

**Highland Fire District  
Regular Meeting  
April 10, 2024  
7:00 pm – St #1**

Commissioners:	Stephen DiLorenzo	(PRESENT)
	Christian Erichsen	(PRESENT)
	Alan Barone	(PRESENT)
	Kevin Rizzo	(PRESENT)
	PJ Roloson	(PRESENT)
Chief	Peter D. Miller	(PRESENT)
Treasurer	James Passikoff	(PRESENT)
District Secretary	Leslie B. Benson	(PRESENT)

Chairman DiLorenzo called the regular meeting to order at 7:00 PM, led the salute to the flag, and asked for a moment of silence. Chairman DiLorenzo welcomed everyone to the Board of Fire Commissioners regular meeting.

**1. Approval of Minutes:**

Chairman DiLorenzo asked for approval of the minutes for **March 11, 2024** – Capital Project Workshop

**Motion:** Commissioner Barone moved to approve minutes March 11, 2024; Capital Project Workshop seconded by Commissioner Rizzo.

Vote: 3 Yes 0 No 2 Abstain (Erichsen & Roloson) 0 Absent  
Motion was carried.

Chairman DiLorenzo asked for approval of the minutes for **March 12, 2024** – Regular Meeting

**Motion:** Commissioner Rizzo moved to approve minutes March 12, 2024; Regular meeting seconded by Commissioner Barone.

Vote: 4 Yes 0 No 1 Abstain (Erichsen) 0 Absent  
Motion was carried.

Chairman DiLorenzo asked for approval of the minutes for **March 26, 2024** – Capital Project Workshop

**Motion:** Commissioner Rizzo moved to approve minutes March 26, 2024; Capital Project Workshop seconded by Commissioner Erichsen.

Vote: 5 Yes 0 No 0 Abstain 0 Absent  
Motion was carried.

**2. Authorization to Pay bills:**

Chairman DiLorenzo asked for approval to pay the bills as reviewed by Commissioners Steve DiLorenzo, Alan Barone, and Chief Peter Miller, on Monday, April 8, 2024, totaling \$25,005.53 for 3/15/2024 – 4/10/2024.

Motion: Commissioner Barone moved to approve payment of the abstract of bills totaling \$25,005.53, seconded by Commissioner Rizzo.

Vote: 5Yes 0 No 0 Abstain 0Absent

Motion was carried.

**3. Correspondence:**

Letter from the American Legion Post 193 Lloyd inviting the Fire District to participate in the Memorial Day Parade on Monday, May 27, 2024. RSVP needed by May 5, 2024.

Information from Firefly to discuss a Resolution for Actuarial Equivalence.

Nuvance Health Car Seat check event is on 4/27/24. The hours will be 10am – 3PM. A flyer was received and added to our Facebook page. A copy of the flyer was added to the community calendar at the Post Office.

Rolling Thunder New York Chapter 3 inquired to use community room. Their request does not fall within our guidelines.

Invitation received from the Rotary Club of Highland. They are celebrating 40 years of Rotary Service on Wednesday, April 24, 2024, at 6pm at Casa Milanese.

**Room Requests:**

American Red Cross has requested their last blood drive for 2024 – The date is Monday, December 30, 2024.

Motion: Commissioner Barone moved to approve the American Red Cross blood drive date of Monday, December 30, 2024, seconded by Commissioner Erichsen.

Vote: 5 Yes 0 No 0 Abstain 0Absent

Motion was carried.

Highland High School PTSA – they are having a Brooks BBQ fundraiser on Monday, April 15, 2024, from 11-7 (3-6PM meal pick up) and requested to use Station 2 parking lot / pavilion area due to circumstances at the High School. An email vote was conducted due to the urgency of logistics and planning.

Approved via email.

Vote: 5 Yes 0 No 0 Abstain 0 Absent

Town of Lloyd Police – they are planning a Civilian Police Academy class for 6 consecutive Wednesday evenings starting 5/22-6/26/24 from 5PM – 10PM for approximately 20-25 participants requested by Lt. Roloson. An email vote was conducted due to planning arrangements and approved via email.

Vote: 4 Yes 0 No 1 Abstain (Roloson) 0 Absent

Town of Lloyd Senior Club – requested use for a Senior movie and meal event for Cinco de Mayo. The event is on May 5, 2024, from 12Noon – 4PM for approximately 50-60 participants.

Motion: Commissioner Chris Erichsen moved to approve this request for the Town of Lloyd Senior Club seconded by Commissioner PJ Roloson.

Vote: 5 Yes 0 No 0 Abstain 0 Absent

Motion carried.

#### **4. Approval of Chief Officers for 2024-25**

On April 2, 2024, the Highland Hose Co. No. 1, held their annual elections and presented results: Chairman DiLorenzo read the letter received from Michael Gaffney including Firematic, Social officers and Trustees.

Firematic Officers:

Chief: Peter Miller

1<sup>st</sup> Asst Chief: Jeffrey DiMetro

2<sup>nd</sup> Asst Chief: Nathan Peura

3<sup>rd</sup> Asst Chief: George Monteverdi

Captain: Taylor Dailey

1<sup>st</sup> Lt: David DeMaio

2<sup>nd</sup> Lt: Michael Schaeffer

Social Officers:

President: James Balint

Vice President: Roger LaForge

Recording Secretary: Michael Gaffney

Treasurer: Robert Volbrecht

Financial Secretary: Fred DeMaio

Trustees:

John Gallagher

Jon Napoleon

Jacob Dunham

Motion: Commissioner PJ Roloson moved to approve the slate of officers as elected on April 2, 2024, seconded by Commissioner Alan Barone.

Vote: 5 Yes 0 No 0 Abstain 0 Absent

Motion carried. Good luck everyone!

#### **5. Committee Reports:**

Building and Grounds St 1 - Commissioners Barone and Roloson

Re-Key of District Office(s) – Commissioner DiLorenzo said they had an estimate from Day Automation for \$29,000.00. We received cores/key from Hudson Valley Door. He is holding off as there will be one (1) additional key for entering the records room, District offices, 3 chiefs offices as we have keys floating around.

Small leak in the men's room in the locker room – plumber will be called.

New Paltz Rescue reported heat not working and they did not know there was a setting needed or adjustment. United Heat & Air Condition arrived, and it was working fine. Their lounge area does not have heat and we are working on adding heat.

Seal Coating – On hold – and other repairs for Station 1 needs attention and proposed in Capital Project.

IT Report – Leslie has had computer issues and on 3/28/24 received a new laptop with a docking station, and 2 screens. We need to have a meeting with MCS to discuss the service.

Building and Grounds St 2 – (Commissioners Erichsen and Rizzo)

Chief Goodnow has a plan for a staging area in the Station 2 area...parking ambulance at the end of the pavilion. We are offering the first three (3) months free and three (3) additional months for free and will meet after the six (6) months to determine if this is a solution and discuss renting. Matt is continuing to look for rental space. Steve met with Matt on 4/10/24 and they signed an agreement. We gave them 4 access cards to Station 2 and he said part-time access was adequate for their shift and changes can be made if needed.

Proposal A&R – Replace existing siren Outside button at proper height with a horn strobe. Dennis may be able to do it for the pull station and strobe (only). It was discussed A&R to install.

Capital Project Update – We have different feelings and directions we should be heading. We need a formal plan. Possibilities of adding bathrooms, redesigning septic, adding 2-3 bays on building, resurfacing asphalt parking lot. We seem to agree that we need the addition of handicapped bathrooms, and to replace overhead doors like Station #1. Commissioner Rizzo and Chief Miller spoke with Dennis Doyle regarding wetland questions. Commissioner Rizzo said, none of our property is on any wetlands, but lies within flood plains. The information he received was purely a recommendation. We could consider, Option 1 – Short term, bathrooms, preparing for future expansion, leach field and “Wish lists” - Cosmetic items, seal coat the parking lot, painting or Option 2- New addition of 3-4 bays, then bring in a design team with more wish list items. Next workshop is April 23, 2024, at 7PM.

Concrete Slab – The concrete was donated and can be returned in April.

6. **New Membership**: None
7. **Insurance/Workers Compensation**: (Commissioners Barone and DiLorenzo)  
We paid the insurance bill for worker’s compensation for volunteers that is based on the population with an estimated number of 8000.
8. **Service Awards**: Leslie read the Resolution in the matter of adopting actuarial equivalence assumptions for LOSAP.

**Highland Fire District**  
**Resolution of the Board of Fire Commissioners**

*In the matter of adopting actuarial equivalence assumptions for the LOSAP*

WHEREAS the Fire District is the sponsor of a Defined Benefit Length of Service Award Programs (“LOSAP”) on behalf of the Highland Hose Company No. 1 in accordance with Article 11-A of the New York State General Municipal Law (GML);

WHEREAS the annual contribution due to the Trust Fund is calculated by the actuary retained by the Fire District, which is currently Firefly Admin Inc.;

WHEREAS the actuary uses certain assumptions in the calculations; namely, an assumed investment rate of return and a mortality assumption;

WHEREAS past administrative practice has been that the actuarial assumptions used when calculating lump-sum benefits payable at death and disability are the same as the assumptions used to calculate the annual cost of the LOSAP;

WHEREAS when the actuary determines that a change in one or more of the actuarial assumptions is necessary, these changes then impact the calculation of lump-sum benefits, which can cause delays and other undesired consequences in the calculation and distribution of benefits;

WHEREAS there is no requirement in the General Municipal Law that mandates how actuarial equivalent benefits are to be calculated, but just that different forms of payment are to be actuarially equivalent;

WHEREAS it is generally a common administrative practice in the administration of defined benefit plans for a sponsor to adopt a specific set of Actuarial Equivalence Assumptions so that conversion between different forms of payment can be consistent and uniform regardless of changes in other factors that might require the change in actuarial assumptions for determining the annual contribution;

WHEREAS Firefly Admin Inc. is recommending that the Board adopt static Actuarial Equivalence Assumptions; and

WHEREAS the Board desires to facilitate consistent and timely administration and payment of benefits owed to participants and their beneficiaries; NOW, THEREFORE BE IT

RESOLVED, that the Board of Fire Commissioners hereby adopts the following Actuarial Equivalence Assumptions effective January 1, 2024 for the calculation of any benefit that is to be calculated on an actuarial equivalent basis:

- Interest rate: 5.25%
- Pre-entitlement age mortality table: None
- Post-entitlement age mortality table: RP-2014 Healthy Annuitant Male, no projection

BE IT FURTHER RESOLVED, that a copy of this resolution shall be attached to the LOSAP Plan Document and provided to Firefly Admin Inc. for the future administration of the LOSAP effective January 1, 2024.

Whereupon the matter was put to a vote, the results being:

Commissioner Stephen DiLorenzo	Aye / Nay / Absent
Commissioner Christian Erichsen	Aye / Nay / Absent
Commissioner Alan Barone	Aye / Nay / Absent
Commissioner Kevin Rizzo	Aye / Nay / Absent
Commissioner PJ Roloson	Aye / Nay / Absent

The resolution was thereupon declared duly adopted. Dated: 4/10/24  
Leslie B. Benson, Secretary

- 9. Treasurer Report:** Treasurer Jim Passikoff presented March 31, 2024. There was nothing in expenses that were concerning, or out of line. The CD was renewed on 4/1/24 until the end of May at a new rate of 4.76%. We can break the CD if needed. Invest in other reserves - All money is consolidated, and he will reassess in May.

Chairman DiLorenzo asked for a motion to approve financial reports – March 31, 2024

Motion: Commissioner Chris Erichsen moved to approve March 31, 2024, financial reports, seconded by Commissioner Kevin Rizzo.

Vote: 5 Yes 0 No 0 Abstain 0 Absent  
Motion carried.

Payroll Service - ADP will start payroll on April 18<sup>th</sup>.

**10. Chief's Report:**

- 4/15/24 – Brooks BBQ at Station 2 for the Highland High School PTSA
- 4/18/24 – Company Training
- 4/26/24 – Highland Hose Dinner
- 5/2/24 – Company Training
- 5/7/24 – Company Meeting
- 5/14/24 – Commissioner Meeting

OSHA make up is on Sunday, 4/14/24 at Esopus Fire House at 8am.

Request to take M31-80 to the County Meeting on April 16, 2024

Motion: Commissioner Kevin Rizzo moved to approve M31-80 for the county meeting, seconded by Commissioner PJ Roloson

Vote: 5 Yes      0 No      0 Abstain      0 Absent

Motion carried.

Request to take M31-80 to Glenham for Commissioner Training on May 4, 2024. Commissioners DiLorenzo, Rizzo, and Roloson are attending the class.

Motion: Commissioner Kevin Rizzo moved to approve M31-80 to Glenham for commissioner training seconded by Commissioner Alan Barone.

Vote: 5 Yes      0 No      0 Abstain      0 Absent

Motion carried.

**11. Old Business-**

The \$5000.00 contribution will be processed for the Highland Hose Co. No. 1 for the Installation dinner.

Work out Room – #2 on the Rules & Regulations – discussion on a Permission slip versus waiver or hold harmless agreement will table until next month. Repair tags are in, a member would give half to the Secretary Benson and the other would be on the equipment, so it is not used.

Assemblymember Jacobson donation – the balance has been approved and awaiting payment.

VFIS Grant – Grant was submitted, and the award was up to \$5000.00 towards safety equipment or training – Their Executive Committee received 21 grant applications and this year they added a 4<sup>th</sup> award after careful consideration. Highland was not a recipient.

Commissioner Meeting on May 23, 2024, at Ulster Hose @ 7PM.

**New Business:****A&R Security Proposal**

Quote received to Upgrade the Fire Alarm System at Station #2 with outdoor strobe for \$1875.00

Motion: Commissioner Erichsen moved to approve the estimate from A&R for \$1875.00 second by Commissioner Barone

Vote: 5 Yes      0 No      0 Abstain      0 Absent      Motion carried.

Chief Miller mentioned as a point of reference if you have Optimum cellular Altice service – you do not get text messages.

Chief Miller asked to add Assistant Chief DiMetro to the Facebook account to assist with the adding information and keeping current. Commissioner Rizzo said when we set up the page, we could not set it up under a business page or multiple logins as Facebook did not cooperate. Information is added as soon as received.

Chief Miller said he is in his 51<sup>st</sup> year with the fire department, his 26<sup>th</sup> year as Chief. In January – February there was discussion regarding personnel files and having a policy created. He asked if there was any progress on this. We are still waiting to receive information from the fire district's attorney.

**12. Liaison to Town – Not present**

**13. Public Comment**

Any topic may be addressed except for personnel or specific Board Member issues.

The Highland Fire District Board encourages public participation at its meetings. To allow for efficiency in conducting meetings and to give each speaker a fair opportunity to present their views, the following shall apply to the public speaking portion of the agenda.

- Each Speaker shall state their name;
- Each Speaker shall be limited to a time (approximately 3 minutes) which is agreed upon by the Board;
- The Board will not permit discussion involving individual personnel.
- Direct all remarks to the chair. Community members may not poll individual Board Members nor debate with other community members in attendance.

Once again, members of the community are encouraged to attend and speak during public comments. Undue interruption or other interference with the orderly conduct of the Board of business will not be allowed. Defamatory or abusive remarks are always out of order. While individuals have the right to email the District Secretary with questions or concerns at any time, the Board will not read emails aloud during the public participation portion of the meeting.

**COMMENTS:**

**14. Executive Session:**

Motion: Commissioner DiLorenzo moved to go into executive session at 8:10 PM with Chief Miller seconded by Commissioner Rizzo for discussion regarding proposed, pending, or current litigation.

**15. Adjournment:** Meeting was adjourned at 8:10 PM and did not return to business.

Vote: 5 Yes    0 No    0 Abstain    0 Absent

Respectfully submitted



Leslie B. Benson  
District Secretary

DRAFT