

HIGHLAND FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
JUNE 11, 2013
7:00 PM

Commissioners: Stephen DiLorenzo, Chairman (Present)
Benjamin Bragg (Absent)
Christian Erichsen (Present)
John Fraino (Present)
Dominick Palladino (Present)

Secretary/Treasurer Jim Passikoff (Present)
District Clerk Denise A. Holzberger (Present)
Chief Peter D. Miller (Present)

1. Opening of Meeting-Commissioner Stephen DiLorenzo called the meeting to order, led the salute to the flag and asked for a moment of silence for fallen firefighters. Chairman DiLorenzo stated that Phil DeAngelo of Focused Wealth Management will be calling in and the Board will go to executive session to converse with him briefly. Mr. DeAngelo called.

2. Executive Session

MOTION: Commissioner Fraino moved at 7:01 PM to go to executive session to discuss investment information pertaining to LOSAP with Mr. Phil DeAngelo, seconded by Commissioner Lindy Palladino.
VOTE: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Bragg was absent)
Motion was carried. *2013June11-91*

3. Return to Regular Session

MOTION: Commissioner Palladino moved to return to the regular session of the meeting at 7:15 PM, seconded by Commissioner Fraino.
VOTE: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Bragg was absent)
Motion was carried. *2013June11-92*

4. Approval of Minutes

Chairman DiLorenzo asked for a motion to approve the minutes of the May 14, 2013 regular meeting.
MOTION: Commissioner Fraino moved to approve the minutes of the May 14, 2013 meeting as submitted by the District Clerk, seconded by Commissioner Palladino.
VOTE: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Bragg was absent)
Motion was carried. *2013June11-93*

5. Bills- Chairman DiLorenzo asked for a motion to approve payment of the bills as reviewed by Commissioners Fraino and Palladino and Chief Peter Miller on June 10, 2013. It was noted that the bill for Northeast Computers will be held until Chief Miller meets with Mr. Jeffries to discuss some issues. Tentative date for meeting is June 25 or June 26, at which time we will pay the bill .

There was discussion regarding the bill from D & D Property Maintenance. Chairman DiLorenzo stated that he would speak with Fred DeMaio and clarify the invoice.

MOTION: Commissioner John Fraino moved to approve payment of the bills as reviewed by Commissioners Palladino, himself and Chief Miller on June 10 , 2013, noted we will pay the Northeast Computer bill when the Chief meets with Mr. Jeffries, seconded by Commissioner Palladino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. *2013June11-94*

4. Correspondence-

In-Coming:

\$5.00 check received from Lowes for Valspar paint rebate and turned over to Treasurer.

VFIS-change notation

Certificate of Workers Compensation Insurance-Airflow

Letter received regarding Memorial Day Parade from American Legion

Letter received from regarding Avaya service agreement renewal 8/11/13

Porco Energy-maintenance plan

Requests for Use of the Community Room-

Friday June 14, 2013 set up 6 Pm to 9 Pm and Sat June 15, 2013 9 Am to 1 PM Highland Village Nursery School Graduation requested by Amy Anthony, Check enclosed. Approved 5/14/2013

Also requesting for rehearsal on Friday morning and use of meeting room as holding area for children prior to graduation.

Tuesday July 11, Thursday July 20, Tuesday July 25 7PM and Saturday at 10 AM for Zumba classes requested by Ladies Auxiliary, Leslie Benson.

Sunday July 14, 2013 12 Pm to 6 PM for Memorial for sister in law, requested by Art Judge. Check enclosed for Kitchen use.

MOTION: Commissioner John Fraino moved to approve the request for use of the community room by Art Judge, life member for Sunday July 14, 2013, seconded by Commissioner Lindy Palladino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. *2013June11-95*

Saturday December 7, 2013 1 Pm to 6 Pm for Son's 3rd Birthday party requested by Member Christine LaForge. Check enclosed for kitchen deposit.

MOTION: Commissioner Lindy Palladino moved to approve the request for use of the community room by member Christine LaForge on Sunday December 7, 2013, seconded by Commissioner Chris Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. *2013June11-96*

5. New Member Interviews/Approvals

Chairman DiLorenzo reported that we have two new members for approval tonight as follows:

Louis Dolcemascolo, formerly an exempt member who would like to become Active. The Board welcomed him back.

MOTION: Commissioner DiLorenzo moved to approve Louis Dolcemascolo's membership status be changed to Active pending successful completion of a physical exam, seconded by Commissioner Palladino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. 2013June11-97

Eric Marion- Chairman DiLorenzo stated that Eric was interviewed by the Hose Company and Chief Miller; he needs Firefighter 1. Currently he is enrolled at Dutchess Community College. He needs to complete a physical exam. Commissioner Palladino noted that in the event of injury or illness due to firematic duty, Highland Fire District is considered the employer.

MOTION: Commissioner Palladino moved to approve Eric Marion's membership pending successful completion of a physical exam, seconded by Commissioner Chris Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. 2013June11-98

6. Committee Reports:

Buildings and Grounds: St. 1 Commissioners Bragg and DiLorenzo

Ceiling Tiles St.1- Chairman DiLorenzo reported that Commissioner Ben Bragg met with a vendor regarding replacing the discolored and damaged ceiling tiles located throughout the building.

Update Heating Units ST.1- Chairman DiLorenzo reported that at Commissioner Erichsen's request, he spoke with John Durkin (Airflow) regarding obtaining information as to cost of replacement of the roof units; information is pending.

Training Facility St 1- Chief Miller reported that construction is progressing.

New Stove ST 1 meeting room- Chairman DiLorenzo reported that it has been installed.

Cigarette butts- Commissioner Fraino stated that he noticed a lot of cigarette butts accumulated near the entrance to the police station. Town Councilman Jeff Palladino noted that he will address.

Buildings and Grounds: St. 2 Commissioners Fraino and Erichsen

Shed St 2.- Chairman DiLorenzo stated that he met with Commissioner Erichsen and they found damage to the sill plates and more rot on the texture 111 on the shed. Commissioner Erichsen stated he is working on some solutions and possibly add on to it for additional storage.

Tank Insurance- Commissioner Fraino reported that he and Commissioner Erichsen have not met as yet.

Tree- Commissioner Erichsen reported that the Pear tree was replaced with a crab apple. Chairman DiLorenzo reported that he would discuss with Dave DeMaio.

7. Apparatus Repair: Commissioners Erichsen and DiLorenzo

Chief Miller reported the following:

2008 Tahoe-AM/FM Radio

31-30- Assessing quote for painting

Generator-being researched by Weld regarding failure.

8 .Insurance/Workers Comp-Commissioners Fraino and Palladino

Nothing to report at this time.

9. Physicals/Health Program- letters to those members due for physicals have been sent out through August 2013. Chief Miller reported he is working on over 40 and Fit Tests.

10. Physical Fitness Program-Commissioners Erichsen, DiLorenzo and Chief Miller

To report second quarter 2013 at July 2013 Board meeting

11. Capital Improvement-Commissioners Bragg and DiLorenzo

Nothing to report.

12. New Apparatus- Chief Miller reported that he has spoken with Allen from E-one to set up a meeting with KME and we are looking for a venue to review similar trucks. It was noted that we have size constraints. Commissioner Fraino requested an apparatus plan.

13. Ulster County Fire District Association- Bragg, DiLorenzo, Erichsen

September 19, 2013 meeting will be held here at Highland St.1.

Commissioner Erichsen noted that guest speakers and topics are needed. Previously apparatus, management of young members and policies were discussed.

14. Rules & Regs-Commissioners Fraino, Bragg, Chief and HHCo.Pres.

Chief Miller reported that we are in the process of preparing new member packets that would include the Rules and Reg's and would be distributed to new members at their orientation.

15. Service Awards-Commissioners Palladino, Chief, and Highland Hose Co. President or designee

It was noted that the May 2013 activity posted June 6, 2013.

16. Town Emergency Plan-Commissioner Erichsen, Chief, Highland Hose Co President

Town of Lloyd Councilman Jeff Palladino reported that he will be meeting with Chief Miller

17. Treasurer Report-Treasurer Passikoff

May 2013 Financial Report was distributed to the Board. Treasurer Passikoff reported nothing exciting; there was some reclassification of items, however this will not affect total. Truck repairs usually happen toward end of year. The compressor is major equipment. It was noted that buildings and grounds is over budget due to compressor and replacement of heating elements at the beginning of the year.

Commissioner Erichsen asked if we need funds for the roof reserve. Treasurer Passikoff stated that the Board must decide where to allocate the 2012 fund balance; \$80,000 needs to be allocated.

Allocation of 2012 Fund Balance-

MOTION: Commissioner Palladino moved to allocate the 2012 remaining fund balance as follows: \$40,000 to Length of Service Award additional funding, \$20,000 to the building fund and \$20,000 to the Apparatus Fund, seconded by Commissioner John Fraino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. 2013June11-99

Acceptance of May 2013 Financial Report-

MOTION- Commissioner Palladino moved to accept the May 2013 financial reported as submitted by the Treasurer, seconded by Commissioner Fraino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. 2013June11-100

18. Inspection Dinner- September 13, 2013 Pirate Canoe Club

19. Public Comment-Chairman DiLorenzo asked if there was anything from the public.

Bob Pardy stated he felt it was incredulous that we are proceeding regarding the proposed new apparatus without an apparatus replacement plan and no meeting notes regarding the committee meetings. Bob Pardy asked if Commissioner Fraino read the email he sent regarding Dashcams. Commissioner Fraino stated he did read it and found it interesting, however he did not find it to be compelling enough to purchase them. Bob Pardy stated that you have a known situation and choose not to act.

20. Chiefs Report- Chief Miller reported the following:

Truck Cleaning May 25-excellent turnout

2013 Command Car-in service

Memorial Day Parade-excellent turnout

Training Facility-almost complete; we used it recently for Firefighter 1. We will be having a work detail to paint.

Training:

July 16, 2013 Propane Drill with instructor Greg Greer. Cost is \$350 for instructor and \$350 for propane. Russo (Propane vendor) would like their drivers to observe.

Firehouse EXPO, Baltimore Cost \$1309 per firefighter. \$330 for hands-on and \$325 for the three day conference; food \$300; \$708 for hotel room for four nights (Tuesday through Saturday).

District vehicle will be used for transportation. July 23, 2013 –July 27, 2013.

Air Compressor-easier to use; in service. More members need to be trained to use.

NYS AFC Convention-Verona, NY June 14, 2013.

Executive Session-requested for one general and one specific personnel issue.

21. Old Business

IT Project-to meet with Northeast Computers representative to review and resolve some issues.

Website-minutes to be posted from January 2013.

22. New Business-

Records Mgt. Grant-January 2013 to June 2013 District Clerk reported that the inventory is complete; disposition and destruction of records as per MU-1 is complete and shelving will be installed on June 12, 2013.

Ulster County Fire Advisory Board-Resignation of Tim Darcy and appointment of Augie Passante. Chairman DiLorenzo stated that we must send a letter to Bill Eckert.

Sale of Surplus Equipment-Chairman DiLorenzo noted that we have surplus equipment including the 2005 Chevy Tahoe. We have reviewed with legal counsel the process would like to advertise for sealed bids. We have a list of the equipment and have set Saturday June 29, 2013, 10 AM to 12 Noon at Station 2 to have the equipment available for inspection by any interested parties.

Resolution for the Sale of Surplus Equipment

MOTION: Commissioner Chris Erichsen moved to advertise for sealed bid for sale, as is, without warranty or guarantee, of one used vehicle, being a 2001 Chevrolet Tahoe VIN 1GNEK13T11J2535236, one Homelite X 12 Chain Saw, one Akron hose clamp, one 6 inch Barrel Strainer, one 6 inch NST x 3 ½ inch Female Adaptor, one 2 ½ inch Male x 2-2 ½ inch gated Female, one 5 inch NST Female x 5 Inch Storz valved gated with relief, one 5 inch NST Female x 2-2 ½ inch gated Male, one Hydraulic truck jack, one 5 inch Barrel Strainer, one Hose Table-round, one Black Hawk Port- a- Power Unit, one Hurst 3 tool manifold, one 12 foot John Boat, and three Vindicator 2 ½ inch Blitz 250-500 GPM Attack Nozzles, with equipment and apparatus, as set forth in the specification, be inserted in the next available 2013 issue of the New Paltz Times, the Southern Ulster Times and any other newspaper the Board of Fire Commissioners deem desirable, that the bids be opened on July 9, 2013 at 8:00 PM and the Board reserves the right to reject any or all bids, seconded by Commissioner John Fraino
VOTE: 4 YES 0 No 0 Abstain 1 Absent (Commissioner Bragg was absent)
Motion was carried. *2013June11-101*

Security Cameras-Commissioner Chris Erichsen discussed updating cameras on the outside of the building. It was noted that the intercom (doorbell) works intermittently and is unreliable. Chairman DiLorenzo suggested a committee research. There was discussion regarding wireless cameras. Chairman DiLorenzo and Commissioner Chris Erichsen to work on this.

Energy Audit-Chairman DiLorenzo reported that Johnson Controls will be coming to the Firehouse to review our energy usage. It was noted that we have updated our lighting fixtures. Chief Miller stated that Johnson controls have the ability to tap into government incentives. They are currently working with the Town of Lloyd. District Clerk to provide last year's energy usage.

Harassment Prevention Training-Chairman DiLorenzo reported that we contacted our legal counsel and was referred to an attorney who can provide us with this type of training. Cost would be approximately \$2000. Ms. Phillips has experience with fire departments. Town Councilman Jeff Palladino stated that the Town of Lloyd has a source; he will provide us with that information.

Approval for Propane Drill

MOTION: Commissioner John Fraino moved to approve up to \$700 for the cost of the instructor and propane for the propane drill to be held on July 16, 2013, seconded by Commissioner Chris Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. 2013June11-102

Approval for Firehouse EXPO

MOTION: Commissioner Chris Erichsen moved to approve the attendance of 2 to 4 members at a cost not too exceed \$6000, seconded by Commissioner John Fraino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. 2013June11-103

Approval for Ladies Auxiliary Request for Use of Community Room

MOTION: Commissioner Chris Erichsen moved to approve the request for use of the Community by the Ladies Auxiliary for Zumba classes on July 11, 20, 25 and August 3, 2013 for the Ladies Auxiliary members and Highland Hose Company members only, seconded by Commissioner Lindy Palladino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. 2013June11-104

Approval for Amending LOSAP Investment Policy

MOTION: Commissioner Fraino moved to revise our LOSAP Investment policy to state 60 percent of the funds be invested in securities and 40 per cent be invested in Bonds, seconded by Commissioner Chris Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. 2013June11-105

Appointment of Augie Passante to the Ulster County Fire Advisory Board

MOTION: Commissioner Fraino moved to accept the resignation of Tim Darcy, and appoint Augie Passante as our representative to the Ulster County Fire Advisory Board effective September 1, 2013, seconded by Commissioner Lindy Palladino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. 2013June11-106

Thank you Letters-Chairman DiLorenzo stated that thank you letters should be written to Time Darcy for serving on the UCFAB and to Frank Sorbello for donating the flowers for planting outside the St. 1 and St. 2.

Parking in rear of Firehouse- Commissioner Chris Erichsen stated that he noted that we have limited parking in the rear of the building due to numerous trailers being parked there, such as Absolute and the police trailers. Jeff Paladino to address with the police.

Bragg's Electric-Chairman DiLorenzo noted that Commissioner Ben Bragg is no longer affiliated with Bragg's Electric.

23. Executive Session

MOTION: Commissioner Chris Erichsen moved to go to executive session at 9:15 PM to discuss some general personnel issues and a specific issue pertaining to our paid personnel, seconded by Commissioner Fraino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. *2013June11-107*

24. Return to regular session and Adjournment

MOTION: At 10:15 PM, Commissioner Chris Erichsen moved to return to the regular session and there being no further business, moved to adjourn, seconded by Commissioner Lindy Palladino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. *2013June11-108*

Respectfully submitted,
Denise A. Holzberger, District Clerk

APPROVED BOFC MTG JULY 9, 2013

APPROVED