

**HIGHLAND FIRE DISTRICT**  
**BOARD OF FIRE COMMISSIONERS**  
**MEETING MINUTES**  
**August 13, 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.

**2. Approval of Minutes**

Chairman DiLorenzo asked for a motion to approve the minutes of the July 9, 2013 regular meeting.

**MOTION:** Commissioner Fraino moved to approve the minutes of the July 9, 2013 meeting as submitted by the District Clerk, seconded by Commissioner Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Bragg was absent)

Motion was carried. 2013Aug13-122

**3. Bills-** Chairman DiLorenzo asked for a motion to approve payment of the bills as reviewed by Commissioners DiLorenzo and Palladino and Chief Peter Miller on August 12, 2013.

**MOTION:** Commissioner Palladino moved to approve payment of the bills as reviewed by Commissioner Dilorenzo, himself and Chief Miller on August 12, 2013, seconded by Commissioner Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. 2013Aug13-123

**4. Correspondence-**

In-Coming:

Letter-from Chris Gibson re: grant funding available

Thank you letter from Michael Latino

Commissioner Fraino noted that while in Hannaford he overheard a conversation regarding our response to the recent structure fire at 194 Sterling Drive. The comments heard were all favorable to the Highland Fire District and its members work at the fire.

Assoc. of FDSNY-Mid-Year workshop Thurs Oct 31-Sun Nov 3, 2013 scanned to all commissioners 8/20/13

UC Board of Elections-Poll site agreement due by 8.16.2013 Primary is September 10, 2013 11 AM to 10PM; General election is November 5, 2013

Requests for Use of the Community Room-

**Defensive Driving-September 4, and September 5** (Wed, Thurs) requested by Eugene Roosa Town of Lloyd HWY Dept. for Defensive Driving for employees and their families

**MOTION:** Commissioner Chris Erichsen moved to approve the request for use of the community room for Defensive Driving classes on September 4 and 5, 6 PM to 9 PM, seconded by Commissioner Fraino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. *2013 Aug13-124*

**American Red Cross Blood Drive-Tuesday Aug 27, 2013** 11 am-8 PM

**American Red Cross Blood Drive-Tuesday October 29, 2013** 11 Am to 8 PM

**American Red Cross Blood Drive-Monday December 23, 2013** 11 Am to 8 PM

All blood drives requested by Steve Leary of the American Red Cross

**MOTION:** Commissioner Fraino moved to approve the request for use of the community room for American Red Cross Blood Drives on August 27, October 29, and December 23, 2013 seconded by Commissioner Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. *2013 Aug13-125*

**5. New Member Interviews/Approvals-none**

**6. Committee Reports:**

**Buildings and Grounds:** St. 1 Commissioners Bragg and DiLorenzo

Ceiling Tiles-Commissioner DiLorenzo reported that the installer will be coordinating a time to replace the tiles with the District Clerk

Ambulance Bay-Chairman DiLorenzo reported that the toilet was repaired by Jim Taylor plumbing and the A/C was checked out by Airflow.

Security Cameras-Commissioner Erichsen and Commissioner DiLorenzo will get together after September 1, 2013

Shed ST 2-Commissioner Chris Erichsen stated that they are working on plans.

Fuel Tank Insurance-Chairman DiLorenzo stated that we should pursue this. Commissioners Fraino and Commissioner Erichsen will meet to discuss. Commissioner Erichsen will take a look at the valve.

**7. Apparatus Repair**-Chief Miller reported the following:

31-45 needs new motor mounts

All pumps passed pump test.

31-30 paint quote pending. No one local will give estimate.

**8. Insurance/Workers Compensation**-nothing to report

**9. Physicals/Health Program**- letters sent out through Sept 2013

**10. Physical Fitness Program**- next report at October 2013 meeting (third quarter report)

**11. Capital Improvement**-nothing to report

**12. New Apparatus-**Chief Miller reported that a meeting was held to create a letter describing our timeline to prevent going into 2014 and be affected by price increases. We would like to have the specifications approved by the October meeting and bid in November (2013). Commissioner Erichsen stated he does not want to rush into this just to avoid a 3% cost increase.

**13. 2012 Audit Results Presentation-**At 7:35 PM, Chairman DiLorenzo stated that we would break with the normal order of business to permit Terry Ann Wheeler, Audit manager of Vanacore, DeBenedictus, DiGiovanni & Weddell, to discuss the results of the 2012 Audit. Ms. Wheeler stated that this was the first year performing an audit for Highland and thanked the staff for assisting in the process. The report included a financial statement and an independent auditors report. There were no findings and there was a clean opinion regarding the financial aspects. It was noted that expenditures increased by \$170,000 and this was the result of an effort to increase funding of the LOSAP program. Long term debt decreased by \$40,000. The Workers Comp liability was finalized. The Unassigned Fund Balance was \$105,000. The Report to the Commissioners shows no audit adjustments were needed and there were no material weaknesses. A recommendation is to establish a formal asset replacement policy with guidelines. Ms. Wheeler noted that this is something that you may be already doing; there is just a need to formalize it in writing. This is something the chief and the commissioners would develop. Ms. Wheeler noted that the commissioners reviewed the main account but recommends all account statements be reviewed. Commissioner Palladino noted that we have begun doing that this month. The Audit report must be submitted to the NYS Comptroller by the Highland Fire District. Chairman DiLorenzo thanked Ms. Wheeler for the report.

**13. Ulster County Fire District Association-September 19, 2013 meeting will be held here at Highland St.1.**

**14. Rules & Regs-**Chief Miller stated that we would like to develop a checklist of items that will be distributed at the new member orientation.

**15. Service Awards-**July 2013 statistics posted August 5, 2013

**16. Town Emergency Plan-**Chief Miller reported that he spoke with Supervisor Paul Hansut; a contact list is to be developed. No contact from Town as yet regarding this.

**17. Inspection Dinner-** September 13, 2013 Pirate Canoe Club Invitations have been sent out.

**18. Public Comment-**Town of Lloyd Councilman Jeff Paladino inquired as to our status regarding the Harassment prevention training. Chairman DiLorenzo stated that we are proceeding with the attorneys referred by Jeff Paladino.

**19. Chiefs Report-**

Hose Testing-Chief Miller reported that the Hose testing was completed July 11, 2013. 10% of the hose failed and was recoupled and saved. Fire hose now has a shelf life; anything prior to 1987 should be disposed of. We did have 1 year old hose fail and that is under warranty. Some hose will need to be replaced. Three inch and smaller hose will be donated to the water department.

Radio Frequencies-Chief Miller reported that Ulster County is not able to move forward with upgrading the radio frequencies. There may be a possibility of some free tower space; base station is about \$1200 a month which is expensive ( on 900 foot tower). For two Ultra high frequencies (not LTR) it would cost \$695 to find the frequencies and we would need an addendum to our license. The reason for ultra-high frequencies is to be compatible with our own radios. It would cost \$10,000 to add the repeater. Today firefighters go into buildings with radios that have low band or LTR. Esopus is high band. Officers always carry two radios and firefighters carry one.

Training Center-Chief Miller reported that it is nearing completion and will be used on September 3, 2013. Painting needs to be done.

31-60 –Approval needed to go to Dutchess County Training on August 27, 2013.

Training-In September Auto Extrication will take place; cars will be at Station 2. (September 10, 17 and 21.)

Fall 200 Club-cancelled

Grant Status-Chairman DiLorenzo spoke with Milton Fire District Commissioners. Grantgenies will write the grant for \$1400. Cost for 36 SCBA's is about \$200,000., with bottle and spare. Highland Fire District must fund 10% and the grant will fund 90%. Our SCBA bottles expire in 2015.

Server Security- Chief Miller and District Clerk Holzberger met with Jim Jeffries to discuss our security issues. A resolution was developed at a cost of approximately \$1000. This would involve purchasing the Windows Server with 5 licenses; tweaking XP does not allow us the security we are looking for. ( As Per Jim Jeffries-Northeast Computers) Email account would cost \$64.35 per month for 13 accounts. There was discussion regarding the usage of personal email account versus using designated email addresses for fire district business.

New Hamburg-Chief Miller stated that New Hamburg Fire District came to Highland and was impressed with our dock. New Hamburg would be utilized if City of Poughkeepsie's boat is out of service.

Request for Executive Session-Chief Miller requested an executive session to discuss a matter involving litigation.

**20.Treasurer Report**-Treasurer Passikoff discussed the July 2013 financial report and reported that it is fine. Expenditures will be coming out of equipment. Station gas and electric is separated. Chairman DiLorenzo stated we should meet on August 28, 2013 to discuss the 2014 Budget.

**MOTION:** Commissioner John Fraino moved to accept the July 2013 financial report as submitted, seconded by Commissioner Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. 2013 Aug13-126

**21. New Business-**

**Records Management Grant-January 2013 to June 2013**

Records Inventory complete; shelving installed June 12, 2013; shredding completed, final paperwork sent to NYS Archives.

**Secretary Training**-ASFSNY Thursday October 31, 2013 9 AM to 1PM cost is \$75.00. Approval needed for District clerk to attend.

Old Fire Hose to Water Department

**Motion:** Commissioner John Fraino moved to approve donation of old fire hose to the Town of Lloyd water department, seconded by Commissioner Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. 2013 Aug13-127

Purchase of Tower Repeater

**MOTION:** Commissioner Palladino moved to approve the purchase of the Tower Repeater at a cost not to exceed \$10,000 from A-1 Communications contingent on an agreement acceptable by the Board of Fire Commissioners, seconded by Commissioner John Fraino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. 2013 Aug13-128

Security Upgrade for Server

**MOTION:** Commissioner Palladino moved to approve the purchase of Windows server at a cost not to exceed \$1000, seconded by Commissioner John Fraino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. 2013 Aug13-129

Email Accounts for Commissioners

**MOTION:** Commissioner Fraino moved to approve the purchase of email addresses at a cost of \$64.35 per month for commissioners and officers, seconded by Commissioner Palladino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. 2013 Aug13-130

AFDSNY Secretary training

**MOTION:** Commissioner Palladino moved to approve the District Clerk's attendance at the Secretary's Training on October 31, 2013 at Honors Haven at a cost of \$75.00, seconded by Commissioner Fraino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. 2013 Aug13-131

Gas Station 2-Commissioner Erichsen noted that the minimum fuel charge is imposed at Station 2 for delivery of gas; officers should use the gas there. Chief Miller concurred.

**22. Executive Session**

**MOTION:** Commissioner Palladino moved to go to executive session at 9 PM to discuss a legal matter with pending litigation, seconded by Commissioner Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. *2013 Aug13-132*

**23. Return to regular session and Adjournment-**

**MOTION:** Commissioner Palladino moved to return to the regular session of the meeting and there being no further business, moved to adjourn at 9:17 PM, seconded by Commissioner Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. *2013 Aug13-133*

Respectfully submitted,  
Denise A. Holzberger, District Clerk

APPROVED