

Coldenham Fire District
Board of Fire Commissioners
June 6, 2016

Call to Order

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on June 6, 2016 at the Coldenham Fire House. Commissioner Keenan called the meeting to order with the pledge to the flag.

Roll Call

Commissioners present: Joe Keenan, Anita Grecco, Warren Decker and Rickey Cameron. Wayne Jacobowitz was absent

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)

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 May 9, 2016 and accept them as written. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Communications

- We received a letter from KeyBank regarding our account ending in 2778.
- We received a letter from Orange County Board of Elections to remind us that the Fire House Hall will be used for the Federal Primary Election on June 28, 2016. Commissioner Grecco is the point of contact.
- Commissioner Keenan stated that we received the auto pays to Comerica, but not the monthly LOSAP investment statement from RBC Wealth Management.
- We received a letter from Orange County Trust Company that the Coldenham Fire District Land Acquisition Serial Bond – 2006 has been paid in full on May 13, 2016. The bond stamped “Paid” was also included.

Hall Requests

- Colleen Schneider on July 24 from 11 AM to 4 PM for a birthday party.

A motion was made by Commissioner Decker and seconded by Commissioner Cameron to approve the request from Colleen Schneider to use the hall on July 24 from 11 AM to 4 PM for a birthday party. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Public Discussion

None

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Committee Reports

Safety Committee: Commissioner Cameron advised the board that there was nothing to report on safety at this time, but he will probably have a committee meeting in July.

Mack Restoration Committee: Commissioner Keenan advised the board that he smelled gas all the way to the Town of Newburg Memorial Day Parade. The carburetor was leaking gas. He also noticed that some of the spark plugs were corroded and didn't know how anyone would be able to get them off. Our apparatus engineer, Mike Keenan Sr. will take a look at it and we will try to take it somewhere to get estimates so it can be fixed before the county parade.

Monthly Building Issues: The kitchen is done. While he was here, Commissioner Grecco had him look at the ladies closet. That room was never finished off. She also wants to finish painting the kitchen and the radio room. The Chief would like the radio room painted the same color as our meeting room. She will get an estimate from Ken about these projects. The ladies room door is fixed. She also wants the floors in the bathrooms scrubbed. Commissioner Keenan stated that he was going to bring the floors up under new business. Commissioner Keenan advised the board that we are overrun with mice and birds. We need to get an exterminator. Commissioner Grecco will call Erlich. Chief Hunt also advised the board that the sink is not connected to the vanity in the upstairs bathroom.

Truck 205 Replacement Committee: Commissioner Decker expressed concerns about changing the direction of replacing Engine 204 to Truck 205. Commissioner Keenan advised the board that it was first broached to the truck committee and they weren't totally convinced to make the switch for about two months. He advised the board that Truck 205 was originally set for replacement, but the direction was changed by a previous board. Reasons for the switch were again mentioned. Discussion ensued. The next committee meeting will probably be in July.

Old Business

Physicals: Commissioner Cameron advised the board that all physicals are completed. Dr. Basri was unable to attend tonight's meeting due to a previous commitment, but will be here at 7:00 PM to discuss our concerns. Secretary Keenan will place a legal notice in the Wallkill Valley Times for the special meeting on July 11 at 7 PM. Commissioner Decker expressed his disappointment with our current provider.

Driver Qualification/Active Duty Criteria: Commissioner Keenan advised the board that Chief Hunt, Commissioner Cameron and Commissioner Keenan tried the demo from Target Solutions. They felt that it would cover all the district's and department's needs. The estimate that we had was for 50 people when in reality, we have about 64 firefighters. Commissioner Keenan will get better pricing for next month's meeting.

Fuel Audit: Chief Hunt said that the fuel audit was done for December 2015 to now, just

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needs to complete one for June 2015 to December 2015. Commissioner Decker was given two copies of the fuel purchase invoices so the report can be compiled.

Coldenham & Berea Road Intersection Issue: Commissioner Grecco spoke with Senator Larkin's office today. The office is waiting for a letter from the DOT. Senator Larkin was impressed with the letter we submitted for the SCBA equipment. His thoughts were that he could possibly give us half this year and half next year. Commissioner Grecco said that she would be ok with that. Commissioner Keenan advised the board that he spoke to the Scott Safety People while he was at Harrisburg. He asked them what would happen if we were only able to get half the money. The representative said that there were purchase programs available.

Command Vehicle Replacement: Commissioner Keenan advised the board that the vehicle is here, in service and paid for.

Annual Audit of Financial Records: Commissioner Keenan advised the board that he received the draft summary of the audit from Vanacore. He e-mailed it to all the commissioners, except Commissioner Grecco, who received a hard copy. He asked the board to read it and just be aware that the draft does not state specifics. For example, it says that we did not use the lowest bidder or document the reason. Commissioner Keenan stated that the reasons are documented in the minutes and what was the specific occasion they are referencing? Another said that the district spent from reserves more than was authorized by the referendum. Commissioner Keenan said that they didn't cite the specifics, what did we buy, what was it and how can we go back and check if we don't know that information. Commissioner Keenan would like the board to submit any questions or comments so he can reply to their draft. He also noted that there have been a couple of occasions where he e-mailed information to them and they say they don't receive it. He's done that a couple of times and the last time they asked for information he brought it to the office and had them sign that they received it. He also spoke to Steve about our issues with the office receiving information from us. If we need to, Commissioner Keenan will ask to meet with one of the partners to get answers.

Webpage updates: Secretary Keenan will contact Tony D to ask about assigning e-mail addresses for all firefighters.

EVOC: Commissioner Keenan will call Charlie from Utica National to schedule an EVOC class.

Printer: Commissioner Keenan has talked to the authorized service person at Williams Business Machines. It has been there 5 weeks. He told the guy to keep the printer or throw it away and we are not paying a dime for it. The representative asked Commissioner Keenan to give him another week. Commissioner Keenan said it will be a week on Friday. Commissioner Decker made a motion, seconded by Commissioner Cameron to allow Commissioner Keenan to purchase a replacement printer at a cost not to exceed \$750 if we

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do not get the other printer back by Friday. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

RFP's for Electrician and Plumber: We only received one electrical proposal. It was from Harry F Rotolo & Sons Inc. The board reviewed the proposal. A motion was made by Commissioner Cameron and seconded by Commissioner Grecco to accept the proposal from Harry F Rotolo & Sons Inc. for a one-year contract effective June 8, 2016 to June 7, 2017. The 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.

We received only one plumbing proposal from Classic Plumbing & Heating. The board reviewed the proposal. A motion was made by Commissioner Cameron and seconded by Commissioner Keenan to accept the proposal from Classic Plumbing & Heating for a one-year contract effective June 8, 2016 to June 7, 2017. The secretary polled the board: Commissioner Keenan – yes, Commissioner Grecco – yes, Commissioner Cameron – yes and Commissioner Decker – yes. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Ongoing & Upcoming Projects

Office and Files Room Renovation: Commissioner Keenan would like to meet with the Secretary and Treasurer to set up the files during the week of June 27.

Doors, Keys & Locks: Commissioner Keenan and Commissioner Grecco met with Ashcraft's hardware representative and Ashcraft's key representative about fixing what's broke and re-pinning what needs to be re-pinned. They walked through the building and wrote everything down. There is still some hardware that can be cannibalized for interior doors. We are waiting for a price. Ashcraft also does doors. We have two doors that need to be replaced. He asked for the door price to be a separate proposal from the keys and locks.

Life Insurance for Active Firefighters: Commissioner Keenan suggested that if you qualify for LOSAP, you would be qualified for life insurance. The rest of the board agreed.

Surplus Equipment: Commissioner Keenan advised the board that all items that were on the surplus list can be taken. Left over items can be donated to Habitat for Humanity.

Outside Sign Replacement: Commissioner Decker spoke for Chuck Bissinger. He said that the committee stated that the electric has to be run to the sign before anything else can be done and who will be responsible for that. He also said that the cost must be decided on before we go ahead with the sign purchase. What will the split be? Do we have a number in mind? When can the new sign be installed? The committee asked if the company pays for the sign, will the district repay them? Dan Dempsey has agreed to donate whatever pipe is needed. Romar is willing to do the welding for the cost of the

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materials and the carpenters' union will do the roof at no charge, other than the cost of the material. The guy from the local said if you go to Home Depot, they will in all probability make a donation with the submittal of a letter from the committee. The cost of the sign is \$22,384.00 with an additional \$350.00 for the engineer's stamp & seal evaluation drawing for the 6' above grade. The committee is also waiting for John Pennings to write a grant to IBM. The quote for the proposed sign purchase is attached. Some discussion ensued. One suggested was that the district and company split 80% of the cost and the ladies and benevolent chip in the other 20%. Commissioner Decker said he will bring this information to the company meeting tomorrow night.

Blacktop resurfacing/replacement: Commissioner Decker will contact Ralph DiMartino to see if he can come up with specs for the blacktop resurfacing/replacement.

Station Structural Repair: Nothing new at this time. Commissioner Decker has a name and Commissioner Keenan would like to meet with them at their convenience.

Equipment Inventory: Nothing new at this time.

New Business

2008 Ford Expedition for surplus: Commissioner Keenan asked for a resolution to declare the 2008 Ford Expedition as surplus equipment and put a legal notice in the Times Herald Record for bids to be opened at the July 11, 2016 meeting. Commissioner Decker made a resolution to declare the 2008 Ford Expedition as surplus equipment and request sealed bids to be opened at the July 11, 2016 meeting. Commissioner Cameron seconded the resolution. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Resolution carried.

Broken Fridge in the Ready Room: Commissioner Keenan advised the board that the fridge is broken in the unit in the ready room. He has priced the units and they are about \$1300. The board is aware of the problem and they are working on it.

Chaplains Requested Meeting: Commissioner Keenan advised the board that the Chaplains would like to meet with the district, chief and president to discuss things from the state chaplains conference. Commissioner Keenan asked Chief Hunt to get with President Aigner and pick a day (preferably a Wednesday) and let Commissioners Keenan and Cameron know so they can attend also.

Vacuum: Commissioner Keenan would like permission to purchase a vacuum. He will bring prices to the next meeting.

Buffer: Commissioner Keenan would like to look into purchasing a small buffer. He will bring prices to the next meeting.

Town of Montgomery: Commissioner Grecco brought to the board's attention a letter addressed to the Town of Montgomery Fire Districts written by Dennis R Ketcham of the

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Office of the Assessor for the Town of Montgomery. He advised that there is a possibility of potential liability for outstanding certiorari (real property lawsuit) cases for our District. The bottom line is that our district could owe the town of Montgomery \$32,803.53 if the town were to suffer a 100% loss of all their cases in our district. (Letter and printout attached.)

Chief's Report

Membership

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

Further Information from the Chief

- Chief Hunt will bring the six wheeler to get looked at some time this month.
- Chief Hunt advised the board that they will be going to the training center on the night of June 14 and an Active Shooter Drill in Walden on June 30.
- Chief Hunt has another meeting with Polich Artworks on June 14 at 11:00 AM to show them where they can install the Knox box.
- Chief Hunt will have prices for Firehouse Expo in Nashville TN by next month's meeting.
- Chief Hunt advised the board that the green Safety Officer helmet for Pete Cunningham is ordered.
- Chief Hunt advised the board that Commissioner Cameron got a quote from Matt Thorpe for pagers. The pagers that they are looking at are made by Unication at a cost of \$449 each and an additional \$79 for a three-year warranty. In addition, we will receive \$100 credit for each Minator 5 that we turn in.
- Chief Hunt advised the board that an emergency purchase of two roof saws was made for a total of \$4124.00. One saw was broken and the other one just died and neither was worth the cost to fix.
- Chief Hunt would like to send 208 to Lake George for the Hudson Valley Parade on June 18. The truck will travel up the morning of and return after the parade. A motion was made by Commissioner Decker and seconded by Commissioner Grecco to allow Rescue 208 to go up to Lake George for the Hudson Valley Parade on June 18th and return the same day. Unanimous approval (4 ayes, 0 nays) was received by

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those in attendance. Motion carried.

- Chief Hunt advised the board that he received the quote from Reliant Hose Testing for the annual hose testing. The cost is \$2678.75. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to approve the annual host testing to be done by Reliant Hose Testing at a cost of \$2678.75. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried. Chief Hunt will schedule it.
- Chief Hunt is unhappy with the service we have been getting from Quality. He would like to try another place for service. He will take 2nd Assistant Chief Keenan’s car to Vinny DiMartino and see how the service is there.

Further Information from the Commissioners

Bail out training: Commissioner Decker asked about bail out training. Chief Hunt said that he got the numbers from AAA, he is waiting for a date.

Information from the Treasurer/Secretary

- Treasurer Miller advised the board that we received the worker’s comp bill in the amount of \$22,553.52 for the firefighters and \$844.09 for the paid employees.
- Treasurer Miller would like to transfer \$50,000 from the money market to the general savings. A motion was made by Commissioner Decker and seconded by Commissioner Grecco to transfer \$50,000 from the money market to the general savings account. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.
- Treasurer Miller advised the board that there was a credit and debit to our checking account which could mean that the fire tax will be deposited shortly.

Approved Expenditures

Replace printer	\$	750.00
Reliant Host Testing		2628.75
5 Pagers plus 3-yr warranty		2640.00
2 Roof Saws (Emergency Purchase)		4124.00

Public Discussion

None

Bills Signed

Commissioner Decker made a motion to pay bills if found correct, seconded by Commissioner Cameron. Unanimous approval (4 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.

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Adjournment

Since all regular business was completed, Commissioner Decker moved to adjourn the meeting seconded by Commissioner Cameron. Unanimous approval (4 ayes, 0 nays) by those in attendance was received. Motion carried.

Respectfully submitted,

Mary E. Keenan
Secretary