

Coldenham Fire District  
Board of Fire Commissioners  
February 8, 2016

**Call to Order**

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on February 8, 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, 1<sup>st</sup> Assistant Chief

**Acceptance of Minutes**

A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to dispense with the reading of the Reorganizational meeting and monthly meeting minutes of January 11, 2016 and accept them as written. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

**Communications**

- We received a thank you from Brett from Dynatech and the yearly maintenance agreement for the generator.
- We received a letter from President Aigner with the outcome of the February elections.
- We received a letter from Fred Sylvester thanking the board for their contribution to the Friday night awards night and annual dinner.
- A flyer was received for online commissioner training from Pinsky. (Given to Commissioner Cameron)
- A flyer was also received from The Pinsky Law Group announcing the 8<sup>th</sup> Annual Fire & EMS Law & Management Conference to be held at the Turning Stone Casino & Resort from March 31 to April 3, 2016. Anyone interested should see Secretary Keenan. Registration is due by February 29, 2016.
- Commissioner Keenan advised the board that a letter from Utica National Insurance Group was received concerning the claim from John Thompson for damage to a drone. Based on the outcome of their investigation, a denial letter has been issued to Mr. Thompson denying any liability for his damage on behalf of the Coldenham Fire District.
- Commissioner Keenan stated that we received a certificate of liability insurance from Unruh.
- Commissioner Keenan advised the board that we received an information letter from PenFlex concerning Firefighter Mills who is eligible for benefits.
- 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 January 31, 2016 was \$953,254.37.

- Commissioner Keenan advised the board he received a phone call from a representative from VFIS. They would like to come and meet with us before our next insurance renewal. He also asked that they forward some information, which they did.
- Treasurer Miller advised the board that the meeting of the Association of Fire Districts of Orange County will hold their next meeting on February 23 in Washingtonville at 7:30. There will be a gentleman there to discuss the Rover System.

### **Hall Requests**

- Colden Park Homeowner's Association for March 9 and May 11 for a meeting from 7:30 to 9:00 PM.
- Fred Stipak on March 5, 2016 for a Birthday Party from 3 to 8 PM.
- Coldenham Fire Department on April 9, 2016 for a Blood Drive from 8 am to 4 pm.
- Alison Miller on July 10, 2016 for a Baby Shower from 9 am to 6 pm.

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

### **Tabled requests from last month**

Commissioner Grecco advised the board that Frank Sangricoli was contacted about the two requests from last month. The request for May 14<sup>th</sup> was denied. He would still like the hall on March 19, 2016 to have a St Joseph's Dinner from 6 to 10 PM.

A motion was made by Commissioner Jacobowitz and seconded by Commissioner Cameron accept the tabled request from Frank Sangricoli for the use of the hall on March 19, 2016. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

### **Public Discussion**

None.

### **Committee Reports**

**Space Committee and Surplus List:** Commissioner Keenan advised the board that this committee will be changed to be incorporated into the new committees from the reorganization meeting. He suggested that a white board be hung in the office so all projects can be seen at all times. He suggested that the Chief's take care of the surplus list as they are the ones that use it. If it's not used, make a list and we'll either donate it or put it out to bid.

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

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

**Building Repair Committee:** Commissioner Grecco advised the board that a new thermostat was installed in the firemen's' room last month.

**Truck Committee:** Commissioner Keenan advised the board that the committee has a meeting scheduled for February 17 with KME. He would like to meet with Seagraves after that. Once the weather breaks, he would like each vendor to bring apparatus for the committee to see. He will try to have them all bring their apparatus on the same day.

**Old Business**

**Physicals:** Commissioner Cameron contacted Dr Basri's office and scheduled two nights for physicals. They are February 18 and 24 from 6 to 7:30 PM. They should be able to do 20 per night. Sign-up sheets are in the bays. And there is also a sign-up sheet for those that cannot make it during the week. They would need to have at least 5 to open on a weekend day. Chief Hunt will announce the dates at the drill tomorrow. Additional days will be scheduled in March.

**Driver Qualification/Active Duty Criteria:** Commissioner Keenan stated that the board met with Chief Hunt and 1<sup>st</sup> Assistant Chief Gasperetti on January 31 to go over the active duty criteria. There was a lot of input and updates. Commissioner Keenan e-mailed them to everyone and put a hard copy in Commissioner Grecco's mail box. A workshop was scheduled for February 21, 2016 at 10:00 am at the fire house. The secretary will post a legal notice in the Wallkill Valley Times.

**OSHA Compliance Meeting at the 911 Center:** Commissioner Grecco informed the board that the most important thing she got from the meeting was the necessity to document, document & document some more. She also asked Vini Tankasali to send everyone a copy of the pamphlet they had at the meeting. Commissioner Keenan said that he e-mailed them to everyone on his distribution and he would get her a copy.

**LOSAP/Service Awards:** Commissioner Keenan stated that the report has been posted for over 30 days. We are waiting for the training course list from the state.

**Fuel Audit:** Commissioner Keenan will meet with Commissioner Jacobowitz, Chief Hunt and Lt Wright to complete this project. Any new information should go to Commissioner Jacobowitz and Lt Wright.

**Coldenham & Berea Road Intersection Issue:** Commissioner Grecco has not met with Senator Larkin yet. She spoke with Chief of Police Butch Amthor and he advised her that he would need a week to get all the police reports for that intersection. She wanted to have all the paperwork before she met with Senator Larkin.

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**Command Vehicle Replacement:** Commissioner Keenan got a price from Cars Unlimited of Suffolk LLC on a piggy-back contract for the same package but upgraded to a remote start and All Terrain tires for a cost of \$54,029. A motion was made by Commissioner Decker with a second by Commissioner Jacobowitz to allow Commissioner Keenan to order the vehicle after the required 30 days (as long as no petition is received from at least 25% of the registered voters) for a total cost of \$54,029. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

**Annual Audit of Financial Records:** Treasurer Miller completed the yearly financial report and submitted it to the state. She gave everyone a copy and one goes to the auditor. She should be able to drop everything off to our auditors by the end of the month.

**Budget Planning:** Commissioner Keenan handed out the 2016 Assignments/Projects/Committees/Appointments. Budget Planning was left open during the reorganization meeting. It was decided that this line item will be the whole board's responsibility.

**Ongoing & Upcoming Projects**

**Office and Files Room Renovation:** Commissioner Keenan advised the board that the desks were put together; we're in the process of rearranging and got rid of a lot of junk. The hard drives were taken out of the old computers and will be destroyed. He suggested that when the Chief holds a burn drill in the barrel, the hard drives can be smashed and burned. Commissioner Keenan submitted three quotes for like office equipment. (See Attached) The quotes are as follows: Staples is \$5,058.10; Office Depot is \$3,678.80 and Global is \$5,651.04. A motion was made by Commissioner Grecco and seconded by Commissioner Jacobowitz to approve the purchase of the office equipment from Office Depot for up to \$4,000. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

**Doors, Keys & Locks:** Commissioner Jacobowitz informed the board that he has no new information. He has a call in to Liberty Locks and would like him to attend a meeting and he also needs to get with Tim to get all the information from him.

**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:** Chief Hunt advised the board that he has a couple sets of turnout gear that are outdated and all the surplus helmets are still in the back room. Commissioner Decker will reach out to St Regis Falls and will let Chief Hunt know. Commissioner Keenan asked the Chief to let us know what will be surplus and make sure they get the statement that we are not liable. Chief Hunt will have the name of an inventory person by next meeting.

**Outside Sign Replacement:** Commissioner Decker said that there will be a meeting on February 10. He should have some information by next meeting.

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**Blacktop resurfacing/replacement:** Commissioner Decker made a couple of calls. The representative from Wells said that he would call in the next couple of weeks to come view the job. Commissioner Keenan said that he would give him Ralph DiMartino's number.

**Station Structural Repair:** Commissioner Keenan advised Commissioner Decker and Commissioner Jacobowitz that past Commissioner Garofalo did not keep any notes in regard to this project.

**Replacement of SCBA bottles and Equipment:** Commissioner Keenan advised the board that all the SCBA bottles will expire next year. Chief Hunt stated that they are already working on getting the information needed for the district to obtain funding.

**New Business**

**Fire company election results:** A letter was received from President Aigner with the results of the election held at their February meeting.

2 <sup>nd</sup> Assistant Chief	Mike Keenan Jr
1 <sup>st</sup> Captain	Mike Kenny

At 8:30 PM a motion was made by Commissioner Decker and seconded by Commissioner Cameron to go into Executive Session to discuss a personnel issue. Approval (4 ayes, 1 nay) was received by those in attendance. Motion carried.

At 9:20 PM the meeting was reconvened with no action taken.

Commissioner Grecco made a motion seconded by Commissioner Jacobowitz to accept Mike Keenan Jr as 2<sup>nd</sup> Assistant Chief and Mike Kenny as 1<sup>st</sup> Captain. Secretary was asked to poll the board: Commissioner Jacobowitz – yes, Commissioner Decker – yes, Commissioner Cameron – yes, Commissioner Grecco – yes and Commissioner Keenan – yes. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

**Insurance Policy Renewal:** Commissioner Keenan gave each Board Member a copy of the renewal. A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to renew our policy with Rose and Kiernan at a cost of \$49,430.45 for one year. The underwriters are Graphix Arts and Utica Mutual. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

**Internal Electronic Bulletin Board:** Commissioner Keenan would like to purchase a 40" or 42" TV as an internal electronic bulletin board to post in the bays. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to allow Commissioner Keenan to purchase a TV to use as an internal electronic bulletin board at a cost not to exceed \$500. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

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**Equipment Inventory:** Commissioner Keenan advised the board that there is no inventory clerk and there is no inventory information. He did say that there is a great program in Firehouse Software that can keep track of everything that's in the firehouse. He doesn't expect a resolution tonight, but everyone needs to think about ways to get this done. The only thing he knows is inventoried is the SCBA equipment because he did it for PESH.

**2016 Requests for Proposal:** Commissioner Keenan advised the board that we do not need to do RFPs for professional services, but based on the state audit, it is a good idea that we do. One he would like to see is an RFP for insurance coverage. He recommends a fall time slot for this. He also stated that we filled an RFP for a plumber, electrician and general maintenance/handyman last year and would like to know how the board members evaluate their performance. He also suggested that we do an RFP for an auditing firm in the summer. Commissioner Jacobowitz was not happy with the electrician this past year. Commissioner Keenan stated that we resolved the electrical issues. He was very disappointed with the electrician also. He is in favor of putting an RFP together for an electrician. Commissioner Jacobowitz would like to have both an electrical and plumbing and heating RFP. Commissioner Keenan suggested that we put the requirements for an electrician and plumbing/heating RFP together by next meeting, so a legal notice can be placed and the requests can be opened for the April meeting. He also suggested an RFP for auditing to be started in August and the insurance RFP be started in September.

**Lawn/ground Maintenance:** Commissioner Decker advised the board that our agreement last year was with an option to renew for a second year. We will revisit this at the March meeting.

**Retention/destruction of recorded meeting minutes:** Commissioner Keenan advised the board that by law, once we accept the previous month's minutes, they can be destroyed three months later. This is being said for the public's knowledge.

**Web page updating:** Mary Keenan is the website liaison. Any information and/or pictures need to be given to Mary so they can be given to our webmaster, Tony Donato. Everyone please take a look at the website and let Mary know if there are any omissions or errors.

**270 Upgrades:** Chief Hunt would like to upgrade 270 with a back rack on the back window and mounting an arrow stick on it to increase visibility and so the truck can be used as a fire police vehicle. The cost for the back rack ranges from \$295 to \$622 and the cost for the arrow stick ranges from \$349 to \$1139. He would like to purchase the \$622 back rack as it is made from better material and has additional back up lights and reverse lights built in. These can also be used instead in a flash pattern as warning lights. The arrow board that he would like is a split 48" arrow board. It is the most visible of the options seen at a cost of \$549. The two items would come to a total of \$1171.99. He would also like additional striping put on the tailgate while the lettering is being redone which should be covered by insurance received from the accident. Commissioner Decker made a motion seconded by Commissioner Jacobowitz to allow Chief Hunt to purchase the Magnum Back Rack with Lights and the 48" Split LED Construction Safety Traffic Arrow

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Light at a cost not to exceed \$1400.00. Unanimous approval (5 ayes, 0 nays) was received by those in attendance.

Upon checking with the Treasurer, there is no money left over from the repair. It being a safety issue, a motion was made by Commissioner Decker and seconded by Commissioner Cameron to allow the Chief up to \$1000 to have reflective striping, the name and any other safety items (i.e. chevrons or striping) for the back of the truck. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

**Old Network Computer:** Commissioner Keenan advised the board that the old network computer might be of use to the Chief and his Officers. He suggested that it not be used as a network computer. Commissioner Decker suggested that it could possibly be used as a training computer. He will check with them and let the board know if they can use it by next meeting.

**Dynatech Preventative Maintenance Contract:** The preventative maintenance contract is for \$997.00 for the year. In addition, for items not covered under the contract the rates are as follows: \$98.00 per hour, \$147.00 per hour overtime and \$184.00 per hour on Sunday or Holidays and \$1.50 per mile. It was an increase over last year of \$38.00. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to accept the contract from Dynatech in the amount of \$997.00. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

**Fire District Boundary Road Signs:** Commissioner Cameron stated that he noticed some fire district road signs are either missing or badly damaged. Commissioner Keenan thought there were some in the back building in the loft. The Chief will look and let us know at the next meeting if we have any and how many we need to order.

## **Chief's Report**

### **Membership**

- New members: 0
- Qualified drivers: 3 Erik Keenan, Marc Beech and David Keller
- New Drivers Requested: 0
- Drivers dropped: 0
- Physicals: On going
- Members passing probation: 2 Joe Sangricoli Jr and Mike Kennedy
- Members reinstated: 0
- Members dropped: 0
- Social Members dropped: 0
- Status switch: 0
- Members suspended: 0
- Members resigned: 0

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

- Chief Hunt was in touch with AAA with regard to bail out training. They were unable

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to provide a quote. They are looking into the system we have to make sure we can get the right bags before giving a quote. The Chief will just need to provide them with the number of people who need the yearly recertification and the number of people who need the initial training.

- Chief Hunt advised the board that the \$800 that was approved to purchase the tires for the ATV is not sufficient. The tires that are on the ATV now are no longer in production. The recommended tires would be \$826.14 with an additional \$10 each for mounting. He would like to ask for an additional \$200 to cover the cost and while it is there, have them do the preventative maintenance.
- Chief Hunt submitted a quote for EMS supplies in the amount of \$3,264.42. He advised the board that every drug that we carry was out of date. The plan is to purchase the equipment that they need and half the drugs. (See attached)
- Chief Hunt advised the board that most of the O2 bottles are out of Hydro. They are \$22 a bottle and have a week turnaround time. The cost is the same for either Haight or AGL. There are about 15 that are currently out which would be a total of \$330.
- Chief Hunt advised the board that his GPS is not working in his car. He is looking to use the I-Pads that the district has provided to the Chiefs as GPS, and at the same time be able to access the I Am Responding with the hydrant mapping, the solar panel mapping and all the non classified information that it is capable of in the Chiefs' cars. He would like to install mounts up near the driver's seat to use them as a GPS and any other information it can provide. The mounts recommended by other fire departments as well as a couple of police departments are the Ram universal mounts at a cost of \$163.72 each. I-Pad holders would also be needed at a cost of \$62.70 each. The total to outfit all three Chief vehicles would be \$679.26 plus shipping. This isn't something that we need right now, but he would like to get it in the next couple of months.
- Chief Hunt advised the board that 2<sup>nd</sup> Assistant Chief Mike Keenan will need a new uniform.
- Chief Hunt ordered the emergency response guide books that we have to have in each apparatus. They will not be shipped until May.
- Chief Hunt investigated the Live Fire Standards. The OSHA standard says that yearly hands on training are required for all interior firefighters and should be offered on a quarterly basis. It does not specify that they have to go into a live fire. Commissioner Keenan interjected that in our criteria we did put that they had to attend one live fire training exercise a year.
- Chief Hunt would like to schedule the yearly ladder aerial maintenance with Sutphen. The cost is \$1400 for the yearly service and it has to be returned by March.
- Chief Hunt advised the board that he and the engineer have reviewed the reports from Ruscon. All the PM on the large apparatus has been completed for the year. It was noted that all 205 tires are out of date again. The Chief questioned how this could be possible as we just put tires on the truck four years ago. He can't find any records pertaining to the last purchase of tires for that truck. He also notices that



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202 (the tanker) also has a tire that is out of date. All those tires were purchased at the same time last year. Commissioner Keenan said that they either sold us an old tire or didn't change one. He would like to see if we can find the invoice to see when they were bought so we can back track to see what the story is on those tires. Commissioner Decker said that if they find that the tires are out of date, they need to replace them.

- Chief Hunt requested an I-Pad for 2<sup>nd</sup> Asst Chief Keenan. Commissioner Decker thought that our existing I-Pads should be due for an upgrade. It was decided that we would like to go from five to seven I-Pads and we would see what kind of upgrades could be done with the existing five. Treasurer Miller will talk to the Verizon Representative and bring back options and prices next month.

A motion was made by Commissioner Cameron and seconded by Commissioner Decker to expend \$5964.42 to purchase tires and maintenance for the ATV, purchase medical supplies, have the oxygen cylinders hydro'd and have the aerial's yearly maintenance performed. Unanimous approval (5 ayes, 0 nays) was approved by those in attendance. Motion carried.

**Further Information from the Commissioners**

None.

**Information from the Treasurer/Secretary**

- Treasurer Miller advised the board that we need to upgrade the E-Z pass account with Commissioner Keenan's credit card number and remove Tim Besser from the account.
- Treasurer Miller advised the board that all bank accounts have been updated with current holders.
- Treasurer Miller advised the board that we received one third on the Town of Newburgh Tax check in the amount of \$76,019.33.
- Treasurer Miller advised the board that we received a check from LOSAP (on Walt Halder) in the amount of \$7,472.09 and a check was written out to the fire company.
- Treasurer Miller advised the board that she upgraded our AT&T service because one of our fax machines did not have a long distance carrier attached to it. She also received a better base rate and lower message rate in talking to the representative.

**Approved Expenditures**

Command Vehicle Replacement	\$54,029.00
TV for Electronic Bulletin Board	500.00
270 Upgrade	1,400.00
Dynatech Contract	997.00
6 wheeler tires and preventative maintenance	1,000.00
Medical Supplies and Drugs	3,264.42
O2 bottles hydro'd	330.00
Aerial Preventative Maintenance	1,400.00

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**Public Discussion**

None.

**Town of Montgomery Police Department:** Commissioner Keenan advised the board that the Town of Montgomery Police Department is in the market for a facility in the Town of Montgomery and they are looking to partner with a fire district. Chief Amthor would like to meet with the board at 7:00 on March 7 to discuss this further. A motion was made by Commissioner Decker and seconded by Commissioner Cameron to meet with Chief Amthor from the Town of Montgomery Police Department on Monday, March 7, 2016 at 7:00 PM. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried. The secretary will place a workshop notice in the Wallkill Valley Times.

**Bills Signed**

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

Respectfully submitted,

Mary E. Keenan  
Secretary