

HIGHLAND FIRE DISTRICT
BOARD OF FIRE COMMISSISONERS
MEETING MINUTES
MAY 14, 2013
7:00 PM

Commissioners: Stephen DiLorenzo, Chairman	(Present)
Benjamin Bragg	(Present)
Christian Erichsen	(Present)
John Fraino	(Present) arrived at 7:45 PM
Dominick Palladino	(Present)
Secretary/Treasurer Jim Passikoff	(Present)
District Clerk Denise A. Holzberger	(Present)
Chief Peter D. Miller	(Present) arrived at 8:45 PM

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. Minutes-Chairman DiLorenzo asked for a motion to approve the minutes of the April 9, 2013 regular meeting. It was noted that the minutes would be discussed later in the meeting when Commissioner Fraino would be present.

3. Bills- Chairman DiLorenzo asked for a motion to approve payment of the bills as reviewed by Commissioners Lindy Palladino and Ben Bragg and Chief Peter Miller on May 13, 2013. Commissioner Ben Bragg noted that we are holding the Northeast Computer bill pending resolution of some issues that Chief Miller would like addressed with Mr. Jeffries.

MOTION: Commissioner Ben Bragg moved to approve payment of the bills as reviewed by Commissioners Palladino, himself and Chief Miller on May 13, 2013, seconded by Commissioner Palladino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion carried. 2013May14-80

4. Correspondence-District Clerk Holzberger reported the following was received:

In-coming:

Assoc. of Fire Districts of Ulster County-letter w/ ID cards & Decals

Distributed to each commissioner 5/1/13

Airflow-Cert of Insurance

HESS- contract to be signed for electricity

Central Hudson-letter regarding cyber-security incident

Rose & Kiernan-letter regarding Insurance disclosure statement

Out-going-

Thank you letter-sent to Town of Lloyd Supervisor re: website

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.

MOTION: Commissioner Palladino moved to approve the use of the community room by the Highland Village Nursery School on June 14 and June 15, 2013, seconded by Commissioner Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion carried. 2013May14-81

Wednesday September 18, 2013 and November 20, 2013 1 pm to 3 pm Lloyd Health Volunteers meetings requested by Adele Gibbons.

MOTION: Commissioner Ben Bragg moved to approve the use of the community room by the Lloyd Health Volunteers on September 18 and November 20, 2013 for their meeting, seconded by Commissioner Palladino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion carried. 2013May14-82

5. New Member Interviews/Approvals-none

6. Committee Reports:

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

SCBA Air Compressor-Chairman DiLorenzo reported that project has been completed

Stove-Chairman DiLorenzo stated that he has obtained two quotes for the stove (meeting room) as follows:

Clarkson \$569 plus \$150 to install includes removal of old stove

Lowe's- \$825 for stove, install and removal of old one.

Tables-Chairman DiLorenzo reported that there are some tables with damaged corners in the community room. These will need to be replaced.

Ceiling Tiles-Chairman DiLorenzo reported that the leaks have been fixed, but ceiling tile replacement is needed. Commissioner Bragg to follow up. It was noted that 10-12 tiles need to be replaced in the radio room as well as some in the bunk room and meeting room.

Dutchess Overhead Door-Maintenance done on 5/1/2013 at Station 1 and 2

Training Facility-in progress and cost is being tracked by officers

Message Board- Chairman DiLorenzo stated that Craig Welch (Highland Hose Company President) will train the District Clerk to update the Board. They will coordinate training.

St. 2: Commissioners Erichsen and Fraino

Fascia, painting and shed-pending estimates. Commissioner Chris Erichsen to handle. It was noted that the pavilion needs to be freshened up as well.

Airflow-Commissioner Erichsen asked the District Clerk to contact Airflow and get further information and cost breakdown for the heating units. In addition, we should plan on replacing the heating units and obtain cost estimate for that.

7. Apparatus Repair: Commissioners Erichsen and DiLorenzo

It was noted that First Assistant Chief Jim Anzalone will be handling apparatus.

U-Bolt 31-50- Commissioner Erichsen noted that he would like to be notified whenever there are issues with apparatus. A phone call or text would be fine.

8. Insurance/Workers Comp-Commissioners Fraino and Palladino

Tank at St 2 insurance form- Commissioner Palladino stated that he gave the form (relating to insurance coverage for tank at St 2) to Commissioner Fraino who was going to meet with Commissioner Erichsen to discuss and review.

Bed Race, Whiffle Ball Tournament and Tug of War Events-Chairman DiLorenzo reported that we contacted our Insurance agent, Rose & Kiernan, and we do not have coverage for those events as VFBL and workers Compensation does not include those types of competitive events. Participants are doing so at their own risk.

9. Physicals/Health Program- Physical letters sent out for those due through August 2013

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

1st Qtr. 2013 All Sport- 4 members total \$133.50

1st Qtr. 2013 Cross Fit-1 member total \$75.00

11. Capital Improvement-Commissioners Bragg and DiLorenzo

Nothing to report

12. New Apparatus-

New Command car received.

Chairman DiLorenzo noted that members would be attending the Fire EXPO in Harrisburg to look at equipment on May 17, 2013, and members will be attending the NYS AFC conference in Verona June 14, 2013.

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

Next meeting May 16, 2013 at Rosendale.

Commissioners Erichsen and Bragg to attend.

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

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

Handed out at OSHA . Any who has not received a copy should see the District Clerk.

15. Service Awards-Commissioners Palladino, Chief,

HHCo. Pres. Or their designee

April 2013 activity posted May 9, 2013

16. Town Emergency Plan-Erichsen, Chief, HHCo President

Town of Lloyd Councilman reported that it is "on the radar"; nothing to report at this time.

17. Treasurer Report-Treasurer Passikoff

April 2013 Financial Report distributed to Board and Treasurer Passikoff reported that there is nothing alarming at this time; our major items (insurance, workers compensation insurance) are front loaded that is paid at the beginning of the year. We have approximately \$80,000 to appropriate and we can discuss during the business session of this meeting. Commissioner Erichsen stated we need to make sure we have earmarked funds for roof repair.

2012 Audit- Auditors field work done on May 6, 2013 and they interviewed Chairman DiLorenzo and Commissioner Palladino.

18. Inspection Dinner- September 13, 2013 Friday. Chairman DiLorenzo stated that he and Commissioner Fraino reviewed different venues and the Pirate Canoe Club is less costly than The Would.

15. Public Comment- Chairman DiLorenzo opened the meeting up to public comment.

Mr. Bob Parly stated he noticed that we have no emails addresses on the web page. Mr. Bob Parly commented that dashcams are now recommended for school buses and stated the fire district should employ them yet the District remains resistant perhaps due to the problems they could reveal. Commissioner John Fraino stated that is not the case, we have checked with our insurance representative and they are not required and he is not in favor of spending money on equipment not a when our experts state it is not required.. Mr. Bob Parly explained that ESIP supports dashcams and Bill Tricario, a member of the NFPA committee with 47 years of experience in emergency service supports them.

16. LOSAP Funding Update-Chairman DiLorenzo stated that at this time he would like to permit Phil DeAngelo (Focused Wealth Management) to address the Board regarding a review of our LOSAP funding. Mr. DeAngelo informed the Board that year to date it is doing well about 6.5 %. Our benchmark last year was at 5 %. Vanguard funds are good of course the return depends on risk. Bonds were good last year. Low quality Bonds are high risk and they are going down. Cash flow is up 6.5% with a yield of 4% of dividends from the portfolio; if we stay even for the rest of the year we could be 10%. Funding for this year could be high 60's to 70%. Current Policy is 50/50. Commissioner Fraino asked if our policy is too conservative. Mr. DeAngelo stated that the long term bear market is over. With bonds we have taken a low risk. Fee for services is 1.5 to 1 % for less than \$ 1 million. Mr. DeAngelo stated that drawdowns are not detrimental. Commissioner Bragg stated we should revisit increasing the LOSAP. Commissioner Fraino stated he feels we should be more aggressive with our funding. Mr. DeAngelo stated that 60/40 is prudent. Mr. DeAngelo suggested wait till summer to review the funding percentage.

17. Old Business

IT Project-Web page is completed. Minutes and agendas are online.

Roof-Commissioner Chris Erichsen stated that we need to appropriate funds for the roof.

Treasurer Passikoff placed funds in the Building Reserve and earmarked them with a memo; will show the memo in the next financial statement.

Roof Repairs-Chairman DiLorenzo noted that the repairs were done.

Records Management-District Clerk reported that shelving is on order, shredding is scheduled for June 4 and final organization and narrative remains to be done.

Presentation of Plaque-Chairman DiLorenzo stated that he would like to present a plaque to Past Chief John Gallagher. This plaque was originally presented to him at the Annual Dinner in April; however it needed to be revised due to an error. Commissioner Bragg thanked Past Chief John Gallagher for his service and dedication to the Highland Fire District. Commissioner Bragg stated that people don't realize how big a job it is to serve as Chief.

Harrisburg Fire EXPO-Chairman DiLorenzo stated that commissioners and chiefs will be attending the EXPO; two Chief cars will be used and breakfast and dinner will need to be covered by the district.

MOTION: Commissioner John Fraino moved to authorize two chief cars be used and breakfast and dinner be paid for by the District, seconded by Commissioner Bragg.

VOTE: 5 Yes 0 No 0 Abstain 0 Absent

Motion carried. 2013May14-83

Annual Inspection Dinner-

MOTION: Commissioner Chris Erichsen moved to authorize holding the Annual Inspection Dinner be held at the Pirate Canoe Club on Friday, September 13, 2013, seconded by Commissioner Palladino.

VOTE: 4 Yes 0 No 1 Abstain 0 Absent Commissioner Fraino abstained

Motion carried. 2013May14-84

Gas Stove for Meeting Room:

MOTION: Commissioner Ben Bragg moved to purchase the gas stove for the meeting room from Clarkson's, seconded by Commissioner Palladino.

VOTE: 4 Yes 0 No 0 Abstain 0 Absent

Motion carried. 2013May14-85

2012 Fund Balance-Treasurer Passikoff stated that there is \$80,000 in the fund balance. The LOSAP Budget is \$120,000. Treasurer Passikoff suggested waiting until next month to decide as Commissioner Erichsen wants to know more information on the roof cost. Commissioner Bragg noted that previously the roof was done in two sections; a referendum was done and BAN was used. Commissioner Erichsen stated that we need to budget for the roof and AC unit replacements. The Board decided to table until the next meeting. Treasurer Passikoff stated that we did not encumber funds from last year and we are taking from 2012 funds for the compressor. We also need to paint 31-30.

Flowers for Memorial Day-Commissioner Fraino stated he would go to Sorbello's to get the flowers for our Ladies Auxiliary to plant in time for Memorial Day, however he will request an invoice.

Chief's Car Detail-Commissioner Bragg stated that in the approved bills for this evening there was a bill for detailing of a chief car. Commissioner Bragg stated that these cars should be kept clean by the officer.

18. Executive Session-

MOTION: At 8:20 PM Commissioner Chris Erichsen moved to go to executive session to discuss an issue regarding our paid personnel, seconded by Commissioner Lindy Palladino.

VOTE: 4 Yes 0 No 0 Abstain 0 Absent

Motion carried. 2013May14-86

Motion to Re-convene-

MOTION: At 9:25PM, Commissioner John Fraino moved to return to the regular session of the meeting, seconded by Commissioner Chris Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 0 Absent

Motion carried. 2013May14-87

19. Chief's Report-Chief Miller reported the following:

New Command Vehicle arrived and is scheduled to go to NYCOMCO.

Radio from 31-80 was removed

31-10- new tires balanced and mounted; cost \$1470.00

31-20-cracked manifold repaired

New Nichols mechanic- Paul

Officers Duties- revised. Captain and Lieutenants duties emphasize training

Critical Incident Stress Debriefing- to be held on Wed. May 15, 2013 in the evening. Any firefighter may attend. Esopus will be on standby.

Training Facility- in progress should be done in June 2013. Chairman DiLorenzo asked for a surplus equipment list.

Fire EXPO Harrisburg- we will be leaving headquarters at 7 AM

NYS AFC-at Turning Stone June 14, 2013

200 Club chicken dinner-May 19, 2013

Compressor-in-service; training will done.

Truck Clean up-for Hughsonville Parade is May 16, 2013

Truck clean up -for Memorial Day Parade is May 25,. 2013

Memorial Day Parade-May 27, 2013

Apparatus Approvals- Chief Miller requested approval for 31-10,31-50,31-45, and 31-60 to be permitted to go to Dutchess County Training Center for Live Fire Training on May 21, 2013 and 31-10,31-30,31-45 and 31-60 to Dutchess County Training Center for Live Fire Propane Training on June 18, 2013.

Apparatus Approvals-

MOTION: Commissioner Ben Bragg moved to approve 31-10,31-50,31-45, and 31-60 to be permitted to go to Dutchess County Training Center for Live Fire Training on May 21, 2013, seconded by Commissioner John Fraino.

VOTE: 4 Yes 0 No 0 Abstain 0 Absent

Motion carried. 2013May14-88

MOTION: Commissioner John Fraino moved to approve 31-10,31-30,31-45 and 31-60 to Dutchess County Training Center for Live Fire Propane Training on June 18, 2013, seconded by Commissioner Lindy Palladino..

VOTE: 4 Yes 0 No 0 Abstain 0 Absent

Motion carried. 2013May14-89

Approval of Minutes of April, 9, 2013

MOTION: Commissioner John Fraino moved to approve the minutes of the April 9, 2013 as submitted, seconded by Commissioner Lindy Palladino.

VOTE: 3 Yes 0 No 2 Abstain 0 Absent Commissioners Bragg and Erichsen abstained.

Motion carried. 2013May14-90

20. Adjournment-

MOTION: At 9:40 PM, there being no further business, Commissioner John Fraino moved to adjourn, seconded by Commissioner Chris Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 0 Absent

Motion carried. *2013May14-90*

Respectfully submitted,
Denise A. Holzberger, District Clerk

Approved BOFC 6/11/13

APPROVED