have a letter from the New York State Department of Taxation and Finance that can be used for this purpose.

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- Chief Hunt thanked the board for contracting with Target Solutions.

**Information from the Treasurer/Secretary**

- Treasurer Miller advised the board that we received \$293.07 from New York State for the MTA money that we paid in that we did not have to.
- Secretary Keenan looked into the chalkboard paint. A quart was about \$9.00. She will be in charge of this project.

**Further Information from the Commissioners**

Commissioner Keenan stated that we have \$969,393.48 available in the Capital Reserve. An opportunity presented itself in the month of July. He talked to everyone individually, but he would like to bring it up officially. There are some demos that are being sold by Sutphen. One demo, which we had the opportunity to have here, is the newest one they had. A 2016 model with less than 1500 miles on it and they are offering it at a savings of \$80,000. The original cost was 1,200,348.00 and they are offering it for 1,120,348.00. If we were to use all the available money, we would still be about \$150K short. Commissioner Keenan stated that since we do not want to drain all available money from any account, we are looking at borrowing about \$200K. We just finished paying off the other loan, which is already built in the budget. We could rebudget it to pay on this new loan for 4 or 5 years without having to raise any taxes. Commissioner Grecco asked what we would need to add to this truck after the purchase. Chief Hunt stated that it would be very minimal, basically next to nothing. Commissioner Keenan stated that we need two MIB valves, which are minor. Chief Hunt added that we have 90% of what we would need for that truck. Commissioner Keenan has talked to Mike Myers and also the lease to purchase place. He stated that we would have to do a couple of things. We would need to do a referendum to spend the money to purchase a ladder truck. That is the easy part. We need to put it in the paper 30 days out. We also have to put it to a public vote because we are borrowing money. If we borrow money through a lease purchase or we bond it, we have to put it out to a vote. The complicated part is our attorney said that he could not do it so we have to get another law firm. Anthony Trapini suggested Jacobowitz & Gubitz. Discussion ensued on the process to finance and purchase a ladder truck.

A motion was made by Commissioner Cameron and seconded by Commissioner Decker to seek bids to purchase a new 100 foot Aerial Ladder Truck. Secretary polled the board: Commissioner Decker – yes, Commissioner Cameron – yes, Commissioner Grecco – yes and Commissioner Keenan – yes. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

A motion was made by Commissioner Cameron to pass a resolution to withdraw funds and approve spending of funds from the Capital Reserve Fund for Firefighting Equipment and the Ladder Truck Purchase Capital Reserve Fund for the aforementioned Ladder Truck. Commissioner Decker seconded the motion. Secretary polled the board: Commissioner Decker – yes, Commissioner Cameron – yes, Commissioner Grecco – yes, and Commissioner Keenan – yes. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

