

Coldenham Fire District
Board of Fire Commissioners
March 11, 2019

Call to Order

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on March 11, 2019 at the Coldenham Fire House. Commissioner Keenan called the meeting to order and led the salute to the flag.

Roll Call

Commissioners present: Joseph Keenan, Wayne Jacobowitz, Anita Grecco and Warren Decker. Rickey Cameron was absent.

Also, present: Mary Keenan, Secretary
Linda Miller, Treasurer
Chief Matt Hunt
2nd Asst Chief Mike Wirth

1st Assistant Chief Kenny was excused due to work obligations.

Acceptance of Minutes

A motion was made by Commissioner Decker and seconded by Commissioner Grecco to dispense with the reading of the regular monthly meeting minutes of February 11, 2019 and the special meeting minutes of February 25, 2019 and accept them as written. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

NOTE: After the February meeting, it was decided to change the date of the audit from March 5 to March 7, 2019.

Communications

- A letter from the American Red Cross wishing us a happy and healthy new year. The letter also includes information about the Red Cross and how to contact them.
- Correspondence was received from the Montgomery Fire District regarding the radio system usage fee. The fee is \$800 per year for the use of the Montgomery Fire Districts cross-link repeater located in Winding Hills Park.
- A request for permission to use the rear and/or back parking lot, and/or field for a few softball practices with about 20 women. They acknowledge that all responsibility for injuries and damage to the area would fall on them.
- Commissioner Keenan advised the board that we received our monthly statement from RBC Wealth Management on LOSAP. Statement balance as of February 28, 2019 is \$1,183,479.44, which is an increase in value of almost \$9000.

Hall Requests

Fred Stipak of the Coldenham Fire Company on April 25 for a blood drive from 1-9.

Michael Keenan Jr. on April 13 for a birthday party from 8AM to 4PM.

Jeremy Bissinger on June 2 for a birthday party from 10AM to 4PM.

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A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to approve all three requests. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Public Discussion

Randy Haylock asked about new gauges for the fuel tanks.

Committee Reports

Safety Committee: Commissioner Cameron advised the board (by e-mail to Commissioner Keenan) that there were no reported injuries since last month.

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

Building or Property Committee: Commissioner Keenan advised the board that the water fountain has been out of commission for a long time. The grey pipe was broke, and it was full of mold. It has been removed and a water cooler will replace it.

Old Business

District Rules and Regulations Review: Nothing currently.

Fuel Audit: The audit has been completed through December. Next due through June.

SAM (State and Municipal Facilities Program administered by DASNY): Commissioners Keenan and Grecco met and reviewed all the paperwork. There is more to be completed. We redid the questionnaire. We must to complete the general agreement. A dedicated checking account was opened today. Everything must be reviewed by counsel. This must be provided in writing, and then the whole package goes back to the state. Then we sit and wait.

LOSAP: The reports were posted for the required 30 days. Neither Commissioner Keenan nor Chief Hunt had anyone approach them about errors to their LOSAP information. It will be signed and sent out with Chief Hunt's signature notarized by Treasurer Miller.

Annual Training: The window will open April 1 and close June 30.

Physicals: An e-mail from Commissioner Cameron advised the board that 17 members completed their physicals at the first date. The next dates will be Monday, March 18 and Sunday, March 24. Commissioner Decker said it went very smoothly.

Webpage/E-Mail Status: Commissioner Keenan advised the board that at the special meeting the webpage, the webmaster and e-mail was discussed. We are no longer doing business with our prior vendor. The new vendor is Belsito Communications. They publish First Responder News. The cost is \$750 per year, the same as our prior vendor. The e-mail

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and website have already been moved over. The website has many broken links. They will work on fixing them. We now have administrative rights to the e-mail. Not everyone has been built in yet. It is pro-rated for this year at \$593.75.

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 advised the board that the combination to the back barn has been changed to the old code. (Same as radio room.)

Surplus Equipment: Commissioner Keenan asked for a motion to declare surplus 34 packs which are 2005 NFPA Standard, approximately 70 masks model AV3000 non high temperature compliant and 64 expired bottles 4500PSI. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to declare the above-mentioned equipment as surplus. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

A question was raised if members would be allowed to purchase the surplus equipment. The board agreed that they could buy it with the stipulation that it never comes back to the firehouse and they sign a waiver disclaimer. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to offer the surplus equipment for \$150 per set (mask and harness) with a waiver disclaimer and holes drilled in the expired bottles. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Bay Floors: Commissioner Decker contacted Mike from Bay Floors with our intent to have them paint the floor and to ask for a contract. He replied with a letter quoting prices for the green, grey and yellow lines to be redone. There was no mention that we would not incur labor costs. Mike e-mailed back, "There is no cost to you for the labor." Prices are good until March 31. Total comes to \$8665.94. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Grecco to have the bay floor coated by Engine Bay Floors per the agreement at a cost of \$8665.94 for materials with no labor cost. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried. Commissioner Decker will contact Engine Bay Floors to lock in dates and pricing.

Blacktop & Sealcoating: Tabled.

Air Conditioning Issues: Commissioner Jacobowitz has contacted Classic Plumbing and Heating. Frank Draiss is checking his numbers and Commissioner Jacobowitz will try to have a quote by next month's meeting.

Kitchen Exhaust: Commissioner Jacobowitz has not done anything on this yet.

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New Business

Dutchess Overhead Doors: We received a proposal for preventative maintenance for maintenance of 10 doors at a cost of \$70 per door and \$35 per operator per service. They will adjust, lubricate, tighten, and inspect all doors. An estimate for any extra parts and labor will be provided. Labor rates are \$137 per hour for one service technician and \$247 per hour for two service technicians if needed. A motion was made by Commissioner Decker and seconded by Commissioner Grecco to have Dutchess Overhead Doors perform preventative maintenance on the 10 doors at a cost of \$1050 plus labor. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried. Commissioner Decker will see if they would service the back barn when he speaks to them.

Dell Server Warranty: Our server warranty expires on April 11, 2019. The proposed cost for one-year extension is \$379.04 and coverage for two years would be \$757.04. The warranty would cover 24/7 technical phone support for hardware and software, unlimited parts replacement, all hardware parts, next business day on site service, free parts and labor, software coverage, operating system and pre-installed applications. Any virus issues and 3rd party applications are excluded. Commissioner Keenan recommends contracting for one year. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Grecco to extend our Dell Server Warranty for one year at a cost of \$379.04. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Montgomery cross link repeater: Some discussion ensued as to this topic. Questions arose about putting our own repeater at the firehouse. A motion was made by Commissioner Grecco and seconded by Commissioner Jacobowitz to pay Montgomery \$800 for the use of the cross-link repeater in Winding Hills and investigate alternatives. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Pine Bush Women's League: A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to allow the Pine Bush Women's League to use the district property for softball practice. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

EMT's not passing class: Commissioner Grecco asked if the firefighters who did not complete the EMT course have repaid the district. Letters have not been sent out yet. Secretary will get names from the Chief and get letters out to those involved.

FEMA Grants: Commissioner Jacobowitz has already been in touch with a grant writer and he and the Chief are set to meet with her on Wednesday at 7:00 PM. FYI...She was in an accident on 747 about two years ago and would like to give back to the district.

Chief's Report

Membership

- New members: 1 Cristofer Matos, Active Firefighter
- Qualified drivers: 0

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- 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

A motion was made by Commissioner Jacobowitz and seconded by Commissioner Grecco to approve Cristofer Matos as an active firefighter. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Apparatus Status

Chief Hunt advised the board that Ruscon will be here sometime this week to start the preventative maintenance on the large apparatus. Once they are complete, he will be in contact with Campbell to get 205 in for its preventative maintenance. It will be out of service in April for 2 or 3 days.

Further Information from the Chief

- Chief Hunt would like to purchase 5 sets of interior structure fire, 1 exterior set and 8 helmets for a total of \$21,804.51 from High Tech. Included in that are the new hoods which are anti-carcinogenic. A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to approve the purchase of the equipment listed above. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.
- Chief Hunt advised the board that EMS supplies are needed at a cost of \$1541.16. A motion was made by Commissioner Decker and seconded by Commissioner Grecco to purchase EMS supplies at a cost of \$1541.16. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.
- Chief Hunt advised the board that four more expired helmets were found. If anyone wants one, see Chief Hunt. If no one wants any, they will be tossed.
- Chief Hunt advised the board that the Halligans are in and in service. The saws should probably be in this week.
- Chief Hunt advised the board that UPS is delivering to Rickey Cameron's instead of the firehouse again. He will speak to him about it when he gets back from vacation. Commissioner Keenan suggested that we can give UPS their own code and they can leave the packages in the firehouse in the future.
- Chief Hunt advised the board that there will be a Battalion II meeting here on Tuesday, March 19. He said they will be able to use the upstairs room if he can use a projector.

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Further Information from the Commissioners

Commissioner Keenan advised the board that we have not received the Town of Montgomery money yet. He spoke to them and they will release the money of the 11th. He did not hear from them today.

Lawn and Grounds Maintenance: Commissioner Decker advised the board that it was time to get bids for the lawn and grounds maintenance for this season. Commissioner Keenan stated that we do have to go out for bids this year. Commissioner Decker advised the board that the only items changed from the previous specs were the dates. Commissioner Keenan recommended that we do an RFP and put it in the next edition of the Wallkill Valley Times to be opened at our next month’s meeting. A motion was made by Commissioner Keenan seconded by Commissioner Grecco to put out an RFP for the 2019 Lawn and Grounds season, with the legal notice put in the Wallkill Valley Times with contact information for Commissioner Jacobowitz and Commissioner Decker. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Information from the Treasurer/Secretary

Treasurer Miller advised the board that we had our independent audit this past Thursday. It went well but there were a couple of items that the auditors had questions about. Some discussion ensued.

Treasurer Miller would like to transfer \$275,000 from the general fund to the money market account. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Grecco to transfer \$275,000 from the general fund to the money market account. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Approved Expenditures

Engine Bay Floors	\$	8665.94
Dutchess Overhead Doors		1050.00 plus labor
Dell Server Warranty Extension		379.04
Montgomery Fire District (Repeater)		800.00
EMP, Inc (EMS supplies)		1541.16
Hi-Tech Fire & Safety Inc (Gear)		21804.51

Public Comments

None.

Bills Signed

A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to pay bills if found correct. Unanimous approval (4 ayes, 0 nays) by those in attendance was received. Motion carried.

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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 Jacobowitz. Unanimous approval (4 ayes, 0 nays) by those in attendance was received. Motion carried.

Respectfully submitted,

Mary E. Keenan
Secretary