

Coldenham Fire District
Board of Fire Commissioners
January 13, 2014

Call to Order:

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on January 13, 2014 at the Coldenham Fire House. Joe Keenan opened the meeting with the pledge to the flag.

Roll Call:

Commissioners present were: Joe Keenan, Anita Grecco, Warren Decker and Andy Garofalo. Tim Besser was excused due to work duties.

Also present was: Mary Keenan, Secretary
Linda Miller, Treasurer.

Acceptance of Minutes:

A motion was made by Commissioner Grecco to dispense with the reading of the regular monthly meeting minutes of December 9, 2013 and accept them as written. Commissioner Garofalo seconded the motion. Unanimous approval (4 ayes, 0 nays) by those in attendance was received. Motion carried.

Communications:

- Information from the Association of Fire Districts of the State of New York about annual commissioner, secretary and treasurer training.
- Information was received from PenFlex advising us that Comercia Bank processes on the 15th and the 1st of every month and normally PenFlex only uses the 1st. We will pick up the cost of the change which will be \$34.80. Paperwork given to the Treasurer. Also received from PenFlex was a Fall 2013 Newsletter.
- The state informed us that there are new requirements for state bid. Paperwork given to the secretary to file.
- The end of year statement was received from RBC Wealth Management and the balance at the end of the year was \$989045.51.

Hall Requests:

- Walt Miller on July 5, 2014 for a graduation party from 2 - 10. Deposit was received.
- Colden Park Homeowner's Association on January 23, 2014 at 7:00 pm. Deposit was received.
- Orange County Fire District's Association on February 25, 2014 at 7:30 pm.

A motion was made by Warren Decker and seconded by Andy Garofalo to approve the use of the hall for the above requests. Unanimous (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Public Discussion:

None.

Committee Reports:

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Truck Committee: Commissioner Keenan reported that there is nothing to report at this time.

Space Committee and Surplus List: Nothing at this time.

Safety Committee: Chief Draiss reported that there was one minor injury last week.

Mack Restoration Committee: Nothing at this time.

Old Business:

- **Physicals:** Commissioner Besser sent word that the physicals have gone up \$15 for a total of \$140. The lab fees remained unchanged. Firefighters can either use the Montgomery Office after hours as a group. Tuesday nights are available or they could also designate a Sunday just for us. They are able to do fit testing during the physical at a cost of \$40. They would be unable to fit test for those firefighters that go on their own time. Commissioner Keenan suggested Sunday, February 16 and Tuesday, February 18. Assistant Chief Miller doesn't mind doing the fit testing and most were just done in October. Treasurer Miller will call the billing department and ask them to send a bill each month. Commissioner Anita Grecco made a motion, seconded by Commissioner Warren Decker to schedule physicals for the 16th and 18th of February at the Montgomery office. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried. Commissioner Keenan will get with Commissioner Besser with the dates and ask how many people, the times and if we can have the questionnaire for the firefighters ahead of time.

Active Duty Criteria: Nothing at this time.

LOSAP/Service Awards: Commissioner Keenan stated that the preliminary report is done and will be posted tonight. It must be posted for 30 days.

Server and Workstations: Commissioner Keenan said the server is shot. We need to buy a server. A motion was made by Commissioner Decker and seconded by Commissioner Garofalo to approve the purchase of a server up to \$4500. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried. Commissioner Keenan will look at the workstations also.

Kickplate for the Trophy Case: Commissioner Keenan stated that he just hasn't gotten to it yet.

Policy Manual by Scicchitano & Pinsky (District Rules & Regs): Commissioner Besser printed out copies of the manual for all Commissioners, Chiefs, Treasurer and Secretary. He would like to schedule a couple of work sessions to review them. A motion was made by Commissioner Decker and seconded by Commissioner Garofalo to hold two work sessions to review the manuals from 10 to 2 on February 1 and February 8. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

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PA system: Commissioner Keenan stated that this is still on hold.

Firehouse Software for Tablets: Assistant Chief Miller says that they are still working on the problem.

Gas reimbursement form: Only one reimbursement form was received.

Fuel Log Audit: Commissioner Keenan asked the Chief to submit the fuel logs from July to December of 2013 for audit.

New Business:

Copier: The secretary stated that a new copier is needed. Last year we paid \$1204.16 for the maintenance contract. Commissioner Keenan will get prices for next month's meeting.

Ladder Test: The aerial apparatus and ground ladder certification will expire on January 19, 2014. We received a quote from Mistras in the amount of \$750 for the Aerial Ladder, ground ladders are \$2.20/feet when tested with the Aerial, heat sensors and electrical hazard labels are \$2.50 each. Delays not attributed to Mistras Group will be billed at \$90 per hour. Partial inspections will also be billed at \$90 per hour. A motion was made by Commissioner Garofalo and seconded by Commissioner Decker to have Mistras Group perform the required tests on the aerial apparatus and ground ladders at the above mentioned cost. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried. (In March 2013 we paid them \$1447.)

Fire District Website: As part of the changes in open government laws, we need to now post the agenda and minutes on our District Website.

Committee Appointments for 2014: Due to an oil spill last week, the committees were not appointed at the reorganization meeting. The following is the committee list for 2014:

Auditing:	Commissioner Garofalo
Building:	Commissioner Besser and Commissioner Decker
Truck Committee:	Commissioner Keenan and Commissioner Garofalo
EAP Coordinator:	Commissioner Besser
Medical Advisor:	Dr. Basri
Budget Planning:	Commissioner Besser and Commissioner Grecco
Land/Outback:	Commissioner Besser and Commissioner Decker
Service Awards:	Commissioner Keenan
Hall Use:	Commissioner Grecco
Records Access Officer:	Mary E Keenan

Electrical Work: Commissioner Besser would like Commissioner Grecco to get in touch with John Sutton. He left her a list of what needs to be done.

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Oven: Commissioner Grecco will also get in touch with Quality Restaurant Supply to service the right side of the oven. It keeps going out.

Trash Cans for Ladies Room: Linda will order them from Staples.

Chief's Report:

Membership

- New members: 2 Frank Draiss Jr as a Junior Member
Patrick Blaney as a Junior Member
- Qualified drivers: 0
- New Drivers Requested: 0
- Drivers dropped: 0
- Physicals: On going
- Members passing probation: 0
- Members reinstated: 0
- Members dropped: 0
- Social Members dropped: 0
- Status switch: 1 Cherie Bissinger from Active to Social
- Members suspended: 1 continued
- Members resigned: 0

Further Information from the Chief:

- Chief Draiss asked the board if they were willing to add the President of the Fire Company to the phone bill and the company would pay the difference. The board stated that if the company agreed to this, we would need an official request to which we would have to enter into an agreement with the company and have everything spelled out.
- Chief Draiss said that we need to replace 2 halogen tools on the ladder at a cost of up to \$200 each for a total of \$400. A motion was made by Commissioner Decker, seconded by Commissioner Garofalo to purchase two halogen tools at a cost of \$200 each for a total of \$400. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.
- Our AED pads are out of date and medical supplies are needed. We need a list of the medical supplies with an estimated cost.
- Chief Draiss stated that he has three people interested in the Fire Officer II class being offered at a cost of \$25 per person. He believes the class is full already, but would like permission to send those three people in the future if another Fire Officer II class becomes available. A motion by Commissioner Grecco, seconded by Commissioner Decker to allow the Chief to sign up three members for Fire Officer II class if it becomes available as a cost of \$25 per person for a total of \$75. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.
- Chief Draiss would like to get three office chairs for the Chief Office at a cost of \$100 or less each. A motion was made by Commissioner Decker and seconded by Commissioner Grecco to have Treasurer Miller order three office chairs from Staples

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at a cost of \$100 or less. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

- Chief Draiss informed the board that the Friday night awards dinner will be at the Firehouse this Friday from 7 to 10. He would like permission for beer and wine. The Chief will police the event. A motion was made by Commissioner Garofalo and seconded by Commissioner Decker to allow the company for have beer and wine for their awards night. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.
- Chief Draiss would like permission for the members only to have a beer after the Vegas nights. A motion was made by Commissioner Keenan, seconded by Commissioner Garofalo to allow the members to have beer while breaking down the Vegas equipment after all paying members have left. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried. The President/Vice President and Vegas Committee will police the event.
- Chief Draiss has the list of recommended repairs from Ruscon on truck 204 and TA203. He will get with the company engineer and determine what needs to be done by Ruscon. Commissioner Keenan stated that an estimate would be needed for whatever Ruscon will be doing before giving them the ok.
- Truck 202 is at McDonald an McDonald Leaf Spring getting emergency spring hanger repair.
- Chief Draiss stated that the Fire Company filled the other two Lieutenant positions. Mike Keenan Jr is the 1st Lieutenant Junior grade and Robert Cable as the 2nd Lieutenant Junior Grade. Also Rose Pennings is the Corresponding Secretary. It was omitted on the list last month. A motion was made by Commissioner Decker and seconded by Commissioner Grecco to accept the Junior Officers as long as they both have the necessary training. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Further Information from the Commissioners:

Commissioner Decker asked if the Chief would be compiling a list of those not in compliance with necessary training. They said that people are continuing to attend the required training, and a list will be forthcoming.

Commissioner Keenan asked the Chiefs to work on scheduling the training for this calendar year. Assistant Chief Miller said that all have been scheduled. He will see Daryl at the dinner and OSHA has already been scheduled for October and HazMat for November.

Commissioner Decker asked if all the outdated coats have been boxed or removed from upstairs? Chief Draiss will make this a project for next month. They are separated from the rest of the good gear.

Commissioner Decker asked what gear should be issued to the fire police? He's had members ask and he asked them to ask Chief Draiss as he's never really been involved in it. Chief Draiss stated that no one has contacted him. Commissioner Keenan asked Chief

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Draiss to task this to the Fire Police Captain.

Commissioner Decker asked who is allowed to park in front of the bays. Commissioner Keenan stated that Fire Service vehicles and any mutual aid Fire Service vehicles (on stand-by for Coldenham) be allowed to park in front of the bays. Commissioner Keenan would like to further discuss this in Executive Session a little later.

Commissioner Decker made a motion to allow the Secretary to purchase a digital recorder up to \$500. The motion was seconded by Commissioner Grecco. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Information from the Treasurer/Secretary:

Treasurer Miller mailed in the form for the foreign fire tax which had to be in by the end of January.

The 2013 end of year transfers were transacted as follows:

FROM	TO	AMOUNT
Gas & Electric	Phones	\$ 2,955.21
Gas & Electric	Building Maintenance	2,890.33
Gas & Electric	Vehicle Maintenance	4,030.63
Physicals	Vehicle Maintenance	574.87
Physicals	Chief's Equipment Budget	8,288.14
Physicals	Dues	11.80
Physicals	Legal Notices	57.76
Miscellaneous	Fire Protection	333.34
Miscellaneous	Miscellaneous Food	468.92
Worker's Compensation	LOSAP	75.00
Worker's Compensation	Social Security	426.80
Worker's Compensation	Insurance Bldg & Equip Etc	<u>1,844.10</u>
Total		\$21,956.90

Treasurer Miller has forms that need to be signed so she can return them to the Orange County Clerk for the Treasurer and Custodian.

Treasurer Miller paid the abatements to Nelco and LKD in the amounts of \$38,430.99 and \$1,574.31 respectively.

Treasurer Miller filed paperwork with the MTA so that we will be refunded everything if the powers that be change their mind.

Approved Expenditures:

Server \$4500.00

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Mistras for ladder testing	depends on amount of ladder to test
Staples for trash cans	no amount mentioned
Chairs for Chief's office (3 @ \$100 or less)	300.00
Halogen tools (2 @ \$200)	400.00
Fire Officer II Class (Preapproval for 3 @ \$25)	75.00
Digital Recorder	500.00

Public Discussion:

John Keenan asked if he could get a key to the Vegas closet. John Pennings should be contacted for his key. President Blaney said that John Pennings said he never had a key and had to borrow one when he needed to get in the closet. Commissioner Keenan asked if the people that left office after last year turned in their keys? President Blaney stated that she has traced the corresponding secretary's key as lost for the last two years. Commissioner Keenan asked who left the Board last year. President Blaney stated Roger Wright. Commissioner Keenan told her to get that key from Mike Keenan Sr. as he already has a key for being the engineer. She can give that to John Keenan for the Vegas Closet. President Blaney has also stated that her file cabinet has been entered without her approval. She states that she has the original key, but didn't know if anyone in past had made copies. Commissioner Keenan asked the Chief to ask the fire company to have key accountability. He asked to have the information so that he can give it to the key person.

Bills Signed:

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

Executive Session:

Commissioner Garofalo made a motion, seconded by Commissioner Decker that they go into executive session to discuss a personnel disciplinary issue. He also invited the Chiefs. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Meeting reconvened at 9:30. No action taken.

Adjournment:

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

Respectfully submitted,

Mary E. Keenan
 Secretary