

Coldenham Fire District  
Board of Fire Commissioners  
March 13, 2017

**Call to Order**

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on March 13, 2017 at the Coldenham Fire House. Commissioner Keenan called the meeting to order with the pledge to the flag.

**Roll Call**

Commissioners present: Joe Keenan, Anita Grecco, Warren Decker and Rickey Cameron. Wayne Jacobowitz was excused due to work obligations.

Also present: Mary Keenan, Secretary  
Linda Miller, Treasurer  
Matt Hunt, Chief

Commissioner Keenan introduced David Gubits, attorney from Jacobowitz & Gubits. He also thanked him for his firm's dedication and hard work with the purchase of our ladder truck.

**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 February 13, 2017 and accept them as written. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

**Communications**

- We received a letter from Katelyn Gasperetti, Manager of Fireballers on the Pine Bush Women's Softball League asking for permission to use the rear and/or back parking lot, and/or field to hold a few softball practices with about 20 women. The acknowledge their responsibility for injuries, not the Coldenham Fire Company, Department or District. They also acknowledged that if damage were to occur to the property, it would be their responsibility to correct it.
- We received a notice from Dell that the warranty on the server will expire on April 2 and an option to renew.

**Hall Requests**

- Coldenham Garden Club requested the 1<sup>st</sup> Thursday of each month from 12:30 to 3:30 except June (April 6, May 4, July 6, August 3, September 7, October 5, November 2 and December 7) Times are changed for August from 11:30 to 3:00 and December from 11:00 to 3:00.
- Chief Hunt advised the board that he needs the hall on March 21, 2017 for a Battalion II event.
- OC Firemen's Association meeting on May 30, 2017 at 7:30 PM
- Blood Drive on April 20, 2017 from 2-9.
- Complete property on June 3, 2017 for a wet down.

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Commissioner Keenan advised the board that the hall agreement was revised a couple of years ago. It must be signed by the requestor, and lists the Do's and Don'ts of the hall usage. One of the Do's is to clean up after the event. As we rent the hall only to our members and their families, the service organizations and the community he was disappointed with the way the hall was left by one of our members. Some discussion ensued regarding that specific usage and usage in general. Chief Hunt advised the board that the high-top tables were taken out of the firemen's room and put in the hall also. Commissioner Keenan interjected that the firemen's room is off limits to member's and their guest's use of the hall. It was also stated that the member did not submit the required deposit and the board went out of their way to approve the use before last month's meeting to ensure invitations could be sent out in a timely manner. Our custodian, Glenn Keenan showed Commissioner Keenan the hall the day after the event (Sunday, his normal day to clean the firehouse). Commissioner Keenan agreed that the hall was not left in a clean state. Commissioner Decker asked if Glenn had to clean it. Commissioner Keenan replied that he did. Commissioner Decker made a motion to keep the deposit check (once we receive it) in accordance with the hall usage agreement due to the hall being left in an unclean state. Commissioner Cameron seconded the motion. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried. Commissioner Grecco suggested that we send the offending party a letter then asked if Commissioner Keenan would like to contact them. Commissioner Keenan stated that he would like to have it documented and asked Commissioner Grecco for the hall usage agreement that was signed.

Chief Hunt and Captain Kathy Gasperetti will work out the use of the hall on the 21<sup>st</sup> as it falls on the same day as the Auxiliary meeting.

### **Public Discussion**

None

### **Committee Reports**

**Safety Committee:** Commissioner Cameron stated there was nothing to report.

**Mack Restoration Committee:** Commissioner Keenan stated there was nothing new to report.

**Building or Property Committee:** Commissioner Decker had nothing new to report.

### **Old Business**

**Driver Qualification/Active Duty Criteria:** Commissioner Keenan stated that at the workshop they discussed the annual OSHA/PESH training. They would like to adopt a policy that the annual training must be completed between April 1 and June 30. If not completed by June 30, the member would not be able to respond to any firematic activities, to include fires, drills and anything else that may be considered firematic training until they comply. Training will be documented in Target Solutions. The required OSHA/PESH training is attached. Commissioner Keenan also stated that a class will be held for those not able to use computers to do their training. A motion was made by Commissioner

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Grecco and seconded by Commissioner Decker to approve the adoption of the policy that each member must complete their annual OSHA/PESH training between April 1 and June 30. In addition, failure to complete training within the time frame will be unable to respond to any firematic events to include fires, drills and anything else that may be considered firematic training. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Active Criteria was also discussed. The board will follow the best practice model. They will restructure the measurement part like they do with driver qualification. Once a year, a performance certification will be documented on each firefighter which will be entered in Target Solutions for tracking as the Annual Certification. There is still a lot of work to do with this topic. We will draft it again and get copies to the firefighters for their comments.

**Fuel Audit:** Commissioner Jacobowitz is not in attendance. Commissioner Grecco stated that this has been put on the back burner since July. She stated that when you become a commissioner, you must find the time to do the job you're supposed to be doing. Commissioner Keenan agreed, as did the remainder of the board.

**EVOC:** Commissioner Keenan stated that he and the Chief (or the Chief and Assistant Chiefs) will schedule in Target Solutions the classroom portion of EVOC which meets our requirements with a reference to NFPA.

**Pressure Washer:** Commissioner Keenan stated that the old pressure washer is still surplus. The new one is up and running, but it leaks a little bit. Commissioner Jacobowitz was going to see if he could fix it.

**Water Softener:** Commissioner Keenan stated that we could go to Lowe's or Home Depot and get one for about \$520 or so. Water Boss is recommended. Rip out the old and put in the new. Commissioner Grecco asked who will take care of it and put the salt in. Commissioner Decker suggested renting. When renting, the company will come and fill it. He will get a price for next meeting.

**Life Insurance for Firefighters:** Commissioner Keenan advised the board that they must get through a few more things and then submit the census.

**Sutphen Truck:** The engineer and the Chief are going to work on getting the lights fixed so we get the certification. We need to get pictures taken, submit the paperwork and then sell it.

**Tax Payback:** Tabled.

**Physicals:** Commissioner Cameron advised the board that 26 have been completed and the next date is Sunday, April 30. Members may also call and do their own scheduling. He recommends scheduling with the Middletown office. Commissioner Cameron will get a list to the secretary of members who still need physicals. Commissioner Decker stated that he

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feels Dr. Basri turned it around. He was very happy with the way things went. Dr. Basri pulled him aside to ensure that his concerns were addressed plus other concerns that were brought to his attention. The office staff, he couldn't say enough good things.

**Audit:** The audit started today. Treasurer Miller informed the board that Margaret Quimby and Corey were very efficient. They started at 8:30 and they finished up at about 5:50 PM. Treasurer Miller said that Margaret Quimby would probably have to come back one time to go over a few things with Commissioner Keenan and Treasurer Miller. After that she will have the full audit prepared. The auditor was impressed with our credit card receipts. The Chiefs are doing a good job of keeping track of what is on the receipts.

**LOSAP:** The reports were posted the required number of days. There were no questions concerning the LOSAP report this year. Commissioner Grecco asked if we're going to meet with them. Commissioner Keenan suggested that we meet with them later in the year.

**205 Update:** The headlights and strip lights have been installed. The Little Giant ladder has been secured. The truck has been weighed. The weight certifications have been provided so they can program and install the tire pressure sensors. Commissioner Keenan spoke with John Falco who will get in touch with Mike from Campbell. Commissioner Keenan said there has been discussion about chains and tires for the truck. The cost for chains would be \$1650 for labor, \$2736.12 for parts for a total of \$4386.12. Tires from Rapid Tires on state contract would be \$5480 for two Michelin tires. The Toyo tires would be \$4360. There is a \$100 trade in allowance per tire. Both Campbell and Spartan would not recommend purchasing the Toyo tires because we can purchase a better tire, namely Michelin. Commissioner Keenan recommends putting chains on the truck. Some discussion ensued. The money would have to come out of the Vehicle Maintenance and Repair line item which has a current balance of \$43,772.25. A motion was made by Commissioner Cameron, and seconded by Commissioner Grecco to purchase the chains for a cost of \$4386.12. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

### **Ongoing & Upcoming Projects**

**Office and Files Room Renovation:** Commissioner Keenan advised the board that we'll keep working on this.

**Doors, Keys & Locks:** Commissioner Keenan advised the board that we are waiting for an updated quote from Liberty Locksmiths. He suggested that we wait until next meeting to get an updated quote. Commissioner Grecco said that she will call for an updated quoted. Commissioner Keenan has a copy of the initial quote from Liberty that he can give her.

**Surplus Equipment:** Nothing now.

**Station Structural Repair:** Commissioner Decker advised the board that he has been looking around the building and this is going to involve a lot of work. In addition to the small doors that need to be replaced, some of the bigger doors look like they might need to

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be replaced. Commissioner Keenan advised the board that the quote from Twin V Locksmiths covers replacing the small doors. Commissioner Decker has some ideas, but would like to get some references first. He also stated that the bay floors will probably be addressed in May.

**SCBA Bottles and Equipment:** Nothing has been said about the grant we applied for yet. Commissioner Grecco will stop in to see Senator Larkin this Thursday.

**Fire Equipment Inventory:** Chief Hunt advised the board that fire equipment inventory is ongoing.

**New Business**

**Pine Bush Women's Softball League:** A motion was made by Commissioner Decker and seconded by Commissioner Cameron to allow the Pine Bush Women's Softball League to use the rear and/or back parking lot and/or field for softball practices. Responsibility for injuries or damage to the property will be the responsibility of the Pine Bush Women's Softball League. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

**Dell Warranty on Server:** Commissioner Keenan contacted Dell, but has not heard back from them on a price. He will contact the board by phone or email if he gets a price.

**Garbage Service:** Commissioner Grecco advised the board that Interstate Waste has sent out fliers to the residents that is considerably less than County Waste. Commissioner Decker added that they will guarantee the price for 3 years. Commissioner Grecco added that they will pick up bulk also. She will check into the prices and bring the information to the next meeting.

**Department of Labor:** Commissioner Cameron advised the board that Paul Smith from the Department of Labor was here on February 21, 2017. He said that overall, we were doing well and no citations were issued. He did make some recommendations. We need to document and post the cleaning of the stove. (At least every 6 months) The exit door near the Scout's closet is very difficult to open. The storage needs to be removed from the transfer switch closet. The light is out and the door unable to close on the band closet. Empty soda cylinders need to be secured. The trophy shelves in the Commissioner meeting room are bowed.

**Chief's Report**

**Membership**

- New members: 0
- Qualified drivers: 0
- New Drivers Requested: 0
- Drivers dropped: 0
- Physicals: On going
- Members passing probation: 0

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- 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

### **Further Information from the Chief**

- Commissioner Keenan began with a recap of last month's meeting. The Chief is the Chief. Chief Hunt said that the Rescue is the FAST team truck. As was discussed at that meeting and through many e-mails, the rescue equipment on 204 is outdated and we wondered if we could afford to replace it. The board assigned Chief Hunt to do the research. Chief Hunt informed the board that the extrication tools, even the brand-new tools on Rescue 208 are almost out of date and all the extrication tools on Engine 204 are completely out of date. The changeable tips are no longer allowed and the electric unit provides barely any power compared to a hydraulic pump or a battery powered tool. The extrication tools on 208 are still sufficient and will do the job on a rescue operation. However, 50% of the cars that have come out within the last two years are being made with new and enhanced metals that even our cutters that are only 6 and 7 years old will no longer cut. The Hurst battery powered tools that are on the market right now, Edraulics, are the strongest extrication tools available. There isn't any metal currently being used in automotive manufacturing that they will not cut. They have more cutting force and more spreading force than any of the tools we currently have in service on the Rescue or the Engine. Commissioner Keenan informed the board that to purchase a Hurst Edraulics spreader with charger and two batteries is \$9,330 and the Cutter with charger and two batteries is \$8,356 for a total of \$17,686. He tasked himself and told the board that he let them know where we could find money to pay for this. The Capital Reserve for Firefighting Equipment currently has \$97,983.59 and almost \$12,000 needs to come out of that for equipment mounting. We will be adding in \$73,985, so the money can be taken out of there. We would need to do a permissive referendum and publish it in the newspaper to legally spend the money. The other option would be to take it out of the line items from the current budget. Commissioner Decker asked if the Engine responds to MVA's in our district? Chief Hunt said 208, 204 and 203 respond to MVA's with entrapment. Some discussion ensued. Commissioner Keenan advised the Chiefs and the board that if we are to move ahead with this, the old equipment can be declared surplus by the board, but it will be the Company's responsibility to give it to a company willing to sign for it "as is" or it goes to a recycling center. Commissioner Decker asked the Chief if this equipment is what we need to properly protect our district? The Chief responded, "Yes." Commissioner Keenan said that it was his understanding that we are going to refamiliarize ourselves with the stabilizers and put them on 204? Chief Hunt agreed that the old ones that they kept will be going on 204. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to purchase the Hurst Edraulics spreader with charger and two batteries at a cost of \$9330 and the Hurst Edraulics

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Cutter with charger and two batteries at a cost of \$8356 for a total of \$17686. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried. A motion was made by Commissioner Cameron and seconded by Commissioner Decker to spend up to \$18,000 out of the Capital Reserve for Firefighting Equipment for the purchase of extrication equipment. The balance is currently \$97983.59 in that capital reserve fund. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

- Chief Hunt advised the board that he would like to have a wet down for the ladder on June 3, 2017. It will be an all-day affair. It will begin at 11:00AM with a formal dedication. The wet down will be from 1 to 4. There will be a gathering party to follow at 5 for all the members and their families and the officers of our mutual aid departments. Chief Hunt requests permission to have beer, which will be regulated by the company. Commissioner Keenan asked Chief Hunt to draw up an inside and outside plan for the event. A motion was made by Commissioner Grecco, seconded by Commissioner Decker to approve the date of the wet down to be June 3 and review and approve the event plan at April's meeting. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.
- Chief Hunt advised the board that the company will be on storm stand-by from 6 am until the conclusion of the storm. Commissioner Keenan stated that if the power goes out in our district, we will open our doors to our community. Chief Hunt stocked up on provisions.

**Further Information from the Commissioners**

- Commissioner Decker informed the board that we will need to go into Executive Session next month for an ongoing issue that has been resolved.
- Commissioner Keenan thanked Mr. Gubits for attending our meeting. Mr. Gubits thanked the volunteers that make up the board.
- Commissioner Keenan advised the board that the diesel pump is leaking quite a bit. He will call American Petroleum.

**Information from the Treasurer/Secretary**

We received the tax checks. We received from the Town of Montgomery a check for \$333,988.14. We received from the Town of Newburgh a check for \$163,830.82 and the final one-third from the Town of Newburgh in the amount of \$81,914.18.

Treasurer Miller would like to transfer \$400,000 from the checking account to the Money Market. A motion was made by Commissioner Grecco and seconded by Commissioner Decker to approve the transfer of \$400,000 from the checking to the money market account. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Treasurer Miller informed the board that we are waiting on the PILOT money. When we receive that, she would like to put it in the JP Morgan Chase account.

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**Approved Expenditures**

Chains	\$ 4386.12
Hurst Edraulics Tools	17686.00

**Public Comments**

Mike Keenan would like to request the use of the hall for the VC Wrestling Club for March 22 from 5 to 9. They originally requested the 8<sup>th</sup>, but they had to cancel due to another function at the High School. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to approve the use of the hall for the VC Wrestling Club on March 22 and if that date is not good, to be able to pick an available date. Unanimous approval (4 ayes, 0 nays) was received by those in attendance. Motion carried.

Fred Stipak suggested that an “emergency off” should be installed on the fuel pump. If Commissioner Keenan contact American Petroleum about the leak, he should ask about an emergency off button and he would install it.

**Bills Signed**

Commissioner Decker made a motion to pay bills if found correct, seconded by Commissioner Grecco. 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.

**Adjournment**

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

Respectfully submitted,

Mary E. Keenan  
Secretary