

Coldenham Fire District
Board of Fire Commissioners
March 7, 2016

Call to Order

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on March 7, 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, Wayne Jacobowitz and Rickey Cameron.

Also present: Mary Keenan, Secretary
Linda Miller, Treasurer
Matt Hunt, Chief
Barbara Gasperetti, 1st Assistant Chief

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 February 8, 2016 and accept them as written. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Communications

- We received a letter from the Orange County Board of Elections advising us when they will need the hall. They are as follows: April 19 for the Primary, June 28 for the Federal Primary, September 13 for the State and Local Primary and November 8 for the General Election. Commissioner Grecco will remain the point of contact for the board of elections.
- Commissioner Keenan stated that RBC Wealth Management sent notification of the auto pays to Comerica, but the monthly LOSAP investment statement was not received.
- Commissioner Keenan advised the board that we received a letter from RBC Wealth Management that they are changing one of our funds on March 21 because it is no longer available due to the changing market.
- A letter was received from St Regis Falls stating that they received used turn out gear and they understand the gear has been taken out of service. They will not be putting it back in service and they release the Coldenham Fire District of any responsibility. A copy will be made for the Chief.
- We received a letter from the Pine Bush Women's Softball asking permission to use the rear and/or back parking lot, and/or field for softball practice with about 15 women. They acknowledge that if anyone gets hurt or injured, it would be their responsibility and not that of the Coldenham Fire Company, Department or District. Also, they acknowledge that if any damage should occur, it would be their responsibility. Point of contact is Katelyn Gasperetti, Manager/Coach of the Fireballers.
- Commissioner Grecco advised the board that we received a letter from Bob and Fran

Coldenham Fire District
Board of Fire Commissioners
March 7, 2016

Joy with a \$100 check as a donation to the Coldenham Fire District for the use of the hall. A thank you note will be sent.

Hall Requests

- Jeremy Bissinger on May 3, 2016 from 7 AM to 3:30 PM for a NY State Safety Meeting.
- Michael Keenan on February 20, 2017 from 6 PM to 10 PM for the Orange County Fire Chiefs Association Meeting.
- Michael Keenan on March 16, 2016 from 6 PM to 9 PM for the VC Wrestling Club Dinner

A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to approve the above requests for use of the hall. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Public Discussion

Mike Keenan Sr asked if we could possibly change the message on the answering machine to state that we do not rent our social hall. He knows the access code for the general and Chief's mailbox. Commissioner Keenan knows the access code for the District mailbox. Commissioner Keenan will take care of it.

Committee Reports

Safety Committee: Commissioner Cameron advised the board that there was nothing to report on safety at this time.

Mack Restoration Committee: Commissioner Keenan advised the board that there was nothing to report at this time.

Building Repair Committee: Commissioner Keenan advised the board that the boiler is due for maintenance and the heater over the table in the bays needs to be looked at because it is vibrating. Commissioner Grecco will get these looked at.

Engine 204 Replacement: Commissioner Keenan advised the board that the committee met with KME on February 17. Designs were discussed with additional ideas were brought up. He would like to meet with Seagraves. After that, he would like to get all the vendors here to show us there apparatus.

Old Business

Physicals: Commissioner Cameron advised the board that 35 members have completed their physicals. There are about 23 left to go. The next date is Sunday, April 3. They request at least 10 people at a time. He advised the board that there were some concerns that were addressed with Dr. Basri and hopefully they are resolved and we can move forward. Commissioner Keenan asked if Commissioner Cameron can have a list of members still needing physicals at our April meeting so the secretary can send out the appropriate letters. He didn't think that would be a problem. Commissioner Decker asked

Coldenham Fire District
Board of Fire Commissioners
March 7, 2016

if Commissioner Cameron could request a copy of Dr Basri's policy and procedures on the issue that he brought up.

Driver Qualification/Active Duty Criteria: The Board met on February 21 for another workshop. Commissioner Keenan would like to make copies of the most recent draft to give to members to see if they have any constructive feedback. He has already talked to Chief Hunt about handing them out when they meet. Commissioner Keenan would like to schedule a workshop in April to give the membership a month to reply and voice any concerns. It was decided that a workshop will be held on April 17, 2016 at 10:00 AM to finalize.

LOSAP/Service Awards: Commissioner Keenan stated that the report has been posted for the required time and no one came forward to question their points. After the meeting, we will sign off on the report and put it in the mail.

Fuel Audit: Commissioner Keenan has to meet with Commissioner Jacobowitz, Chief Hunt and Lt Wright to complete this project. Any new information should go to Commissioner Jacobowitz and Lt Wright.

Coldenham & Berea Road Intersection Issue: Commissioner Grecco met with Senator Larkin's office staff. She brought all the police reports. The office person said that being Coldenham Road is a County Road, she wasn't sure if Senator Larkin could do anything with the state. Commissioner Grecco told the office person that if he couldn't do anything, perhaps he get someone's ear at the county level. Commissioner Grecco said that she is going to take all the information to Mike Anagnostakis to see if he can get something done at the county level. She thought if there was a four way stop there and cut back some of the hill, it might help the situation. While at Senator Larkin's office, she asked about grants and anything else that could help us with replacing the Scott packs. She said that we should start the process now. She said to put all requests on your own letterhead, explain what your needs are and the approximate cost. Also include the contact name and phone number and send it to the person on the paper. This information is for state grants. She will give the information to Chief Hunt.

Command Vehicle Replacement: Commissioner Keenan advised the board that the vehicle has been ordered.

Annual Audit of Financial Records: Treasurer Miller hasn't heard anything yet.

Review assignments from Reorg meeting (budget committee): This was clarified last month that the budget was the whole boards' responsibility.

Research fuel contracts: Commissioner Keenan had nothing to report. Commissioner Grecco stated that the Village of Walden gets their fuel from the Town of Montgomery. Dan Dempsey was in attendance and she asked him how the Village of Walden gets their fuel from the Town of Montgomery. He answered that he wasn't aware that they did and he

Coldenham Fire District
Board of Fire Commissioners
March 7, 2016

would look into it.

Lawn & Grounds Maintenance: Commissioner Decker will touch base with our current company. We have the option to extend last year's contract for one year with no more than a 5% increase.

Webpage updates: Each department needs to check the website and inform the secretary of changes that need to be made. Include updated pictures so I can send them with the information.

270 Upgrades: Chief Hunt advised the board that the back rack has been mounted on the truck. The lights have arrived and the truck is going to DiMartino Motorsports to do the wiring for the back rack and the traffic advisor at a cost of about \$500. It is then going to Scottie's Signs to put the same thing that was on there before the accident in addition to the chevron on the back bumper.

Fire District Boundary Signs: Commissioner Cameron advised the board that we are very low on these signs and he recommends purchasing 10 at a cost of \$55 each plus shipping. A motion was made by Commissioner Grecco and seconded by Commissioner Decker to purchase 10 signs at a cost of \$55 each plus shipping. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

2016 Requests for Proposal: Commissioner Keenan has the RFP's from last year for Electrical, Plumbing and Light Construction. He feels that as a courtesy, we should let our current contract holders know that we will be doing an RFP. He also recommends that we do an RFP for Electric and for Plumbing. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Cameron to advertise a Request for Proposal for Electrical Repair and Services and a Plumbing Repair and Services to be received by 7:30 on May 9 at the Coldenham Firehouse. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Ongoing & Upcoming Projects

Office and Files Room Renovation: Commissioner Keenan thanked the Secretary and Treasurer for their help with the room and financing. He also thanked Commissioner Cameron for being at the Firehouse when everything was delivered. Everything ordered was received except the safe which is backordered. The order came in under budget because we got the safe for about half of the budget amount. The room is coming along. We've boxed up records on one side of the room and file cabinets on the other. The next step will be to look everything and decide if it needs to be filed or thrown away. Commissioner Keenan also hung a new light so it is very well lit now.

Doors, Keys & Locks: Commissioner Jacobowitz has nothing new to report. Commissioner Grecco advised the board that the door that goes from the social hall to the hallway has issues. Commissioner Keenan also the ladies' room door has issues also. Commissioner Jacobowitz will try to get a door guy here.

Coldenham Fire District
Board of Fire Commissioners
March 7, 2016

Life Insurance for Active Firefighters: This is ongoing and as soon as we can adopt the Active Firefighter Criteria we can move ahead.

Surplus Equipment: Commissioner Keenan stated that we got a list of firefighting equipment that is in the back barn. The Chief will need to declare what he doesn't want. Commissioner Keenan tasked the President to do the same.

Outside Sign Replacement: Commissioner Decker advised the board that they had a meeting the other day and invited Chuck Bissinger to talk about this project. Chuck spoke extensively and submitted four different quotes ranging from \$16,426.00 to \$26,264.00 just for the sign. Quotes are attached. Discussion ensued. One idea was to split the cost between the four entities in the firehouse. Chuck mentioned a few people that would give him a good price for things that we need. He also reminded everyone that we want to blacktop, so we have to prepare that area so we don't have to rip up blacktop that was just put down. More information will follow next month. The committee consists of: Chuck Bissinger and Walt Miller from the Fire Company, Warren Decker from the Fire District, John Pennings from the Benevolent and Kathy Gasperetti and Dale Cruver from the Ladies.

Blacktop resurfacing/replacement: Commissioner Keenan stated that we have to have drains cut to the drain basins so the rain and ice doesn't form on the blacktop coming off the roof. We need to think of the bigger picture to make sure we don't do any projects twice. Commissioner Keenan said that Commissioner Jacobowitz and Commissioner Decker should begin by contacting Ralph DiMartino as a starting point.

Station Structural Repair: Commissioner Jacobowitz will try to find someone to work this project. Commissioner Decker said that he might have a name if Commissioner Jacobowitz can't find someone.

Replacement of SCBA bottles and Equipment: Commissioner Keenan gave the information that Commissioner Grecco received from Senator Larkin's staff to Chief Hunt concerning state grants. He also said that the SAFER grants are due by March 22. Chief Hunt advised the board that we could not go for a SAFER grant. That is the grant geared toward hiring and recruitment. He said that we need to submit our grant in the fall for an Assistance to Fire Grant. Commissioner Keenan stated that he was told that we could possibly go for a safer grant for the sign. Chief Hunt said that we could say the sign is for recruitment.

Internal Electronic Bulletin Board: Commissioner Keenan advised the board that the internal electronic bulletin board is up and operational. If anyone has additions, suggestions, comments please contact Commissioner Keenan. He would like to add phone numbers but wanted to get permission from those affected first.

Equipment Inventory: Commissioner Keenan asked if anyone had any ideas on ways to get the equipment inventory done. He said that in years past, each officer was assigned a

Coldenham Fire District
 Board of Fire Commissioners
 March 7, 2016

truck and they were responsible for everything on that truck. And that would include an equipment inventory. He told the Chief that it would be his decision to implement this. Chief Hunt said that they could do it; he just wanted to complete some other work first. Commissioner Keenan said we could start with the trucks, we already have the SCBA, the gear and then we have all the miscellaneous stuff that needs to be inventoried. This would include the pumps out back, the hose, the hazmat trailer and everything on it. Andy Garofalo said that he did find an old inventory list from 2008, but it is on Microsoft Works and he didn't know if it was compatible to what the district had. He will give the district what he has. Commissioner Keenan also suggested that when the officers go into the Firehouse Software, just print out a sample page that they use for inventory so we can view it.

New Business

Pine Bush Women's Softball: A motion was made by Commissioner Decker and seconded by Commissioner Grecco to allow the Pine Bush Women's Softball to use the parking lots and fields as they have in the past. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

EVOC: Commissioner Keenan will call Utica National to schedule the EVOC training. Commissioner Decker voiced concerns about the trainer from last year. He was not very animated. Commissioner Decker asked if we could do it ourselves. Commissioner Keenan said we could if we had a program covering all the parameters covered by EVOC, but we do not. He also stated that our insurance company does it for no fee. Commissioner Decker suggested contacting Greg Pieri, who is in charge of the Police Academy and find out who they use for EVOC training. Commissioner Cameron also suggested someone who trains through VHIS, but they would charge. Commissioner Keenan will call Utica National to see what they say and Commissioner Decker will call Greg Pieri to see who they use and the cost.

Chief's Report

Membership

- New members: 1 Stephen Welch, Active Member
- Qualified drivers: 1 Mike Pflieger
- New Drivers Requested: 0
- Drivers dropped: 0 (1 driver was removed from driving list due to no EVOC)
 1 member was given a disciplinary letter for speeding to fire calls.
 It has been handled and resolved.
- Physicals: On going
- Members passing probation: 0
- Members reinstated: 0
- Members dropped: 0
- Social Members dropped: 0
- Status switch: 1 Brandon Wright from Active to Social
- Members suspended: 0
- Members resigned: 0

Coldenham Fire District
 Board of Fire Commissioners
 March 7, 2016

Commissioner Cameron spoke to President Aigner who asked if the board could design a form that the Board of Directors could give to new members to clarify which physical they were there to get administered i.e. pre-employment or full physical. Commissioner Decker said that he has a form that with a little tweaking can be used for this purpose. Commissioner Cameron will bring it to the next meeting to be reviewed and passed on to the President.

Further Information from the Chief

- Chief Hunt spoke to Polaris. The six-wheeler will be serviced this month when all necessary items are in. Polaris will call when everything is received so it can be taken there for the service.
- Chief Hunt advised the board that the Paratech equipment will be shipped this week, the gear is shipping of the 25th and Fire Police gear will be issued starting tomorrow night.
- Chief Hunt contacted regarding the annual service for the aerial. They will get back to us at least two weeks beforehand for a date.
- Chief Hunt advised the board that AAA is still working on a Bail Out price for us and availability.
- Chief Hunt advised the board 2nd Asst Chief Keenan got a new uniform.
- Chief Hunt requested the use of the meeting room for a Battalion II meeting on March 15. He will make sure it is cleaned up and the door locked. The board said that would be fine.
- Chief Hunt advised the board that the Speedy Dry that used to be in the back barn is gone. He would like up to \$500 to purchase some to replace it. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to approve the purchase Speedy Dry at a cost not to exceed \$500. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.
- Chief Hunt would now like to purchase the 3 I-Pad mounts at a cost of \$680. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to approve the purchase of three I-Pad mounts at a cost of \$680. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.
- Chief Hunt advised the board that the dryer is shot. He got quotes from Lowe's, Home Depot and Best Buy and would like to request \$638 to purchase it from Lowe's. Home Depot's quote was for \$719 and Best Buy's quote was for \$649.99. A motion was made by Commissioner Decker and seconded by Commissioner Grecco to approve the purchase of a commercial dryer from Lowe's at a cost of \$638. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.
- Chief Hunt thanked the board for approving the purchase of the medical supplies. He advised that all was received and we are well stocked.
- Chief Hunt advised the board that the O2 hydros are almost finished. Maybe 1 or 2 left.
- Chief Hunt would like permission to purchase food for a mutual aid drill on March 20

Coldenham Fire District
Board of Fire Commissioners
March 7, 2016

at a cost not to exceed \$500. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Cameron to approve the purchase of food for the drill at a cost not to exceed \$500. There was some discussion about having a statement notarized. Chief Hunt said that if he doesn't get it notarized by tomorrow night, he will hold a different drill. He will make sure he has the notarized statement by the time they go to the live burn.

- Chief Hunt thanked the board for the filing cabinets.

Further Information from the Commissioners

Commissioner Decker impressed that the meeting room needs to be locked when not in use. It is not a social meeting place. Chief Hunt advised the board that when we unlock the door from the outside, you must relock the door on the inside when you leave.

Information from the Treasurer/Secretary

- Treasurer Miller advised the board that we received the remainder of the Town of Newburgh Tax check in the amount of \$152038.66. When adding the previous amount submitted to us of \$7601.33 the total comes to \$228057.99 which is \$46999.01 short of our budgeted amount for the year. She is going to ask Ron Clum if they would have subtracted out the tax abatements. She will let us know next month.
- Treasurer Miller advised the board that we received the Town of Montgomery Tax check in the amount of \$357168.86. The budget was for \$310170.00 which is over by \$46998.86.
- Treasurer Miller needs to transfer \$325000 from the general checking to the money market account and \$100000.00 from the general checking to the Chase account.
- Treasurer Miller advised the board that we have the bill from Rose & Kiernan for our insurance in the amount of \$49430.45. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to make the above transfers. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.
- Treasurer Miller advised the board that she ordered the three tablets at a cost of \$989.97 and the Life Proof cases to go with them at a cost of \$329.97. We returned the outer boxes so we should see a credit for them on the Verizon bill.
- Treasurer Miller advised the board that the LOSAP bill is for \$85000. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Grecco to pay the LOSAP bill of \$85000 once the PILOT money is received. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Approved Expenditures

Boundary Signs	\$550.00 plus shipping
Speedy Dry	500.00
I-Pad Mounts	680.00
Dryer	638.00
Mutual Aid Drill	500.00

Coldenham Fire District
Board of Fire Commissioners
March 7, 2016

Rose & Kiernan (insurance)	\$49430.45
LOSAP fund	85000.00

Public Discussion

Chuck Bissinger showed the board how a red sign would look with regard to the new sign board. Commissioner Keenan prefers color.

Bills Signed

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

Respectfully submitted,

Mary E. Keenan
Secretary