

Coldenham Fire District  
Board of Fire Commissioners  
January 7, 2019

**Call to Order**

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on January 7, 2019 at the Coldenham Fire House. Commissioner Keenan called the meeting to order and said the salute to the flag at the Reorganization Meeting.

**Roll Call**

Commissioners present: Joseph Keenan, Wayne Jacobowitz, Rickey Cameron and Warren Decker.

Also, present: Linda Miller, Treasurer  
1<sup>st</sup> Asst Chief Mike Kenny  
2<sup>nd</sup> Asst Chief Mike Wirth

Commissioner Grecco and Secretary Keenan were excused due to illness. Chief Hunt was excused to attend the Town of Montgomery Planning Board concerning the Sailfish Project.

**Acceptance of Minutes**

A motion was made by Commissioner Decker and seconded by Commissioner Cameron to dispense with the reading of the monthly meeting minutes of December 10, 2018 and accept them as written. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried. NOTE: The reorganization meeting was held at 7:00 PM on January 7, 2019 not 6:00 PM as agreed to by the board at the December meeting.

**Communications**

- Commissioner Keenan advised the board that we received our monthly statement from RBC Wealth Management on LOSAP. Statement balance as of December 31, 2018 is \$1,138,517.21.
- Correspondence was received from PenFlex concerning the 2018 records. Commissioner Cameron, Chief Hunt and Commissioner Keenan will review the records.

**Hall Requests**

Annette Dugan requested the hall on behalf of Denni Anne Dugan for January 8, 2019 from 9AM to 6PM for use after a funeral for her Mother in Law. Commissioner Grecco was contacted by phone and the remainder of the board was contacted by e-mail. The board made an exception to allow her to use the hall. Commissioner Keenan advised the board that the boy scouts will set up the room after the meeting.

**Public Discussion**

John Keenan asked if a new toilet could be put in the hallway bathroom. Commissioner Jacobowitz will check on the logistics.

**Committee Reports**

**Safety Committee:** Commissioner Cameron advised the board that there was nothing new

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to report.

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

**Building or Property Committee:** The board had nothing new to report.

**Old Business**

**District Rules and Regulations Review:** Nothing currently.

**Fuel Audit:** Commissioner Jacobowitz has not been able to meet with Chief Hunt yet.

**Cancer Bill Insurance:** Commissioner Keenan advised the board that there is a report that must be submitted to the state each December that states that we do have cancer bill insurance in force, who our carrier is and how many people are covered. The report needed to be notarized and sent to DHSES.

**SAM (State and Municipal Facilities Program administered by DASNY):** Commissioner Keenan advised the board that all is on target. They said 12 to 14 months. 12 months was December, so we are still waiting.

**Ongoing & Upcoming Projects**

**Office and Files Room Renovation:** Commissioner Keenan advised the board that this is the year to finish up the files room.

**Doors, Keys & Locks:** Commissioner Keenan spoke with Chief Hunt to remind him that officers changed, and keys changed hands and to inventory the changes.

**Surplus Equipment:** Still need to photos.

**Bay Floors:** Prices are good until March 31. Total comes to \$8665.94. We should decide within the next two months.

**Blacktop & Sealcoating:** Tabled.

**Air Conditioning Issues:** Commissioner Jacobowitz is putting this off until March or April.

**Kitchen Exhaust:** Commissioner Jacobowitz stated that he must get up on the roof. Commissioner Keenan asked if our plumber could handle it. Commissioner Jacobowitz didn't know if he did that. Commissioner Keenan asked if maybe Olympic could handle it being, they are coming already. Commissioner Jacobowitz said that they might just do the wiring. He will ask them.

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**New Business**

**LOSAP:** Commissioner Keenan said that we already touched on this subject under communications.

**Annual Training:** Commissioner Keenan advised the board that last year we opened it in April and closed it in June. He recommends the same each year. He asked that the Assistant Chiefs touch base with Chief Hunt about this.

**Physicals:** Commissioner Cameron is hoping to schedule physicals about the middle to end of February. He will take care of it.

**Chief's Report**

**Membership**

- New members: 0
- 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**

**Further Information from the Chief**

- Assistant Chief Kenny advised the board that we had 346 calls with 0 failed responses in 2018.
- Assistant Chief Kenny advised the board that hoods and gloves have been purchased.
- Assistant Chief Kenny advised the board that they are looking to expand EMS to include Narcan and Glucometry. We will have to pay a one-time fee for the Glucometry with the state. Marc is getting additional information and there is additional paperwork to give to Dr. Basri to move forward with it. For your information, we will have a considerable EMS purchase when the money comes in as pretty much everything is running out in February and March.
- Assistant Chief Kenny advised the board that Fred Stipak has been removed as EMS Officer due to his EMT lapsing. The position remains vacant.
- Assistant Chief Kenny advised the board that Assistant Chief Wirth has an invoice for the 100 Alarm Club items for a total of \$1830.83. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to pay \$1830.83 for the 100 Alarm Club items. Unanimous approval (4 ayes, 0 nays) was received by

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those in attendance. Motion carried.

- Assistant Chief Kenny and Assistant Chief Wirth would like permission to go to Alfi's to get fitted for Chief uniforms. A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to allow up to \$600 per uniform for a total of \$1200. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.
- Assistant Chief Kenny advised the board that fit test was done. Any stragglers will be fitted on training nights. Pack trackers are currently being programmed. The harnesses and bottles are in. Commissioner Keenan advised everything else will be delivered on Wednesday, January 10. Once in, training can begin.
- The crash recovery system license in 208 expires in March. We will need to renew it. Not sure how much it is. Commissioner Keenan advised the board that he received it today in e-mail and thanked Asst Chief Kenny for reminding him. The renewal is \$265. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to renew the crash recovery system license at a cost of \$265. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.
- Asst Chief Kenny advised the board that the fuel audit will be turned in within the next couple of days.

**Further Information from the Commissioners**

Commissioner Keenan suggested that the AED and alarm box be installed by the phone in the hall.

Commissioner Keenan advised the board that beginning January 1, 2019 in New York State smoke detectors must either be hard wired or have a 10-year battery.

**Information from the Treasurer/Secretary**

Treasurer Miller advised the board that we received a \$200 check from the county for the use of the hall for the election and a refund from Rose & Kiernan in the amount of \$897.85 for the 2008 Ford Expedition. A motion was made by Commissioner Cameron and seconded by Commissioner Decker to transfer this refund check into the 2019 Chief's Equipment Budget line item. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Treasurer Miller had to move \$3275.17 from Bond and Interest to Vehicle Maintenance and Repair. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Cameron to have \$3275.17 moved from Bond and Interest on page 2 to Vehicle Maintenance and Repair on page 1. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Treasurer Miller left \$1200 in PPE to cover the cost of the hoods and gloves. She also left \$318 in legal fees. She also left some in Radio Maintenance as there might be some bills coming in from 2018.

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**Approved Expenditures**

Alfi's for 2 chief uniforms	\$	1200.00
Renewal for crash recovery system		265.00
2018 Top Responder Awards		1830.83

**Public Comments**

None.

**Bills Signed**

Commissioner Decker made a motion to pay bills if found correct, seconded by Commissioner Jacobowitz. Unanimous approval (4 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**

A motion was made by Commissioner Decker and seconded by Commissioner Cameron to go into Executive Session to discuss a potential personnel issue in violation of our social media rules and regs. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Reconvened from executive session. The board discussed reaffirming our policy on social media and we will reaffirm all our policies at next month's meeting.

**Adjournment**

Since all regular business was completed, Commissioner Decker moved to adjourn the meeting seconded by Commissioner Jacobowitz. Unanimous approval (4 ayes, 0 nays) by those in attendance was received. Motion carried.

Respectfully submitted,

Mary E. Keenan  
Secretary