

EAST CLINTON FIRE DISTRICT

January 10, 2018

COMMISSIONERS MEETING - FINAL

Regular Meeting 8:40 PM

COMMISSIONERS IN ATTENDANCE:

Stephen Forschler, Chairman
Byron Calame
Kevin Russell
Robert Trzcinski
Arthur Weiland

ALSO IN ATTENDANCE:

Robert Simon, Treasurer
James Passikoff, Accountant (Left at 9:14 p.m.)
Karen Buechele, Secretary

Chairman Forschler explained to the public the process of reviewing the Vouchers and Financials.

CORRESPONDENCE:

- From RBC – Investment Access Account Statement December 1-31, 2017
- Email from David Rogers, RBC – consider scheduling a meeting
- Correspondence from Asurion (two items) – Verizon – program changes
- Service due reminder from Rhinebeck Ford for the Ford E-450
- 2018 Seminar Series Registration Form for NYS Association of Fire Chiefs
- From James Publishing, Order form for update to the NY Fire District Officers’ Guide – Follow up with Pinsky
- From Dutchess County Volunteer Fireman’s Association – Dues for 2018
- From Utica National Risk Management Department – EVOG Completion Certificates – for File. Certificates went to Jim Ruffell who made copies for the secretary to file.
- Fire Engineering Renewal Notice – Subscription expires in April of 2018 – will not be renewed.
- The Pinsky Law Group 10th Annual Fire & EMS Law & Management Conference March 22-March 25, 2018

MINUTES:

Motion to accept the December 13, 2017 minutes by Commissioner Weiland and seconded by Commissioner Russell with corrections as stated.

Stephen Forschler, Chairman	Aye	Robert Trzcinski	Aye
Byron Calame	Aye	Arthur Weiland	Aye
Kevin Russell	Aye		

Motion carried 5-0

FINANCIALS:

Having reviewed the bills, a motion to pay the bills per the abstract with the addition of #2089 to the Poughkeepsie Journal in the amount of \$560.80 and #2090 to J. Ruffell in the amount of \$159.80 and with the exception of #2243 to Pinsky Law made by Commissioner Trzcinski and seconded by Commissioner Weiland.

Commissioner Calame	Aye
Commissioner Russell	Aye
Commissioner Trzcinski	Aye
Commissioner Weiland	Aye
Chairman Forschler	Aye

Motion carried 5-0.

Chairman Forschler said he reviewed the financial report and found it to be in order except that he would like to appoint Treasurer Simon to investigate why there is a check included as a payroll check with the corresponding entry when we have never had that situation before and we pay the payroll company to do payroll.

Motion to accept the preliminary financial report and bank statements for the period ending on December 31, 2017 made by Commissioner Russell and seconded by Commissioner Trzcinski.

Commissioner Weiland	Aye
Commissioner Trzcinski	Aye
Commissioner Russell	Aye
Commissioner Calame	Aye
Chairman Forschler	Aye

Motion carried 5-0.

Mr. Passikoff added some items and switched some items from office supplies to computer equipment. He will review the list that Stephanie Bonk had.

Mr. Passikoff said that worker's comp is in prepaid expense already and does not need to be changed.

Chairman Forschler authorized Commissioner Weiland to contact Mr. Eglit for a quote to get this independent audit underway as soon as possible. Mr. Passikoff said if the RFP was for one year, you will need to another one. If it was for more than one year and you were satisfied with

the work, then you can appoint him. Chairman Forschler said if we do need to do another RFP, send it out specifying five years. Mr. Passikoff said if the time was ambiguous, then you should do another RFP. After some additional discussion, Commissioner Weiland said he will look at it, if another RFP is needed, he will get it to the secretary. If not, he will contact Eglit.

Chairman Forschler said he will contact Maryann Thompsett for the password and ID for the AUD.

A motion to authorize Jim Passikoff to complete the AUD by February 28, 2018 for the sum of \$800 made by Chairman Forschler and seconded by Commissioner Calame.

Commissioner Calame	Aye
Commissioner Russell	Aye
Commissioner Trzcinski	Aye
Commissioner Weiland	Aye
Chairman Forschler	Aye

Motion carried 5-0

Chairman Forschler said the independent audit has not been filed yet with the state. He has put together a commentary perspective letter which we have the option of sending with the audit when we file it. Mr. Passikoff said the audit and the commentary letter should be sent with a cover letter to the comptroller's office in Albany who will file it. Chairman Forschler will email the commentary letter to the secretary who will contact Mr. Passikoff to see who to send the audit to and then send it out.

DEPARTMENT: Monthly calls: Year to Date:

Timothy McCormack – not present

There are some certifications for members who passed and went through pump ops. Brandon Massonett finished firefighter one so there will be a graduation for him and a new gear expenditure for him.

Don Estes said they are scheduling house drills as we do every year. One thing different is we are doing all of our own OSCIA training in house during drills as required which will save the district a few hundred dollars. They are commencing annual driving re-certifications. All drivers will be re-certified on every apparatus every year. The drivers list is a work in progress. To be a driver, you need evoc and pump ops depending on the vehicle and you have to be 21, with the company for at least a year and CPR trained.

Jim Ruffell said the driver list does not include people doing evoc. They will change in April and new people will be added. The list he provided will go to March.

David (?) – Wednesday, January 3 at 9:18 East Clinton was dispatched to Stanford for an automatic fire alarm on Decker Road. There were 12 fire engines on the scene from other companies. The estimated time of dispatch to water out of nozzle was five minutes. Our members did interior. David said he went to the Stanford Firehouse for a special meeting and Mr. Morrison praised the East Clinton company for our manpower and for the support group. Altogether there were 13 fire companies at the scene. David just wanted to point out that County Car commended the efforts of East Clinton and Stanford departments.

Jim Ruffell said with the driver training in process, there will be three new ambulance drivers by the end of the month. He is hoping for three or four more by the end of the following month. Two of the drivers work night shift so will be available during the day. When he updates the list, he will send to Chairman Forschler. Mr. Ruffell said that Don Estes has been a huge help in getting the ambulances off the floor.

The ambulances will be getting inspections and servicing done. All are due in January and are done the same month every year. One ambulance may need tires.

Mr. Ruffell said he burnt an axe so the Board told him to buy a replacement.

Don Estes said the rehab team was called out on the Stanford fire and did a fantastic job and Stanford is restocking all food utilized. He said if East Clinton personnel are actively engaged, there is an open invitation for the rehab team.

FIRE POLICE: Edward Thompsett n/a

RESCUE:

Stephen Forschler Monthly calls: 14 Year to Date: 159 responses
This is a new record for annual responses. We want to try to get some CME classes going here. NDP will come in and teach at no charge but they would like to use the facility when it is not being used to host classes here. We will work that out. We are continuing medical education. 387 vehicle was at Premier for a long time. It came back – they could not get the job done and we were dissatisfied with the service. They will pick it up and deliver it back by Friday. We went through the final training for glucose monitoring and CPAP. We needed an in house practical skill session which has been done. We are able to perform CPAP and did the first glucose monitoring the other night.

SUPPORT: n/a

MEMBERSHIP: n/a

OLD BUSINESS:

- Generator – Commissioner Russell said we have a temporary portable generator hooked up until the Generac generator comes. There is a part that has been recalled. They are waiting for new part to come. It is expected to be here in February. Cummings expected delivery would not be until the end of March. We will stick with Generac.
- Chairman Forschler said as per a discussion at the Fire Department meeting, the fire policemen will be at the February meeting to sign an official oath and get it notarized. Per the December minutes, those forms need to get done and they are working on it.
- Payroll – Bob Simon is the Paychex liaison – he needs to get himself on the payroll for \$12,000 a year, Karen on the payroll for \$20,000 a year, and Camille on the payroll for \$360 a month. Karen will have to call Paychex every month to add the LOSAP hours.
- The Board’s decision was to keep Camille on in the cleaning position. Chairman Forschler said we need to establish a cleaning liaison for the cleaner for issues such as supplies and access and it needs to be someone that can be called and give her what she needs to keep this place clean. Commissioner Weiland volunteered to be the cleaning liaison as he lives close by. Chairman Forschler will text Camille Commissioner Weiland’s email address and phone number and will find out if she’s restricted.
- Chairman Forschler talked to Gary Ciferri at the Town of Washington. The public hearing was December 14, 2017. There was no issue with \$1,200 for 2017 and \$2,500 for 2018. We have not received a check yet. Chairman Forschler will follow up if a check is not received.
- LOSAP information for December – The secretary was given the point sheets but does not have any of the other LOSAP information or computer yet.

Executive Session:

A motion was made to adjourn into executive session for personnel issues at 9:32 p.m. by Commissioner Trzcinski and seconded by Commissioner Russell.

Commissioner Calame	Aye
Commissioner Russell	Aye
Commissioner Trzcinski	Aye
Commissioner Weiland	Aye
Chairman Forschler	Aye

Motion carried 5-0

A motion was made to return to the regular meeting at 9:44 p.m. by Commissioner Weiland and seconded by Commissioner Trzcinski.

Commissioner Calame	Aye
Commissioner Russell	Aye
Commissioner Trzcinski	Aye

Commissioner Weiland Aye
Chairman Forschler Aye
Motion carried 5-0

NEW BUSINESS:

- Blue Engine Truck – Commissioner Trzcinski said we need to get a handle on the blue engine. Mr. Ruffell said the blue bird is not registered. It has official plates but is not registered with the new plates. It is owned by the district and he believes it is a 1940 model. Commissioner Trzcinski needs the value and usage for the insurance company for the truck. Mr. Ruffell said it will be a parade vehicle. It will never pump again. Commissioner Trzcinski said if it will be driven on the road, it needs insurance. Commissioner Russell said we used to insure it for the summer when it went to the parades. If they have insurance for antique fire apparatus, that is what it would fall under.
- Chairman Forschler will contact Dave Garwood about the new attorney appointment.
- The new commissioners class will be held on Saturday, February 24, 8:30 to 2:30. Rod MacCleod is the instructor. To sign up for the commissioners class, you will need to provide your phone number and email. It was suggested that the treasurer and secretary attend the class as well if possible.
- A motion to purchase a two drawer fire proof file cabinet, a two drawer non-fire proof cabinet, and a printer for the secretary not to exceed \$1,400 (estimated cost of each: printer \$500; non-fire proof file cabinet \$150; fire proof file cabinet \$350) as made by Commissioner Weiland and seconded by Commissioner Trzcinski.

Commissioner Calame Aye
Commissioner Russell Aye
Commissioner Trzcinski Aye
Commissioner Weiland Aye
Chairman Forschler Aye
Motion carried 5-0

ADJOURN

A motion to adjourn the meeting at 9:55 p.m. was made by Commissioner Calame and seconded by Commissioner Russell.

Commissioner Calame Aye
Commissioner Russell Aye
Commissioner Trzcinski Aye
Commissioner Weiland Aye
Chairman Forschler Aye
Motion carried 5-0

The next meeting of the Board of Commissioners will be held on Wednesday, February 14, 2018.

Respectfully submitted,

Karen Buechele, Secretary
East Clinton Fire District