

EAST CLINTON FIRE DISTRICT
September 12, 2018

COMMISSIONERS MEETING – FINAL
Regular Meeting 7:30 PM

COMMISSIONERS IN ATTENDANCE:

Stephen Forschler, Chairman
Byron Calame
Robert Trzcinski
Arthur Weiland (arrived 7:40)

COMMISSIONERS ABSENT:

Kevin Russell

ALSO IN ATTENDANCE:

Roderick MacLeod, Attorney for the District arrived 7:55
Robert Simon, Treasurer
James Passikoff, Accountant (Left at 8:35 p.m.)

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:

1. Comerica Benefit Payments Online - to Commissioner Calame
2. RBC Cash Plus Terms and Conditions – to Commissioner Calame
3. RBC Prospectus – to Commissioner Calame

MINUTES:

Motion to accept the August 15, 2018 regular meeting minutes as corrected made by Commissioner Trzcinski and seconded by Commissioner Calame

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

Motion carried 3-0.

FINANCIALS:

Having reviewed the vouchers, a motion to pay the bills per the abstract dated as of September 12, 2018 made by Commissioner Trzcinski and seconded by Commissioner Calame.

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

Motion carried 3-0.

Two checks will be held (one for Commissioner Trzcinski and one for Treasurer Simon) for Commissioner Russell to sign and one voucher will be held for Commissioner Weiland to sign once he arrives at the meeting.

Motion to accept the bank statement for the period ending on August 31, 2018 and in agreement with that noted on balance sheet as put forward by Mr. Passikoff with no exceptions made by Commissioner Calame and seconded by Commissioner Trzcinski.

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

Motion carried 4-0.

A motion was made by Commissioner Calame and seconded by Commissioner Trzcinski to move \$2,000 from LOSAP fees under Professional Services to Personal Services under Secretary Salary. After some discussion, the motion was withdrawn and the following motion was made.

A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski that \$2,000 be transferred in the budget from Professional Services LOSAP to Personal Services Secretary Salary and that a subcategory be created under Personal Services Secretary to be called Secretary LOSAP and direct Mr. Passikoff to credit that which has been paid to LOSAP Administrative out of the Secretary account and debit this new account.

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

Motion carried 4-0.

Audit Update: Commissioner Weiland emailed a PDF file of Mr. Eglit’s independent audit for 2017 for the ECFD. Chairman Forschler has not reviewed the document in depth. The audit will be discussed at the October meeting. Mr. Passikoff will review prior to the discussion. Commissioner Weiland will tell Mr. Eglit to send eight hard copies. However, there needs to be a version control if there are changes. The Board will need to vote to accept the audit. Commissioner Weiland will ask Mr. Eglit if he has sent the Board the management letter.

2019 budget – The Board needs to make a resolution and submit the proposed budget to the Town by September 25th.

- Mr. Passikoff said the LOSAP line item is already in the budget.
- Website maintenance – Commissioner Trzcinski would like to have a budget line of \$2,000 to \$3,000. In discussing where the money could come from, Commissioner Trzcinski said there is a bond on the two signatories. By law, we need to have a bond on the Treasurer but we do not need a bond on the two people that sign. It is approximately \$1,250 per person. If we can do without that bond as has been done in

the past, that money would fund website maintenance. Mr. MacLeod said his opinion is that it is not a good idea to drop the bond. Commissioner Trzcinski said we will have to let website maintenance go and do the website ourselves.

- Chairman Forschler said we have had two workshops on the budget and have a consensus. Mr. Passikoff has a record of the budget. The LOSAP change has been made. We need a resolution to submit the proposed budget to the Town.

A motion was made by Commissioner Weiland and seconded by Commissioner Calame to submit the proposed budget for 2019 to the Town. Commissioner Trzcinski said all the commissioners should see a copy of what is being sent to the Town before it goes to make absolutely certain it is accurate. The budget hearing will be held on the third Tuesday of October which is October 16th. The public hearing notice must be published the week of September 24th. The hours for the hearing will be 7 p.m. to 8 p.m. with the commissioners holding a special meeting immediately following the hearing to adopt the 2019 budget. The budget discussion was put on hold.

FIRE POLICE: Tim Odell N/A

DEPARTMENT: Monthly calls: 16 Year to Date: 82 as of August 31st

Car 1 - Don Estes

- Letter to Marisol Santiago for the Insurance Service Organization – The commissioners need to draft up a letter to be signed by the Chiefs of East and West Clinton to document the mutual aid agreement between East and West Clinton for all addresses north of Hollow Road. Chairman Forschler will work on preparing that letter.
- Chief Estes has given Chairman Forschler four different quotes for the sliding unit for the brush truck. The recommendation of the Chief staff is NES.
- The Company has been getting out to the public frequently. They will be doing an extrication demonstration for the Alliance Church youth group on October 3rd and for the Upton Lake Christian School – date to be announced. This is part of the Company’s plan to provide the public with education and exposure to what we do.
- Several company members went to the active shooter class at the Town Hall which is part of ongoing training. Several members will be going to the pipeline seminar in Millbrook next Tuesday.
- Jim Ruffell’s position is not being filled this year. A lot of work has fallen on the shoulders of the three people in the back area. We have other people such as Bob Simon who have stepped up to the plate to assist with various items.
- Commissioner Trzcinski thanked Chief Estes for saving the district at least \$10,000. He found a hose cleaner on Ebay that we needed and we got it for \$1,000. They go for \$11,000 to \$12,000. It’s fully functional and sitting outside now.

Car 2 – Jim Bathrick

- This month's drill on September 19th at 1800 hours will be going over the hazmat books and doing an SCBA extrication if we have enough people. Hazmat awareness and the ability to use the DOT books is part of OSHA training.
- Several people are trained on the fire extinguisher simulator.
- We are doing a demonstration of our equipment at the flea market at the Town Hall on September 22nd.
- Next month we will be getting bail out done for the year. The bail out system is 100% together. We have two certified trainers in the ranks (Chris and David) that will be doing the training.
- We have ordered a few new tools including two new Scot Packs and two new handlers.

Car 3 – Jim Ruffell N/A

SUPPORT: N/A

RESCUE: Chairman Forschler Monthly Calls: 15 responses/18 dispatches Year to Date:

- Two dispatches we didn't get out on were simultaneous with a smoke in residence call and another EMS call.
- 15 out of 18 were responded to. NDP covered the other calls.
- On September 22nd at the library, ECFD members will be doing hands on CPR training for the public.
- Chairman Forschler said his EMT card runs out on September 30th so he will no longer have the rescue squad vehicle. The intent of that vehicle is to enhance response in the northern end of the district. His recommendation is that the rescue squad vehicle be located with two active members who live towards the end of district as of September 30th – Bob Simon and Susan DeHaan. Chairman Forschler has discussed this with Chief Estes who is in agreement as is Deputy Chief Bathrick. The Board's blessing is required as to where the district apparatus resides.

A motion was made by Chairman Forschler and seconded by Commissioner Weiland that the rescue squad vehicle that enhances the response time in the northern end of the district reside with Bob Simon and Sue DeHaan. Chairman Forschler will no longer be the captain of the rescue squad. Sue DeHaan is a lieutenant and she can stay in that role or move up. The ambulance that services the southern end of the district resides at the firehouse as there are a couple of EMT's in this area and with a logistics perspective, they can respond and get the ambulance. We are also gaining back a member who was inactive but now will be returning to active. At present, we have five EMT's, two of whom are very active, one whom we are hoping becomes more active, and two who are less active and one in the course right now. Chief Estes said there is one more who is

working towards it which would make seven. Chairman Forschler will be able to work under the direction of an EMT once his card expires and he can still drive but his goal is to turn off his pager for about two months.

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

Motion carried 4-0. Chief Estes will go over the vehicle before Chairman Forschler turns it over.

2019 Proposed Budget – The Board resumed budget talks with a motion still on the table. Commissioner Trzcinski said that before the budget goes to the Town, the Board wants to see the exact version of the document that will be sent. Mr. Passikoff said he can create a document that has the captions and the totals in the far right column – everything else in the middle will get dropped. The last column is the column we are resolving to send to the Town. Mr. Passikoff will send the document to be sent to the Town to the Secretary.

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

Motion carried 4-0.

Brush Truck – The permissive referendum authorized the Board to spend \$65,000 on the brush truck and associated apparatus. It turns out the skid unit is going to be \$10,000 more than anticipated so we may have to take that amount out of the general fund. We have put the order in for the chassis – we have not put an order in for the skid unit. The Board could do another permissive referendum to pay for the skid unit or take the money out of the general fund. The chassis was \$46,836, the skid unit \$11,000, the flat bed \$4,000, and \$2,000 for lettering, etc. The permissive referendum was done for \$65,000. The balance in the general fund right now is \$85,000. The Board will need to make a motion. Commissioner Calame is not in favor of taking the money out of the general fund – he would prefer a permissive referendum. Mr. Passikoff was looking at about \$24,000 left in the operating budget projected for 2018 – a \$24,000 surplus at the end of year. You could end up with \$130,000 to \$150,000 at cash balance at the end of the year to carry you through to March. The towns are supposed to pay the special districts first. \$130,000 is enough cash to take you through to the end of March. Mr. Passikoff said there is \$374,000 in the building fund in case you need to borrow. Any surplus would probably be transferred into the equipment fund anyway.

A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski that we pay that which exceeds \$65,000 which was the amount submitted for the permissive referendum from the general fund given the information Mr. Passikoff has provided for a projected surplus. Mr. MacLeod said both ways, permissive referendum or the general fund, are straight up and fully legal. Commissioners Trzcinski and Calame said they are concerned

about perception. Mr. Passikoff said if you have in the minutes that in lieu of doing a permissive referendum for the skid based on the projections that we will have a \$24,000 fund balance for 2018, the board decided to take the 10,000 for the skid out of that projected fund balance, there should be no issue with perception.

Chairman Forschler modified the above motion to read that the Board pay that which exceeds \$65,000 which was the amount submitted for the permissive referendum from the general fund based on the projections that the Board will have a \$24,000 fund balance for 2018.

Commissioner Trzcinski said he leans towards taking it out of the equipment fund. Mr. Passikoff said the only question with that would be if there are major truck repairs needed towards the end of the year. This motion is in lieu of another permissive referendum because we have projected budget surplus as of December 31, 2018 of \$24,000 so can pay the excess of \$10,000 out of the general fund.

Commissioner Trzcinski	Nay	Commissioner Russell	Absent
Commissioner Calame	Nay	Chairman Forschler	Nay
Commissioner Weiland	Nay		

The motion is defeated.

A motion was made by Commissioner Weiland and seconded by Commissioner Calame to pay that which exceeds \$65,000 which was the amount submitted for the permissive referendum out of the equipment reserve fund which will require a permissive referendum. We have \$46,800 for the truck, a quote from MES for \$20,525 for the skid unit, and a quote for \$4,000 for the flatbed as well as projected \$2,000 to \$3,000 for lettering. We are right around \$75,000. To preclude any other issues, it was suggested to allow for \$15,000 which should more than cover for any extra equipment. Currently in the equipment fund is \$85,000 of which this would take out \$65,000 plus up to \$15,000.

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

Motion carried 4-0.

There are four quotes for a skid unit. Chief Estes recommends MES which is both a local supplier and the lowest bidder.

A motion was made by Chairman Forschler and seconded by Commissioner Calame to authorize the order be placed with MES for the skid unit for \$20,525.75. Mr. MacLeod said you can put the order in but you run the risk of a petition coming in. Mr. Passikoff said you don't pay anything for thirty days. Commissioner Calame thinks the money should be authorized by the permissive referendum before the money is spent. Additional discussion followed.

Commissioner Calame	Aye	Commissioner Russell	Absent
Commissioner Weiland	Aye	Chairman Forschler	Aye

Commissioner Trzcinski Aye

Motion carried 4-0.

The permissive referendum will be for \$15,000. Mr. MacLeod will send the secretary the legal notice for the referendum tomorrow.

Flyover Training - Five interior fire fighters would like to attend flyover training October 6 and 7th at Roosevelt. The cost is \$125 a person for non-members or \$100 for members. ECFD is not a member. The total cost would be \$625.00. Chief Estes needs to supply the names of the fire fighters who will be attending.

A motion was made by Commissioner Calame and seconded by Commissioner Trzcinski to authorize \$625.00 be spent on flyover training for five interior fire fighters.

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

Motion carried 4-0.

Chief Estes will need the check before October 6th. A suggestion was made to find out what the cost of joining is.

Floating Home Firefighting Pump System - Chief Estes has received a grant from the NYSDEC for \$1,500 matching funds to purchase a floating home firefighting pump system for installation on the brush truck. The ECFD will have to spend the whole amount and then get reimbursed the \$1,500.

A motion was made by Chairman Forschler and seconded by Commissioner Weiland authorizing the expenditure of up to \$3,000 to purchase this floating home firefighting pump system for installation on the brush truck out of the general fund contingent upon receiving the \$1,500 as part of the matching funds grant.

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

Motion carried 4-0.

Lions Request – The Lions Club has requested to use the meeting room on October 20, 2018 for the purpose of holding their fund raising event. Chairman Forschler will confirm there is no alcohol involved for insurance purposes.

A motion was made by Chairman Forschler and seconded by Commissioner Calame to allow the Lions Club to use the meeting room on October 20, 2018 for their fund raising event.

Commissioner Weiland	Aye	Commissioner Russell	Absent
Commissioner Trzcinski	Aye	Chairman Forschler	Aye

Commissioner Calame Aye
Motion carried 4-0.

Town of Washington Contract – Chairman Forschler said based on the last meeting, he called Gary Cifferi who was in agreement with what the ECFD proposed. An updated signed contract was sent to the Town of Washington with the correct amount and an addendum specifying territory. We have not heard anything back. Commissioner Trzcinski said the Town of Washington needs to be notified that within the 2020 time frame, the ECFD will need an appropriate amount of money in this contract. This will be discussed in July of 2019.

MEMBERSHIP: Ed Olson said he has received a letter from Tom O’Brien who is changing his status from inactive to active effective September 1st. Tom is an EMT and has EVOC and Firefighter 1 and can drive the pumpers. He’s very qualified and has signed up for a physical in October. He had a physical in October of last year. Mr. Olson has received a letter from Tim Bathrick resigning as of Monday, September 10th as he is moving out of town. A letter was sent to Elizabeth Finkle as she had not declared what she wanted to be part of, i.e. support, EMS, in her year of probation. As of Monday, September 10th, she is no longer a member due to lack of participation. He received a letter from Rebecca Bittner who will resign and then join again in May of 2019 when she comes back to the area. She will turn in her EMT equipment to a district officer.

A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski to accept the change of status for Tom O’Brien from inactive to active effective September 13, 2018.

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

Motion carried 4-0.

Cancer insurance - Commissioner Trzcinski said this insurance is imminently coming and is almost ready to go. When we did our budget, we did not have all the information as to who is covered under this insurance. That information should be available to us by the next meeting. Mr. MacLeod said he does not think the ECFD will get an exemption on January 1st. Commissioner Trzcinski said his concern is if we have to have the insurance and the insurance company does not have a product to buy, does the district have to cover the cost? The only insurance companies to provide this coverage have to be approved by the state. Mr. MacLeod thinks one company but possibly three will be approved but it may not be until October or November. He said if you are not an active fire fighter and you don’t have a fit test and a physical from when you joined, you will not be covered. Unless you have a physical that looked for those specific cancers, you won’t be covered. You had to get that when you commenced

your firefighter activities. Most firefighters will not qualify for coverage in the first year. It would be going forward. Commissioner Trzcinski said it looks like some type of physical requiring testing for those cancers will be required which will be very costly.

Third Letter – A third letter was sent to those members who did not respond to the second letter by Mr. MacLeod instructing those members to turn in their equipment to Chief Estes before September 1st. Jim Bathrick has received Kevin Burns' and Brett Martin's equipment. Matthew Repp's equipment has not been received. It has been confirmed that Stephanie Bonk signed for Matthew Repp's letter with the address of 1062 Bulls Head Road. Chairman Forschler will discuss this with the Dutchess County Sheriff's Office to see the best way to pursue retrieving the district property from Matthew Repp.

Monthly LOSAP Spreadsheet – Chief Estes has suggested the monthly LOSAP spreadsheet be modified to include a column for quick calls. Commissioner Calame will pursue this and discuss at the October meeting.

Facility and Safety – Chairman Forschler submitted his safety coordinator certificates to the secretary. There was a safety committee meeting in August and recommendations were made by the people in charge of the different zones.

Kitchen - There was a recommendation to have an eye wash station in the kitchen. Chief Estes thinks the eye wash station should be in the bays. He will purchase the two bottles of eye wash solution – they are under \$50.00. The dish drainer and knives need replacing – support will correct this. The AED needs to be moved to a more accessible location – Chief Estes will correct this. Mats are needed in front of the sink, stove and cabinets. Prices will be obtained and given to Chairman Forschler for consideration. The mats in the hallway need to be cleaned – there are companies that will come in and pick up dirty mats and replace with clean mats. Chairman Forschler will email vendors to Commissioner Weiland who will call for prices.

Meeting room – There is an electrical hazard in that a dedicated outlet is needed for the shore line in the Rehab unit. There are a lot of cords plugged into the same outlet as the Rehab unit. A 120V outlet needs to be installed on the wall behind the table and an outlet outside for the Rehab unit. Also the lighting in the attic needs attention as well as the electric in the storage area. Commissioner Trzcinski will get a quote on the electric work for the October meeting.

Mold – Commissioner Trzcinski said the district is covered by insurance for the equipment in the far right bay – the radios and gear. The district is not covered by insurance for the mold in the sheetrock because it was not an event that caused it. He brought in a Utica Mutual insurance adjuster who looked at it and said to call an agency to do the job. Serve Pro looked at it. The second room has mold in it but the equipment does not appear to be mold covered. He did not get into the third room but he did measure it. Serve Pro can't do anything until they

bring in a NYS process person that will define the process of cleaning the mold and the district has to pay for that. The insurance will pay about \$3,000 or \$4,000 of the intermediary person who will direct Serve Pro as to how to clean it. The mold on all the rooms is on the district. Serve Pro will have to take air samples of all the rooms. Commissioner Trzcinski has to get the licensed person authorized to do the inspection. The district will have to pay \$1,200 to \$1,300 out of pocket with insurance paying for the equipment cleaning. There is no option – this has to be done.

A motion was made by Commissioner Trzcinski and seconded by Chairman Forschler to authorize \$1,500 to pay for the inspector that will advise Serve Pro how to proceed with the mold removal. We will also obtain a quote to get the equipment cleaned. As we move forward, other items may be condemned in any of the other rooms.

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

Motion carried 4-0.

The exhaust eradicator system in the bays needs service. Mr. Bathrick will find someone to come in and provide a quote. There are five vehicles in there.

The stairs to the attic are a slip hazard and need attention. Chairman Forschler suggested addressing this during the work detail to clean up some of these work hazards. These stairs may require money to be spent on anti-slip material.

There are several bees' nests that need to be taken care of. Bob Simon will contact Craig Thomas Pest Control.

The gutters in back to be cleaned and repaired. Chairman Forschler will get an estimate.

The door by the ice machine has a hole in it and needs to be repaired for pest control. Oscar Burkowske is going to take care of that. The door on the ice machine needs to be looked at – Oscar Burkowske did a temporary patch on it.

The entrance door to the meeting room is hard to open and needs to be fixed for safety reasons. Commissioner Weiland will look for a contractor.

The hood above the stove needs to be cleaned (not before the lobster dinner) and the carpets should be cleaned annually. Bob Simon will look up who did the cleaning the last time.

Cleaner – There has been some dissatisfaction expressed by company members about the level of cleaning being done. According to the records, the cleaner only came once in June and July and missed April altogether. Commissioner Weiland has not addressed this with her yet. In a

discussion as to whether to keep her or let her go, the Board agreed that before someone is dismissed, it is only fair to provide an opportunity to improve performance. According to the job description, the cleaner is supposed to come in twice a month. If the current cleaner wants to keep the job, she needs to fulfill the requirements. Commissioner Weiland will address this with her and put her on notice. Someone from the company should let Commissioner Weiland know what is not being done.

A motion was made by Chairman Forschler to adjourn to executive session at 9:53 p.m. for a personnel issue.

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

Motion carried 4-0.

A fire call came in at 10:05. Chairman Forschler left the meeting to go on the call.

A motion was made by Commissioner Weiland and seconded by Commissioner Calame to return to public session at 10:10 p.m.

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

Motion carried 3-0.

A motion was made by Commissioner Weiland and seconded by Commissioner Trzcinski to adjourn the meeting at 10:12 p.m.

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

Motion carried 3-0.

The next meeting of the Board of Commissioners will be held on Wednesday, October 10, 2018.

Respectfully submitted,

Karen Buechele, Secretary
East Clinton Fire District