

EAST CLINTON FIRE DISTRICT

January 9, 2019

COMMISSIONERS MEETING – FINAL

Regular Meeting

COMMISSIONERS IN ATTENDANCE:

Stephen Forschler, Chairman
Byron Calame
Michael DiGiacomio
Robert Trzcinski
Arthur Weiland

COMMISSIONERS ABSENT:

ALSO IN ATTENDANCE:

Roderick MacLeod, Attorney for the District (arrived 8:30 p.m.)
Robert Simon, Treasurer
James Passikoff, Accountant (absent)

Chairman Forschler called the meeting to order at 8:17 p.m. and explained to the public the process of reviewing the Vouchers and Financials.

CORRESPONDENCE:

- Signed Town of Washington Contract for Fire Protection and Emergency Medical Services for 2019 – to Secretary
- A check from Peter Chamberlain and Nancy Kernan for \$300.00 – to Chief Estes
- Two documents from RBC – What you need to know about doing business with RBC Capital Markets LLC and Important information regarding your RBC Wealth – Management Advisory Program Account(s) – RBC – to Commissioner Calame
- Fire District Information Update – Board opted not to join.
- Certificate of Title for the 2019 Ford – brush truck - to Secretary
- Two 2019 Continuation Notices for the 1st Responder Newspaper – one is sufficient
- Comerica Bank Payment Details Report – Benefit Payments – to Treasurer
- Pinsky Law Group 11th Annual Fire & EMS Conference Registration Form due March 1 – no interest
- Rhinebeck Ford Service Reminder – Not needed at this time
- RBC Wealth Management – Changes to RBC Insured Deposits and RBC Cash Plus and Notice of Changes to RBC Wealth Management Disclosure Document – to Commissioner Calame
- Firemen’s Association of NY dated December 2018 Scholarship Nomination forms – To Chief Estes
- Central Hudson – Chairman Forschler said the company he works for received new LED lights and fixtures for every fixture to the tune of \$82,000 and the company didn’t pay anything so this is worth looking into – to Commissioner Trzcinski

MINUTES:

Motion to accept the December 12, 2018 regular meeting minutes as corrected made by Chairman Forschler and seconded by Commissioner Calame. Commissioner Trzcinski said regarding the future contract for the Town of Washington, he would like his words added as follows: Commissioner Trzcinski expressed an opinion that the 2020 Town of Washington Contract, to be fair to our taxpayers, needs to be in excess of \$20,000

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

Motion carried 4 -0

FINANCIALS:

Having reviewed the vouchers, a motion to pay the bills per the abstract dated as of January 9, 2019 was made by Commissioner Calame and seconded by Commissioner Trzcinski.

Commissioner Weiland	Aye	Commissioner Calame	Aye
Commissioner Trzcinski	Aye	Chairman Forschler	Aye
Commissioner DiGiacomio	Aye		

Motion carried 5-0.

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

Commissioner Calame	Aye	Commissioner Weiland	Aye
Commissioner DiGiacomio	Aye	Chairman Forschler	Aye
Commissioner Trzcinski	Aye		

Motion carried 5-0.

ACH account – Upon further determination after the last meeting, it was discovered that this account was not necessary for the Perma refund. However, Chairman Forschler and Commissioner Calame both said they think it’s a good idea to set the account up to provide an account to wire money into. Treasurer Simon will set the account up.

Audit RFP – Chairman Forschler opened the bids. Commissioner Weiland asked if a completion date was provided and said if there was an RFP, it would have asked for a date that the audit would have to be completed. Commissioner Calame said an RFP did go out. The Board did not have the required three responses at the last meeting so authorized Mr. Passikoff to approach Mr. Eglit whose proposal last year was for five years. Chairman Forschler said we have three bids: from RBT for \$8,000 for 2018 up to \$8,500 through 2022; from PKF O’Connor Davies for 2018 for \$12,000 through 2022 for \$13,000 and the five year proposal from Theodore Eglit for

\$4,500 to continue. There has been some dissatisfaction towards Mr. Eglit for a variety of reasons, such as he has been unresponsive to request(s) from the Board and not responsive to Commissioner Weiland throughout the last six or eight months. He was also less than thorough.

A motion was made by Commissioner Calame and seconded by Commissioner Trzcinski to accept the bid from RBT for our independent auditing contract for 2019. Mr. Passikoff has recommended RBT and Commissioner Calame has had contact with them and they are smart, thorough, and responsive and the price seems reasonable. Commissioner Weiland has reviewed the bid and said what they will audit seems appropriate. Commissioner Trzcinski said RBT is a middle of the road cost.

Commissioner Calame	Aye	Commissioner Weiland	Aye
Commissioner DiGiacomo	Aye	Chairman Forschler	Aye
Commissioner Trzcinski	Aye		

Motion carried 5-0.

Mr. Simon will communicate the choice of RBT to Mr. Passikoff and get the process started as soon as possible. Chairman Forschler will communicate with Mr. Passikoff as well. Mr. Simon said he can drop off the files this week for 2018.

Floating pump grant – The invoice has been received. Mr. Simon submitted the W9 and is waiting for final approval.

FIRE POLICE: Tim Odell N/A

DEPARTMENT: Monthly calls: 6 Year to Date: 116 for 2018
252 EMS/Fire combined calls for 2018 which represents an 11% increase across the last five years.

Car 1 - Don Estes

- Driver training recertification has commenced. All drivers will be recertified by March.
- Monday night quick calls – Chief Estes has asked for better attendance. They will be covering OSHA training on Monday nights.
- Before Christmas, Chiefs Estes and Bathrick visited the 911 center and have gotten the mutual aid lines back in CAD the way they belong, redefined. It is posted on the board.
- Several members will be attending the EVOG class in West Clinton at the end of the month.
- Pump operator’s class in West Clinton – date to be announced.
- Surplus equipment – MES was here last week and pronounced the surplus equipment junk. The education tools are outdated. Gordon Fire Equipment said the giant fire extinguisher is outdated. The only potential saleable item is the dog and that has to be revisited.
- Contacted the forest ranger who got us going with the grant. He will be teaching classes for us free of charge including woods rescue, remove rescue and search, and an

abbreviated wild fire class. He will do a rescue search seminar as a drill either this month or next month.

- Cold water drill date is forthcoming.

Car 2 – Jim Bathrick

- Friday Hopewell Hose came up and looked at the truck. We told them what we wanted done. It is in process. Some of the items Chiefs Estes and Bathrick will take care of themselves.
- A quote to put the lighting on the truck is forthcoming from K and K.
- Received three CO2 detectors from MES and distributed.
- All gear is inventoried and has been inspected for interior and exterior. He checked with MES and the dates are good. No problems have been found with any of the gear from that room and nothing has to be sent out to be cleaned. Now we just need a place to store it.
- Did a membership gear inventory in December. It is complete.
- Commissioner Trzcinski asked how much equipment can't be used because it aged out. Close to \$4,000 worth. Replacement value is about \$20,000.

Car 3 – Jim Ruffell N/A

SUPPORT: N/A

RESCUE: Monthly Calls: 3 Year to Date: 145

Susan deHaan

- December was quiet for rescue – only three calls. Two required transport which we did. 100% response for the month.
- Nathan is doing well in his course. He's taking practical on February 16th. We are working with him.

Safety - The committee did not meet in December as they met in November. There were no injuries reported and no close calls.

Brush Truck – Chairman Forschler said the quote from Hopewell was \$13,500 which is more than we thought, to install lights, siren, speakers, wiring, hook up fuel line, hose reels, rewind buttons, etc. Chairman Forschler asked Chief Estes to whittle down the list to what we need to get the vehicle in service. Chief Estes said he whittled down to a little over \$4,000 which is guessing on labor, and we still don't have a quote from K and K on lettering. If we are under the amount approved in the permissive referendums, we should proceed on this.

Commissioner DiGiacomio suggested Dutchess Signs for the lettering – he will get with Jim Ruffell Sr. on that. Mr. Simon will get back to Chairman Forschler on the accounting of monies spent and remaining of the permissive referendums and Chairman Forschler will get back to

Chief Estes. They would like to have the vehicle in service by March 1st. Chief Estes said he and Chief Bathrick will be doing some of the work themselves such as the side boxes which will save the District a lot of money. Mr. Ruffell said a radio will also have to be installed and hooked up. Chairman Forschler said there are two radios in the rescue vehicle which is one more than you need. Mr. Russell said the money that was left over should be back in the reserve fund so we should be able to use that money and Chairman Forschler agreed. A check has not yet been received from Matt's Auto Body for the tires. The amount was \$1,350.00. Commissioner Trzcinski said he would like a total amount for the truck when all is said and done to register it. Mr. Russell said fire trucks do not have to be registered. We got the title and insurance but don't have to pay extra for the DMV but it still has to be inspected every year. Mr. MacLeod said you should register the trucks if they are going to go out of state. That's why a lot of chief vehicles are registered. Everyone agreed that it should be registered. Commissioner Trzcinski is authorized to sign the documents. It will be registered to the district.

Rehab generator – Chief Estes said it's been run on quick calls and has not stalled out.

Mold mitigation update – Commissioner Trzcinski said we found extensive mold in the middle room and everything is ripped out. The dumpster is gone and is paid for. The sheetrock has not been paid for yet. He has a call in to Mike Hogan but has not heard back yet. We need discussions on what the needs are before rebuilding. The fire police equipment has been restored and cleaned. There are two radios, chargers, and equipment out there in a sealed box. The company could not clean inside the speaker so it can't be authorized for reuse. We have to buy new ones and then submit the bill to the insurance company. It's a decision between the chief and the fire police captain as to what they need, if they even need those radios. A lot of paperwork was photographed and thrown away as it was covered with mold and mice droppings. More to follow.

Sexual harassment policy – Mr. MacLeod said the law came into place in October of 2018 and training needs to be completed in October of 2019. For help in writing the policy, google New York sexual harassment. There is a comprehensive website with model policies, claim forms, and posters. Base your policy on the model which has been drafted by the state so they can't argue it is deficient. Aim for February for the policy. Mr. MacLeod said the training can be taken on line. There is new training in addition to the standard sexual harassment policy. Towns also have to offer training. Some fire districts are taking advantage of town offered training. This is for all members of the Clinton Volunteer Fire Department. If someone does not get the training, the board will have to decide on how to handle that. Commissioner Calame asked if retired life members who are not active have to take the training. Chairman Forschler said it is part of the district policy that all members of the department, no matter what status, need to take the training. Mr. MacLeod said you do not need to maintain a record of everyone that takes the training. The District offers the training but is not liable if everyone does not take it. However, if you want to take disciplinary action against someone who does not take the training, then you need to maintain a record. Mr. MacLeod said this is a law

without a penalty. It requires the board to offer training, and members to take the training, but does not require action if the training is not taken.

Town of Washington Contract – Contract was signed and we have received a signed copy back. It was given to the Secretary to file.

West Clinton ISO issue – Chairman Forschler has not heard back from Todd Martin. He will pursue.

45/55 waiver status – Mr. MacLeod drafted a letter and application to the State Fire Administrator and will follow up in a couple of weeks.

Active member roster – Commissioner Calame wants to make sure the Board has communicated to the Company President what information is required for the active member roster and the maintenance of the roster. The active member roster should be submitted to the Board by January 31st. Ed Olson, Company President, needs to understand the due date and have a copy of the active member policy. Chairman Forschler will communicate to Mr. Olson the active member policy date requirement and make sure he has a copy of the active member policy and the annual dinner policy. Commissioner Calame said also due on January 15th is a separate roster of retired life members. The Secretary will provide 20 copies of the active member policy by Monday night when the company meeting is held.

Fundraisers – Commissioner Calame said the Board needs a list of all fundraisers and other events during the year for which insurance is needed under the District's coverage. The list can wait until next the meeting but it needs to be communicated now if there is a fish fry starting at the end of February. We need notification in writing for approval for any planned events at each commissioner's meeting. Commissioner Calame said the policy of the district now in place says the Board has a right to understand how much money was spent on a fund raiser for which approval was sought and what the revenue was and what the attendance was because the District is providing the insurance. The Board also needs to know if alcohol will be involved due to insurance. The Board needs notification of any planned events beforehand and to be made aware if alcohol will be served. This is also for social events, parades, Easter egg hunt, etc. even if the event is not on the fire district property.

2018 LOSAP Process – Commissioner Calame said the spreadsheet is ready and the report has been submitted by the Chief for the company. We are ready to propose tonight that this be approved by the board and starting tomorrow, it can be posted. This will meet the 30 day posting requirement between now and the February meeting. Commissioner Calame explained the process of earning points. 23 members made the 50 points.

A motion was made by Commissioner Calame and seconded by Chairman Forschler that the Board approve the 2018 firefighter records listing as submitted by the Chief for posting.

Commissioner Weiland	Aye	Commissioner Calame	Aye
Commissioner Trzcinski	Aye	Chairman Forschler	Aye
Commissioner DiGiacomio	Aye		

Motion carried 5-0.

All the commissioners signed the posting sheet.

Membership – The Board needs a list of members and what they were cleared for. Chief Estes has a copy of the list which he will scan and send to the commissioners. Tim Bathrick has received clearance for interior.

Fish Fry – Chief Estes said the Company will hold the fish fry every Friday through Lent starting March 8 and ending April 19. The anticipated profit is \$1,500. No alcohol.

A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski granting approval for the fish fry to be held March 8 through April 19, 2019 at the firehouse.

Commissioner Weiland	Aye	Commissioner Calame	Aye
Commissioner Trzcinski	Aye	Chairman Forschler	Aye
Commissioner DiGiacomio	Aye		

Motion carried 5-0.

Commissioner Calame requested the Board be provided with the amount of money spent at the end of the fundraiser.

A motion was made by Commissioner Trzcinski and seconded by Commissioner Weiland that the Board adjourn into executive session at 9:39 p.m. for the purpose of discussing a personnel issue and a potential litigious issue.

Commissioner Weiland	Aye	Commissioner Calame	Aye
Commissioner Trzcinski	Aye	Chairman Forschler	Aye
Commissioner DiGiacomio	Aye		

Motion carried 5-0.

A motion was made by Commissioner Trzcinski and seconded by Commissioner Weiland to return to public session at 9:50 p.m.

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

Motion carried 4-0.

The secretary was handed an envelope to send to Lisa at TEK services.

The Board agreed to schedule a workshop on Wednesday, January 23, 2019 at 7:00 p.m. for the purpose of discussing storage, LOSAP, and reserve funds. The secretary will post the legal notice in the Northern Dutchess News and on the District and Town websites.

Public Comment:

Jim Ruffell Sr. thanked Chairman Forschler for checking with TEK about his driving.

Kevin Russell mentioned the Board’s visit to the Falls Village firehouse. Chairman Forschler said any discussions of a new facility will not appear on the agenda until the 1402 is filed with the county, the 501C3 is filed and until the 990 is filed with the IRS. It is in the department’s hands.

A motion was made by Commissioner Calame and seconded by Commissioner Weiland to adjourn the meeting at 9:58 p.m.

Commissioner Weiland	Aye	Commissioner Calame	Aye
Commissioner Trzcinski	Aye	Chairman Forschler	Aye
Commissioner DiGiacomio	Aye		

Motion carried 5-0.

The next regular meeting of the Board of Commissioners will be held on Wednesday, February 13, 2019.

Respectfully submitted,

Karen Buechele, Secretary
East Clinton Fire District