

Coldenham Fire District
Board of Fire Commissioners
July 11, 2016

Call to Order

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on July 11, 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, Wayne Jacobowitz and Rickey Cameron.

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

Acceptance of Minutes

A motion was made by Commissioner Grecco and seconded by Commissioner Decker to dispense with the reading of the monthly meeting minutes of June 6, 2016 and accept them as written. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Communications

- We received the equalization rates for both the Town of Newburgh and the Town of Montgomery. The equalization rate for the Town of Newburgh is 36% on the total taxable value of \$41,710,911.00 and the equalization rate for the Town of Montgomery is 71% on the total taxable value of \$115,311,550.00.
- 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 June 30, 2016 was 1,058,997.87.

2008 Ford Expedition Bids:

1. Consolidated Fire Association bid \$3800.00.
2. St. Regis Falls Volunteer Fire Department bid \$1250.00.
3. Ray Ozman bid \$2397.99.
4. Mt. Hope Fire Company, Inc. bid \$4516.88.
5. Robert Stoll bid \$3850.00.
6. Jose Guerrero bid \$6,000.00.
7. The Village of Kiryas Joel Fire Department bid \$6,000.00.

After some discussion as to the Fire District's options for the sale of the vehicle, Commissioner Grecco made a motion to sell the vehicle to Jose Guerrero. As there was no second to the motion, the motion was considered dead.

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Commissioner Decker made a motion to sell the 2008 Ford Expedition to the Village of Kiryas Joel for \$6000. Commissioner Cameron seconded the motion. The secretary polled the board: Commissioner Cameron – yes, Commissioner Decker – yes, Commissioner Jacobowitz – yes, Commissioner Keenan – yes and Commissioner Grecco – no. With 4 ayes, and 1 nay, the motion was approved and carried.

Commissioner Jacobowitz made a motion to have a contingency in place and award the bid to the runner up of Jose Guerrero in the event that the Village of Kiryas Joel Fire Department's offer falls through. The secretary polled the board: Commissioner Cameron – no, Commissioner Decker – yes, Commissioner Jacobowitz – yes, Commissioner Keenan – yes and Commissioner Grecco – yes. With 4 ayes, and 1 nay, the contingency motion was approved and carried.

Hall Requests

- The Ladies Auxiliary would like to cancel their fund raiser on August 13, 2016 and move it to November 5, 2016.

A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to approve the request from the Ladies Auxiliary to use the hall on November 5, 2016 instead of August 13, 2016. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Public Discussion

A letter composed by Dan Dempsey Jr was read by Dan Dempsey Jr with regard to the proposed new marquis sign. Commissioner Keenan advised the board that the sign project was not initiated by the Fire District, but by the Fire Company. The Fire District did not go to anybody to ask for funds. Commissioner Decker is on the committee for the sign project, which is why it appears on the agenda. There have been some issues that have to be addressed with the current budget. Our central air conditioning has gone down and that it on the agenda for tonight. The \$70K estimate for blacktopping is not just for paving. It involves milling, running conduit before paving, the paving itself; which was budgeted as a reserve project. Commissioner Keenan thanked Dan Dempsey for his input. Commissioner Grecco interjected that the budget is made the previous year and normally the only ones to attend the budget workshop and /or hearing are the Commissioners. Mike Keenan said that he made a motion at the last company meeting for the committee to go to each organization and ask if the 40/40/10/10 split was appropriate. It was never set in stone that those figures would be their share. More discussion ensued with regard to the budget.

Committee Reports

Safety Committee: Commissioner Cameron advised the board that there was one injury on June 22 and he thinks we need to follow-up with KME with regard to liability. He advised the board that there was a demonstration here with a ladder truck and during one of the revolutions, a member was injured. The member received medical attention and medical clearance since then. Commissioner Keenan advised the board that we have had verbal discussions with KME. We also have a document from the individual that we will

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send out to them with our final letter.

Mack Restoration Committee: Commissioner Keenan reminded the board of the spark plug issues and that the carburetor needs to be looked at.

Monthly Building Issues: Commissioner Keenan believes that the air conditioning and the exterminator are on the agenda for tonight under new business.

Truck 205 Replacement Committee: Commissioner Keenan advised the board that we had a demo here from KME and someone did get injured while up in the bucket. (Not due to our negligence or the operator's negligence.) Commissioner Keenan contacted KME to seek reimbursement. The next truck 205 committee meeting will be this Wednesday on the 13th of July.

Old Business

Physicals: Commissioner Keenan advised the board that we had a workshop at 7:00 PM and met with Dr. Basri. We addressed our concerns with him.

Driver Qualification/Active Duty Criteria: Commissioner Keenan did not get an updated estimate from Target Solutions. He hopes to have it for the August meeting.

Fuel Audit: Chief Hunt spoke with Wesley and the fuel audit will be done by next meeting.

Coldenham & Berea Road Intersection Issue: Commissioner Grecco advised the board that she will have no new information until the Senator gets back from his cruise.

Command Vehicle Replacement: Everything is done and this item can be removed from the agenda.

Annual Audit of Financial Records: Commissioner Keenan advised the board that the audit of our financial records is all done and filed with the State. The issues that they wrote that we proved contrary were removed from the report. Commissioner Keenan stated that the auditors felt that our credit card usage was an issue. Our response was that the district would take necessary steps to formalize our policy. They did recognize that we have an informal policy, which is a huge admission. There was a couple of bank transfers that they thought could be more user friendly using Quick Books. We will take their recommendation and they said they would let us know how to do that. There was one occasion that we did not accept the lowest bidder and we did not document the reason. Upon reviewing the bids, the lowest bidder's proposal was vague and incomplete. But we should have documented that. And the last issue was with the permissive referendum for the lights on the ladder truck. We published the legal notice for up to \$15,000 and we went \$735 over which we should have charged to a different line item. Commissioner Keenan was happy with the final results and as a reminder, we will be putting out RFP's for auditors at the August meeting.

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Webpage updates: Secretary Keenan contacted Tony D to assign e-mail addresses for all firefighters. He said once he had the names, he can set them up in a day. Commissioner Keenan suggested firstname.lastname@coldenhamfd.org. He also recommended that addresses be established for all the commissioners, the secretary, the treasurer and all the chiefs. Chief Hunt agreed and added all the civil and firematic officers and anyone doing official business for the fire company...i.e. the Chief Engineer and EMS officer.

EVOC: Commissioner Keenan said that it looks like this will happen in the fall after the County parade.

Printer: Commissioner Keenan replaced the printer and in the meantime, the old printer was fixed. He thought we could relocate the printer to the Chief's office as his printer doesn't work too well. A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to relocate the older printer/copier to the Chief's office. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Tax Abatements: The property at 169 Stone Castle Road is owned by Miller Environmental and they are under Shelter Island. Commissioner Grecco said that the town is fighting those listed especially Sleepy Hollow because it has been too many years.

Ongoing & Upcoming Projects

Office and Files Room Renovation: Commissioner Keenan stated that Mary, Linda and he met to work on the files room. We started, but with the air conditioning not working well, we didn't stay too long.

Doors, Keys & Locks: Commissioner Keenan said that Ashcraft is having problems matching things. We need him to give us a price to replace everything so we can compare it to the price we got from Liberty.

Life Insurance for Active Firefighters: Commissioner Keenan needs to get new quotes using the list of those who qualify for LOSAP.

Surplus Equipment: Commissioner Keenan advised the board that this will be an ongoing item. Once we establish surplus items, we can either offer them for sale or donate them as we go.

SCBA Replacement: Commissioner Grecco read in the paper that Mt Hope got an AFG grant and used a grant writer. They got over \$100,000 and she was wondering if it would be worth it for us to use a grant writer. She said they were about \$2500. Chief Hunt and Commissioner Keenan said that you really don't need a grant writer anymore as the application is all done on-line. We just have to wait for the grant window to open, usually in the fall and spring. Chief Hunt said that we have all the information ready to input when the time comes.

Outside Sign Replacement: Commissioner Keenan stated that if the board wanted to pay

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for the entire project this year, the only way would be through the capital reserve for building maintenance and repair. Commissioner Keenan also stated that there might be money left over at the end of the year. He also stated that we will have to adjust our 2016 budget to include the additional \$6000 from the sale of the Chief's vehicle. At this time, the board is not able to entirely fund the sign replacement. They support the sign replacement but cannot commit to its replacement at this time. Chief Hunt advised the board that the SAFER grants should open following the AFG grants, possibly in the winter.

Blacktop resurfacing/replacement: Commissioner Decker submitted specs for Black Top Resurfacing. A few minor corrections were made. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Cameron to place the legal notice for Black Top Resurfacing in the Times Herald Record. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried. The secretary will publish the legal notice in the Times Herald Record to accept sealed bids no later than 7 PM on August 8, 2016. Point of contact for the specs will be Commissioner Decker.

Station Structural Repair: Nothing new at this time.

Fire Equipment Inventory: Nothing new at this time.

First Student: Commissioner Decker called and spoke to a gentleman at First Student. He said that he was under the impression that they got permission from someone (not sure if company or district). He strongly recommends writing a letter to First Student, Attention: Director of Safety and telling them that we do not want the Firehouse used as a bus stop to continue.

New Business

Exterminator: Commissioner Keenan advised the board that Commissioner Grecco called Erlich. They came out and gave two proposals, one for the birds and one for the mice. Commissioner Keenan signed the contracts and we haven't heard from them since. Commissioner Grecco will call them tomorrow.

Paint Radio Room and Kitchen: Commissioner Grecco got a price for painting the radio room, kitchen and fixing the ladies closet at a cost of \$4250.00. She thought that price was high and will contact him. Commissioner Keenan suggested getting a price for just the painting and a separate quote for fixing the ladies' closet.

New Wall in Hall: Secretary Keenan suggested that we paint the new wall with chalkboard paint so it can be used instead of the old chalkboard on wheels.

Air Conditioner Issue: Classic Plumbing gave us 4 different options ranging in price from \$2700 to \$6500. After some explanation and discussion, Commissioner Jacobowitz made a motion to select option 2 (Comfort System Premier Option) at a cost of \$5500. Commissioner Decker seconded the motion. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

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Budget Workshop: Commissioner Keenan would like to have the budget workshop on August 15, 2016. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to have a dinner workshop to make the 2017 budget at 6:00 PM on August 15, 2016. The secretary will place the legal notice in the Wallkill Valley Times. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Vacuum: Commissioner Keenan brought prices for the Shark Navigator Deluxe Bagless Upright Vacuum. Prices are as follows: Lowe's \$129.99, The Home Depot \$135.08, Staples \$149.99, Sears \$165.94 and Office Depot \$186.99. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to purchase the Shark Navigator Deluxe Bagless Upright Vacuum from Lowe's for \$129.99. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Snow Plowing and Sand/Salting Specs: Commissioner Decker submitted specs for the Snow plowing and sand/salting season. A motion was made by Commissioner Grecco and seconded by Commissioner Cameron to have the legal notice placed in the Times Herald Record for the Snow plowing and sand/salting season for 2016 to 2017. Sealed bids must be received by 7 PM on August 8, 2016. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried. The secretary will have the legal notice published.

Fire House Expo: Fire House Expo will be held in Nashville on October 18 to 22. Accommodations are \$199 per night for a total of \$1200. Registration fees before August 1 are \$355 per person for the three-day conference for a total of \$1420. It includes the show floor and all training. Food for 4 people at \$59 a day for \$956. They will also need to purchase gas for the trip out there. A motion was made by Commissioner Grecco and seconded by Commissioner Decker to spend approximately \$5,000 to allow 4 members to attend the Fire House Expo in Nashville from October 18 to 22. (Chief Hunt, 2nd Assistant Chief Keenan, Commissioner Keenan and Commissioner Cameron.) Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

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: 1 - Asst. Chief Gasperetti on 204
- 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

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- Status switch: 0
- Members suspended: 0
- Members resigned: 0

Further Information from the Chief

- Chief Hunt thanked the board for approving the Nashville conference.
- Chief Hunt would like to purchase 6 sets of gear at a cost of \$3716.53 for a total of \$22,299.18. He also mentioned that the state contract will expire at the end of the year so expect a significant increase. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to approve the purchase of 6 sets of gear at a cost of \$22,299.18. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.
- Chief Hunt advised he board that 203 is being taken out of service and going down to Ruscon. The valves that they fixed last year are leaking, the low voltage alarm still goes off when you start the truck and the clutch on the air conditioning is seized.
- Chief Hunt would like to buy 6 pulse ox meters at a cost of \$19.99 each for a total of \$120.00. A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to allow the purchase of 6 pulse ox meters for a total of \$120. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.
- Chief Hunt advised the board that people are showing up at the firehouse to play Pokémon Go. He asked everyone to be very careful when entering the fire house parking areas. Commissioner Keenan will call our attorney to see what we can do.
- Chief Hunt advised the board that he did get the price for bail out training, but before moving ahead with it, he wanted clarification. Commissioner Cameron said that during the Chief's show, Eileen Franco said that members need to be trained and need to know how, but to not do the jump. There are more injuries with the jumping out than without it. Commissioner Keenan suggested that the Chief make a list of pros and cons to each system and then decide what we want to use. We are still waiting on a letter from the state as to their position.

Further Information from the Commissioners

Protective Clothing: Commissioner Decker reminded everyone that any protective clothing or equipment not provided by the district must be approved by the Chief to ensure our standards are met.

Information from the Treasurer/Secretary

- Treasurer Miller advised the board that we received the 2% fire tax in the amount of \$8136.52. She wrote the Benevolent a check for the same.
- Treasurer Miller would like to transfer \$60,000 from the money market to the general fund checking. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to transfer \$60,000 from the money market to the general fund checking account to cover building repairs. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

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Approved Expenditures

Vacuum cleaner	\$	129.99
6 sets of gear		22,299.18
6 Pulse Ox Meters		120.00
Fire House Expo in Nashville		approx. 5000.00

Public Discussion

None

Bills Signed

Commissioner Decker made a motion to pay bills if found correct, seconded by Commissioner Jacobowitz. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

Budget to Actual Report

Commissioner Keenan acknowledged receipt of the Budget to Actual Report and it was reviewed.

Adjournment

Since all regular business was completed, Commissioner Cameron moved to adjourn the meeting seconded by Commissioner Jacobowitz. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

Respectfully submitted,

Mary E. Keenan
Secretary