

Coldenham Fire District
Board of Fire Commissioners
November 7, 2016

Call to Order

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on November 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 October 10, 2016, the 2017 Budget Hearing meeting minutes of October 18, 2016 and the Special meeting to adopt 2017 budget of October 24, 2016 and accept them as written. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Communications

RFPs for Auditing Services

- We received a cost proposal from RBT CPAs (formerly Vanacore, DeBenedictus, DiGiovanni & Weddell, LLP) from Newburgh, NY for a GASB 34 audit in the amount of \$9000 and a SAS 62 audit in the amount of \$7000.
- We received a cost proposal from BST & Co. CPAs, LLP from Albany, NY for a SAS 62 audit for a five-year contract in the amount of \$7,600 for 2016 and 2017, \$8,000 for 2018 and 2019 and \$8,400 for 2020.
- We received a dollar cost bid from Nugent & Haeussler, P.C. from Montgomery, NY for a SAS 62 audit in the amount of \$9,000.
- We received a dollar cost bid from Cooper Arias, LLP from Mongaup Valley, NY for a five-year contract in the amount \$6,250 for 2016 with the option to renew for \$6,250 for 2017 and 2018 and \$6,500 for 2019 and 2020.
- We received a cost proposal from EFPR Group, CPSs, PLLC from Williamsville, NY for a five-year contract in the amount of \$6,100 for 2016, \$6,300 for 2017, \$6,500 for 2018, \$6,700 for 2019 and \$6,900 for 2020.

Commissioner Keenan said that a workshop will be scheduled to review the bids.

- A letter was received by Ronald Clum detailing the services he will provide to Coldenham Fire District. He stated that his fee is \$120 per hour and will begin on February 17, 2017 and should be completed by March 31, 2017. Treasurer Miller

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stated that the letter is a standard letter that Mr. Clum sends out. He does not prepare our AUD and does not file it. Commissioner Keenan would like to speak with Mr. Clum before making any decisions.

- Commissioner Keenan advised the board that we received the LOSAP investment account statement from RBC Wealth Management for the period ending October 31, 2016. The balance is \$1,059,327.34.
- Commissioner Keenan advised the board that we received a letter from Cherie Bissinger stating that she is getting married on Friday and would like permission to have pictures taken in the back of the fire house property with a fire truck. Commissioner Keenan stated that he will be available on Friday to move the truck. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to allow Cherie Bissinger to have picture taken with a truck in the back of the fire house on Friday. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Hall Requests

- OCVFLA on December 14, 2016 from 4 to 9 PM for a Christmas Party. Captain Kathy Gasperetti asked for permission to have beer and/or wine.

A motion was made by Commissioner Grecco and seconded by Commissioner Cameron to approve the above request for the hall and allow beer and/or wine. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried. Captain Gasperetti will police the function.

Public Discussion

Nothing now.

Committee Reports

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

Mack Restoration Committee: Commissioner Keenan reported that the Mack still has the same issues we just have not had a chance to look at it yet.

Truck 205 Replacement Committee: Commissioner Keenan advised the board that he went to South Dakota for the final inspection on October 28, 2016. He submitted two pages of discrepancies or attention that the truck needed. The inspection began about 8:15 AM. Commissioner Keenan met with all the different supervisors of each section and went over each item one by one. They had already started fixing things before Commissioner Keenan left that day. The truck left South Dakota last week and is at their factory in New Brunswick to be lettered. Commissioner Keenan will be meeting with Mike McNamee to go over the letter sizes and make sure it is what we want. After lettering, it will come to Campbell in Maybrook for tool mounting. Mike from Campbell will need to get with Chief Hunt for the standard mounting brackets so they can pre-order them. Chief Hunt will get

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his equipment list to Mike on Monday. The initial plan was that we would have the truck by Thanksgiving. Once the truck gets here and the tools are mounted, the training will be scheduled. After receiving training from the ladder people from Pennsylvania we must come up with an "in service" date. After the tool mounting, and final inspection, we must do an acceptance. Commissioner Keenan also advised the board that the bond came through and we got the money today.

Building or Property Committee

- **Blacktop Repair and Improvement:** Commissioner Keenan advised the board that the blacktop repair and improvement has been completed. He also stated that there are two cones in the front. There was some settling and Ralph DiMartino will fix it when he gets back from his trip. Also, some of the sealant peeled up and he will respray that too. Treasurer Miller asked what the green line was for. Commissioner Keenan explained that once a driver reaches the green line, it is safe to turn the truck. Commissioner Decker reminded the board that with the handicap spots, we never ordered handicap signs. Commissioner Keenan will consider getting signs.
- **Fall Clean-up:** Scheduled as leaves fall. Commissioner Grecco asked if the flower beds will be cleaned out. Anthony Trapini said the flower beds will be cleaned out too.

Old Business

Reinstated Members: Last month during the Chief Report, Mike and Ed Conroy were brought up to be reinstated and the board failed to act. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to approve the reinstatement of Mike and Ed Conroy as active fire fighters. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Driver Qualification/Active Duty Criteria: Commissioner Keenan advised the board that we need to schedule another workshop to finish this up. He would like to get together on December 5, 2016 at 6:00 pm. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to have a workshop on December 5, 2016 to finalize the Driver Qualification/Active Duty Criteria for the policy manual. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Target Solutions: Commissioner Keenan advised the board that everyone's account is built, everyone's account has been validated, everyone's email works and everybody has been assigned three courses to take. (Sexual harassment, Violence in the Workplace and Hazardous Communications.) Commissioner Keenan and Chief Hunt took all three courses. Commissioner Keenan stated once completed, the board gets notified that you're done.

Fuel Audit: Commissioner Jacobowitz needs to work on this.

EVOC: Commissioner Keenan advised the board that we could assign drivers to do an

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EVOC class through Target Solutions. Then we could give them a road test ourselves. Commissioner Decker has questions about our liability. Chief Hunt said that once a fire fighter takes the state test, we can administer a refresher course. Commissioner Keenan stated that the Fire District designates a fire fighter as a driver.

Pressure Washer: Commissioner Jacobowitz advised the board that the pressure washer is here and just needs to be installed. It did cost a little more, so Commissioner Keenan reached out to Commissioner Keenan and Commissioner Decker to approve the increase before purchasing. The total came to \$1297.00. The additional expense was for an auto start/stop feature.

Water Softener: Commissioner Keenan suggested that we need to talk about replacing the water softener. He would like to revisit this after the new year.

Ongoing & Upcoming Projects

Office and Files Room Renovation: Commissioner Keenan advised the board that the safe is now operational. As other projects get completed, we will be able to spend more time on this.

Doors, Keys & Locks: Commissioner Keenan is waiting on a proposal from Steve Dileo from V-Twin Locksmith Service.

RFP for Life Insurance for Active Firefighters: Commissioner Keenan drafted a simple RFP. Commissioner Cameron asked if there was something we could do for the past members that no longer meet the requirements for the service award program, possibly a \$5,000 or \$10,000 policy. Discussion ensued. Commissioner Keenan suggested amending the motion for the workshop meeting to include working out the parameters for the RFP for Life Insurance. He asked the board to write down their thoughts for life insurance coverage to bring to the workshop on December 5, 2016. Commissioner Decker amended his motion to have a workshop on December 5, 2016 to finalize the Driver Qualification/Active Duty Criteria for the policy manual and include establishing parameters for life insurance coverage. Commissioner Cameron seconded the amended motion. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Liability Insurance: Rose and Kiernan is shopping around our liability insurance.

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

Outside Sign Replacement: Commissioner Decker informed the board that the sign installer was here on Thursday taking measurements and pictures. The sign should be here in 3 to 5 weeks. The installer will use the existing pole with the existing bottom channel. Each side needs its own 120V power source. Commissioner Keenan spoke with Fred Stipak and some supplies are needed. We will need 200' of conduit and about 300' of wire. A motion was made by Commissioner Decker and seconded by Commissioner

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Cameron to spend up to \$750 for the purchase of the necessary supplies for the installation of the new sign. Unanimous approval (5 ayes and 0 nays) was received by those in attendance. Motion carried.

Station Structural Repair: Nothing new to report now.

Bay Floors: Commissioner Decker met with Steve from Engine Bay Floors. He showed him our concerns and Steve pointed out a couple concerns that we did not see. The trucks will need to be out of the bays for 5 days for Engine Bay Floors to complete the work. As far as the shadowing, Steve said that they could clear coat where the tires rest. It will not stop it, but it will take longer to notice it. Commissioner Keenan suggested that we wait until Spring to have the floors done. Commissioner Decker advised the board that he should have the quote for the clear coat by the next meeting.

SCBA Bottles and Equipment: Chief Hunt advised the board that he, Commissioner Keenan and Mike Kenny have 75% of the paperwork done. Mike Kenny is working on the narrative. After completed, he will forward it to the guy he knows from FEMA for his review and any corrections or suggestions. We can then make the necessary adjustments to the narrative and attach it to the grant and send it in electronically.

New Business

2016 Budget and Finances: Commissioner Keenan advised the board that we need to discuss our budget and finances. We are going to have to pay for the truck, we did a referendum for the equipment for the truck, we got the bond money for the truck. While at the show in Nashville, three new cameras were purchased at a cost of \$4200, which leaves us \$2000 short. Commissioner Keenan stated that we received an insurance dividend check of about \$3000 and we need to budget where that money will go. He recommends that \$2000 of that goes toward paying off the cameras and the remainder will be earmarked to pay toward the required ladder test for the current 205 by placing the funds in the vehicle equipment and repair line. He also advised the board that we are waiting for a bill for 203. We do not know how much that is going to be. We also need to keep in mind that we will need to insure the new truck and keep insurance on the old truck until it is gone. Commissioner Keenan also said that we will probably have to officially declare in December, the status of the current 205, including assigning an estimated value to it. If that value is over \$50,000 we must put it out to a public vote to get approval to sell it. Less than \$50,000 would require a permissive referendum to sell it.

Dinner Committee Representative: Commissioner Keenan asked Commissioner Cameron to be the District Representative on the Dinner Committee. He accepted.

New Business

Ladies Closet, Radio Room & Kitchen: Commissioner Grecco spoke with the carpenter about the price being too high to fix the Ladies' closet, radio room and kitchen. He gave her a new price of \$3750. She said it would not be until after the new year.

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Vehicle Repair Budget: Commissioner Keenan advised the board that this lined item will have a balance of about \$8,500 and Chief Hunt stated that four trucks need inspections. In addition, the original discussion with Ruscon for the bill for 203 is \$15,000. Commissioner Keenan is not sure that we will be entirely responsible for the full amount, but we need to be prepared if we are. He would like to entertain a motion to do a permissive referendum to take \$15,000 out of the capital reserve repair fund for the repair of tanker 203. Commissioner Jacobowitz made a motion seconded by Commissioner Decker to publish a permissive referendum in the amount of \$15,000 from the capital reserve repair fund for the repair of tanker 203. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Chief's Report

Membership

- New members: 0
- Qualified drivers: 2 Erik Keenan and Tim Hank on small apparatus
- 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

Further Information from the Chief

- Ladder testing will be scheduled for some time this month.
- Everything was ordered for the new ladder truck. Most of it is in. Bills should be here next month. Waiting on an ok from Campbell to get with Crudele to schedule the radio removal and install.
- Our annual Christmas party will be on December 13, 2016. The Chief would like to request permission to have beer. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Cameron to allow the fire company to have beer at their annual Christmas party on December 13, 2016. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.
- Chief Hunt requests the use of a fire truck to attend the Washingtonville Christmas parade on December 10, 2016. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to allow the use of a fire truck to attend the Washingtonville Christmas parade on December 10, 2016. Unanimous approval (5 ayes, 0 nays) was received by those in attendance.

Further Information from the Commissioners

- Commissioner Decker asked if we needed to follow-up on the pending issue from last month. Commissioner Keenan stated that the issue is being appealed.

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Adjournment

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

Reopen meeting: A motion was made by Commissioner Keenan and seconded by Commissioner Jacobowitz to reopen the meeting. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

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

Meeting reconvened. Commissioner Keenan advised the board that no action was taken.

Adjournment

A motion was made by Commissioner Cameron and seconded by Commissioner Decker to adjourn. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Respectfully submitted,

Mary E. Keenan
Secretary