

EAST CLINTON FIRE DISTRICT

December 13, 2017

COMMISSIONERS MEETING - FINAL

Regular Meeting 7:30 PM

COMMISSIONERS:

Stephen Forschler, Chairman	Robert Trzcinski
Arthur Weiland	Stephanie Bonk - Absent
Kevin Russell	Karen Buechele – Secretary
Mary Molloy – Treasurer – left at 8:45	James Passikoff – Accountant – left at 8:45

The sheriff was not present for this meeting.

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

CORRESPONDENCE:

- Wilmington Trust – handed to Treasurer Molloy.
- Correspondence for the Rescue Squad – handed to Jim Ruffell, Sr.
- Holiday card from Fisch Internet Solutions (maintains Spotted Dog).
- Perma – Program agreement with questionnaire – handed to Commissioner Russell to complete and submit
- Data request package from Penflex – will go to the Losap Coordinator
- Viewmaster Transaction Listing – will be attached to the fuel bill from Town of Clinton
- Generator – There is a packing list for the generator but no bill. We have to wait for an invoice.
- Bonding for Macy Sherow – handed to Commissioner Trzcinski to look into

MINUTES:

Motion to accept the November 15, 2017 minutes as corrected by Commissioner Weiland and seconded by Commissioner Trzcinski with corrections as stated.

Stephen Forschler	Aye
Stephanie Bonk	Absent
Kevin Russell	Aye
Robert Trzcinski	Aye
Arthur Weiland	Aye

Motion carried 4-0.

FINANCIALS:

Having reviewed the bills, a motion to pay the bills per the abstract with the following changes: #2208 will not be paid, the addition of #2085, #2086, #2087 for \$64.30, \$30.00, \$30.00 respectively and authorizing Treasurer Molloy to sign as second signature made by Commissioner Russell and second by Commissioner Weiland. Chairman Forschler commented that regarding #2236 to TEK Medical Services, we need to know whether this individual is in or out. This underlines the need to schedule a meeting for a discussion relative to what qualifies as an active member, who gets a physical and who should not and procedures to communicate this to the people. Chairman Forschler referenced #2228 for PERMA and noted to ask Accountant Passikoff about prepaid expenditures.

Stephen Forschler	Aye
Stephanie Bonk	Absent
Kevin Russell	Aye
Robert Trzcinski	Aye
Arthur Weiland	Aye

Motion carried 4-0.

Chairman Forschler reviewed the financial report and found that with the exception of the fact that there was no interest posted to the equipment fund, everything is in order.

Motion to accept the financial report for the period ending on November 30, 2017 made by Commissioner Weiland and seconded by Commissioner Trzcinski.

Stephen Forschler	Aye
Stephanie Bonk	Absent
Kevin Russell	Aye
Robert Trzcinski	Aye
Arthur Weiland	Aye

Motion carried 4-0.

A note needs to be added to the voucher for check number 2233 that the second commissioner's signature is not there so the treasurer signed.

Accountant Passikoff asked how many people were collecting Losap benefits. Chairman Forschler estimated 24.

The board discussed the audit with Accountant Passikoff:

- It is acknowledged that the board has a CPA and has instituted a process where expenses are reviewed by the commissioners and there is now a higher level of confidence the expenses are legitimate.
- The phone lines have been corrected.
- If Maryann continues to do the Losap, the income needs to be reported on her W2.

- The board acknowledges there are discrepancies in the Losap bills and they are investigating.
- Accounts payable – currently doing cash, should be doing accrual. Accountant Passikoff needs to do the bills in January in two pieces – one for 2017 and one for 2018. This is acknowledged and will move forward.
- Sales tax and reimbursement – The state does acknowledge that, while it is not preferable, sometimes sales tax has to be paid. Accountant Passikoff does not think sales tax should be reimbursed. This will be taken under advisement.
- Budget amendments – There are five categories – payroll, equipment, contracted expenses, benefits, debt service. Commissioner Trzcinski, Treasurer Simon and Accountant Pasikoff will meet to go through 2018 to detail each category.
- Response to audit – Chairman Forschler will write up a response, Accountant Pasikoff will approve it, and he will distribute to the board.
- Fund construction in progress \$42,000 – Accountant Passikoff said it can be written off at any point by resolution. Commissioner Weiland would like to see more detail before writing it off. There are two bills for over \$2,000 for the same general process. Chairman Forschler will contact Mike McCormack to pursue.
- Reserve funds – Accountant Passikoff said the numbers look fine in general.
- AUD – Due February 28th. Accountant Passikoff needs the current password to get into the state system. Chairman Forschler will contact Maryann Thompsett.
- Audit Comparison – Commissioner Weiland questioned why we can't compare this year to last year. Accountant Passikoff said if the same firm is doing the audit for consecutive years, you can compare but if it's a different firm, one firm won't accept numbers of a previous audit since they cannot prove whether the numbers are right or wrong. Chairman Forschler said the board's intent is to continue with Accountant Passikoff. Commissioner Weiland will clarify how the RFP was worded prior to the next meeting to determine whether the board needs to get quotes and check the language of the contract Eglit signed.
- Election Inspectors Checks – Treasurer Molloy will mail Janet Haberstock's and Pat Mastri's check. She handed Tony Irkliewskij his check.
- Accountant Passikoff had a request for payment for gas that was deferred. The board will return to that.

DEPARTMENT: Monthly calls: 12 Year to Date: 106

Timothy McCormack –

FIRE POLICE: Edward Thompsett n/a

RESCUE:

Stephen Forschler Monthly calls: 16 Year to Date: 145

- Completed training on Continuous Positive Airway Pressure (CPAP) administration and glucose monitoring. We need to do in house training and will then be adding this to the list of skills we supply.
- Response levels – Since the county came to the town hall on April 26th for the public meeting, there is a YTD ambulance response of 87 percent of calls of reasonable expectation with an EMT in addition to those calls 93 percent of the time. Chairman Forschler said his is very impressed with these numbers as this is a full time volunteer squad.
- Shared services – At the April 26th meeting, there was a discussion about shared services and cooperative ventures short of consolidation that we could implement to try to improve EMS response further. There is a county wide EMS response issue. Neither East or West Clinton has an agreement with advanced life support service. Based on numbers provided, the volunteers are saving \$420,000 by the actions they take. The rescue squad has progressed nicely and the fire department has contributed greatly towards the increased response rate. The rescue squad volunteers save citizens an appreciable amount of money. Commissioner Tryczinski suggested that the data be compiled and put on the website.

SUPPORT:

MEMBERSHIP: No applications this month.

OLD BUSINESS:

- Generator – Commissioner Russell said we still don't have the generator. The expected delivery date was last week. They will bring the trailer down with the 100KW generator on it to hook up until the new unit gets here since the old unit is taken out. The diesel needs to get pumped out of the tank underneath. Commissioner Russell has called Crown, the gas supplier, twice with no call back. He will try again tomorrow.

NEW BUSINESS:

- MS Office Software – Commissioner Trzcinski purchased a one year contract for MS office last year so now we either need to rent for another year or purchase. There five licenses with four operational on the following computers: chairman, chief, treasurer, and secretary.

Motion to expend up to \$500 to renew the five MS office licenses made by Commissioner Trzcinski and seconded by Commissioner Weiland.

Stephen Forschler Aye

Stephanie Bonk	Absent
Kevin Russell	Aye
Robert Trzcinski	Aye
Arthur Weiland	Aye

Motion carried 4-0.

- Communication/Forms – Chairman Forschler said there has been an ongoing concern to get the list of fire police members for oaths and proof of filing for 1402, 990-EZ and 510(c)3. It is required a 1402 form be filed with the county annually by January 15 listing the officers of the company. We need to know that has been done. The company needs to file a 990 with the IRS if the company wishes to maintain tax exempt status along with the 510C3. Mr. Ruffell said all paperwork is at 911. Commissioner Forschler said he will send a formal communication to the company president.
- Swearing In Ceremony – The swearing in ceremony for Barney Calames and Robert Simon is scheduled for Saturday, January 6, 2018, 1:00 at the Fire House. The secretary will contact Russ Tompkins to make sure he is available.
- Reorganizational Meeting – The secretary needs to send a legal notice to the Poughkeepsie Journal and post notices on the Fire District’s website and the Town’s website. The reorganizational and general meeting will be held on Wednesday, January 10, 2018 at 7:30 at the Fire House.
- Secretary Position – The secretary needs to send an ad to the Poughkeepsie Journal and to the Fire District’s website and the Town’s website about the opening. She will circulate to the commissioners before publishing.
- Cleaner – Commissioner Trzcinski will post the opening on Craig’s List at an annual salary of \$3,000 with cleaning to be done at the person’s convenience as long as it does not interfere with department activities. There should be a job description in the file. The secretary will call Paychex to find out if the previous cleaner has been removed.

EXECUTIVE SESSION:

- Motion by Commissioner Trzcinski to adjourn to executive session regarding personnel issues and second by Commissioner Russell.

Stephen Forschler	Aye
Stephanie Bonk	Absent
Kevin Russell	Aye
Robert Trzcinski	Aye
Arthur Weiland	Aye

Motion carried 4-0.

Motion by Commissioner Trzcinski to return to public session and second by Commissioner Russell.

Stephen Forschler	Aye
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Stephanie Bonk	Absent
Kevin Russell	Aye
Robert Trzcinski	Aye
Arthur Weiland	Aye

Motion carried 4-0.

- Town of Washington Contract – The company voted on \$2,500 for 2018 signed by Ed Olson. They were sent the new contract.
- Transition Period – Chairman Forschler will meet with Commissioner Bonk to work out transition details as she is the contact person for payroll, insurance companies, RBC, and Tek Medical. Commissioner Forschler will take over with Tek Medical, Commissioner Weiland for RBC, Commissioner Trzcinski will take insurance companies. Chairman Forschler has Losap. Commissioner Bonk was on file at the bank to sign checks so Commissioner Weiland will pick up four signature cards to change signators.
- NY Fire Districts Officers Guide – Commissioner Weiland wondered if the district owns them. No one knew so he will get more information.
- Motion made to allow Chairman Forschler to sign the Perma risk management association workers compensation employer’s liability program agreement made by Commissioner Russell and seconded by Commissioner Weiland.

Stephen Forschler	Aye
Stephanie Bonk	Absent
Kevin Russell	Aye
Robert Trzcinski	Aye
Arthur Weiland	Aye

Motion carried 4-0.

- Motion made to release the December 31, 2016 independent audit and the Board of Commissioners letter made by Commissioner Trzcinski and seconded by Commissioner Weiland.

Stephen Forschler	Aye
Stephanie Bonk	Absent
Kevin Russell	Aye
Robert Trzcinski	Aye
Arthur Weiland	Aye

Motion carried 4-0.

- Mr. Ruffell needs to resubmit the voucher for mileage.
- Mr. Ruffell explained about the nine new pagers. The board said he could order pagers in August. He was originally going to order six but the company had a December sale which allowed him to get nine. He will give three to the captain of rescue.
- Chairman Forschler said he wanted to publicly acknowledge and thank Commissioner Stephanie Bonk for her 15 years of service to this board – three terms as commissioner. She did a lot of work behind the scenes and went all out in this position. She brought a lot of

experience to the table. He noted that as the board makes this transition, we will find out how much work she did first hand. He thanked her for her time spent.

ADJOURN

Motion by Commissioner Russell to adjourn the meeting at 9:45 p.m. and seconded by Commissioner Weiland.

Stephen Forschler	Aye
Stephanie Bonk	Absent
Kevin Russell	Aye
Robert Trzcinski	Aye
Arthur Weiland	Aye

Motion carried 4-0.

The next meeting of the Board of Commissioners will be held on Wednesday, January 10, 2018 which will be the reorganizational meeting and the general meeting.

Respectfully submitted,

Karen Buechele, Secretary
East Clinton Fire District