

Coldenham Fire District
Board of Fire Commissioners
April 11, 2016

Call to Order

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on April 11, 2016 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, Wayne Jacobowitz and Rickey Cameron.

Also present: Mary Keenan, Secretary
Linda Miller, Treasurer
Matt Hunt, Chief
Barbara Gasperetti, 1st Assistant Chief

Acceptance of Minutes

A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to dispense with the reading of the monthly meeting minutes of March 7, 2016 and accept them as corrected. (Correction on page 3 under Command Vehicle Replacement: Commissioner Keenan advised the board that the vehicle has been **ordered**.) Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

New Member Stephen Welch: The board of fire commissioners forgot to vote on new member Stephen Welch at last month's meeting. A motion was made by Commissioner Decker and seconded by Commissioner Grecco to accept Stephen Welch as a member of the fire company. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Communications

- We received a postcard from the Association of Fire Districts of Orange County that their next meeting will be on April 26, 2016 at the South Blooming Grove Firehouse starting at 7:30 PM. Jason from Fisch Solutions will be the guest speaker on internet technology in the fire service in conjunction with the Rover System.
- We received a package from the Association of Fire Districts of the State of New York pertaining to the Spring Workshops and Annual Meeting which will be held at the Desmond Hotel and Conference Center in Albany NY from Thursday, April 28 and ending Saturday, April 30. Also included was a flyer about the Saratoga Fall Vendor Expo and Workshops to be held at the Saratoga Hilton in Saratoga Springs from October 13th through the 16th, 2016.
- A letter was received from Tim Besser, Chairman of the Coldenham Fire Company "Country Night" committee. The letter states that the company has this fund raiser scheduled for Saturday, August 6, 2016 from 7 PM to 11 PM. They requested permission to sell beer at the event.
- Commissioner Keenan stated that RBC Wealth Management sent notification of the auto pays to Comerica and the monthly LOSAP investment statement. The balance

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as of March 31, 2016 was \$1,054,640.36.

Hall Requests

- Jeremy Bissinger on April 30 from 10 AM to 10 PM for a bridal shower.

Treasurer Miller advised the board that Dave Keller will be the point of contact for the Colden Park Homeowners Association meeting on May 11th as Linda will not be here.

A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to approve the above request for use of the hall. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Public Discussion

Mike Keenan asked when the district will stop paying toward the LOSAP program. Commissioner Keenan explained that the part we will stop paying is the 5 year buy back which has been amortized over 25 years and we are not there yet.

Rev. Randazzo advised the board that the ambulance corps has two instructors for drivers training for CEVO. Chief Hunt stated that CEVO is totally different from EVOC and he didn't think our insurance carried would accept it. Chief Hunt stated that they have encountered this request before with employees of Mobile Life and they would still need our EVOC. Commissioner Keenan asked if we could get a copy of what they train. Chief Hunt offered to get that.

Committee Reports

Safety Committee: Commissioner Cameron advised the board that there was nothing to report on safety at this time.

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

Monthly Building Issues: Commissioner Grecco asked about the Ladies Room door. She will contact our general contractor. Commissioner Keenan advised the board that the light bulbs in the bays are bad or burned out. We ordered 200 light bulbs and they will be replaced.

Engine 204 Replacement Committee: Commissioner Keenan advised the board that the committee met in March. He has nothing new to report.

Old Business

Physicals: Commissioner Cameron advised the board that as of today 50 members have completed their physicals with 11 not completed yet of which 3 are not active. Commissioner Cameron stated that the general manager of the office at Dr Basri's was not receptive to our request for a copy of their policy and procedures because she might not

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have them. Commissioner Cameron suggested that we have Dr Basri meet with this board and any questions that we have can be answered directly. Commissioner Cameron will see if he can meet with the board before our next meeting at 7:00PM. The secretary will send letters by certified mail to the remaining firefighters who need physicals. They will have until May 6th to complete their physicals. Failure to complete a physical by May 6th will result in restriction from all firefighting duties.

Driver Qualification/Active Duty Criteria: Commissioner Keenan stated that he received some feedback from 3 firefighters. A workshop is scheduled for April 17, 2016 at 10:00 am at the fire house.

Fuel Audit: Commissioner Jacobowitz will meet with Chief Hunt to complete the fuel audit.

Coldenham & Berea Road Intersection Issue: Commissioner Grecco will follow up on this issue with Mike Agnonastakis. Tim Besser interjected that even though Coldenham Road is a county road, the state has final say on speed limits. The county forwarded the request to the State DOT in Poughkeepsie and they rejected the county's request. Commissioner Besser (Chair at the time) sent a letter to C. Kingsley Onyeche at the NYS Dept of Transportation dated September 14, 2015 to reconsider its decision. He never received a response to his letter.

Command Vehicle Replacement: Commissioner Keenan advised the board that the vendor is hoping it's on the truck that comes in this week.

Annual Audit of Financial Records: Treasurer Miller said our auditors had a couple of questions which she forwarded to Commissioner Keenan.

Research fuel contracts: Commissioner Keenan researched the state contracts for gas and diesel. Treasurer Miller gave him some past bills from Bottini to compare with the state contract. Gas on February 17, Bottini price \$1.6395, state price \$1.1244; Diesel on February 24, Bottini price \$1.6619, state price \$1.2204. Gas on January 7, Bottini price \$1.7162, state price \$1.4220. Diesel on January 27, Bottini price \$1.616, state price \$1.0109. Heritage Energy has the Diesel contract and Global Montello has the gasoline contract. Commissioner Keenan recommends that we contact Heritage Energy and Global Montello first to see if we can contract with them. He will follow up.

Lawn & Grounds Maintenance: Commissioner Decker received a bid packet from Belly Flop dated April 11, 2016. Belly Flop will honor the same agreement as last year with the same terms with no increase in price. Belly Flop quoted an estimate for a "spring cleanup" in the amount of \$650. Last year's contract was included along with proof of insurance. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Cameron to accept Belly Flops proposal for lawn mowing at \$150 per mowing. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried. After some discussion,

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a motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to contract with Belly Flop to perform a “spring cleanup” at a cost of \$650. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Commission Grecco advised the board that the railroad ties around the building are in bad shape and would like them replaced. Commissioner Decker will let Belly Flop know of our decision and will ask him to submit an estimate to replace the rotted wood surrounding the shrub areas.

Webpage updates: Secretary Keenan submits minutes as approved. She is still looking for updated pictures to send on to Tony D to update the site from the Chief and President.

Tim Besser advised the board that the company is looking into creating a public Facebook page. Right now the Facebook page for the Fire Company is a private page, for members only. He thinks that people look at Facebook now more than they look at a web page. It would allow the fire company to post when roads in the district will be closed, share fund raisers and district news. Commissioner Keenan said that should be left up to the fire department. Chief Hunt also stated that those pages can have an administrator(s) who would have the ability to review and post to the page.

270 Upgrades: Commissioner Keenan advised the board that the upgrades have been completed. The only additional item would be the addition of two portables. The Chief will take care of that.

Fire District Boundary Signs: Commissioner Cameron advised the board that the signs have been ordered and we are waiting on their delivery.

2016 Requests for Proposal: The requests for plumbing and electrical proposals were put in the Times Herald Record after the February meeting to be opened at our May meeting.

EVOC: Commissioner Keenan did call the insurance company again and the instructor is the same individual as the last time. He said that he would like to get with Chief Hunt to see what CEVO is and then he will talk to Utica Mutual to see what they say.

Ongoing & Upcoming Projects

Office and Files Room Renovation: Commissioner Keenan submitted a Records Retention and Disposition Resolution and Policy draft. He recommends that we adopt the resolution, (that we will follow the law) and adopt the Records Retention and Disposition Policy. A motion was made by Commissioner Grecco and seconded by Commissioner Cameron to resolve to follow the laws of New York State and adopt the Records Retention and Disposition Resolution and Policy as corrected. (Page 1, Number III, Letter A, #4 should read: Facilitate disposal and destruction of unneeded records.) Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Commissioner Keenan advised the board that the safe has been delivered. One other file

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cabinet has to be removed, and then the safe can be placed in its spot. It weighs about 400 lbs so additional help will be needed when we move it.

Doors, Keys & Locks: Commissioner Keenan and Commissioner Jacobowitz met with Rudy from Liberty Locksmith of Orange County. The estimates are attached. Unfortunately, they cannot rekey the Kaba keys. Ashcraft is the KABA key representative. Commissioner Keenan advised the board that all KABA keys need to be inventoried. He has a list and KABA key holders need to verify and sign for their key. Tim Besser suggested that all locks be electronic, so as officers change, you do not need to hunt them down for their keys. Commissioner Keenan stated that he hasn't talked to Ashcraft yet and when we do move forward, we will probably have to bid this project out.

Life Insurance for Active Firefighters: This is ongoing and as soon as we can adopt the Active Firefighter Criteria we can move ahead.

Surplus Equipment: Commissioner Keenan advised the board that we received the list of inventory in the back building. He asked Chief Hunt to have a "surplus list" by next month's meeting. We can then declare it surplus with no value and get rid of it, or if it has value, we can declare it surplus and offer it for sale.

Outside Sign Replacement: Commissioner Decker said that there will be a meeting on April 18th so he should have additional information for next month.

Blacktop resurfacing/replacement: Commissioner Decker needed to get clarification on some details. It was decided that the blacktop should be milled down 2" from the building 25' out an around the drains and anywhere else needing to be milled. Commissioner Decker will inform his contacts of this additional information and bring back at least two estimates by next meeting.

Station Structural Repair: Commissioner Jacobowitz contacted Joe from Arzee and a second contractor out of Newburgh who does this kind of work. He will schedule a meeting with them.

Replacement of SCBA bottles and Equipment: Chief Hunt asked his team to have the items inventoried and what the replacement cost will be by the end of the month. He will forward this information to Commissioner Grecco who can give it to Senator Larkin.

Equipment Inventory: Nothing new at this time.

New Business

Flower tubs for front of building: Commissioner Grecco would like permission to purchase 30 geranium plants, 5 spikes and a 40 pound bag of soil which usually runs about \$100. A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to allow up to \$200 for the purchase of flowers, plants and soil for the

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beautification of the firehouse. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Tables for Election: Commissioner Grecco asked for volunteers to set up tables for the election on Tuesday morning. Rev. Randazzo stated that he will have the tables out the prior evening for a meeting. Commissioner Grecco will find out how many tables she will need and let Chief Hunt know. He will pass that information on to Rev. Randazzo.

50th Anniversary of the Coldenham Fife and Drum Corps: Commissioner Keenan was approached by Donna VanDerMeulen, Corps Director about the possibility of dry camping for some attendees of the event on July 9, 2016. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to allow campers to use the property for their event. Commissioner Keenan stated that they need to have a walk through to decide where to place the tent and scope out where the campers can set up. He will see when she would be available to meet with Commissioner Jacobowitz to discuss food for the event.

Basketball Half Court: The members approached the Chief about making a basketball half court to include the professional grade basketball back board they received from Gold's Gym. Commissioner Keenan and Fred Sylvester proposed putting it by the shed on the main pavement. Some discussion ensued. It was also suggested that a light could possibly be erected and a work detail will be scheduled to trim the trees. A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to allow the fire company to erect a basketball hoop and mark the pavement as a half court to the right of the shed. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Commissioner Keenan asked Fred to price a pole and the kit to erect the basketball hoop. The estimate for a 20' pole would cost \$190 to \$250 and the kit is about \$425 for a total of \$675. A motion was made by Commissioner Grecco and seconded by Commissioner Decker to allow the purchase of a pole and kit to erect a basketball hoop on district property at a cost not to exceed \$750. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Country Night: The fire company would like to have a "Country Night" fundraiser on August 6, 2016 in the truck bays. They are requesting permission to sell beer at the event. The dinner will begin at 5:00 PM and a band is scheduled from 7 PM to 11 PM. A copy of the letter is attached. Commissioner Keenan asked if anyone was allowed to attend. Tim Besser said that the committee discussed having an entry fee (combination cover charge and a set amount of food tickets plus complimentary non-alcoholic drinks). Beer would cost \$2 a cup. Commissioner Keenan has already checked with our insurance carrier and we are covered under our standard package for either selling it or giving it away. Commissioner Cameron asked if we would need a TIPS class. Tim wasn't sure that we would. He will contact the state and find out. Commissioner Decker reiterated that the band does not draw the young crowd, more a mature group. He feels that past performances show that events can be had without incident. He also said that as long as

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they get the proper licensing and servers complete a TIPS class if needed. Commissioner Keenan reminded the committee that they should notify the neighbors. Commissioner Cameron suggested that everyone will be required to show proof of age to be issued a wristband. Tim agreed that can be done. Some discussion ensued. A motion was made by Commissioner Cameron and seconded by Commissioner Jacobowitz to allow the fire company to hold a "Country Night" as a fundraiser and allow them to sell beer. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried

Chief's Report

Membership

- New members: 1 Timothy Hank, Active Firefighter
- 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: 0
- Members suspended: 0
- Members resigned: 0

Chief Hunt stated that Tim Hank just completed a physical for the Maybrook Fire Company at the same provider (Dr. Basri) that we use. He questioned if he needed to go for another physical, or will the Maybrook physical be sufficient? Our board stated that they would like Dr. Basri's office to inform Commissioner Cameron (with Tim Hank's approval) of his physical results.

A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to accept the application of Tim Hank and approve him as a firefighter as long as he passes probation and his physical. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Further Information from the Chief

- Chief Hunt was approached by Rev Randazzo to request beer and wine with their Chaplains' Dinner on April 18, 2016. He also requested the Fire District to cover the cost for 4 Chaplains; Rev Randazzo, Bob Morgewitz, Steve Welch and Jim VanHouten at a cost of \$200 each. The itinerary is attached. A motion was made by Commissioner Cameron and seconded by Commissioner Grecco to cover the cost of the NYS Association of Fire Chaplains, Inc for the 4 Chaplains from April 17 to April 20, 2016. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried. A motion was made by Commissioner Cameron and seconded by Commissioner Grecco to allow the NYS Association of Fire Chaplains, Inc to have beer and wine at their dinner on April 18, 2016. Unanimous approval (5 ayes, 0

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nays) was received by those in attendance. Motion carried.

- Chief Hunt will give AAA the final head count for bail out training and they in turn will advised him of the cost. AAA will fit the class in their schedule in the fall.

Further Information from the Commissioners

First Student Bus Company: It has been brought to the board’s attention that children are being picked up and dropped off in our parking lot. Much discussion ensued. Commissioner Decker will call First Student and report back next month.

Information from the Treasurer/Secretary

- Treasurer Miller advised the board that we received the \$4000 check from Vails Gate for fire protection.
- Treasurer Miller advised the board that we received the PILOT money in the amount of \$86,763.35 which paid the \$85K for LOSAP.
- Treasurer Miller advised the board that we received \$409 refund for removing 208 from the insurance policy.
- Treasurer Miller advised the board that we received a bill from Paratech in the amount of \$12,588.25.
- Treasurer Miller advised the board that we received the bill for the gear in the amount of \$17,322.65.

Approved Expenditures

Basketball court	\$ 750.00
NYS Assoc of Fire Chaplains Conference	
4 Chaplains @ \$200 a piece	800.00

Public Discussion

Tim Besser commented that since there are only two months left in the school year you might not want to worry about changing the bus route until September, so as not to disrupt the kids.

Tim Besser informed the board that KME was sold today to the REV Group. They own E-One, they own 7 ambulance builders, 5 RV manufacturers, a bus company and a sweeper company. It is not a merger. KME will continue to operate as an independent company in Pennsylvania and maintain the service center in Albany. The company got as big as it could and the only way to grow the company was to bring in additional resources and additional personnel.

Bills Signed

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

Respectfully submitted,

Mary E. Keenan
Secretary