

HIGHLAND FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
July 9, 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 June 11, 2013 regular meeting.

MOTION: Commissioner Fraino moved to approve the minutes of the June 11, 2013 meeting as submitted by the District Clerk, seconded by Commissioner Palladino.

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

Motion was carried. *2013July09-109*

3. 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 July 9, 2013.

MOTION: Commissioner John Fraino moved to approve payment of the bills as reviewed by Commissioners Palladino, himself and Chief Miller on July 8, 2013, seconded by Commissioner Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried. *2013June11-110*

4. Correspondence-

In-Coming:

2013 Poll site Agreement-Ulster County Board of Elections
Fire District Affairs-June-July 2013 distributed to all commissioners
Avaya –contract renewal
Thank you-from American Legion forwarded to HHCo
Workplace-letter re: Director’s retirement
RWR Funding

Requests for Use of the Community Room-

November 9, 2013 Saturday UCVFPA training requested by Marty Newman
8 AM to 4 PM

MOTION: Commissioner Lindy Palladino moved to approve the request for use of the community room by Ulster County Volunteer Fire Police on November 9, 2013 as requested by Marty Newman, seconded by Commissioner Erichsen.

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

Motion was carried. *2013July9-111*

July 24 and 31 2013 Wednesdays AARP Defensive Driving requested by Eleanor Spagnola

MOTION: Commissioner John Fraino moved to approve the request for use of the community room for Defensive Driving classes on July 24 and July 31 2013 12:30 Pm to 3:30 PM, seconded by Commissioner Erichsen.

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

Motion was carried. *2013July9-112*

August 14 and August 15, 2013 6 PM -9 PM-Defensive Driving requested by Eugene Rosa Town of Lloyd Highway Department for employees and their families.

5. New Member Interviews/Approvals-none

6. Committee Reports:

Buildings and Grounds: St. 1 Commissioners Bragg and DiLorenzo

Ceiling Tiles-Commissioner Bragg met with vendor and contacted the manufacturer regarding possible replacement of discolored tiles; pending cost estimate.

Secure Closets for Records Storage-Chairman DiLorenzo reported that we will be changing the cores in the three closet doors and will be issuing keys to the Secretary, Chairman and District Clerk. This will maintain security of the records.

Security Camera-Commissioner Chris Erichsen discussed updating and replacing the cameras at the Police station. Commissioner Chris Erichsen reported that there is a quote pending review with Chairman DiLorenzo. He also discussed updating equipment such as video for the District Clerk to view callers at the Front door and updating the audio. Chairman DiLorenzo discussed and electric strike with the video.

Training Facility-Chief Miller reported that we need to finish building, paint, and clean up; should be complete this month.

ST2 shed-Commissioner Erichsen reported that possible expansion of the shed is being explored

St 2. Tree-Chairman DiLorenzo reported that the tree that was previously replaced by D & D Lawn maintenance will be swapped out at no charge.

Curb repair-Chairman DiLorenzo reported that the curbs will also be repaired by D & D Lawn Maintenance.

Tank at St. 2- Commissioner Fraino and Erichsen to measure tank distance from water source and review Tank spill policy insurance form.

7. Apparatus Repair: Commissioners Erichsen and DiLorenzo
Chief Pete Miller reported minor repairs.

Generator-Chief Miller reported that it is pending a return call from the repair vendor.

Paint 31-30-Chief Miller reported that we are trying to find a vendor with the proper size paint booth.

8. Insurance/Workers Comp-Commissioners Fraino and Palladino
Nothing to report.

9. Physicals/Health Program- letters sent out for physicals through September 2013.
Chairman DiLorenzo reported that a member currently out due to illness has been and we have filed with our Accident and Health carrier.

10. Physical Fitness Program-Commissioners Erichsen, DiLorenzo and Chief Miller
2ndQtr. 2013 All sport- \$81.75 submitted for reimbursement to the district (three members)
2nd Qtr. 2013 Cross Fit- activity report pending

11. Capital Improvement-Commissioners Bragg and DiLorenzo
Nothing to report.

12. New Apparatus –Chief Miller reported that we going to set up a committee meeting; Wednesday night we will go to Kerhonkson to review similar apparatus and possibly go to Carlisle, Pennsylvania to look at apparatus there.

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

14. Rules & Regs-Commissioners Fraino, Bragg, Chief and HHC0.Pres. Chief Miller reported that the Rules and Regs will be given at new member orientation.
Chief Miller noted that we need to establish what will be the appropriate date for active membership.

15. Service Awards-Commissioners Palladino, Chief, HHC0. President or designee.
June 2013 activity posted July 5, 2013

16. Town Emergency Plan-Commissioner Erichsen, Chief, HHC0 President
Nothing to report.

17. Treasurer Report-Treasurer Passikoff
June 2013 Financial Report distributed to Board.

Treasurer Passikoff reported that the 2012 Audit was completed; hard copies are available for all commissioners. Vanacore will present the report at the August meeting. There was regarding cost as a factor in our choice of auditors. It was noted that we are compliant with law.

June 2013 Financial Report-Treasurer Passikoff reviewed the report and reported nothing exciting. Air compressor costs were re-classified to equipment. All our major expenses are completed by March. Truck repairs remain.

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

19. Public Comment-Chairman Lorenzo asked if there was anything from the floor. Town of Lloyd (TOL) Councilman Jeff Paladino inquired as to how things are going with the new Fire Inspector. Chief Miller reported that there were no issues. TOL councilman Jeff Paladino reported that the Mountainside Woods project is moving forward to finalize plot plans and two models are to go up; Tillson and Toc Drive may be a roundabout with funding for the project. He also reported that a Gateway Zone is proposed to try to promote a connection to the hamlet.

20. Chiefs Report-Chief Miller reported the following:

1. Request Assistant Chief Everett Erichsen be reimbursed for cell phone use.
2. Request Jeff DiMetro be reimbursed \$221.00 for costs to attend the Fire Instructor Class at Montour Falls. The Board stated they would discuss in the business session of this evening's meeting.
3. Request 1 vehicle be permitted to go to Pennsylvania for Apparatus meeting.

Training- July 17, 2013 Live Fire drill to be held at the Town Barn on New Paltz Road.
September 4, 2013-Evolution Training to be held here at our training center.
September 10, 2013-3 dates for auto extrication

Driver Training-DeFillipo, DiMetro and Dolcemascolo are certified on 31-10, 20,30,40,50.

Dolcemascolo is also certified on 31-60. There is one more member to be certified on the engine and four more for the ladder. Currently 15-18 members are certified.

Structure Fire June 25, 2013-Chief Miller reported that we were spot on as far as our attack and approach to the fire; there was a quick knockdown.

Town Fireworks-TOL councilman Jeff Paladino inquired if there were any problems. Chief Miller reported none. Assistant Chief Anzalone was there and it went well.

21. Sale of Surplus Equipment Bid Opening-Chairman DiLorenzo stated that at this time, 8 PM, we will open the bids for the sale of surplus equipment. Commissioner Fraino thanked member Sam Dunham and Fred Dunham for their assistance with setting up the equipment for inspection at Station 2 on Saturday.

District Clerk Holzberger reported four sealed bids were received as follows:

From John Fraino \$3525 for the 2001 Chevy Tahoe
From Kathleen Bittner \$3176.89 for the 2001 Chevy Tahoe
From Mike Depaola \$2200 for the 2001 Chevy Tahoe

From Jeffrey DiMetro \$150 for the Jon Boat

There was discussion regarding the remaining equipment that was not sold as to posting on Craigslist.

22. Return to Chief's Report-

Grants- Chief Miller reported that Milton Fire District received \$105,000 in Federal Grant money. George Monteverdi is gathering information for us to possibly apply for grants. Fire EXPO Baltimore- Chief Miller reported two members are going; Everett Erichsen and Jeff DiMetro and the 31-C car will be used.

23. Old Business

IT Project-Chief Miller reported that he discovered we had some security issues and after meeting with Kevin Jeffries of Northeast Computers, the resolution may be to purchase a server and a dual port router. There was discussion and it was decided to set up a meeting with Jim Jeffries prior to purchasing a server to clarify our goals. Meeting will be set up Tuesday July 16, 2013 at 1 PM.

Sensitivity Training-Chairman DiLorenzo stated that we originally scheduled this training for September 30, 2013. Chief Miller stated that an attorney should present this training. TOL Councilman Jeff Paladino stated that he would contact the Town's legal counsel for information and cost and get back to us.

Energy Audit-Johnson Controls did an audit on June 12, 2013; no report as yet.

Solar Fuel-there was discussion regarding solar fuel and credits. TOL Councilman Jeff Paladino reported that the process is a bit more complicated than originally stated.

Truck Replacement- no report.

Airflow-Chairman DiLorenzo reported that airflow will not individually cost out units in the preventive maintenance plan; they will only show a lump sum costs for all units. Treasurer Passikoff stated that we should not pre-pay. The preventive maintenance plan is paid on an installment basis.

Training Facility-Commissioner Erichsen commended the members for their work on the project and a job well done.

Mutual Aid Request-There was discussion regarding requesting the closest resource for assistance at a fire. It was noted that the requested resource may decline and the county dispatch makes the decision who to call upon next. Inter-county mutual aid exists.

2014 Proposed Budget-Chairman DiLorenzo stated we should set up a meeting to work on the 2014 Budget. There was discussion to set up a meeting on August 28, 2013 at 7 PM and Thursday September 5, 2013.

Records Mgt Grant-January 2013 to June 2013

District Clerk Holzberger reported that the Records Inventory is complete; shelving was installed June 12, 2013; shredding was complete, and the final paperwork is in progress.

24. New Business-

Approval of Reimbursement of Cell phone Use

MOTION: Commissioner John Fraino moved to authorize reimbursement to Assistant Chief Everett Erichsen retroactively from April 2013 at the rate of \$60 per month for use of his personal cell phone for fire district business, seconded by Commissioner Palladino.

VOTE: 3 Yes 0 No 1 Abstain 1 Absent

(Commissioner Erichsen Abstained)

(Commissioner Bragg was absent)

Motion carried. 2013July9-113

Award of Sealed Bid for 2001 Chevy Tahoe

MOTION: Commissioner Chris Erichsen moved to award the high bidder John Fraino who bid \$3525 for the 2001 Chevy Tahoe, seconded by Commissioner Palladino.

VOTE: 3 Yes 0 No 1 Abstain 1 Absent

(Commissioner Fraino Abstained)

(Commissioner Bragg was absent)

Motion carried. 2013July9-114

Award of Sealed Bid for Jon Boat

MOTION: Commissioner John Fraino moved to award the sealed bid for the Jon Boat to the only bidder, Jeffrey DiMetro who bid \$150 for the Jon Boat, seconded by Commissioner Chris Erichsen.

VOTE: 3 Yes 0 No 0 Abstain 1 Absent

(Commissioner Bragg was absent)

Motion carried. 2013July9-115

Shed Station 2-Commissioner Chris Erichsen stated that fill is needed to prep the site at Station 2 for the shed. Commissioner Chris Erichsen stated he would approach the Town of Lloyd and hopefully the fill will be free or only cost at most \$800.00.

MOTION: Commissioner Chris Erichsen moved to approve up to \$1000 be spent if needed to purchase fill for the shed project at Station 2, seconded by Commissioner John Fraino.

VOTE: 3 Yes 0 No 0 Abstain 1 Absent

(Commissioner Bragg was absent)

Motion carried. 2013July9-116

Cell Phone Policy-Commissioner Erichsen asked if we have a policy regarding cell phones. It was noted that we do not.

25. EXECUTIVE SESSION

MOTION: At 9 PM, Commissioner John Fraino moved to go to Executive session to discuss a personnel training issue, seconded by Commissioner Lindy Palladino.

VOTE: 3 Yes 0 No 0 Abstain 1 Absent

(Commissioner Bragg was absent)

Motion carried. 2013July9-117

26. RETURN TO REGULAR SESSION

MOTION: Commissioner John Fraino moved to return to the regular session at 9:20 PM, seconded by Commissioner Chris Erichsen.

VOTE: 3 Yes 0 No 0 Abstain 1 Absent

(Commissioner Bragg was absent)

Motion carried. 2013July9-118

Approval of Reimbursement of Training

MOTION: Commissioner Chris Erichsen moved to approve reimbursement in the amount of \$221.00 to Jeff DiMetro for Fire Service Instructor Class providing he registered as Highland Fire District seconded by Commissioner John Fraino.

VOTE: 3 Yes 0 No 0 Abstain 1 Absent

(Commissioner Bragg was absent)

Motion carried. 2013July9-119

It was noted that requests for training reimbursements must have prior approval by the Board.

Avaya Contract Renewal-

MOTION: Commissioner John Fraino moved to approve the renewal of the Avaya phone contract due August 1, 2013, at a cost of \$827.55 annually, seconded by Commissioner Chris Erichsen.

VOTE: 3 Yes 0 No 0 Abstain 1 Absent

(Commissioner Bragg was absent)

Motion carried. 2013July9-120

27. ADJOURNMENT

MOTION: There being no further business, Commissioner John Fraino moved to adjourn at 9:35 PM, seconded by Commissioner Chris Erichsen.

VOTE: 3 Yes 0 No 0 Abstain 1 Absent

(Commissioner Bragg was absent)

Motion carried. 2013July9-121

Respectfully submitted,
Denise A. Holzberger, District Clerk

APPROVED BOFC MTG 8/13/13