

Coldenham Fire District
Board of Fire Commissioners
January 8, 2018

Call to Order

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on January 8, 2018 at the Coldenham Fire House. Commissioner Keenan called the meeting to order.

Roll Call

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

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

Acceptance of Minutes

A motion was made by Commissioner Jacobowitz and seconded by Commissioner Grecco to dispense with the reading of the monthly meeting minutes of December 11, 2017 and special meeting minutes of December 16, 2017 and accept them as written. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Communications

- A holiday card was received from Orange Bank and Trust.
- We received notice of Microsoft Excel Seminars offered. Basics for \$79 and Beyond the Basics for \$99. Attendance at both is offered for \$128 which is a savings of \$50.
- A flyer was received from The Pinsky Law Group for the 10th Annual Fire & EMS Law & Management Conference. This will be held at the Turning Stone Casino and Resort from March 22 to March 25, 2018.
- Commissioner Keenan advised the board that we received our monthly statement from RBC Wealth Management on LOSAP. Statement balance as of December 31, 2017 is \$1,196,190.69 which is up from the beginning value of \$1,063,707.17. Subtracting out our contribution of \$75,000 leaves a net gain of \$57,483.52.
- A bid of \$100 was received by Kaiser Contractors for the pressure washer set for disposal a year ago. The aluminum rack portion is to be retained by the district. A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to award the bid to Kaiser Contractors at a cost of \$100 for just the pressure washer. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Hall Requests

- Mike Keenan Jr on April 15, 2018 for a birthday party. Moved from the 14th due to a conflict.
- Ladies Tea on April 21, 2018 (not the 22nd)

Coldenham Fire District
Board of Fire Commissioners
January 8, 2018

- Ladies Auxiliary for the Spaghetti Dinner on November 17, 2018. They will need the hall after band on the 16th for set up.
- Ladies Auxiliary for the craft fair on November 10, 2018. They will need the hall after bank on the 9th for set up.

A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to approve the two new requests from the Ladies for the Craft Fair and the Spaghetti Dinner. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Public Discussion

Commissioner Grecco thanked those assembled for voting her in as Commissioner again.

Committee Reports

Safety Committee: Commissioner Cameron advised the board that there were no injury reports submitted.

Mack Restoration Committee: Commissioner Keenan advised the board that there was nothing to report. He thanked Commissioner Cameron for the Mack pin.

Building or Property Committee: Commissioner Keenan sent a text yesterday regarding an issue from last year...heat/fan. Frank Draiss from Classic Plumbing and Heating adjusted it, but the motor is going. During the week and during the call, if they messed with it, it would go on. The new motor was replaced today. As for the Firemen room heat, even though it said 74, it was really set to 64. Commissioner Keenan reset it to 68 and the room did get warmer. All other areas regarding heat are fine. Commissioner Jacobowitz advised the board that he and Fred Stipak will be getting together to work on the timers for the lights.

Old Business

Driver Qualification/Active Duty Criteria: Commissioner Keenan would like to schedule a workshop to work on the active duty criteria and district rules and regulations. He suggested the Monday before our February meeting. A motion was made by Commissioner Decker and seconded by Commissioner Grecco to hold a workshop at 6:00 PM on Monday, February 5 to meet on this issue. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried. Notice will be placed in the Wallkill Valley Times.

Fuel Audit: The officers will get the information to Commissioner Jacobowitz who will then get with Treasurer Miller, so they can marry the two.

Life Insurance for Firefighters: Commissioner Keenan asked if the board has a chance to review the quotes yet. He would like everyone to review them and be ready to discuss and possibly move forward on this at the February meeting.

Overhead Doors: Tabled

Coldenham Fire District
Board of Fire Commissioners
January 8, 2018

SAM (State and Municipal Facilities Program): Commissioner Keenan reported last month that all the paperwork was submitted, and they received it. On December 20, the Grant Program Assistant of the Grant Administration of the Dormitory Authority of the State of New York wrote that she was preparing to send the grant to Financial Review. They wanted to know where we got the estimates for the project. Commissioner Keenan replied to her and he guessed she was satisfied because he didn't hear back.

Plymovent: Commissioner Jacobowitz got in touch with them. We are waiting for them to schedule a date for us. We are getting all nine of the drops serviced, the regulator that is leaking on 202's bay fixed or replaced and the 8" boot for 205.

AFG/FEMA Grant for 2018: Chief Hunt advised the board that the FEMA Grant for 2018 opened December 26 and remains open until February 2. Our grant was completed and submitted within 5 days of the opening, and he already got confirmation that they received it. Commissioner Grecco is going to let Congressman Maloney know that we've submitted it and ask him to keep an eye on it.

Surplus Gear: Commissioner Keenan said that the forms have been posted outlining the stipulations of purchase. We will give it a month and see where we stand after that. The main stipulation is that "Coldenham" must be removed from the back of the coats. Commissioner Decker asked if we could offer the remaining sets to other fire company personnel. After some discussion, it was decided that anything left after our firefighters buy will be sold to Black Helmet.

2018 Nominated Officers:

Chief	Matt Hunt
1 st Assistant Chief	Mike Keenan Jr
2 nd Assistant Chief	Mike Kenny
1 st Captain	Rob Cable
2 nd Captain	Mike Wirth
1 st Lieutenant Sr Grade	Marc Beach
1 st Lieutenant Jr Grade	Wesley Wright
2 nd Lieutenant Sr Grade	David Keller
2 nd Lieutenant Jr Grade	Frank Draiss Jr
Fire Police Captain	Randy Haylock

A motion was made by Commissioner Jacobowitz and seconded by Commissioner Cameron to accept the officers as nominated by the Fire Company. Commissioner Decker asked what we need to do about the issues that were brought to the board last month? Do they just go away? Do we forget about them? Commissioner Keenan stated that the personnel issues have been resolved. Secretary polled the board: Commissioner Jacobowitz – yes,

Coldenham Fire District
Board of Fire Commissioners
January 8, 2018

Commissioner Decker – yes, Commissioner Cameron – yes, Commissioner Grecco – yes and Commissioner Keenen – yes. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Ongoing & Upcoming Projects

Office and Files Room Renovation: Commissioner Keenan advised the board that we are going to work on this this year.

Doors, Keys & Locks: Commissioner Keenan advised the board that this topic is still on here because of the interior doors. He has a plan in mind but doesn't know the cost currently. Hopefully by next month, he will have more information and the cost.

Surplus Equipment: Chief Hunt stated there was no new surplus equipment at this time.

Bay Floors: Commissioner Decker drafted a letter. He asked that the board review it and make comments and/or suggestions and drop it in his box. He will amend it and have it for the next meeting. Commissioner Keenan mentioned that Commissioner Decker might add a little incentive that we might have another job for them with the new concrete.

New Business

Provident Insurance Co: Commissioner Keenan submitted an accident renewal quote from Provident Insurance Company. They quoted three plans, one of which is our current plan. Commissioner Keenan suggests that we stick with the current plan and if we want to change it, we should look at it in August when we're making the budget. Under the present plan, the yearly premium is \$5,780, for a three year plan the annual premium would be \$5,452 per year and a three-year prepaid cost of \$15,771. A motion was made by Commissioner Cameron and seconded by Commissioner Grecco to keep the present plan at an annual fee of \$5,708. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried

2017 Audit: Treasurer Miller received a list of journal entries from Margaret Quimby. She received a letter asking for specific items like our bank account numbers. Ron Clum is set to meet with Treasurer Miller on Monday, January 15th at the firehouse to go over all the information. Once that is done, we will need to schedule a date to have Cooper Arias come and do our audit. Commissioner Keenan reminded the board members and Treasurer Miller and Secretary Keenan to complete the Cooper Arias questionnaire to complete independently and return.

LOSAP: Commissioner Keenan stated that all the 2017 date is run and all the training out of Target Solutions to marry up people's training with points. After all the information is gathered, Commissioner Keenan will meet with Chief Hunt to compile the report for February. That must be posted for a month and hopefully in March it can be submitted.

Meeting with District Officers: Commissioner Keenan would like to meet with all the Fire

Coldenham Fire District
Board of Fire Commissioners
January 8, 2018

District Officers and one Commissioner to review their positions and what is expected. Commissioner Decker would like to set up a special meeting and go into Executive Session with the officers and the whole board. That way each of the Commissioners will be able to voice their opinions. Some discussion ensued. Commissioner Keenan would like to have a meeting where we discuss perceptions, concerns and expectations. More like a “We are here to support you meeting.” Commissioner Grecco stated that we all must learn to ask for help when needed. No one is a mind reader. The communication in the fire house stinks. Commissioner Cameron added that the board who like to express our general expectations. It doesn’t matter if you’re the Captain or the Lieutenant or on the board, or the Chief. We need to tell the officers what the board expects from an officer and then once we address those, if there is a problem down the road, then we go one on one, or then we go to the problem through the Chief, with the Chief. More discussion ensued. Commissioner Keenan asked Chief Hunt for his opinion. Chief Hunt said that he doesn’t have a problem meeting with the entire board. Some ideas were expressed about just sitting around the table and talking with the board and officers. Not a meeting, no business discussed, no trucks purchased no motions passed. Another idea was what if the officers invited the Board to their meeting. Commissioner Keenan said he might have to clear it with the attorney. After further discussion, a motion was made by Commissioner Decker and seconded by Commissioner Grecco to hold a special meeting on Monday, January 15, 2018 at 7 PM with the Fire Company Officers and the Board of Commissioners. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried. Being it is too late to put in our official paper, the secretary will post it on the Town websites and bulletin boards, our fire district website, the marquis and the firehouse exterior doors.

New Computers for Secretary and Treasurer: Commissioner Keenan advised the board that the Secretary’s laptop hasn’t worked in about a year or two and the Treasurer’s laptop is outdated and the software to do the financial tracking is nine years old. We need to purchase two laptops and new software; QuickBooks 2018 and Microsoft office 365. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to spend up to \$1800 to purchase the two laptop computers and the associated software. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Physicals: Commissioner Cameron advised the board that it is once again time for physicals. He would like to start in the second week in February. He will get with the Chief and pick two nights and a weekend day. Commissioner Keenan asks that everyone spread the word about physicals being due.

Pagers: Commissioner Cameron advised the board that when he went to order the 15 pagers that were approved last month, there was a sale and he was able to order 18 for less than what we proposed for the 15. They should be in sometime next month and the Chief will decide on distribution. Chief Hunt advised Commissioner Cameron that Marc Beach’s charger is bad.

Permission Form: Commissioner Cameron would like to draft a permission form for

Coldenham Fire District
Board of Fire Commissioners
January 8, 2018

authorization to get the pre-employment physical. He will have it for review at next month’s meeting.

Chief’s Report

Membership

- New members: 2 Daniel Abbattello and BethAnn Nickels Active Firefighters
- Qualified drivers: 0
- 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

Apparatus Status

- Siren in 201 died. Newer siren box was installed.

Further Information from the Chief

- Chief Hunt advised the board that the company will be buying a pallet of water and have it billed to the district.
- Chief Hunt asked for permission to have beer at the Friday night awards dinner. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Cameron to allow the fire company to have beer at the Friday night awards dinner. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried

Further Information from the Commissioners

Nothing currently.

Information from the Treasurer/Secretary

Treasurer Miller ordered checks today for the general fund but also needs to order checks for the Property and Acquisition account. She also needs deposit slips for the money market and the trust and agency account. Treasurer Miller also advised the board that she signed up for a webinar on government accounting.

Approved Expenditures

2 Laptops and software	\$ 1800.00
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Coldenham Fire District
Board of Fire Commissioners
January 8, 2018

Public Comments

Nothing currently.

Bills Signed

Commissioner Decker made a motion to pay bills if found correct, seconded by Commissioner Grecco. 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