

**HIGHLAND FIRE DISTRICT**  
**BOARD OF FIRE COMMISSIONERS**  
**MEETING MINUTES**  
**May 13, 2014**  
**7 PM**

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<b>Commissioners:</b> Stephen DiLorenzo, Chairman	(Present)
Benjamin Bragg	(Present)
Christian Erichsen	(Present)
John Fraino	(Present)
Dominick Palladino	(Present)

Secretary/Treasurer Jim Passikoff	(Absent)
District Clerk Denise A. Holzberger	(Absent)
Chief Peter D. Miller	(Present)
Secretary Pro Tem Steve Lee	(Present)

**1. Opening of meeting-** Chairman DiLorenzo called the meeting to order, led the pledge of allegiance to the flag and called for a moment of silence for fallen firefighters.

**2. Approval of Minutes**

Chairman DiLorenzo asked for a motion to approve the minutes of the March 11, 2014 regular meeting.

**MOTION:** Commissioner Fraino moved to approve the minutes of the April 8, 2014 regular meeting, amended as follows: regarding the Audio Visual Proposal on page 25 it was noted that a second quote from Dutchess Tel Audio was received in the amount of \$14,688, seconded by Commissioner Palladino.

VOTE: 3 Yes 0 No 2 Abstain 0 Absent

Commissioner Erichsen and Commissioner Bragg abstained

Motion was carried. *2014APRIL 08-68*

**3. May 2014 Bills against the District-** as reviewed on May 12, 2014 by Chief Miller, Commissioners Palladino and Commissioner DiLorenzo.

**Motion:** Commissioner Fraino moved to approve the payment of the bills as reviewed by Commissioners Palladino and DiLorenzo and Chief Miller on May 12,, 2014, seconded by Commissioner Palladino.

VOTE: 4 YES 0 NO 1 ABSTAIN ABSENT

Motion carried. *2014APRIL 08-69*

**4. Correspondence-**

**AFDUC-letter received regarding the next meeting May 15 7 PM at Rosendale Fire Department**

**American Legion**-letter regarding the Memorial Day Parade

**Fire District Affairs**-received and distributed to commissioners (mailboxes)

**Rose & Kiernan**- Insurance disclosure Statement

**Requests for Use of the Community Room-**

**MAY 31 and June 1 2014 8 am to 4:30 Pm NYS FAST course**

Requested by Everett Erichsen (posted on calendar 4/21/14)

**MOTION:** Commissioner Chris Erichsen moved to approve the request to use the community room for the NYS Fast course on Saturday May 31 and Sunday June 1, 2014 as requested by Assistant Chief Everett Erichsen, seconded by Commissioner Bragg.

Vote: 5 Yes 0 No 0 Absent 0 Abstain

Motion carried unan.

**Nov 19 (Wed) Lloyd Health volunteers meeting-requested by Adele Gibbons**

**MOTION:** Commissioner Bragg moved to approve the request for use of the community room by the Lloyd Health Volunteers on November 19, 2014 for their meeting as requested by Adele Gibbons, seconded by Commissioner Palladino.

Vote: 5 Yes 0 No 0 Absent 0 Abstain

Motion carried unan.

**Note:** Fireman's Home BBQ scheduled for September 14, 2014 as per Toni Elia

**Walkway Over the Hudson-** discussion of upcoming events : Hand Shake across the Bridge and 40<sup>th</sup> Anniversary of the Railroad Bridge Fire event.

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

**6. Committee Reports:**

Buildings and Grounds: St. 1 Commissioners Bragg and DiLorenzo

St.1 Audio Visual Upgrade Proposal- Chairman DiLorenzo reported that the system has been installed in the community room PA microphone will be added as part of the system. Details regarding the instruction on the use of the system and who will be authorized to operate the system were discussed.

Flower Planting for St.1 and St 2- Commissioner Fraino picked up the flowers graciously donated by Sorbello's. Commissioner Fraino requested a thank you letter be sent on behalf of the district.

Spring Cleanup and Removal of Tree Limbs -D & D Lawn Maintenance to complete the spring clean-up around the station and has trimmed the tree limbs at the rear of Station 1. They will be contacted to remove the poison oak on the side of the building.

Painting- George Ottaviano to be contacted for a quote.

Mold outside of St 1,2- discussion regarding clean up and power washing. It was noted that two quotes were received..

Micro Cell proposed at St 1- Commissioner Bragg has been contacted by Verizon Wireless regarding installing a micro cell site at St 1.

Station 2- Hose Company will move the burn barrel out of the roadway.

Mold – discussion of mold issue at Station 2. (quotes received regarding power washing)  
Storage Shed- estimates pending.

Painting and repair of fascia-quotes for cost pending.

New Sink hole-Commissioners Erichsen is waiting for quote for repair from Valley for sink hole in driveway where old fuel tanks were..

Trees-it was noted that the trees at Station 2 look good.

**7. Apparatus Repair:** Commissioners Erichsen and DiLorenzo  
Chief Miller reported that all apparatus is in good shape at this time.

**8. Insurance/Workers Comp**-Commissioners Fraino and Palladino  
Tank-insurance form –sent to Quilty, Dwyer & Larkin for quote  
Received notification of approval and invoice .

**9. Physicals/Health Program**- letters sent out for physicals due through July 22, 2014

**10. Physical Fitness Program**-Commissioners Erichsen, DiLorenzo and Chief Miller  
1<sup>st</sup> qtr. 2014 activity received- 3 members met activity requirements for a total amount disbursed of \$109.75.

**11. Capital Improvement**-Commissioners Bragg and DiLorenzo  
Nothing at this time.

**12. New Apparatus**-nothing to report at this time.

**13. Ulster County Fire District Association**- Bragg, DiLorenzo, Erichsen  
Commissioner DiLorenzo and Commissioner Erichsen attended the meeting in Kerhonkson.  
Next meeting is on Thursday May 15, 2014 at Rosendale Fire District. Commissioner Bragg and Commissioner Erichsen will attend.

**14. Rules & Regs**-Commissioners Fraino, Bragg, Chief and HHCo.Pres.  
Nothing to report; distributed at new member orientation.

**15. Service Awards**-Commissioners Palladino, Chief, HHCo. Pres. Or their designee  
April 2014 activity posted May 2, 2014

There was discussion regarding the report from Phil DeAngelo ( Focused Wealth Management) and 2013 year end surplus.

**16. Treasurer Report**-Treasurer Passikoff

No report at this time as Treasurer was on vacation.

Audit of 2013- There was discussion regarding additional information requested to finish report. An extension request has been submitted to the NYS Comptroller prior to the deadline. Chairman DiLorenzo reported that the auditors recommended a Cell Phone Use policy . Draft is being developed.

**18. Inspection Dinner**- Chairman DiLorenzo reported that he and Commissioner Fraino have been working on finding a venue. Tentative date is September 12, 2014. Quotes were obtained from Marina Harbor and The Would. Hose Company y will pay for alcohol.

**19. Public Comment**- None

**20. Chiefs Report**-

Radio System-Chief Miller reported on the current County radio system in use and a plan with the current LTR system and NYCOMCO to include the current Fire department users (Milton, New Paltz, and others) LTR system that will be shared with the other 4 departments and would cost us \$300 per month. There was discussion regarding the meeting and plans that are being worked out.

There were comments regarding the current HT radio and Marlboro Fire Department UHF radio system. Once dispatched there are going to their own system. They (Marlboro) will be selling their HT low band as surplus. We should explore the possible purchase of their HT radios to replace our older Motorola HT radios. Chief Miller stated he would look into this and get back to the Board with a recommendation.

Regarding live burn training, it was noted that there are no live burn training faculty available for use in our area.

NYS AFC-Chief Miller stated that we would like to have all officers join. Cost is \$35 per year for membership. Total cost is \$245.

Forcible Entry Door system-Chief Miller reported that the vendor comes in and trains on the system. Currently there are no other vendors available for this type of unit. There was discussion regarding delivery and set up. Cost for equipment \$6200. Training cost is \$650. Total cost is \$6750. Price includes shipping and set up. The unit is free standing.

CSX Training-discussion of training class in Kingston on Railroad Cars carrying crude oil.

Hose covers-discussion regarding hose covers.

Hose Testing-discussion regarding testing and ordering color hose.

40<sup>th</sup> Anniversary of Poughkeepsie Railroad Bridge-May 8, 2014 on the Walkway over the Hudson

NYS Fire Chief Hands on Training Course-two members to sign up for class. Class is on Thursday but they would have to arrive Wednesday night. Class is \$335 per member plus \$11 for room for two nights and use of 31-80 for transportation. Total cost would be \$1000 for training, room and meals. Chief Miller will obtain confirmation of availability.

Request for use of 2 Chief Cars-to attend NYS Chief Event on June 13, 2014. Sign up is in Radio room for members who would like to attend.

Town of Lloyd zoning changes-Information meeting will be on Wednesday May 21, 2014 at 7 PM at town hall.

## **21. OLD Business**

Training Requirement for Officer position- Highland Fire District has requirements for training to hold the position of officer. Current officer does not have requirements and needs to attend Fire officer 1 class to comply. Concerns were raised and further discussion would be held in executive session.

District Cell Phone Policy-Chairman DiLorenzo discussed the development of a cell phone policy. Committee will consist of Chief Miller, Chairman DiLorenzo and Commissioner Erichsen. Committee has copy of drafts to review.

## **22. NEW Business-**

Verizon Micro-cell system St.1-Commissioner Bragg discussed the details of the proposed Verizon micro-cell system at St.1. Engineering study, electrical power, phone line/fiber optic line, and equipment mounting would be needed. Fee paid to Highland fire District would be \$500 per month yielding an annual income of \$6000. There would be a lease agreement for a period of 5 years with 4 additional 5 year periods –renewable term. Transmitter would be on a pad and HFD antenna would be mounted on the side of the building not on the roof. Board to review the agreement and lease, liability coverage and electrical supply and obtain legal advisement. Commissioner DiLorenzo to contact Scott Dow.

**Inspection Dinner**-Chairman DiLorenzo reported that the two quotes received were reviewed.  
*The Would*-sit down dinner with choice of chicken, Steak, or Fish. One hour of hors d'oeuvres  
Cost with gratuity \$48 per person  
Buffet \$40.80 per person

*Mariners Harbor*-Buffet \$55.70 per person, but will do for \$48.00

### ***Approval of venue for 2014 Inspection Dinner***

**MOTION:** Commissioner Palladino moved to hold the 2014 Inspection Dinner at the Would Restaurant, at a cost of \$48 per person for a sit-down dinner, seconded by Commissioner Erichsen.

VOTE: 5 Yes 0 No 0 Abstain 0 Absent

Motion carried unan.

**Pressure Wash ST 1 & 2**-There was discussion of pressure washing of walls at both stations to take care of the Mold problem. Price quote received from Welch & Sons as follows:

St 1 \$2200 and St 2. \$450.00

There was discussion regarding doing Station 2 first to see what the results would be like.

***Approval of Pressure washing of Station 2***

**MOTION:** Commissioner Erichsen moved to authorize Welch & Sons to perform the pressure washing of the outside of St 2 at a cost of \$450.00, seconded by Commissioner Fraino.

VOTE: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried unan.

***Approval of Membership for NYS AFC***

**MOTION:** Commissioner Fraino moved to approve 7 memberships for the Highland Fire District officers at a cost of \$35 each for a total cost of \$245.00, seconded by Commissioner Palladino.

VOTE: 5 Yes 0 No 0 Abstain 0 Absent

Motion carried unan.

***Approval of Forcible Entry Door System***

**MOTION:** Commissioner Erichsen moved to approve the purchase of up to \$6850 for the purchase of the equipment and training for the Forcible Entry Door Training System, seconded by Commissioner Bragg.

VOTE: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried unan. It was noted that this would come out of the Chief's Budget.

***Approval of Hands –on Training Class at the NYS AFC Conference***

**MOTION:** Commissioner Erichsen moved to approve up to \$1100.00 for the course, 2 nights hotel stay and meals, seconded by Commissioner Fraino.

VOTE: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried unan. It was noted that members attending this class would bring the training back to the district. All receipts for meals must be turned in to the District office. Hotel is for Wednesday and Thursday nights, training is all day Thursday.

***Approval of District vehicles***

**MOTION:** Commissioner Erichsen moved to approve the following:

1. Members attending the course at NYS AFC have use of 31-80 for 3 days-June 11,12, and 13 2014.
2. Two Chiefs vehicles with 9 members will be used to attend the NYS AFC conference on June 13, 2014.
3. The District will purchase breakfast and dinner on June 13, 2014 for those members attending the conference.

Seconded by Commissioner Bragg.

VOTE: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried unan.

**Approval of Station 2 Sink Hole Repair**

**MOTION:** Commissioner Bragg moved to approve the hiring of Valley to repair the sink hole in the driveway of Station 2 and to authorize spending up to a maximum of \$3000 for this repair, seconded by Commissioner Palladino.

VOTE: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried unan.

**LOSAP**

There was discussion regarding the report from Focused Wealth Management (last month), our current funding status, and changing the years from 20 to 30. Tony Hill (Penflex) and Scott Dow (legal counsel) were contacted. If approved, it could be retroactive to 2013 and we would have to look at budgeting per year. A public referendum would be needed. There is still the question of 100 % funding. More research to be done and will table until next meeting.

The Board directed Secretary pro tem Steve Lee to send something to the District Clerk while she is recovering from her medical issue.

**Annual Generator Service**

Chief will follow up on the generator service schedule for St 1. and St 2, as well as 31-10, 20 and 30. To report at next meeting.

The board thanked Steve Lee for helping out while the District Clerk is out of service due to medical issues.

**23. EXECUTIVE SESSION**

**MOTION:** Commissioner Fraino moved to go to executive session at 8:25 PM to discuss a personnel matter related to a District officer, seconded by Commissioner Palladino.

VOTE: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried unan.

**24. Return to regular session**

**MOTION:** Commissioner Fraino moved to return to the regular session at 8:47 PM, seconded by Commissioner Erichsen.

VOTE: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried unan.

**MOTION:** Commissioner Fraino moved that the District's expectations is for Assistant Chief Jim Anzalone to successfully complete the Fire Officer 1 course as required by the Highland Fire District, Seconded by Commissioner Erichsen.

VOTE: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried unan.

**25. Adjournment**

**MOTION:** There being no further business, Commissioner Bragg moved to adjourn at 8 :49 PM, seconded by Commissioner Fraino.

VOTE: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried unan.

Respectfully submitted,  
Steve Lee , Secretary Pro Tem

Transcribed by,  
Denise A Holzberger, District Clerk

DRAFT