

Coldenham Fire District
Board of Fire Commissioners
January 9, 2017

Call to Order

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on January 9, 2017 at the Coldenham Fire House. Commissioner Keenan called the meeting to order. The pledge was said at the Reorganization 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
Mike Keenan Jr, 2nd Assistant Chief

Acceptance of Minutes

A motion was made by Commissioner Decker and seconded by Commissioner Grecco to dispense with the reading of the monthly meeting minutes of December 12, 2016, an emergency meeting minutes of December 18, 2016 and the workshop minutes of January 4, 2017 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 Keith Aigner, President of the Fire Company informing the board that Frank Draiss Jr was elected to the position of 2nd Lieutenant Jr Grade at their election held on January 3, 2017.
- We received a flyer from the Pinsky Law Group for the 9th Annual Fire & EMS Law & Management Conference which will be held at the Turning Stone Casino & Resort from March 30 to April 2, 2017. Registration is due by February 28, 2017 for anyone interested.
- We received a flyer from Mark C Butler and Terence S Hannigan offering Advanced Fire Commissioner Training. Participants must have at least 5 full years' prior experience as a Commissioner. The closest place would be the Circleville Fire District on March 18, 2017. Tuition is \$250 and includes course materials, refreshments and lunch.
- Commissioner Keenan advised the board that we received a document from Human Resources in Orange County about our paid employees. The secretary is listed as vacant. We will complete it and send it back.
- Commissioner Keenan advised the board that we received the LOSAP investment account statement from RBC Wealth Management for the period ending December 31, 2016. The balance is \$1,063,707.17. We also received the request for the 2016 data package. Chief Hunt and Commissioner will gather the information to be posted and will bring it up again next month.
- Commissioner Grecco found out some information about the payback. She found out that it is the property owned by the Spruce Lodge and the property to the left. She

Coldenham Fire District
Board of Fire Commissioners
January 9, 2017

said that we have the court order to pay Jacobowitz and Gubitz, not the Town of Montgomery. Commissioner Keenan looked at the paperwork and it looks like we might have to pay the Town of Montgomery as we are not named in the court order.

Hall Requests

- Dale Cruver for January 29, 2017 for a fundraiser for Brett's Mission Trip to Guatemala. Commissioner Keenan stated that we do not allow fundraisers for individuals. Commissioner Grecco will let her know.

Public Discussion

Nothing now.

Committee Reports

Safety Committee: Commissioner Cameron stated there was nothing to report. Commissioner Keenan advised Commissioner Cameron that we need an incident report of the backing in incident. There were spotters, there was glare involved, so we just want to document the details.

Mack Restoration Committee: Commissioner Keenan is waiting for a call back from the guy for the rebuild kit.

Truck 205 Replacement Committee: Commissioner Keenan advised the board that an emergency meeting was held on December 18 to discuss the issues we had during training with the truck. The position of the board was that we insist the truck go back to the aerial facility. All the issues were documented with the truck. A lot have been addressed and fixed, including the aerial. He spoke with them on Friday and they believe that they've isolated what caused it and will include it in their report. They've been testing it for a week, and it all worked fine. They did find another issue with the manifold coming off the pump to go to the waterway is defective. Rather than fix it, they are rebuilding a whole new one at their facility. They are going to remake the pump panel because the holes didn't line up and there is some bad bracket in the tool board. Once it leaves the aerial facility, the Spartan responsibilities will be done. So, that leaves a handful of things that Campbell must complete. Most is mounting, and installing the tire pressure sensors. Commissioner Keenan advised the board that after the manifold is done, they must pressure test it and do their operations. Then when we get it, we didn't get to flow water, so that's what we're going to do. The trainer will also come back to do another day's training since so much time has passed. The target date is to have everything done is Friday.

Old Truck 205: Commissioner Keenan advised the board that we have not marketed the old truck yet. He will begin the process.

Building or Property Committee: Nothing new now.

Old Business

Coldenham Fire District
Board of Fire Commissioners
January 9, 2017

Driver Qualification/Active Duty Criteria: Commissioner Keenan advised the board that we had a workshop last week. Tracking was discussed. Chief Hunt and Commissioner Keenan got together. All training requirements will be put in Target Solutions and any drills that cover mandatory training, will be entered into Target Solutions from the drill sheet. Commissioner Jacobowitz offered his help with this.

Target Solutions Update: Commissioner Keenan advised the board that the cut off for training was December 31, 2016. Looks like most people got it done. The five classes are a requirement and the board will inform the Chief of those that have not completed the requirements and the Chief will take care of it. There are things that we want to expend on this year. Commissioner Keenan believes that he can upload our policies in there so the members can download them.

Fuel Audit: Commissioner Jacobowitz needs to get this done.

EVOC: Commissioner Keenan advised the board that the classroom training can be done using Target Solutions. We'll have to figure out the operation road test piece as we go forward.

Pressure Washer: Commissioner Jacobowitz advised the board that the pressure washer works fine. No complaints, everyone seems to like it. He posted the old pressure washer as surplus, but has not received any bids yet. We will leave it up another month.

Water Softener: Tabled until next month.

Life Insurance for Firefighters: After our workshop meeting, Commissioner Keenan contacted Rose and Kiernan and we are waiting for information back.

Tax Payback: The tax payback is \$2779.90. Treasurer Miller will get clarification on who we will need to pay.

Ongoing & Upcoming Projects

Office and Files Room Renovation: Commissioner Keenan advised the board that we'll keep working on this.

Doors, Keys & Locks: Commissioner Keenan would like to wait on this until February. In the meantime, he asked Commissioner Jacobowitz to get an updated quote from Liberty.

Liability Insurance: Commissioner Keenan is waiting for available dates for review.

Surplus Equipment: Nothing now.

Outside Sign Replacement: Commissioner Keenan said the sign is done and this can be removed from agenda.

Coldenham Fire District
Board of Fire Commissioners
January 9, 2017

Station Structural Repair: Commissioner Jacobowitz has nothing to report now.

SCBA Bottles and Equipment: No word yet on the grant that we applied for. Commissioner Keenan suggested that Chief Hunt inventory all the gear that needs to be replaced and try for a grant with Senator Larkin. Chief Hunt advised the board that he has a letter from Schumer asking if we needed money to replace anything as well.

Fire Equipment Inventory: Chief Hunt will work on this with the new officers.

2nd Lt Jr Grade: Frank Draiss Jr has been elected to the position of 2nd Lt. Jr Grade. A motion was made by Commissioner Cameron and seconded by Commissioner Jacobowitz to approve Frank Draiss Jr as 2nd Lt. Jr Grade. (4 ayes, 0 nays and 1 abstain) Motion carried.

Medical Providers: Commissioner Cameron recommends continuing with Dr. Basri. Commissioner Decker disagrees. He has issues with the chain of custody. He feels that using the spindle in the office offers no certainty that the specimens would not be confused. Commissioner Keenan stated that it was agreed last year that the specimen would go from the donor's hand to the lab tech. Commissioner Cameron advised the board that he will request his presence at the first appointment. Some discussion ensued. Commissioner Jacobowitz stated that a mistake was found, it was corrected, let's see how it goes for the year. Commissioner Keenan said that we can see how it goes the first night. A motion was made by Commissioner Cameron made a motion, seconded by Commissioner Jacobowitz to keep Dr Basri as our medical provider with the stipulation that our concerns are addressed prior to the first night's physicals specifically in regards to drug testing and chain of custody. (4 ayes, 0 nays and 1 abstain) Motion carried. Commissioner Keenan asked Commissioner Cameron to get some dates together and not drill nights. Commissioner Decker wanted to go on record that if the turnstile is being used, he will walk out and not complete his physical. Commissioner Cameron will be present on all physical nights.

Attorney: Commissioner Cameron contacted Dave Gubitz. He is very receptive to submitting a proposal. He said that he would get one to Commissioner Cameron by tonight, but he hasn't received anything yet. Commissioner Keenan advised the board that we have an attorney "at will" so we can wait until next month to get Mr. Gubitz's proposal. Add to next month's agenda as old business.

Audit Services: Commissioner Keenan advised the board that during the workshop held earlier in the month, two companies were in the running to conduct our yearly audit. They were EFPR Group from Williamsville, NY and Cooper Arias from Mongaup Valley, NY. Cooper Arias has an office in Middletown, NY also. If we were to select them, Margaret from the Middletown Office would be the primary and if she needs assistance, Sue would come down from Mongaup Valley. Normally the audits are conducted at the fire station lasting normally a couple days. Might add an extra day for the first time. And their proposal is all inclusive. Their cost was \$6250 for year 1, 2, and 3. Year 4 and 5 is \$6500. Commissioner Keenan spoke with Doug Zimmerman from the EFPR Group. He is a partner and the one who signed all the paperwork. He said all-inclusive is just that, all inclusive.

Coldenham Fire District
Board of Fire Commissioners
January 9, 2017

Their firm does lots of field work typically lasting 2 or 3 days. They have another office in Rochester. Their cost for year 1 is \$6100, year 2 is \$6300, year 3 is \$6500, year 4 is \$6700 and year 5 is \$6900. Commissioner Keenan stated that even though the first year is less, over the course of the 5 years, their price would be greater. Commissioner Jacobowitz asked for Commissioner Keenan's thoughts from the people he spoke with. Commissioner Keenan said both were great to talk to. Some discussion ensued. Commissioner Grecco recommends Cooper Arias. Commissioner Jacobowitz agreed. A motion was made by Commissioner Grecco and seconded by Commissioner Decker to award the bid to Cooper Arias. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

New Business

Nothing now

Chief's Report

Membership

- New members: 2 Jack Poppowich, Jr Member
George Poppowich, Social Member
- 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: 0
- Members suspended: 0
- Members resigned: 0

A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to accept Jack Poppowich as a Junior Member. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Further Information from the Chief

- Chief Hunt has two EMT's that need textbooks. Marc Beach is taking it for the first time and Dave Keller needs a refresher. He is requesting up to \$515 to cover the textbooks. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to approve up to \$515 for the cost of the textbooks. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.
- Chief Hunt advised the board that the rescue is back and in service.

Further Information from the Commissioners

Coldenham Fire District
 Board of Fire Commissioners
 January 9, 2017

- Commissioner Decker advised the board that an outstanding issue needs to be discussed in executive session.

Information from the Treasurer/Secretary

Treasurer Miller informed the board of the year end transfers. They are attached to the minutes. After those transfers were done, there was still money that needed to be moved so the remainder is as follows:

TRANSFER FROM	TO	AMOUNT
General Fund Checking	Capital Reserve Repair Fund	\$10,000.00
General Fund Checking	Capital Reserve for Firefighting Equip	56,710.03
General Fund Checking	Cap Res Real Property and Acquisition	33,325.00

To further explain, Commissioner Keenan stated that the \$33,325 was unspent that we budgeted for the blacktop and drainage. The \$10,000 went back to the reserve fund because we spent about \$10,000 to fix 203. Out of the \$56,710.03, we need to keep in mind that about \$15,000 is going to Campbell for tool mounting and fabrication.

Commissioner Keenan also advised the board that there are other options for investing our service awards and one company guarantees in writing a minimum of 3% return on a million dollars. He suggests that sometime during the year, the board sits down and crunch numbers and speak to that representative.

Treasurer Miller also needs receipts from Commissioner Keenan and Commissioner Jacobowitz.

Approved Expenditures

EMT textbooks \$ 515.00

Public Comments

None

Bills Signed

Commissioner Grecco 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.

Executive Session: At 8:48 PM, Commissioner Decker made a motion to go into Executive Session to discuss an ongoing legal issue. Commissioner Jacobowitz seconded the motion. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried. Meeting reconvened at 9:05 PM. Information only, no action taken.

January 14, 2017

Coldenham Fire District
Board of Fire Commissioners
January 9, 2017

Adjournment

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

Respectfully submitted,

Mary E. Keenan
Secretary