

EAST CLINTON FIRE DISTRICT

May 16, 2018

COMMISSIONERS MEETING - FINAL

Regular Meeting 7:30 PM

COMMISSIONERS IN ATTENDANCE:

Stephen Forschler, Chairman
Byron Calame
Kevin Russell
Robert Trzcinski
Arthur Weiland (arrived at 7:38 p.m.)

ALSO IN ATTENDANCE:

Rod MacLeod, Attorney for the District
James Passikoff, Accountant (Left at 8:25 p.m.)
Karen Buechele, Secretary

Chairman Forschler called the meeting to order at 7:30 p.m. and explained to the public the process of reviewing the Vouchers and Financials.

CORRESPONDENCE:

- From Nestle Waters North America dated 4/21/18 – price increase effective 5/23/18
- Western Surety Company Bond for Robert D. Simon – to Secretary for filing
- Two medical device recalls from Moore Medical dated April 4, 2018 and April 24, 2018 - to rescue
- From State of NY Fleet Card Program re: fuel card services - to Commissioner Trzcinski who will discuss with Chief Estes.
- From Association of Fire Districts of Dutchess County dated April 30, 2018 schedule of meetings - to Secretary to scan and send to all commissioners and chiefs
- Statement from Wilmington Trust dated 3/1/18 through 4/30/18 – to Commissioner Trzcinski to give to Bob Simon
- From RBC – Portfolio Review for period ending March 31, 2018 – To Commissioner Trzcinski to give to Bob Simon
- From Crown Energy Corp – Heating system tune up costs to Commissioner Russell to set up the tune up
- Welcome package from National Fire Protection Association (NFPA) - to Chief Estes

MINUTES:

Motion to accept the April 11, 2018 regular meeting minutes as corrected and submitted May 14, 2018 by Commissioner Trzcinski and seconded by Commissioner Calame.

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

Motion carried 5-0

FINANCIALS:

Having reviewed the vouchers, a motion to pay the bills per the abstract dated as of May 17, 2018 made by Commissioner Trzcinski and seconded by Commissioner Weiland.

Check numbers 2375 and 2346 to Utica National appear to be duplicates. Commissioner Trzcinski will look into it. There was discussion regarding vouchers submitted for the annual dinner. Voucher number 2092 was submitted for \$9,108. A resolution for that amount was never made. Amounts of \$8,000 and \$300 were approved by resolution. Check number 2373 in the amount of \$1,050 and check number 2372 in the amount of \$515.87 for the annual dinner should not be paid by the Board. Chairman Forschler said at budget time, the Board needs to better define the expenses and budget for the annual dinner. Commissioners Trzcinski and Weiland agreed to revise the motion to pay the bills with the exception of 2375 for Utica and 2372 and 2373. There is no invoice for check number 2381 – Commissioner Trzcinski said per Bob Simon, the vendor will email the voucher but it has not arrived yet. That check will be held as well. Regarding the voucher for a class A dress uniform, Chairman Forschler said after a year of active duty, a member is eligible for a class A dress uniform. The Department hands the voucher to the Board Chairman who signs off on it. Commissioner Calame said he agrees with the Board paying for the uniform but thinks the process should be formalized and Chairman Forschler said it should be in the policy book stating when a member is eligible for a uniform and that information should be on the voucher. Commissioners Trzcinski and Weiland agreed to revise the motion to hold check number 2381 until the voucher is received so the exceptions are 2375, 2372, 2373, and 2381. The vouchers for 2372 and 2373 will be sent back to the Department.

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

Motion carried 5-0.

Motion to accept the bank statement for the period ending on April 30, 2018 and in agreement with that noted on balance sheet as put forward by Mr. Passikoff with no exceptions made by Commissioner Weiland and seconded by Commissioner Calame. Chairman Forschler said we need to get more granular in our categorizations. The Board agreed to direct Mr. Passikoff and Mr. Simon to use the worksheet numbers that we've all seen and drop them into the budget and see where we are by next month. Commissioners Weiland and Calame agreed with that change to the motion.

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

Motion carried 5-0.

Audit – Mr. Eglit is through with stage 1 and will be speaking to Mr. Passikoff next week. Mr. Passikoff said we may be delayed past June 30 due to the lag time with LOSAP. LOSAP becomes two footnotes in the financial statements and we won't have the footnote information until Penflex finishes their review, hopefully by the end of July.

A motion that Chairman Forschler be authorized to request that Ted Eglit provide the Board with a copy of his work papers related to the LOSAP bills in his July 31, 2017 internal controls letter to the Board was made by Commissioner Calame and seconded by Chairman Forschler.

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

Motion carried 5-0

Commissioner Calame will draft a letter for Chairman Forschler's signature.

Construction in Progress Update: Commissioner Calame prepared, as delegated, a review on the spending on planning for a new firehouse which includes the \$52,000 "Construction Work in Progress" asset currently carried on the ECFD balance sheet and the status of the District's account at McCormack, VanVoorhis, and a report to the Board with relevant recommendations. This report is attached to the minutes. Commissioner Calame gave a condensed overview to the Board. Is it legitimate to maintain the \$52,000 construction in progress asset on the balance sheet in its entirety or a portion of it? Mr. Passikoff's recommendation is to carry the \$52,000 until a decision is made as to what building will be constructed then break it into pieces relative to what you are doing and what you are not doing.

FIRE POLICE: Tim Odell n/a

DEPARTMENT: Monthly calls: 6 Year to Date: 42

Car 1 - Don Estes - Ems and fire calls combined is 97 dispatches.

- The trailer which was formerly used for child car safety and fire prevention has been cleaned out and is at Max's to have the lettering removed and will be utilized as an overhaul trailer which will contain the emergency generator, pumps, salvage material, etc.
- The drill this month will be on the 30th and will certify for narcane, Chief Ruffell will address firehouse safety, and an EMS assisted drill with Steve's team working with the firefighters.
- David Van Lueven and Brandon Colley will be going to firefighter 2.
- The County changed the CAD system and Chief Estes explained how it will work. All members are encouraged to respond to the station and stand by for further instruction. Any member on stand by must remain at the station until the apparatus is returned.

- OSHA – Chief Estes has discussed with Officers and Chairman Forschler who said per active member definition, if you don't fulfill requirements, you are not eligible to response – safety is paramount – without a physical and a certain number of OSHA hours, you cannot operate safety. Those two requirements are a minimum but the District can recommend as required for active participation. Chief Estes said without those two requirements, a member cannot respond. OSHA is included in the drills and he will be getting the tapes on blood borne pathogens and sexual harassment and violence in the workplace.
- Safety committee – There was a discussion at the Officers and Department meetings relative to the safety committee. Kevin Colley and Marianne Thompsett were chosen to participate from the Company. Two commissioners need to participate also. Commissioners Forschler (facility issues) and Russell (vehicular issues) would make sense. Commissioner Trzcinski added that there is a 10 hour course one person has to take and that person will be the interface to PERMA. Discussed were accident reports and a checklist for facility safety and vehicle safety which would be a good start. A safety committee meeting needs to be scheduled to set the framework. Once the two commissioners are decided, one of those should set that up.
- Bail out will be completed by 7/1. We are doing public education and are planning on going to the Town Hall, Stewarts, etc. Jim Ruffell will lead up fire extinguishers.
- There are surplus items, including car seats, that need to be disposed of or donated.

Car 2 – Jim Bathrick

- Did extrication drill with West Clinton which went well. An extrication team will be started up in the fall which Chief Bathrick will lead to learn more about cutting cars up. There are 7 extrication people.
- Certified letters went out to five people who did not have physicals. One was returned unclaimed. These people have gear but have not participated. Another letter should go out directing them to turn in their gear and stating they cannot respond.

Car 3 – Jim Ruffell Sr.

- Gave Commissioner Russell the specs for the slide out unit and the skid unit for the truck. Hopewell Apparatus should be coming up this week to discuss the truck and price to mount the skid unit.
- He will have Hopewell look at the support vehicle to see if they can put a slide out unit in to get the generator out of the cabin when it is running as it is overheating. He will get a price for that. Also, the extension cord going out window to the support unit is a fire hazard. There is an outlet outside but it needs to be upgraded so an electrician will be required. Chief Ruffell will ask for an estimate from Mike Dixon.
- A motion was made by Chairman Forschler and seconded by Commissioner Weiland to authorize \$500 for the electrician to upgrade the outlet.

Commissioner Calame Aye Commissioner Trzcinski Aye

Commissioner Russell Aye Chairman Forschler Aye
Commissioner Weiland Aye

Motion carried 5-0.

- The drivers list is not available yet because we have not received the CPR cards yet. Commissioner Trzcinski will also need a copy of the front and back of the drivers' licenses for insurance.
- We are having a radio class on the 22nd to teach people how to use the county frequencies. He will have a list of what everyone's number is so they will know how to contact people.

SUPPORT: N/A

MEMBERSHIP: N/A

RESCUE: March Calls: 6 dispatches/5 responses Year to Date: 42 responses

- Kevin Gage from NYS Dept. of Health did his three year inspection on the storage room, ambulance and records for the rescue squad which resulted in no glaring deficiencies so we are good for another three years. Mr. Gage said there is no validity to the 10 year legend as far as replacing ambulances. It should be replaced when it costs too much to maintain. Recommendation for current vehicle – consider keeping the box and buying a truck chassis and put the two together. That is cost effective as there is no reason to throw the box out.
- Surplus equipment – If these items are not being used by the district and have no purpose, they need to be surplus. Included items are a child ID kit, jaws, and an extinguisher which are the most valuable.

A motion was made by Chairman Forschler and seconded by Commissioner Calame to declare this list of equipment as excess and obsolete and surplus and not for use in the district for the intention of selling what we can and disposing of the rest and granting Don Estes latitude to accept what he thinks is a reasonable and best offer.

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

Motion carried 5-0. Suggestions were to use Craig's List and Facebook Marketplace.

NEW BUSINESS:

Safety committee Risk Assessment – Two Board members should be appointed to the Safety Committee. A motion was made by Commissioner Trzcinski and seconded by Commissioner Weiland to approve the nomination of Chairman Forschler and Commissioner Russell to be the two individuals for the Safety Committee.

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

Motion carried 5-0. Commissioner Trzcinski will get dates and provide options for the risk assessment.

CO2 Monitors - Chief Bathrick supplied quotes for two CO2 monitors, two extended warranties and calibration. What was authorized last month is not enough for the two units which will go on the Chief's car and car 38. If you are purchasing up to \$1,700 you don't need to go out for bed – MES is under state bid. A motion was made by Chairman Forschler and seconded by Commissioner Calame to authorize the purchase of the CO2 monitors, two extended warranties and the calibration device in the amount of \$1,718.55.

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

Motion carried 5-0.

Protective Envelope - A quote was received from MES for protective envelope (turnout gear) - \$2,800.90 for a new member who passed Firefighter one. A motion was made by Chairman Forschler and seconded by Commissioner Weiland to authorized \$2,810 to MES to purchase protective envelope for Brandon Maisonet.

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

Motion carried 5-0.

Hose Purchase - A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski to approve \$1,235.50 to MES for the purchase of hose declared not fit for use at the most recent hose test.

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

Motion carried 5-0.

Active Member Definition – Chairman Forschler said at the Officer's meeting we discussed active member definition to be at a minimum a physical and required OSHA courses which is a good baseline to move forward. Chief Estes provided a marked up policy book to Chairman Forschler with some questions marked. Chairman Forschler passed this to Commissioner Calame to go through by the August, September time frame for recommendations. Chief Estes said it costs close to \$3,000 to suit up a firefighter and there are members that have not met the qualifications and are not active that have that equipment at home. The secretary

will send to Chairman Forschler a list of the four people that have not responded to the certified letter and Chairman Forschler will draft a letter to them, run that letter by the Board members, then send out.

Random drug testing – Mr. MacLeod said the drug testing needs to be random and open to public on how you do it. One way to do it is to take every firefighter’s number, put the numbers in a wheel and the numbers picked would go immediately for a drug test. If drug testing is not done, it should be removed from the policy book. Also, physicals should be broken down in groups as to who needs what, i.e. support may not need one but a FIT test is needed for drivers, ambulance and interior firefighters. Chairman Forschler said we need to go through our records and determine who has the FIT tests. Every active member has a physical. Mr. Passikoff said there is a paper stating what level needs what.

Printer and copier recommendation – Commissioner Trzcinski said he would not recommend doing anything yet for a new contract. He would recommend turning on an access code for each individual user to monitor usage so the Board has an interest in what the copier is being used for. A motion was made by Commissioner Trzcinski and seconded by Commissioner Weiland to assign an access code to individual users for the copier to monitor and justify copier usage.

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

Motion carried 5-0.

Commissioner Trzcinski and Jim Ruffell will interface on this.

LOSAP – The Board reviewed the numbers as submitted by the department for the thirty day posting and agreed the numbers seem in line. A motion was made by Commissioner Calame and seconded by Commissioner Weiland that the Board approve the LOSAP report as reviewed by the Board for posting to the Company and that any problems or questions be dealt with in executive session.

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

Motion carried 5-0.

Commissioner Calame reiterated that the annual report roster submitted by the Department on March 31 has been modified in accordance with the spreadsheet and updated numbers have been penciled in. This spreadsheet was given to Chief Estes and will be posted for thirty days.

LOSAP – Rescind previous motions – A motion was made by Chairman Forschler, who moved its adoption, seconded by Commissioner Weiland, to-wit:

WHEREAS, at a prior regular meeting of the Board held on March 14, 2018, the Board passed three (3) separate resolutions, titled as follows: (1) Resolution to Amend Section 5 of the East Clinton Fire District Service Awards Program; (2) Resolution to Amend Section 6 of the East Clinton Fire District Service Awards Program; and (3) Resolution regarding Special Election; and WHEREAS, the Board desires to rescind the above referenced resolutions; and WHEREAS, the Board resolved to rescind those resolutions at a Special Meeting of the Board held on April 3, 2018; and WHEREAS, the Board has determined that the Board’s rescission of the above referenced resolutions needs to be clarified and ratified; NOW, THEREFORE, BE IT RESOLVED, that the above referenced resolutions, previously adopted by the Board on March 14, 2018 and resolved to be rescinded at a Special Meeting of the Board on April 3, 2018, are hereby rescinded in their entirety and are hereby declared to have no force or effect ab initio.

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

Motion carried 5-0. The resolution was thereupon declared duly adopted.

Fuel contract – A motion was made by Commissioner Trzcinski and seconded by Commissioner Weiland to authorize Chairman Forschler to sign the contract. There was some discussion regarding paying for something that we are already paying for as taxpayers but we are getting a good price for the fuel. Chairman Forschler, Commissioner Trzcinski and Chief Estes agreed the contract is good.

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

Motion carried 4-1-0

Parade - Chief Estes said the Millbrook parade will be May 19th or 20th depending on the weather and the Department wants to bring the tanker to the parade. There were no objections.

For information only – A citizen who lives on the north end of the district has concerns with regards to the rates her insurance company was trying to charge her because she was more than five miles from the firehouse. Chief Estes said he is trying to get a definitive list from 911, as to which addresses West Clinton responds to in all fire situations and Pleasant Valley coming in from the south side. District residents can check to see if their address is on that list and can send that to the insurance company. The information is slow in coming due to the new computer aided dispatch system. It would be any potential structural related call – not medical, auto accidents, grass fires, in structure AFA, or chimney fires. Commissioner Trzcinski said insurance companies are asking for municipal agreements in writing.

Surety policy – There is a surety bond in the amount of \$500,000 on Commissioners Russell and Trzcinski and the treasurer. Recently Commissioner Trzcinski said he discovered another surety theft insurance on the chairman for \$250,000 and treasurer for \$250,000 and remaining commissioners for \$5,000. He does not see the need for it and said it looks redundant to him. Mr. MacLeod agreed it appears redundant and advised Commissioner Trzcinski to talk to the insurance agency. Commissioner Trzcinski did and they said it was completely up to board. Some districts have it, most don't. A motion was made by Commissioner Trzcinski and seconded by Chairman Forschler to discontinue the theft surety coverage for the treasurer and secretary and the other commissioners because it is redundant and not necessary.

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

Motion carried 5-0.

Chairman Forschler directed Bob Simon, Treasurer, not to pay for the insurance. Commissioner Trzcinski will draft a letter for Chairman Forschler's signature to send to the insurance company that the Board is not interested in this coverage.

Parking – Commissioner Russell said there are still concerns about parking by the store – people are still parking out in front. Chairman Forschler will call the DC Sheriff's office to find out how we can pursue this. A suggestion was made to put a white line down the street on Firehouse Lane. Chairman Forschler will discuss with Theron Tompkins, Clinton Highway Superintendent.

Brush truck – Commissioner Russell got a quote on a chassis and bed and a pump and the aluminum flatbed the pump goes on. Commissioner Russell does not know if this is on state bid – this is the government price. He did Ford Fleet. Mr. MacLeod said he sees nothing that this is a state bid – it would come on a bid sheet. There is no price to put these things together. Chairman Forschler said we need clarification if this is a state bid and the full cost of assembling all of this. Jim Ruffell said he needs to know what truck we are getting before we can get the assembly price.

A motion was made by Chairman Forschler and seconded by Commissioner Russell to go out for state bid if one or the other is not a state bid for the chassis and bed and the pump and bed.

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

Motion carried 5-0.

Mr. MacLeod will provide the language for the bid, if it is needed, for a 2018 truck, \$71,420 plus installation and lettering and \$2,000 for lights, etc. Our intent is to take this out of the equipment fund. When this is all put together, we will need a permissive referendum.

Town of Washington Contract – The contract that was sent to the Town of Washington that had been drafted by Dave Garwood was not the contract that was returned. Mr. MacLeod said you have two options – to accept what TOW sent back or to write them back that you don't accept the contract and we expect to get back the contract we sent. You can deposit the check and write on it without prejudice. You can keep the money you should've gotten and return what is left over. Chairman Forschler said he has spoken to Gary Ciferri numerous time and he does not think they will budge from that contract. It makes sense to deposit the check and let them know we will honor this if they return the contract we sent to them. We won't respond to TOW if we don't have a contract and will have to let 911 know there is no coverage. There was discussion about getting rid of the contract and giving them a pre-plan similar to what is done at Stanford or just considering it mutual aid. However, the public feedback is that the amount for the contract has been \$1,200 forever and it should be more – to go to mutual aid it will be for nothing. Fire would be mutual aid under pre-plan but the county can't pre-plan for ambulance. They would call the paid ambulance first. Jim Ruffell said EC would get dispatched on first alarm anyway.

A motion was made by Commissioner Trzcinski and seconded by Commissioner Calame authorizing Mr. MacLeod to draft and Chairman Forschler to sign and send a letter to the Town of Washington rejecting the 2018 contract they sent and asking them to sign and return the contract ECFD sent to them. The Board will keep \$1,200 for 2017 and hold the remaining \$2,500 of the check TOW sent to ECFD pending return of the signed contract.

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

Motion carried 4-1-0.

OLD BUSINESS:

New Firehouse – A motion was made by Commissioner Calame and seconded by Chairman Forschler that the review of spending on planning for a new firehouse dated May 16, 2018 be accepted by the Board for further review and be attached to the May 16, 2018 minutes.

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

Motion carried 5-0.

Security system – The former commissioner was asked and there are no access codes. Commissioner Weiland asked if we shall use it or declare it surplus.

LOSAP Funding – Commissioner Trzcinski said he would like put on the agenda for next month’s meeting the question of underfunding for LOSAP to see where we are at.

Inventory district assets – June agenda.

Locksmith – Jim Ruffell will call a locksmith to get the doors opened up to change the combinations – not the key fobs. A motion was made by Chairman Forschler and seconded by Commissioner Russell to spend up to \$250 to get a locksmith in to deal with that.

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

Motion carried 5-0.

PUBLIC COMMENT: None

ADJOURN:

A motion to adjourn the meeting at 10:25 p.m. was made by Commissioner Calame and seconded by Commissioner Weiland .

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

Motion carried 5-0

The next meeting of the Board of Commissioners will be held on Wednesday, June 13, 2018.

Respectfully submitted,

Karen Buechele, Secretary
East Clinton Fire District

