

EAST CLINTON FIRE DISTRICT
August 15, 2018

COMMISSIONERS MEETING – FINAL
Regular Meeting 7:30 PM

COMMISSIONERS IN ATTENDANCE:

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

ALSO IN ATTENDANCE:

Robert MacLeod, Attorney for the District
Robert Simon, Treasurer
James Passikoff, Accountant (Left at 8:10 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. Wilmington Trust Statement 3/1/18 through 6/30/18 – to Mr. Simon
2. Comerica Bank Statement Run date 7/18/18 – to Mr. Simon
3. Dutchess County Board of Elections 2018 Poll Site Notice – A Commissioner needs to be present when the voting machines are delivered to the fire house for the primary on September 13th and the general election on November 6. The machines will be delivered at 5:15 a.m. and the polls will close at 10:00 p.m. both days. The hazmat trailer and 63 will need to be moved out of the fire house the night before. Chief Estes will remove those vehicles. Commissioner Calame will handle the primary election and Commissioner Trzcinski will handle the general election.
4. RBC Wealth Mgmt Account Statement July 1, 2018 thru July 31, 2018 – Board members copied
5. Update Notice – Compliance with 2018 labor law posting – to Commissioner Trzcinski
6. Shelter Point – dated July 27, 2018 – Accidental Death and dismemberment benefits rider – to Commissioner Trzcinski
7. Shelter Point – dated July 27, 2018 – Hospital Cash Indemnity Benefit Changes – to Commissioner Trzcinski
8. Shelter Point – dated July 5, 2018 – Notice regarding DBL Premium Invoice – to Commissioner Trzcinski
9. Perma Conference – to Commissioner Trzcinski
10. From Division of Criminal Justice Service dated July 29, 2018 – to Chief Estes
11. NYSAFC Regional Hands On Training October 6-7, 2018 – To Chief Estes

- 12. PERMA dated August 3, 2018 – Yearly check in – to Commissioner Trzcinski
- 13. PERMA 2018 annual member survey – to Commissioner Trzcinski
- 14. PERMA – Workers Comp News for Public Employers – to Commissioner Trzcinski

MINUTES:

Motion to accept the June 19, 2018 special meeting minutes as corrected made by Commissioner Calame and seconded by Commissioner Trzcinski.

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

Motion carried 4-0-1

Motion to accept the July 11, 2018 regular meeting minutes as corrected made by Commissioner Trzcinski and seconded by Commissioner Russell.

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

Motion carried 5-0.

FINANCIALS:

Having reviewed the vouchers, a motion to pay the bills per the abstract dated as of August 15, 2018 made by Commissioner Trzcinski and seconded by Commissioner Weiland. There was a question about the recycling fee – Mr. Simon will call Welsh Sanitation to request a recycling container for the fire house.

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 July 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 Trzcinski.

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

Motion carried 5-0.

Generator - Regarding the Crown bill charges for the generator, Mr. Simon came up with \$952 billed for the generator. This has not been adjusted yet in Quickbooks. Mr. Passikoff will make the corrections which will be reflected on the August statement.

Brush truck - There was no opposition to the permissive referendum for the brush truck. A motion had been made approving \$65,000 to purchase the brush truck, flatbed, chassis, and pump. Commissioner Russell has a quote from McClain Ford for the \$46,836 for the chassis. This is a \$500 difference from the original quote due to the increase in price for steel. They are waiting for the go ahead.

A motion was made by Commissioner Forschler and seconded by Commissioner Trzcinski authorizing Commissioner Russell to order and sign for the chassis for \$46,836 and the aluminum flatbed for \$3495 plus the pump and miscellaneous requirements.

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

Motion carried 5-0.

Audit progress – The LOSAP report was sent to Mr. Eglit about a month ago. Mr. Eglit has requested the GASB Statement from Penflex. Mr. Weiland said according to Mr. Passikoff, Mr. Eglit has that report so unless he is missing any confirmation letters he should be finishing up the audit. Commissioner Weiland will go after a completion date from Mr. Eglit.

Hose cleaner – Commissioner Trzcinski looked on ebay and the hose cleaner is still there with a first bid at \$1,000. The seller wants \$3,500. Chief Estes has looked at it on line and said it would be functional and would save the district \$6,500 at a minimum. Commissioner Trzcinski has looked at new ones and said they run for \$11,000 to \$12,000. There was a discussion as to how to bid on an auction item. Mr. Passikoff said you will need to do a google search to see if anything else is available and then write up a blurb as to why this item is worth this price. If this is a private individual, there won't be any sales tax on the item. Commissioner Trzcinski said he will use his own paypal account and then get reimbursed by the district. Mr. Simon said there will be a paypal charge.

A motion was made by Commissioner Weiland and seconded by Chairman Forschler authorizing Commissioner Trzcinski to spend up to \$4,000 to finish the process of bidding on the hose cleaner on ebay and any additional fees incurred from using his personal paypal account. Two verbal quotations will be required as part of the documentation according to the policy manual.

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

Motion carried 5-0.

Scott Paks – Chief Estes said five of the new version have been purchased and we talked about seven. A motion was made by Chairman Forschler and seconded by Commissioner Calame to authorize Chief Estes to order two more Scott Paks from MES at the state bid price. Chief Estes said they do have a shelf life and new technology has changed beyond the life of ours. The old ones have thermal imaging built into the mask. We don't have interior firefighters that will have use for that so they will be at a lesser cost. MES takes the old ones back and may refurbish and update as appropriate. The new paks are much lighter. These are ordered out of the general fund.

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

Motion carried 5-0.

Preliminary Budget – The Board will review and approve in September. Commissioner Calame asked Mr. Passikoff if he had a sense of the total expenses today and the remaining balance as opposed to the same ratio a year ago. Mr. Passikoff will look into this and report back.

A motion was made by Commissioner Calame and seconded by Chairman Forschler to modify the caption in the balance sheet that reads Construction in progress to Fire House architectural.

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

Motion carried 5-0.

FIRE POLICE: Tim Odell

- Mr. Odell said all the fire police supplies in the metal cabinet are covered in mold including radios, gloves, and vests. The equipment can't be used as is. It will have to be replaced or professionally cleaned by a company such as Serve Pro. Mr. Odell will contact Serve Pro for a quote to get the equipment cleaned. A suggestion was made that this may be covered by insurance. Mr. Odell will work with Commissioner Trzcinski on this. Commissioner Trzcinski cautioned that an adjuster may have to come in so the equipment should not be disturbed.

DEPARTMENT: Monthly calls: 7 Year to Date: 68

Car 1 - Don Estes

- The annual burn was completed with Red Hook and West Clinton. Support was there as well. All interior firefighters are required to participate and record a live fire every year so this has been done for the year.
- Four members have registered for the flash over class.

- Several members are attending the seminars being offered. One is in Millbrook regarding the Iroquois gas pipeline. There is no cost.
- There is an Active Shooter class scheduled at the Clinton Town Hall on September 12th for anyone who is interested in attending.
- Kevin Russell got the regulator fixed on the generator for the rehab vehicle. They ran the generator for three hours at the live burn and had no problems.
- Chief Estes is scheduling the annual certification of all the education equipment.
- The monthly drill will be on August 27th at 1800 hours and will start with blood borne pathogens for OSHA and we will then do a real intense auto extrication involving difficult and challenging scenarios.
- All members have been advised of the weight restriction on Fiddlers Road bridge which is 18 tons. 38-38 is over 26 tons.
- The Bailout system is totally completed.
- Surplus equipment is in the trailer. Chairman Forschler said we need to get back on that.

Car 2 - Jim Bathrick had no additions to the above.

Car 3 – Jim Ruffell Sr. was not present.

SUPPORT: N/A

RESCUE: Chairman Forschler Monthly Calls: 10 Year to Date: 78

- Response percentages were a bit low as far as the ambulance getting out. Mr. Simon will publish the CAD report on the website.

SAFETY:

- There will be a safety meeting tomorrow night (Thursday, August 16th) and they hope to get through the initial zone inspections. Other items to address are who will take the OSHA course (Chairman Forschler and one other person) and preventative maintenance. The commissioners will be presented with a list of improvements that are needed including electrical and exhaust systems. The diesel smoke needs to be addressed. Not everything is functioning. This will be addressed at the September meeting.
- Chairman Forschler said the physical dates with TEK here at the fire house will be October 2nd and 18th. Sign up sheets will be posted. If a member cannot make either of those dates, they can go directly to Hopewell and have their physical done.

MEMBERSHIP: N/A

OLD BUSINESS:

Bean store – Commissioner Weiland contacted Dave Bean. Mr. Bean said he has called the police regarding people parking out front. Commissioner Weiland also spoke to Jeff Burns who owns the liquor store across the street who said he may put a mirror across the road to make the traffic visible. Mr. Burns said he has tried to get the intersection reconfigured for over 12 years. The County has responded by saying since there have been no deaths at this location, they don't consider it a high priority.

A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski to send a letter to Robert Balkind of the DPW copying Theron Tompkins and Raymon Oberly.

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

Motion carried 5-0.

Inventory System – Mr. Simon is waiting for the individual inventory to be done and will then start on equipment inventory. Software is ready to go.

Video system – The system is running. The combination to the door has been changed. The system is still accessed through the combination. The question is do we want to release the combination to the general membership or just the commissioners and district officers. Chairman Forschler and Chief Estes agree to sticking with the commissioners and district officers and then towards the end of the year, those members who have made their LOSAP points will get the combination. Chief Estes will notify the County with the combination. Chief Estes will come back next month with the companies he thinks should get a key fob. Chairman Forschler will email the combination to the commissioners and district officers.

Policies – Commissioner Calame suggested that there be a policy in place stating the annual requirements for each member. This should include the sexual harassment policy, the workplace violence policy, and what obligations are required to be considered an active member.

Active members – A roster of active members needs to be sent to TEK so they know what people are authorized to get a physical. The district will not pay for a physical if the person is not on the roster. Chairman Forschler read the proposed revision of the active member policy (second draft 8-15-18). Commissioner Trzcinski said it is necessary to know who are active members and at what level for insurance coverage. Chief Estes said when someone joins the company, they don't vote until they are in for a year – they are a probationary member. We consider their participation when voting. No one goes beyond the scope of training. A new member at the EMT level can ride the ambulance, observe and take direction. A probationary

firefighter has to stay in the cold zone. However, a probationary member would be allowed in the hot zone if they have taken firefighter one or an EMT class. This is identified in company standards. Probationary and junior members are different. Junior members can't go in the hot zone or be an EMT until they are 18. A member under 18 cannot qualify to be an active member. Probationary members need to be covered by insurance. Chairman Forschler said if the application went through the background check for arson and sexual predator, they are probationary. Commissioner Calame said the levels are probationary, active and life. An inactive life member is not able to respond to calls. They can participate in social events and vote socially only. Chief Estes said only those who get physicals are responders and all active members are responders. A non-responder is an inactive life member or a member who is temporarily inactive due to health or did not do three modules, did not get physical, and did not attend drills. There are company by laws that regulate junior members. Chairman Forschler said we need to get TEK a list of everyone who is entitled to a physical - a list of active members - and we need objective criteria to make that decision. The Board agreed to a workshop on Wednesday, August 29th at 7:00 to define qualifications for active membership. Basic concerns are financial (paying for physicals and insurance for individuals not participating and the LOSAP roster), fiscal responsibility, and objective criteria to make decisions relative to who should be contacted to hand in their gear. We need a definition for active, inactive, and probationary membership. The company is a club – you can be a member of the club if you have served as an active member for 15 years. An inactive life member does nothing with zones but can show up to social events, meetings, and fund raisers. Life members also need to be defined. How many people are getting physicals that are never on a fire scene? The Secretary will post the special meeting legal notice in the paper and on the District and Town websites as well as at the post office.

LOSAP – Penflex wants to have a meeting regarding the rate of return.

Liquor liability – Commissioner Trzcinski said the insurance company needs a list of all of the company events where alcohol is served to the public, not just members. Chief Estes said the pig roast and the lobster dinner and the company gets permits for those dates. Commissioner Trzcinski said we need insurance to cover those events – those two are not in the policy – and the annual dinner which is in the policy. Commissioner Trzcinski needs dates and times of the events.

Cleaner – There has been some dissatisfaction expressed with the cleaning job being done. Commissioner Weiland is the liaison so he will get specifics from the cleaner as to what she does and if she is operating off the list that was supplied to her. The District will pay to get the carpet cleaned.

Facilities Committee - Commissioner Calame, after reading the engineering report for a new fire house and public comments, would like to form a committee to create a list of facilities needs. He is proposing the board create a four person committee appointed by the Chair with the current year allowance of \$3,000 with two board members and two company officers and member representatives to explore and verify and present to the board and then to the public what the facilities needs are. He would like to nail down and certify the needs within 90 days of the vote to create the committee. One suggestion is to have two commissioners, the chief and a member appointed by the chief and Commissioner Calame suggested Commissioner Trzcinski chair the committee. Discussion on development of the committee followed. Chairman Forschler suggested calling Perma people in and using that as spring board. The committee idea is a good one but may be premature at this point. The consensus of the board is to start with a PERMA audit and then fold into a committee before the end of the year.

Rod MacLeod, Attorney , arrived at 9:30.

A motion was made by Chairman Forschler and seconded by Commissioner Calame to adjourn to executive session due to possible litigation at 9:36 p.m.

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

Motion carried 5-0.

A motion was made by Commissioner Calame and seconded by Commissioner Russell to return to public session at 9:49 p.m.

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

Motion carried 5-0.

Town of Washington Contract – Mr. MacLeod said he read through Mr. Ciferri’s letter quickly. The letter appears to read that ECFD has an obligation that we cannot meet with a volunteer fire company and are unwilling to sign to have 24 hour coverage at the fire house so if something happens it’s all on the ECFD. The board is not willing to sign that. We would need more money. We were at \$3,500 which is low but more than \$1,200. The reality is given the geographic location of this fire house relative to that corner of the Town of Washington, we are going to be first out on mutual aid for any fire call with or without a contract. However, there is no obligation without a contract. The difference is with EMS. Commissioner Trzcinski said we are giving away services and East Clinton is screaming about that now. Chairman Forschler said he will call Gary Ciferri to discuss this with two main objectives – to terminate the contract if Mr. Ciferri shows no interest or to potentially accept a contract for \$3,500 or \$4,000 within the service area as last year.

A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski that the board authorize him to voice to Mr. Ciferri the board's two main objections to the contract as put forth by the Town of Washington: 1. The obligation that it puts forth relative to service provided to area; and 2. The financial aspect of the contract; and Chairman Forschler is authorized to either terminate the contract if an agreement cannot be reached on these two or accept a contract subject to review of the wording of the contract that we signed as it comes back to us for \$3,500 and we agree to the dates in the letter.

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

Motion carried 5-0.

Mr. MacLeod said progress has started with the 4555 exemption – it is right on the cusp and needs to be pursued.

A motion was made by Commissioner Calame and seconded by Commissioner Trzcinski that the board require the company president to provide a complete list of personnel including physical address, phone number, mailing address, email if applicable, and assignment in the department within 30 days.

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

Motion carried 5-0. plans.

The letter should state the reason the district needs this information is because we need to know who needs insurance. The district will publish a list of the people we have a record of. If you are not on the list, you are not covered.

PUBLIC COMMENT:

- Tony Irkliewskij asked what the date of publication was for the brush truck permissive referendum – Commissioner Russell said it was advertised on June 20th.

ADJOURN

A motion was made to adjourn the meeting by Chairman Forschler and seconded by Commissioner Calame at 10:08 p.m.

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

Motion carried

The next meeting of the Board of Commissioners will be held on Wednesday, September 12, 2018.

Respectfully submitted,

Karen Buechele, Secretary
East Clinton Fire District