

Coldenham Fire District  
Board of Fire Commissioners  
January 13, 2020

**Call to Order**

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on January 13, 2020 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, Ricky Cameron, Anita Grecco, Warren Decker and Wayne Jacobowitz

Also, present: Mary Keenan, Secretary  
Linda Miller, Past Treasurer  
Donna VanDerMeulen, Treasurer  
Chief Matt Hunt  
Asst Chief Mike Wirth

**Acceptance of Minutes**

A motion was made by Commissioner Grecco and seconded by Commissioner Keenan to accept the minutes from December 9, 2019 as read. Approval (3 ayes, 0 nays and 2 abstains) was received by those in attendance. Motion carried.

**Communications**

Commissioner Keenan advised the board that we received our end of the year statement from RBC Wealth Management on LOSAP. Statement balance as of December 33, 2019 is \$1,276,892.82.

**Bids for Air Conditioning Upgrade and Replacement:** Four bids were received for the air conditioning project. They are as follows:

Simple Fix HVAC Professionals LLC from New Windsor	\$55,000.00
Classic Plumbing & Heating & Air Conditioner Corp from Newburgh	55,000.00
MDS HVAC – INC from Walden	57,102.43
Larson’s Heating and Cooling from Middletown	27,390.00

**Hall Requests**

Coldenham Fire Company for a blood drive on March 18, 2020 from 1pm to 7pm

A motion was made by Commissioner Grecco and seconded by Commissioner Jacobowitz to approve the request for the use of the hall on March 18 for a blood drive. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

**Public Discussion**

Nothing currently.

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**Committee Reports**

**Safety Committee:** Nothing to report currently.

**Mack Restoration Committee:** Nothing new to report.

**Building or Property Committee:** Nothing currently.

**Old Business**

**Fuel Audit:** Commissioner Jacobowitz is working on it.

**SAM (State and Municipal Facilities Program administered by DASNY):** Commissioner Keenan and Commissioner Grecco will begin working on this.

**FEMA Grant:** Chief Hunt advised the board that FEMA grants will be opening shortly. In addition, the board would like a memo of understanding concerning the Walden regional grant as brought up last month.

**Ongoing & Upcoming Projects**

**Office and Files Room Renovation:** This is an ongoing project.

**Engine Bay Floors:** Looking to get this completed in the spring.

**Replacement Blacktop:** Hopefully in 2020.

**Air Conditioning Project:** Bids were read. They will be available for inspection by the board and awarded at the February 10, 2020 meeting.

**Kitchen Exhaust:** Commissioner Jacobowitz advised the board that he spoke with Quality Restaurant and they are familiar with the issue. He will get a quote for the work.

**Lights in Bays:** Fred Stipak advised the board that they are planning to do the electric repairs for the lighting in the bays this weekend. He is getting a quote from the local supply house for 4 boxes of bulbs, 10 ballasts and any other necessary items for the job. In addition, on that quote is the necessary items needed to complete a project from last year about replacing the cable TV wires to various TVs. Commissioner Decker will speak with United Rental about the lift. He will have it delivered late Friday afternoon and picked up Monday morning. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Grecco to purchase the bulbs, ballasts and necessary supplies including the cost of the lift not to exceed \$1200. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

**New Business**

**Insurance Renewals:** Our Accidental Death and Dismemberment Insurance is up for renewal. Quote for one year is \$4932. To renew for three years would be \$4644 annually.

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A motion was made by Commissioner Jacobowitz and seconded by Commissioner Cameron to renew for 3 years at a cost of \$4644 annually. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Commissioner Keenan advised the board that the Cyber Liability Insurance will expire on March 13, 2020. We will need to renew it at the February meeting.

**2019 LOSAP:** Commissioner Keenan advised the board that the report has been posted as of January 1, 2020.

**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**

Everything is in service. 205 got the ladder testing done. Issues resolved during inspection to include one of the gas meters was out of service. Had to replace the sensors.

**Surplus Equipment**

Nothing currently.

**Development Projects withing the Fire District**

Nothing currently. He just received plans that he will review.

**Further Information from the Chief**

Chief Hunt advised the board that the department will be doing a walk-through of the senior complex on Lakeside Road on February 8 at 9am.

All equipment that was purchased last month is in service.

Two members would like to take the EMT course. Chief Hunt informed them that they will need to sign the current user agreement. The class starts at the end of February. It will cost \$961.71 which covers tuition and books. Shipping will be added. The total comes to

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\$1923.42 for the two members. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Cameron to approve sending the two members to the EMT course. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

The chief would like to hold a Super Bowl party on February 2 to include having beer. This will be open to our members and their immediate families. Frank Draiss Jr will oversee the event. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Cameron to approve the Super Bowl party on February 2 to include having beer. They are authorized to use the Firemen’s Room and the hall. No one should be in the truck house or outside. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

**Further Information from the Commissioners**

In addition to the Chair, these tasks are assigned to the following Commissioners:

Lens program	Commissioner Decker
Door Locks/Keys	Commissioner Jacobowitz
Security Cameras	Commissioner Decker
Back Barn Alarm	Commissioner Decker
Server/Computer Access	Commissioner Jacobowitz
LOSAP	Commissioner Jacobowitz
Insurance	Commissioner Cameron
Target Solution	Commissioner Cameron
Firehouse Software (ESO)	Commissioner Jacobowitz
Coffee Systems	Commissioner Grecco

Commissioner Decker would like to remind everyone that the door to the utility closet should be closed. Chief Hunt will put a door closer on it.

Commissioner Decker advised the board that when writing the year, be sure to write 2020 not just 20 for accuracy.

Commissioner Keenan welcomed Donna VanDerMeulen to the Treasurer position. He also thanked Linda Miller for her years of service.

**Information from the Treasurer/Secretary**

Treasurer VanDerMeulen advised the board that she took the Notary test at the end of November. She included a reimbursement for the test and mileage with the bills. She passed the test.

Treasurer VanDerMeulen advised the board that money was moved at the end of the year. We moved \$80,000 to the Capital Reserve for Equipment Purchase, \$20,000 to the Capital Reserve for Property and Acquisition and \$10,000 to the Capital Reserve for Equipment Repair.

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The following transfers were done to balance the budget for 2019:

FROM	AMT	TO
Misc. Other	\$ 2405.64	Post Office
Misc. Other	901.33	Phones
Misc. Other	3287.19	Chief Budget
Misc. Other	105.00	Admin Fee
Misc. Other	103.00	Career Tracking
Misc. Other	3532.07	Chief Budget
Unemployment	71.36	Social Security
<b>Total</b>	<b>\$10,405.59</b>	

Treasurer VanDerMeulen advised the board that the personnel forms have been done and are ready for signature, the W-2's are done. We are ready for the pre-audit on January 17. All checks to present have been cut so they can be signed tonight. We must set up the signature for the accounts. Orange Count Trust is open on Thursday and Friday until 5:30, so maybe we can get them updated this week. We will need an appointment letter for JP Morgan Chase and a copy of the Reorganization Minutes that shows Donna VanDerMeulen as the Treasurer.

Past Treasurer Linda Miller thanked the board for allowing her to be the Treasurer for the last 15 years. She also said it was a pleasure to train Donna VanDerMeulen and wishes her the best in her new position.

A motion was made by Commissioner Decker and seconded by Commissioner Grecco to allow up to \$50 each for Notary Stamps for the Treasurer and Secretary not to exceed \$100 total. Unanimous approval (4 ayes, 0 nays and 1 abstain) was received by those in attendance. Motion carried.

**Approved Expenditures**

Notary Stamps	\$	100.00
EMT Tuition and Books		1923.42
Accidental Death & Dismemberment Renewal		4644.00

**Public Comments**

Chief Hunt suggested that we might want to investigate a new phone system for the firehouse as the current one is full of static.

Captain Gasperetti informed the board that the ladies did not have their Christmas Party in December, so they will be having it in January at their regular meeting. They were approved to have wine and beer in December and just wanted to be sure it carried over to January. The board agreed.

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Randy Haylock asked about our fuel costs. Commissioner Keenan said that we did compare prices and we will have to request proposals to change anything. There have been other projects that needed to be cared for first.

Fred Stipak suggested that a cut off switch be installed on the outside of the building for the fuel pumps and replace the hoses. The board will investigate it.

**Bills Signed**

A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to pay bills if found correct. Unanimous approval (5 ayes and 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 Grecco. Unanimous approval (5 ayes and 0 nays) by those in attendance was received. Motion carried.

Respectfully submitted,

Mary E. Keenan  
Secretary