

Coldenham Fire District
Board of Fire Commissioners
October 13, 2014

Call to Order

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on October 8, 2014 at the Coldenham Fire House. Commissioner Besser opened the meeting with the pledge to the flag.

Roll Call

Commissioners present: Tim Besser, Joe Keenan, Anita Grecco, Warren Decker and Andy Garofalo.

Also present: Mary Keenan, Secretary

Acceptance of Minutes

A motion was made by Commissioner Grecco to dispense with the reading of the monthly meeting minutes of September 8, 2014 and accept them as written. Commissioner Decker seconded the motion. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Communications

- We received a thank you note and a \$25 donation from Barbara McPhillips from the Coldenham Garden Club for using the hall for their October meeting.
- We received the annual statement from PenFlex with some bills. One is a bill in the amount of \$495 to compile the LOSAP package for 2015. The other is a bill for \$3100 for their services and fees for November 1, 2014 to October 31, 2015. We also received the Comercia auto pay which will be filed, along with the payees report.
- We received a mailing from the Department of Health for the Vital Signs Conference. It was given to the Chief.
- A mailing from the Town of Montgomery Planning Board that they have declared themselves lead agency for the Resorts of Hudson Valley which is a proposed casino between Maple Avenue and 747. They also sent a massive document which is upstairs.
- A letter from the Town of Newburgh was received stating that they are lead agency for a 2014 water system capital improvements project. This was a courtesy letter.
- A mailing (via e-mail) was received from the county training center that there will be a two day seminar pertaining to Legal Issues in Fire Services on December 6 and 7, 2014 at a cost of \$25 per person. Class will be 8 to 5 on Saturday and 8 to noon on Sunday. Commissioner Grecco would like to attend.
- An updated report was received from the Orange County Department of Human Resources on the civil service positions that we have.

Hall Requests

- Coldenham Ladies Auxiliary would like the hall on December 7 for the children's Christmas party.
- Charlie Tompkins on November 30 for a baby shower from 12 to 4. Commissioner Grecco will call him about the deposit.

Coldenham Fire District
Board of Fire Commissioners
October 13, 2014

A motion was made by Commissioner Decker and seconded by Commissioner Grecco to permit the use of the hall, pending receipt of deposit from Charlie Tompkins. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Public Discussion

Captain Kathy Gasperetti advised the board that the Ladies Auxiliary will be having their Christmas Party/December meeting here and would like approval to have wine at the event. This was approved by the board.

Bids for Snow Season 2014-2015

Bids were received from Steve Cooper & Son and Belly Flop. Proposals were read and will be discussed under new business. (Proposals attached)

Committee Reports

Space Committee and Surplus List: Commissioner Besser advised the board that only base coat blacktop was applied out back. It was never capped and it is starting to get chewed up. We will probably want to make any repairs and cap it in the spring.

Safety Committee: Nothing to report at this time.

Mack Restoration Committee: There are some electrical issues that need to be checked. Assistant Chief Miller said that he will bring it to get looked at.

Old Business

Physicals: Commissioner Besser thinks that only one firefighter has an issue and he feels that it is a recording issue at Dr Basri's office. He will double check.

Driver Qualification/Active Duty Criteria: A work session is planned for November 15, 2014 at 9:00 AM. The commissioners and Chiefs will need to attend.

LOSAP/Service Awards: Commissioner Keenan stated that the only thing left to do is sign the paperwork tonight.

Server and Workstations: Commissioner Keenan still needs to order a workstation.

Kick plate for the Trophy Case: Commissioner Besser stated that we should be able to get the kick plate up this month.

Policy Manual by Scicchitano & Pinsky (District Rules & Regs): Work session planned for November 15, 2014 at 9:00 AM.

Fire House Software: Assistant Chief Miller advised the board that we are finally up and running.

Coldenham Fire District
Board of Fire Commissioners
October 13, 2014

PA/Paging system: Two proposals were received from HVAV (Hudson Valley Audio Visual). One is for a PA system and one is for a multi-media training system for the classroom. (Both proposals are attached) Commissioner Besser also stated that we would need to have a quad outlet installed in the ceiling. He also feels that we need to change the way the lights are banked. Some discussion ensued. Commissioner Keenan wanted to wait until we get closer to the end of the year. The board agreed to sleep on it for a month and make a decision next month.

Fuel Audit: Commissioner Keenan just got the figures from Treasurer Miller and he just has to match up the purchases.

RFP's for Electrician, Plumber and General Maintenance: We will incorporate this item into our reorganization meeting.

Hall Rental: Commissioner Besser contacted our insurance agent regarding charging homeowners for a rider to cover their event. His response was that most carriers do not want to offer off premises liability. If they do, it only protects the homeowner, not the site that they are using. They suggested that we have a "Hold Harmless Agreement" drafted, that basically says that if you use our hall you have to sign this agreement that says you are not going to hold us liable if anything should happen during the event. Commissioner Besser asked if there was any kind of insurance rider that we could buy that we could pass the cost to the renter. Their answer was no. Commissioner Grecco added that she is still working on the hall rental form.

Building Repair: Commissioner Garofalo did not complete the specs. He will have them in the Commissioners' box by Monday. Commissioner Besser stated that the door next to 202 needs to be replaced now. Commissioner Decker made a motion, seconded by Commissioner Grecco to spend up to \$3000 to replace the complete door and frame. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Fuel Tank for Generator: Commissioner Grecco advised the board that the fuel tank for the generator job has been completed.

Caba Keys and Locks: Nothing to report at this time.

Security to back building: Commissioner Keenan advised the board that the system is up and running. Two bills were submitted, one for the installation and labor and the other for the yearly monitoring. The monitoring will run from this month to September of next year. We need to supply them a list of who should have access and their pins.

Outside Lighting: Commissioner Grecco advised the board that everything is all done. We do have one light that is not working properly. John Sutton will come on Wednesday.

Consultant: Commissioner Besser went to a meeting at the Town Hall which was part of them developing the scope for the environmental impact statement and determination. He

Coldenham Fire District
Board of Fire Commissioners
October 13, 2014

got a business card for the general counsel and was told to just call him with a price for the consultant. Commissioner Besser has been trying to get in touch with Mike Wilbur since then to get a ball park estimate of what it would be.

EMT Reimbursement: Nothing to report at this time.

Update concerning sex offenders: Last month we stated that legislation prevents registered sex offenders from joining or remaining members of volunteer fire companies and volunteer ambulance companies. Upon looking into this statement further, Commissioner Keenan found that the article was incorrect. The legislation gives the district the legal authority to remove current members and not allow prospective members, but it is not automatic.

BBQ Grill: Commissioner Keenan stated that he heard that our missing BBQ grill was found. Chief Draiss confirmed this. Another fire company borrowed it and we didn't get it back yet.

New Business

Painting of exit stairs: Commissioner Grecco received an estimate from LT Masonry & Construction for the purpose of painting of the steel stairway located at the back of the firehouse. The proposal is attached and the cost is \$3250. A motion was made by Commissioner Garofalo and seconded by Commissioner Grecco to contract with LT Masonry & Construction to refurbish and recoat the exit stairs for upstairs. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Department of Labor Inspection: Commissioner Garofalo advised the board that an inspector from the department of labor was here and cited us for no GFI outlets in the medical room and the under the soda machine. He bought two outlets. Commissioner Grecco will ask John Sutton to install them while he is here.

Sexual Non-Harassment Training and Violence in the Workplace Training:

Commissioner Keenan stated that we need to have this training yearly and the last time we had it was in October 2013. This training will be on November 11, 2014. Commissioner Keenan will post it so everyone knows. Commissioner Besser asked if we could video it. Commissioner Decker made a recommendation that we do video tape it and those that cannot attend the training are mandated to view the training.

Snow Removal: Commissioner Besser reviewed the proposals. Snow plowing, each push: \$230 from Belly Flop, \$300 from Cooper. Sanding with Cooper is \$50 cheaper, but it is a sand/salt mix versus an all salt application. Moving snow: \$100 through Belly Flop and only \$90 through Cooper but it's a 4 hour minimum through Cooper. Commissioner Decker made a motion to contract with Belly Flop at his quoted prices and services for the 2014-2015 snow plowing. Commissioner Keenan seconded the motion. Unanimous approval (4 ayes, 0 nays, 1 abstain) was received by those in attendance. Motion carried.

Coldenham Fire District
Board of Fire Commissioners
October 13, 2014

Fall Cleanup: Commissioner Decker received two estimates for fall clean-up from D & S Landscaping. The first estimate was to pick up any sticks, branches, tree limbs and fallen leaves and put them in an area designated by the district at a cost of \$300. The second was to pick up sticks, branches, tree limbs and fallen leaves and cart them off the premise at a cost of \$375. A motion was made by Commissioner Keenan and seconded by Commissioner Garofalo to contract with D & S Landscaping for the second option at a cost of \$375. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried. Commissioner Decker will wait until the first week in November, or when everything is down, and then call them to come out.

Chief's Report

Membership

- New members: 2 Rachel Coleman as a social member
 Tyrell Bennett 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: 1 Patrick Blaney, failed probation
- Social Members dropped: 0
- Status switch: 0
- Members suspended: 0
- Members resigned: 0

A motion was made by Commissioner Keenan and seconded by Commissioner Garofalo to accept Rachel Coleman as a social member and Tyrell Bennet as a Junior Member. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Further Information from the Chief

- Chief Draiss informed the board Pete Cunningham, our EMS Officer found a pulse ox meter that not only detects oxygen in the blood, but also carbon dioxide in the blood. The problem is that it costs \$7000. There is a grant available and Pete would like permission to apply for the grant. Commissioner Besser said, "By all means, apply for the grant."
- Chief Draiss informed the board that Fire Prevention is over and everything thing went well. They just have one more visit to the preschool at the Coldenham Church on Thursday. Commissioner Decker feels that only fire prevention materials should be bought with the fire prevention budget. If food is needed, that should come from the food budget. Chief Draiss said that they do keep the bills separate.
- Chief Draiss said Commissioner Decker has the opportunity to provide a bus for training practice. Commissioner Besser felt that it would be good for training, but he wants to make sure we have a way to get rid of it after we use it.
- Chief Draiss would like permission to take an engine and three Chief vehicles to the

Coldenham Fire District
Board of Fire Commissioners
October 13, 2014

Wallington Parade on November 29. A motion was made by Commissioner Keenan and seconded by Commissioner Garofalo to allow the Chief to take an engine and the three Chief vehicles to the Wallington Parade on November 29. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

- Chief Draiss advised the board that they had a serious rescue call up the street. He wanted to not only thank the Fire Department, but also the Fire District who makes sure that we have the equipment we need to handle these calls.
- Chief Draiss would like to buy more sets of gear. Commissioner Besser stated that there is \$22,000 available. He also advised the Chief to keep in mind if any hoods or gloves will be needed going into the winter. They would come out of that amount also. Commissioner Decker requested to know who the gear will be purchased for.
- Chief Draiss would like to purchase two regulators for the air bags at a cost of \$545.00 each for a total of \$1090 from Haight Fire Equipment Supply. The ones that we currently have leak. A motion was made by Commissioner Decker and seconded by Commissioner Keenan to purchase two Paratech Maxi Force pressure regulators at a total cost of \$1090.00. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.
- Chief Draiss would like to get some refreshments for the next three drills while we are working on our OSHA requirements. Commissioner Decker made a motion, seconded by Commissioner Garofalo to provide refreshments as the Chief needs for the next three drills. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.
- Assistant Chief Miller advised the board that the garage door in front of 201 was broken. He made a call and they will be out tomorrow to fix it.
- Chief Draiss advised the board that 203 has been painted.

Commissioner Besser asked the Chiefs to get estimates to replace the tires on both trailers. Commissioner Decker made a motion, seconded by Commissioner Keenan for the Chiefs to get three prices to replace the eight tires on both trailers and use their discretion to purchase said items at the best cost. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Further Information from the Commissioners

Commissioner Decker informed the board that they will need to go into Executive Session when possible.

Information from the Treasurer/Secretary

Secretary Keenan stated that Treasurer Miller asked that we transfer \$25,000 from the money market to the general checking. Commissioner Garofalo made a motion seconded by Commissioner Decker to move \$25,000 from the money market account to the general checking for monthly bills. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Secretary Keenan stated that Treasurer Miller left information from American Power and

Coldenham Fire District
Board of Fire Commissioners
October 13, 2014

Gas for Commissioner Besser. Commissioner Besser said that we need to look into this further, especially because they have our name wrong.

Secretary Keenan stated that Treasurer Miller did send in the tax cap form filed with the state comptroller's office. She also said that the worker's comp audit was cancelled. She faxed the requested information.

Approved Expenditures

| | |
|------------------------------|--------------------|
| Complete door and frame | up to \$3,000.00 |
| LT Masonry & Construction | 3,250.00 |
| Belly Flop | per contract |
| D & S Landscaping | 375.00 |
| Haight Fire Equipment Supply | 1,090.00 |
| Tires for trailers | Chief's discretion |

Public Discussion

President Laura Blaney advised the board that the closet door is hard to open.

Leon Morse informed the board that the copier in the hall had a sheet of paper jammed in it. He got it out and it seems to be working now.

Executive Session

A motion was made by Commissioner Garofalo and seconded by Commissioner Decker to go into executive session to discuss a specific issue involving specific personnel. Unanimous approval (5 ayes, 0 nays) was received by those in attendance.

Meeting reconvened at 9:40 PM. There was no action taken, nothing to report from the executive session.

Bills Signed

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

Adjournment

Since all regular business was completed, Commissioner Decker moved to adjourn the meeting seconded by Commissioner Keenan. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

Respectfully submitted,

Mary E. Keenan
Secretary