

Coldenham Fire District
Board of Fire Commissioners
October 10, 2016

Call to Order

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on October 10, 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 September 12, 2016 and special meeting minutes of September 19, 2016 and accept them as written. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Communications

Bids for Blacktop Repair and Improvement

- We received two bids from Belly Flop Industries Ltd. The first bid is for the project exactly as specified. Their bid is \$21,870.00. In addition, a \$25 Application Fee and a \$1,250 Cash Bond would need to be paid if the project is completed as specified to attach the drainage to the existing Orange County DPW drainage culvert. The Coldenham Fire District would also have to secure Engineering plans by a Licensed Engineer showing the proposed drainage and connections to county catch basins and/or culvert pipes. Belly Flop Industries Ltd second bid covers installing drainage, conduit, and appropriate compacted covering and asphalt, as per bid specifications with alteration to paragraphs 1 and 2 of page 3 and 4. (See official minutes)
- We received bids from DiMartino Paving. For Part I - Drainage and conduit trenching the bid is \$20,000. For Part II - Black Top Repair the bid is for \$6,200. For Part III – Sealcoating and Re-striping the bid is for \$10,500. If we use DiMartino Paving for the entire three parts, the cost would be \$34,000.
- We received bids from Todd Lyons Paving. For Part I – Drainage and conduit trenching the bid is \$23,520. For Part II – Black Top Repair the bid is \$14,468. For Part III – Sealcoating and Re-striping the bid is for \$12,995.
- We received bids from Consorti Bros. For Part I – Drainage and conduit trenching the bid is \$48000. For Part II – Black Top Repair the bid is for \$10,500. For Part III – Sealcoating and Re-striping the bid is \$9,800.

Commissioner Keenan stated that this is a line on the agenda and we will discuss and award it at that time.

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Hall Requests

- Mike Keenan for the OC Fire Chiefs Association on October 16, 2017.
- Rickey Cameron for the Catskill Fire Cats on November 17, 2016.
- Ladies Auxiliary for the Tea Social on April 22, 2017.
- Theo Marino for a birthday party on October 15, 2016.

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

Public Discussion

Captain Kathy Gasperetti asked the board for permission to have wine at their closed meeting on December 20, 2016. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Cameron to approve the request to have wine at the Ladies Auxiliary meeting on December 20, 2016. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Committee Reports

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

Mack Restoration Committee: Commissioner Keenan reported that the Mack has a couple of issues. It has a leaky fuel pump and a leaky copper line between two hoses. Commissioner Keenan recommends that we try to fix the leaky fuel pump and then we might need to get estimates for the additional work. Tom Kaiser offered to look at it after the meeting.

Monthly Building Issues: Commissioner Keenan advised the board that Commissioner Jacobowitz looked at the men's room shower and confirmed that the odor is coming from the shower. He said it could be a rotted trap or plugged up. Commissioner Keenan felt that the shower was not a priority and suggested not using the shower and table this until next year. It was also suggested to either shut off the water to the shower or remove the knobs so the shower couldn't be used in error.

Truck 205 Replacement Committee: Commissioner Keenan advised the board that the contract is signed. Some changes were made that did not increase the cost: ie swapping out some of the lights, making a map box, where to mount some items, putting the NY hook pike pole style things on it, changing the 20 amps to 15 amps, twist locks, stripe it and put on the gold accent we wanted. Some things, like tool mounting, the SCBA breathing outlet on the turntable (\$1,820) and swapping out red for blue lights (\$750) will be billed to us through Campbell.

Commissioner Keenan advised the board that three bond bids were received and we are going with Key Bank at a rate of 1.28% on \$220,000 for five years. The first payment will be due at the latest September 2017. So, we met with our attorney and they got with Key

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Bank and another legal notice was published because the bond vote passed. A notice of estoppel was published. The bond cannot be signed before twenty calendar days of publication. The bond will be signed on the 24th of October.

Inspection of Truck: Spartan would like to have us inspect the truck at the end of October in South Dakota. After the truck leaves, it will go to Campbell for tool mounting, lettering and to swap out the lights. Chief Hunt submitted his equipment list for a total of \$19,283.61. (List attached to original minutes) A motion was made by Commissioner Decker and seconded by Commissioner Cameron to spend \$19,283.61 to purchase equipment needed. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Storage of Ladder Truck: Commissioner Jacobowitz advised the board that he has talked to Ray and Brandon Ozman about storing our ladder truck in their building. The building is alarmed and secure. They want \$500 a month and an available driver in case it needs to be moved. Commissioner Keenan advised the board that initially, both trucks will go to Campbell so they can see what we are keeping from the old truck to build the tool mounts for the new truck. While the building is going on, the existing truck will come back to the station and be in service. At some point in time, that truck will go out of service and the new truck will be brought into service and we don't have the room to have both trucks at the station. Commissioner Jacobowitz was just made aware that storage was available locally. He also said that the space is available from the Ozman's whenever we needed.

Old Business

Driver Qualification/Active Duty Criteria: Commissioner Keenan advised the board that Target Solutions is live. Everyone's user account is built. There were some issues to work out, so it was not presented at the company meeting. Chief Hunt said that he can start talking to the membership at drills. Commissioner Keenan advised the board that everyone has a coldenhamfd email address built as their user name in Target Solutions. We will be starting with the administrative training required by PESH and OSHA, Violence in the workplace and sexual and non-harassment. Then we can finally get our policy manual completed.

Fuel Audit: Commissioner Jacobowitz needs to get with Chief Hunt and Wesley Wright to finish this report.

Coldenham & Berea Road Intersection Issue: Commissioner Keenan advised the board that the County has changed the speed signs on Coldenham Road. It is now 40 MPH until past Schneider's and then 45 MPH until the village line. Commissioner Decker advised the board that the Town of Montgomery Police have been stopping quite a few cars.

Webpage updates: Everyone has an email account. If you have problems accessing it, please let Commissioner Keenan know.

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EVOC: Commissioner Keenan advised the board that this must happen in 2017.

2017 Budget Hearing: Commissioner Keenan reminded everyone that the Budget Hearing is Tuesday, October 18, 2016 at 7:30 PM. It has been posted on the Town Bulletin Boards and websites, our website in the Wallkill Valley Times and on the marquis.

2017 Budget Adoption: Commissioner Keenan also reminded everyone that a special meeting is scheduled for Monday, October 24, 2016 at 7:30 PM to adopt the 2017 Budget of the Coldenham Fire District.

Ongoing & Upcoming Projects

Office and Files Room Renovation: Commissioner Keenan advised the board that Commissioner Grecco, Treasurer Miller, Secretary Keenan and himself attended a class hosted by NY State Archives. They are the record gurus for the state. We met Linda Bull who seems to be a good contact if we have any questions.

Doors, Keys & Locks: Commissioner Keenan said that Steve is no longer with Ashcraft. He is now in business for himself and was wondering if he could submit a bid for the project. Commissioner Keenan told him yes, but has not heard anything from him since. We will table this until next month's meeting.

RFPs for Auditing Services and Life Insurance for Active Firefighters: Commissioner Keenan stated that specs are not written yet for the Life Insurance for Active Firefighters. We still have time to get this done.

Surplus Equipment: Chief Hunt advised the board that he has nothing to declare as surplus now.

Outside Sign Replacement: Commissioner Decker said the rep said that the sign needs a dedicated power source. Without it, will void the warranty. The representative said that it should be in in about 3 to 5 weeks. He also asked about the trenching being done and Commissioner Decker advised him that we had a meeting tonight.

Station Structural Repair: Nothing new now.

Bay Floors: Commissioner Decker has a call in. He has not heard anything back yet and has not had time to recall them. He will try again to contact them.

SCBA Bottles and Equipment: Chief Hunt advised the board that he and Commissioner Keenan have figured out everything they need to move forward. They are waiting for the SAM (Services Award Management) number to proceed. This is needed to get federal money. Commissioner Keenan needs to get with Treasurer Miller to verify the correct number from Dunn and Bradstreet as we have two.

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Fire Equipment Inventory: Chief Hunt would like to hold off with this project until after elections.

Blacktop Repair and Improvement: Commissioner Keenan recommends that we award the trenching part to Belly Flop and the black top work to DiMartino Paving. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to award Belly Flop Industries Ltd the contract on their alternate plan to tie into the existing district property at a cost of \$19,975 and DiMartino Paving the contract for part II and part III of the specs at a cost of \$16,700. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried. Commissioner Keenan advised the board that Anthony Trapini from Belly Flop Industries was in attendance and has been advised that he was awarded the contract. Commissioner Keenan will contact Ralph DiMartino and advise him also. Anthony Trapini thanked the board.

Communications

- The Association of Fire Districts of Orange County will have their next meeting on Tuesday, October 25, 2016 at 7:30 PM at the Monroe Fire District.
- Fire District Affairs were handed out to the Commissioners.
- Auto pays to Comerica were received from RBC Wealth Management. We did not get our value statement for LOSAP.
- We received the bill from PenFlex covering November 1, 2016 through October 31, 2017 at a cost of \$3350. Also, additional \$495 to prepare the audit package. Commissioner Keenan recommends staying with PenFlex and having them prepare the audit package. A motion was made by Commissioner Grecco and seconded by Commissioner Jacobowitz to retain PenFlex for the coming year at a cost of \$3350 and have them prepare the audit package at a cost of \$495. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.
- Commissioner Grecco read a newspaper article concerning property tax reduction for firefighters and emergency medical service personnel.
- Commissioner Grecco advised the board that the gas station on the corner will be an X-Tra Mart Gas station out of Monticello.

Executive Session: A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to go into Executive Session to discuss a legal issue. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Reconvened at 8:50 PM. Commissioner Keenan advised the board that no action was necessary or taken.

New Business

Pressure Washer: Commissioner Jacobowitz got quotes on pressure washers. Water Cannon was \$919.77, NorthStar Electric Cold Water Stationary Pressure Washer for \$1329.99 plus \$100 for delivery and a Shark DE 3.5 for \$1499.95. Commissioner

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Jacobowitz recommended the Water Cannon at a cost of \$919.77. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to spend up to \$1250 to purchase the Water Cannon at a cost of \$919.77 and any necessary incidentals needed to mount and operate the unit. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Water Softener: Treasurer Miller asked if we still had a water softener. Commissioner Keenan responded that we do, we just need someone to take care of it. Mike Keenan Sr said that he knew a company, Crystal Clear Water that would be able to maintain the water softener. Commissioner Keenan asked for his name and number.

Fall Clean-up: Commissioner Decker received a proposal from Belly Flop Industries Ltd to perform two fall clean-ups of leaves and debris as conditions warrant for a fee of \$950. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to have Belly Flop Industries Ltd perform the two fall clean-ups in the amount of \$950. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Chief's Report

Membership

- New members: 1 Louis A Grillo as a social member
- Qualified drivers: 0
- New Drivers Requested: 0
- Drivers dropped: 0
- Physicals: On going
- Members passing probation: 0
- Members reinstated: 2 Mike Conroy and Ed Conroy
- 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

A list of supplies was requested from the EMS Officer at a cost of \$901.99 from Emergency Medical Products. (List attached to official minutes.) A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to purchase the needed medical supplies at a cost of \$901.99. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Further Information from the Commissioners

Commissioner Keenan advised the board that we need to make a resolution to expend up to \$30,000 from the Capital Reserve for Firefighting Equipment for the purchase and installation of firefighting equipment. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Cameron to spend up to \$30,000 from the Capital Reserve

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for Firefighting Equipment for the purchase and installation of firefighting equipment. The secretary polled the board: Commissioner Jacobowitz – yes, Commissioner Decker – yes, Commissioner Cameron – yes, Commissioner Grecco – yes and Commissioner Keenan – yes. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Legal Fees: Commissioner Keenan advised the board that we received a bill from the lawyer in the amount of \$2800.

Information from the Treasurer/Secretary

- Secretary Keenan advised the board that she has the petition for anyone interested in running for commissioner. The election is December 13, 2016. Also, the primary clerks for the election will be Cathy Keenan, Paula Cunningham and Katelyn Gasperetti with Jennifer Draiss and Kathy Gasperetti as alternates. The payment to each clerk will be \$40.
- Treasurer Miller informed the board that Postage and Office is over budget by about \$7,000. Commissioner Keenan suggested that we move \$3500 from miscellaneous-other and \$3500 from Miscellaneous – food to the Postage and Office Supplies line item. He also recommends moving \$880 from Miscellaneous – other to the Career Track Training line item. The board concurred. Treasurer Miller will adjust the line items.

Approved Expenditures

PenFlex annual bill	\$ 3,350.00
	plus \$495 for audit package
Pressure washer	1,250.00
Belly Flop Industries Ltd	19,975.00
DiMartino Paving	16,700.00
Belly Flop Industries Ltd	950.00
Emergency Medical Products	901.99
Firefighting Equipment	19,283.61

Public Comments

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.

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Adjournment

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

Respectfully submitted,

Mary E. Keenan
Secretary