

Coldenham Fire District  
Board of Fire Commissioners  
April 9, 2018

**Call to Order**

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on April 9, 2018 at the Coldenham Fire House. Commissioner Keenan called the meeting to order and led the salute to our flag.

**Roll Call**

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

Also, present: Mary Keenan, Secretary  
Linda Miller, Treasurer  
Chief Matt Hunt  
Assistant Chief Mike Kenny

Assistant Chief Mike Keenan was absent due to family obligations.

**Acceptance of Minutes**

A motion was made by Commissioner Grecco and seconded by Commissioner Jacobowitz to dispense with the reading of the monthly meeting minutes of March 12, 2018 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 Rich McNamee from the Walden Fire District inviting the other fire districts within the Second Battalion to discuss a potential Local Government Efficiency grant.
- Commissioner Keenan advised the board that we received our monthly statement from RBC Wealth Management on LOSAP. Statement balance as of March 31, 2018 is \$1,169,261.93 which is a change in value of -\$13,000.00.

**Hall Requests**

- Fire Company Breakfast on July 1 with set up on June 30.
- Boy Scouts on May 12 for CPR and ED Training for scouts and leaders from 1 - 5.
- The Blood Drive will be May 2 from 4:30 to 9:00.

A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to approve the use of the hall by the Fire Company on July 1 with set up on June 30 for the Firemen's Breakfast. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

A motion was made by Commissioner Grecco and seconded by Commissioner Cameron to approve the use of the hall by the Boy Scouts for their CPR and ED Training for scout and leaders from 1 to 5 PM. Unanimous approval (5 ayes, 0 nays) was received by those in

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attendance. Motion carried.

A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to approve the use of the hall for the Blood Drive on May 2 from 4:30 to 9 PM. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

**Public Discussion**

Nothing at this time.

**Committee Reports**

**Safety Committee:** Commissioner Cameron stated that there were no reported injuries.

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

**Building or Property Committee:** Commissioner Keenan advised the board that we received an estimate from Classic Plumbing Heating and Air Conditioning Corp to remove the tile and concrete to access the drain which is broken under the floor. He will replace the drain trap, install new shower line and replace floor tile and lower section of the wall tile to accommodate new liner at an estimated cost of \$2500. Commissioner Jacobowitz would like to speak with Frank before moving forward with this. Commissioner Decker would like to know if something could be done about the odor. Commissioner Keenan asked Frank Draiss Jr to ask his dad if he could do something about gasses coming up in the meantime. Tabled one month.

**Flowers for the Front:** Commissioner Grecco would like permission to purchase up to \$150 toward flowers for the front of the station around the end of May. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to approve the purchase of flowers for the front of the station not to exceed \$150. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried. Chief Hunt reminded Commissioner Grecco to let him know when she needs the barrels so he can have Trap move them to the front.

**Old Business**

**Driver Qualification/Active Duty Criteria:** Commissioner Keenan proposed that the teams meet on their own and update the board after each meeting to report on their progress. Once all the teams are close to having their sections complete, the whole board will meet and finalize each topic. Everyone should have a copy of the July 2015 version of the Rules and Regulations. Commissioner Keenan would like everyone to start reading through it and make notes of any questions or concerns as to the contents. Commissioner Keenan made copies for each board member of the best practices for their use.

**Fuel Audit:** The fuel audit will be due in July for the first 6 months of the year.

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**Life Insurance for Firefighters:** Commissioner Keenan advised the board that we now have Cyber/Breach Insurance. Commissioner Keenan would like everyone to review and choose an option for the life insurance. That way, we would cut down of the number of options by the process of elimination.

**Overhead Doors:** Commissioner Decker told Dutchess Overhead Doors that we have a meeting tonight and he thinks they are waiting to find out what we want to do. They are not being pushy, they just want to know which direction we're looking to pursue. Commissioner Keenan asked that we hold our thoughts on this line until catching the board up on the State Grant.

**SAM (State and Municipal Facilities Program):** Commissioner Keenan advised the board that the people at the finance office (emails are now being sent and received in real time) will not accept the estimates that we compiled verbally (he did not want to put anything in writing) with the commercial roof contractor and the help of the online commercial roof calculator. We need to have a commercial roofer come in and give us an estimate for the job. The only people he knows that would be willing to do that would be Storm King Contractors. There will be a cost involved to have this done. Commissioner Keenan and Commissioner Grecco will talk to Storm King Contractors and see what they have to say. He also stated that we need to at least have the doors serviced and the blacktop needs attention. A motion was made by Commissioner Grecco and seconded by Commissioner Cameron to have the doors service by Dutchess Overhead Doors as specified in the estimate. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried. A motion was made by Commissioner Grecco and seconded by Commissioner Jacobowitz to authorize the board to engage in conversation with Storm King Contractors to provide the service of cost analysis for the roof so we can provide it to the state and once we know what their fee is, we will communicate that electronically to the board to get the ok to spend the money. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

**Plymovent:** Commissioner Jacobowitz advised the board that Plymovent will be here tomorrow morning.

**AFG/FEMA Grant for 2018:** Still waiting to hear.

**Surplus Gear:** Commissioner Keenan contacted Black Helmet. They are not accepting gold gear at this time. We will hang on to it.

**LOSAP:** Commissioner Keenan advised the board that all the paperwork is in.

**Physicals:** Commissioner Cameron reported that 50 members have completed their physicals. There are 10 more that need physicals and of the 10, two have appointments. Commissioner Cameron will give those names to the secretary, so she can send out letters that their physicals must completed by the May 7 meeting. Commissioner Cameron also

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advised the board that after reviewing the invoice for the physicals, they charged us for 49 members at a cost of \$14480, but one charge was for a fireman that doesn't belong to this department. Commissioner Cameron informed them that were not going to get paid until next month when we receive a corrected invoice. Chief Hunt asked if we could set up another night with the provider to do fit testing. Commissioner Cameron asked for one or two nights from the Chief and he will get a date. Commissioner Jacobowitz made a motion, seconded by Commissioner Decker that the firefighters have until May 7 to get a completed physical or they will not be allowed to respond. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried. People with extenuating circumstances need to contact either Chief Hunt or Commissioner Cameron.

**Pressure Washer:** Commissioner Jacobowitz informed the board that he received the replacement hose. Firefighter Fred Stipak will hook it back up.

**Ongoing & Upcoming Projects**

**Office and Files Room Renovation:** Commissioner Keenan advised the board this is a work in progress.

**Doors, Keys & Locks:** Commissioner Keenan asked to table this. Commissioner Decker asked if the firemen's room combination can be changed to match the radio room. Commissioner Keenan said that it could, but he didn't know how.

**Surplus Equipment:** Chief Hunt will make two piles with the surplus equipment, one to sell and one for scrap. Commissioner Keenan also stated that if the fire company has anything of surplus in the back, they need to get it out of there.

**Bay Floors:** Commissioner Decker will contact Matt Thorpe from Maybrook.

**OCFDA:** Will be here on April 24 for their dinner/meeting.

**New Business**

**Blacktop:** Item was tabled and moved to projects.

**Walden Letter:** Commissioner Keenan recommended that we hear them out and see what they have in mind. He will contact Commissioner McNamee of the Walden Fire District. Chief Hunt and Commissioner Cameron would be interested in attending too.

**Annual Training:** Commissioner Keenan stated that there are 6 courses on Target Solutions and one in house that need to be done annually. He suggested giving the membership until June 30<sup>th</sup> to complete them or they would no longer be able to attend any Firematic functions. A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz that the membership has until June 30<sup>th</sup> to complete the programs or they will not be allowed to participate in anything classified as Firematic. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

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It will be reviewed by the board and the Chief at the May meeting.

**Social Media/Imagery Policy:** Commissioner Keenan has three example of social media policies for three different companies. Secretary Keenan will make copies for each commissioner for their review.

**American Alarm:** Commissioner Keenan asked American Alarm how much it would cost to switch from analog cameras to digital cameras. There are five cameras outdoors which would cost \$5325 and 11 inside cameras which would cost \$7975 for a total of \$13,300. Commissioner Keenan asked that the board to keep this on the back burner at this time, but if we are ever in a position to do this, we should. Commissioner Decker asked if there was remote access to the system we have. Commissioner Keenan stated that Dennis was down here trying to do that and there seems to be a firewall blocking us from that. We spoke to Spectrum and the Nuvo people and found that there is something blocking us. We think we've isolated it to our server.

**Lawn Mowing:** Commissioner Keenan advised the board that the contract was already extended last year for two years, 2017 and 2018.

**Firemen's Room:** Commissioner Decker advised the board that the firemen's room has no way to cool that room down. He recommended a free-standing unit. He will get prices for next meeting.

**AFDOC:** Commissioner Grecco asked if the district would pay for 4 people to attend the Association of Fire Districts of Orange County dinner where county business will be discussed. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

## **Chief's Report**

### **Membership**

- New members: 0
- Qualified drivers: 1 Crystal Hanewich on 201
- New Drivers Requested: 0
- Drivers dropped: 0
- Physicals: In progress
- 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

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**Apparatus Status**

- 204 is back
- 208 is gone
- 205 Campbell will be back to complete the aerial inspection.

**Further Information from the Chief**

- Chief Hunt advised the board that the gear racks are installed.
- Chief Hunt advised the board that Coldenham has two structure fires over the weekend.
- Chief Hunt would like to submit an EMS supply list in the amount of \$1085.00. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to approve the purchase of the medical supplies needed in the amount of \$1085.00. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.
- Chief Hunt submitted two quotes for AEDs. One is for \$1295 and the other is for \$1095. He recommends going with the one that is \$1095 as it comes with everything including the wall sign and the case and will be compatible to what we are going to get. Chief Hunt also advised the board that the AEDs that we now carry are no longer produced. To replace the existing 5 AEDs (one in 208, one in 201 and one in each of the three Chief vehicles) their cost is \$1276 a piece. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to approve the purchase of the AED, wall sign and case at a cost of \$1095.00. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.
- Chief Hunt would like to purchase 1 set of exterior gear and 6 full sets of gear at a cost of \$22,621.00. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to approve the purchase of the gear at a cost of \$22,621.00. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.
- Chief Hunt asked if anyone sees something that needs to be done, shoot him and e-mail or put it on the board and they will try to take care of it.

**Further Information from the Commissioners**

Commissioner Keenan asked Chief Hunt if he got plans for the new warehouse. The Chief replied that he did not. Commissioner Keenan gave him the plans and said that we need to go to the planning board if they are the lead agency and figure out what we would need to protect that warehouse. Commissioner Keenan is not against Chief Hunt calling the company directly and identifying himself as the Chief and that we need to sit down and talk. Chief Hunt will follow up with this.

Commissioner Cameron stated that he got a call from Bob Reynolds Sr who is trying to get a speaker for VCHS on October 24 and October 25. He speaks about drug use and such. He was wondering if he could get some commitment from the area departments. This speaker's fee is \$9000 and he's looking for a \$1500 commitment from us. He says that he

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already has commitments from Walden, Maybrook and Montgomery. He stated that the PBA is interested and he is asking area businesses also. Commissioner Cameron will forward the e-mail with the u-tube link. He also stated that Roy Warner from Walden checked with their attorney, Brad Pinsky who said that it would be an allowable expense. Commissioner Cameron suggested that we need a little time to look into this on our own.

Commissioner Decker asked Assistant Chief Kenny if he would put together an active shooter training class. Commissioner Cameron advised the board that two years ago the county developed a training class led by the Sherriff's department. It was a two-night class, very informative. Then we had the hands-on drill. What was unfortunate was that every department in the battalion was invited but only Walden came. There were two exercises. The first one was mostly a disaster...everybody was on top of everybody. But the second one went very well and the hands-on showed how FD works hand in hand with the PD. Assistant Chief Kenny asked if he had the name of someone at the county. Commissioner Decker suggested that he contact Chief Butch Amthor first and see if he can point you toward the Sherriff's Department. Assistant Chief Kenny, Commissioner Cameron and Chief Hunt will work together on this.

**Information from the Treasurer/Secretary**

Treasurer Miller advised the board that we received dividend checks from NYS Insurance Fund in the amount of \$7468.97 and \$264.69 for a total of \$7733.66. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to apply the two dividend checks to the Chief's equipment budget for firefighting equipment. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

**Approved Expenditures**

Flowers	\$ 150.00
Dutchess Overhead Doors	approx. 5,000.00
AFDOC	100.00
EMS Supplies	1,085.00
AED for Firehouse	1,095.00
Gear	22,621.07

**Public Comments**

Nothing currently.

**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. Received both the older version and the new version.

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**Executive Session**

9:20 PM

A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to go into Executive Session to talk, discuss and/or act on a personnel issue.

9:57 PM

Meeting called back to order. Commissioner Keenan advised the board that a personnel matter was discussed and disciplinary proceeding has been authorized.

**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