

Coldenham Fire District
Board of Fire Commissioners
October 8, 2018

Call to Order

The regular meeting of the Board of Fire Commissioners of the Coldenham Fire District was held on October 8, 2018 at the Coldenham Fire House. Commissioner Keenan called the meeting to order and led the salute to our flag.

Roll Call

Commissioners present: Joe Keenan, Warren Decker, Wayne Jacobowitz, Rickey Cameron and Anita Grecco.

Also, present: Mary Keenan, Secretary
Linda Miller, Treasurer
Chief Matt Hunt
1st Asst Chief Mike Kenny
2nd Asst Chief Mike Wirth

Acceptance of Minutes

A motion was made by Commissioner Grecco and seconded by Commissioner Decker to dispense with the reading of the monthly meeting minutes of September 10, 2018 and accept them as corrected. (Page 6 under Approved Expenditures, the amount after J. Algarin Paving & sealcoating should be \$11,100, not \$1,100.) Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Communications

- Commissioner Keenan advised the board that we received from PenFlex our Service Award Program service fee for 2018/2019 for an approximate cost of \$5600.
- Commissioner Grecco advised the board that she has two checks for the Fire District in the amounts of \$100 each for rental of the hall.

Hall Requests

The Fire Company requests the addition of Friday, October 26 to set up for the Halloween Party on Saturday. Commissioner Keenan said that if the fire company talks to Donna VanDerMeulen, it is fine with the District.

Public Discussion

Fred Stipak queried the district for the authority to purchase new cable wire to run to the TV's. Commissioner Keenan will bring this up under new business.

Commissioner Grecco sent a thank you to the Garden Club for taking care of the flowers around the sign.

Committee Reports

Safety Committee: Commissioner Cameron advised the board that there was one report of injury.

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Mack Restoration Committee: Commissioner Keenan advised the board that the Mack had new tires mounted, thanks to the Fire Company.

Building or Property Committee: Nothing new to report currently.

Old Business

District Rules and Regulations Review: Commissioner Keenan advised the board that this is ongoing.

Fuel Audit: Commissioner Keenan advised the board that the new fuel audit will be due in January.

Life Insurance for Firefighters: Commissioner Keenan advised the board that the life insurance for firefighters is effective September 15, 2018. Still waiting for a hard copy of the policy.

Cancer Bill Insurance: Commissioner Keenan advised the board that they want us to do the census by members. He believes they just want the number of firefighters that will be covered by the Cancer Bill. He will verify that with our insurance provider. Commissioner Keenan would like Chief Hunt, Commissioner Cameron and himself to get together to review and come up with a figure. Coverage will be between \$200-\$250 per person. That will be effective January 1, so we will need the payment out of this year's budget.

SAM (State and Municipal Facilities Program administered by DASNY): Commissioner Keenan advised the board that we have not received any addition news.

Annual Training: Commissioner Keenan asked if Fred Stipak had the information for the last two EMT's. Chief Hunt will reach out to them to be sure we have all the necessary information.

Air Conditioning Issues: Commissioner Jacobowitz would like to work on this over the winter months.

Kitchen Exhaust Fan: Commissioner Jacobowitz will work on this over the winter.

Snowplowing Contract for 2018/2019 season: Commissioner Keenan asked the board being that it is already October, if they would agree to extend this one more year with everything the same as it's been. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Decker to extend the contract with Belly Flop at the existing rates and conditions for the 2018/2019 snowplowing season. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Budget Hearing: Reminder, the budget hearing will be on October 16th at 7 PM.

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Ongoing & Upcoming Projects

Office and Files Room Renovation: Commissioner Keenan advised the board this continues to be a work in progress.

Doors, Keys & Locks: Commissioner Keenan said we have the parts, just haven't had the time to swap the locks.

Surplus Equipment: Chief Hunt and Commissioner Keenan walked through the back barn and identified what was surplus. Once there is a list, the plan is to take pictures, get authorization to declare surplus and post it on the Firehouse site on the internet.

Bay Floors: Commissioner Decker and Commissioner Cameron met with Mike DiCaprio from Engine Bay Floors. They showed him the areas of concern. They spoke back and forth about what was covered by the warranty. The final decision was that they would fix the colors that don't match, and they'll fix the flaking in the back of the ladder bay. He did offer to recolor the green (either the same or darker) at a cost of \$4646.97 and the grey recoated at a cost of \$3806.67. They would also recoat any of the yellow lines at a cost of \$212.30. These prices are for materials only. No labor costs. We also need to ask what the warranty will be if we decide to go ahead with this.

Blacktop & Sealcoating: Commissioner Keenan advised the board that the blacktop repairs, sealcoating and striping are done except for the yellow marks on the back tarmac. They were going to do them today, but it rained.

New Business

LOSAP Services Fee: A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to contract with PenFlex for their standard services and the preparation of Financial Statement Disclosures at a cost of approximately \$5600. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Hall Rental Money: Commissioner Keenan recommends that the money received (\$200) for the use of the hall be put towards the legal fees line item in the budget. No opposition to this recommendation.

TV Cable Wire: The TV cable wire in the firehouse (except for the new wire that comes into the building and stops in our office) is a different class than what they use now. It is very thin and not digital compliant. Fred Stipak received an estimate of \$74.00 for a box of 500' cable. He will also need connectors. A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to allow up to \$125 for cable and connectors to upgrade the cable wire in the firehouse. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Work will be done by volunteers.

Finalize and approve 2019 Budget: Commissioner Keenan would like to hold a special meeting to finalize and approve the 2019 Budget on October 30, 2018 at 7:00 PM. A

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motion was made by Commissioner Grecco and seconded by Commissioner Decker to hold a special meeting to finalize and approve the 2019 Budget on October 30, 2018 at 7:00 PM. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried. Secretary will post the legal notice.

Commissioner Election: The election will be held at the Coldenham Firehouse from 6 PM to 9 PM on December 11, 2018. The Notice of Election will be posted in the Wallkill Valley Times on November 7 and petitions will be available after that. The petition needs to be returned to the Secretary by November 21, 2018. Chair for the Fire District Board of Elections will be Catherine Keenan and Katelyn Gasperetti and Paula Cunningham will be election inspectors.

Chief's Report

Membership

- New members: 0
- Qualified drivers: 0
- New Drivers Requested: 0
- Drivers dropped: 0
- Physicals: In progress
- Members passing probation: 0
- 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

Apparatus Status

New tires on the front of 203.

Further Information from the Chief

- Chief Hunt advised the board that Fire Prevention and Open House will be this Friday.
- Chief Hunt would like permission to have the Mack go to a Fire Truck show along with 270 on Sunday in Sussex New Jersey.
- Chief Hunt would like permission to send the Mack to Rapid Tire for a car show on October 21, 2018. A motion was made by Commissioner Jacobowitz and seconded by Commissioner Cameron to allow the Mack and 270 to attend the Fire Truck Show in Sussex and the Mack to attend the car show at Rapid Tire. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

Further Information from the Commissioners

Commissioner Keenan thanked Fred Stipak for getting the lift and changing the light bulbs. He also thanked Anthony Trapini who at a moment's notice moved the dumpster and all

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the planters on the same day we got notified that they were coming to do the work on the blacktop.

Commissioner Keenan advised the board that Commissioner Cameron set up a day and time for fit testing for a couple of people who never showed up. Commissioner asked Chief Hunt to contact those members and tell them that without fit testing, they are not wearing SCBA. They need to plan to get this done.

Commissioner Keenan advised the board that we just got a bill from the lawyer for the hearing we had to have more than \$5000. Keep this information in the back of your mind because we will have to move some money around.

Commissioner Jacobowitz advised the board that the fan is fixed. He also put 5 bags of salt in the water softener and it is working fine. He asked about the Vegas door. Commissioner Keenan said the Vegas door is fine.

Commissioner Decker advised the board that Narcan does not have to be distributed by EMT's solely. There is a program out there that will teach anyone how to use and distribute Narcan. Not only will they teach you, but they will also give you a certificate that you can bring to some institutes and they'll give the Narcan to you for free. He brought it up because he thinks this is something that we need to investigate a little further. Some discussion ensued. If we decide to go down this road, protocol will have to be set, and all must be on the same page. Something to think about.

SCBA: Commissioner Keenan advised the board that our bottles or cylinders are going to expire in January or February. Quotes were received by two vendors. Options were discussed. Looking at option 2, we would need to come up with about \$300,000. Our balance sheet for September 30, 2018 shows \$141778.81 in the Capital Reserve for Firefighting Equipment. And for 2018, we are going to transfer \$100,000 bringing the total up to \$241778.81. In theory, we will need to borrow \$59,000 from another capital reserve which will have to be paid back within 2 years. The Capital Reserve for Real Property and Acquisition has a balance of \$124094.65 and we just spent \$11,100 out of there which leaves it at approximately \$113,000. We could borrow the money and we would have the \$300,000. That would wipe out the Capital Reserve for Firefighting Equipment. If we were to go that route, we need a plan to build those accounts back up. And that is the reason for raising the budget \$195,000. More discussion ensued. Chief Hunt suggested that each 5 years, replace a third of the bottles like we do with the gear, so we will never have to replace all the bottles in one year. After deciding that this was the course we should take, the following motions were made:

A motion was made by Commissioner Grecco and seconded by Commissioner Jacobowitz to move \$100,000 from the Money Market account to the Capital Reserve for Firefighting Equipment. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

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A motion was made by Commissioner Cameron and seconded by Commissioner Grecco to move \$5,000 from the money market account to the Capital Reserve for Real Property and Acquisition. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

A resolution was made by Commissioner Cameron and seconded by Commissioner Grecco to entertain a permissive referendum to expend up to \$231,000 from the Capital Reserve for Firefighting Equipment and a resolution to borrow and expend up to \$69,000 from the Capital Reserve for Real Property and Acquisition for purchasing Self Contained Breathing Apparatus (SCBA) and associated items. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried.

A motion was made by Commissioner Grecco and seconded by Commissioner Cameron to purchase 36 new packs and associated equipment and to award the contract to AAA. The secretary polled the board: Commissioner Jacobowitz – yes, Commissioner Decker – yes, Commissioner Cameron – yes, Commissioner Grecco – yes and Commissioner Keenan – yes. Outcome of vote: 5 ayes, 0 nays. Motion carried

Information from the Treasurer/Secretary

We received notification from the Association of Fire Districts of Orange County that they will be meeting on Tuesday, October 23, 2018 at 7:30 PM at the Monroe Fire Department.

To pay the lawyer bill, we will need to move some money around. Commissioner Keenan recommended that we move \$1320 from Fire Prevention and \$4000 from Personal Protective Equipment to Legal Fees. A motion was made by Commissioner Decker and seconded by Commissioner Jacobowitz to move \$1320 from Fire Prevention to Legal Fees and \$4000 from Personal Protective Equipment to Legal Fees. Unanimous approval (5 ayes, 0 nays) was received by those in attendance. Motion carried

Treasurer Miller will be moving \$90,000 into the general fund from JP Morgan to pay PenFlex.

As motioned earlier, she will also be moving \$105,000 from the Money Market, \$100,000 will be put into Capital Reserve for Firefighting Equipment and \$5,000 will be put into the Capital Reserve for Real Property and Acquisition.

Approved Expenditures

TV Cable	\$	125.00
Lawyer for hearing		5,013.85
SCBA		300,000.00

Public Comments

Captain Gasperetti advised the board that there are no more hall rental forms. Commissioner Grecco has them.

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Randy Haylock advised the board that the gauge glasses for the fuel tanks are gone. He will try to have a quote for next meeting.

Fred Stipak informed the board that Olympic Electric was very happy with what we did for them and they are willing to work with us for anything electrical that needs to be done.

Chief Hunt advised the board that pump testing is done. Both the small vehicles will be going for service starting next week. Now that we don't have to worry about flow testing, the only item left is ladder testing.

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