

EAST CLINTON FIRE DISTRICT

July 11, 2018

COMMISSIONERS MEETING – FINAL

Regular Meeting 7:30 PM

COMMISSIONERS IN ATTENDANCE:

Stephen Forschler, Chairman
Byron Calame
Kevin Russell
Robert Trzcinski
Arthur Weiland

ALSO IN ATTENDANCE:

Robert MacLeod, Attorney for the District
Robert Simon, Treasurer
James Passikoff, Accountant (Left at 8:15 p.m.)

Chairman Forschler called the meeting to order at 7:30 p.m. and explained to the public the process of reviewing the Vouchers and Financials.

CORRESPONDENCE:

1. From NYS DEC dated June 25, 2018 – 2018 Volunteer Fire Assistance Grant – Application deadline August 10 2018 – Chief Estes has a copy and is working on it. To Secretary for file.
2. From MacLeod to Eglit – Audit response – To Secretary for file

MINUTES:

Motion to accept the June 13, 2018 regular meeting minutes as corrected made by Commissioner Calame and seconded by Commissioner Russell.

Commissioner Calame	Aye	Commissioner Trzcinski	Aye
Commissioner Russell	Aye	Chairman Forschler	Aye
Commissioner Weiland	Aye		

Motion carried 5-0

FINANCIALS:

Having reviewed the vouchers, a motion to pay the bills per the abstract dated as of July 11 , 2018 made by Commissioner Trzcinski and seconded by Commissioner Russell.

Commissioner Weiland	Aye	Commissioner Calame	Aye
Commissioner Trzcinski	Aye	Chairman Forschler	Aye
Commissioner Russell	Aye		

Motion carried 5-0

Motion to accept the bank statement for the period ending on June 31, 2018 and in agreement with that noted on balance sheet as put forward by Mr. Passikoff with no exceptions made by Chairman Forschler and seconded by Commissioner Weiland.

Commissioner Calame	Aye	Commissioner Trzcinski	Aye
Commissioner Russell	Aye	Chairman Forschler	Aye
Commissioner Weiland	Aye		

Motion carried 5-0.

Status of audit – Mr. Passikoff said Mr. Eglit has not returned his call yet. Mr. Passikoff has two files of bills from 2018 which Mr. Eglit has not looked at yet. He has called Penflex and they are working on the report and expect to have it finished by month end. Mr. Passikoff will get a pdf copy and will forward to Mr. Eglit. Commissioner Weiland said the Town of Clinton letter has been held up – he will sort that out. Mr. Simon said he has copies of both of the checks from the Town of Clinton which should satisfy Mr. Eglit. He will fax or email copies to Mr. Eglit and copy Mr. Passikoff and Commissioner Weiland. Commissioner Trzcinski will follow up with Pleasant Valley and Mr. Garwood for their responses.

Generator – The Crown bill needs to be examined to see if there were charges for the generator. Mr. Simon will follow up.

Passikoff's Monthly Report – Mr. Passikoff explained the transfers and unknown categories which were corrected in June and put in the right categories. The LOSAP column is showing a \$36,800 loss this year as the market has not performed. Commissioner Calame discussed his concerns about the account and the steep fees associated with the funds. Chairman Forschler said we are free to seek out other companies and their recommendations. Commissioner Calame said we have a responsibility as a Board to act with due diligence with investments – he will come back to the Board next month with suggestions.

FIRE POLICE: Tim Odell n/a

DEPARTMENT: Monthly calls: 4 Year to Date: 61

Car 1 - Don Estes

- Tomorrow the chief staff of East Clinton is meeting with the chief staff of West Clinton. Topics of discussion will be mutual aid plans, fire and EMS, and other concerns. In August, East and West Clinton are working together to complete the annual live burn.
- David Van Leuven and Brandon Colley successfully completed Firefighter 2.
- Sexual harassment and workplace violence modules are in and will be part of the next drill.
- ISO rating is a requirement for the grant application. It's a 50 50 match up to \$3,000.
- New gas meters are on 38 and 12 (the tanker and engine).

- Projects are going very well. We need to ramp up surplus sales which have been stagnant. The offer on the jaws did not come to fruition. We will try to get these items on a website more specific to fire and EMS.
- Bailout system is almost complete. We will be able to complete training here.
- New hazmat damage control trailer is in and repainted. The next drill will include running all the equipment and re-organizing and inventorying the equipment and taking from the small trailer and putting in the big trailer.
- There was a structure fire last Saturday across from post office – Mr. Bathrick and son were at the station and Chief Estes was home so they were on the scene in less than three minutes and in five minutes with the engine. It was the best stop in 40 years. All teams did a great job. The start of the fire was caught on the home surveillance.

Car 2 - Jim Bathrick n/a

Car 3 – Jim Ruffell Sr.

- Maryann Thompsett talked to Shrek about the electric problem. Shrek says it's not the generator - it's the regulator between the generator and the gas tank. Schrek can't get to it so it will have to go back to wherever it was built so they can fix the regulator. Commissioner Russell will call Crown to see if they can fix the regulator.
- 63 is filling up with oil. We won't go back to Premier. Hopewell will have to be the apparatus place and since they don't do tires, Mavis will do tires.

SUPPORT: Lynn Estes

- The only item was the generator which has been taken care of by Mr. Ruffell.

RESCUE: Chairman Forschler Monthly Calls: 19 Year to Date: 68

- There were 19 dispatches in June; 15 ambulance responses; 16 EMS on scene
- Two mannequins have been purchased from Simulades with electronic feedback.
- The ambulance had a blowout while on a call – new rear tires are required – this is an urgent need.

SAFETY: Ed Olson

- The committee met the other night and broke the fire house into different zones as follows: kitchen, outside grounds, bay area, meeting and rest rooms, storage areas off pavilion, pavilion and attic, vehicles. A different member was assigned to each zone and handed an inspection sheet so they can address safety issues for their particular zone. Zone inspections will occur quarterly. The committee will meet three or four times a year and bring any issues that need correction and people responsible for each zone will be switched around.
- It was agreed at the meeting that an annual inspection of all issued district equipment is necessary to ensure all equipment is up to date and in good condition.
- A safety letter will be going out to all members informing them of the safety criteria that needs to be met and what failure to comply will mean. This has raised the questions of

how this will affect LOSAP since you have to be an active member, the department has their own definition of active member which does not include safety, and do you need the physical and drills to participate in social events, meetings, etc. Physicals will be scheduled in October. If our goal is to synchronize the physicals and someone is out of sync, the District will have to foot the bill. Chairman Forschler will contact TEK to get their recommendation on how to synchronize the physicals. Commissioner Calame said the verbiage should be changed to state that the District is synchronizing the physicals so even if you had one in April, you will need another one on October. Safety training can be met by attending a minimum of six drills in any calendar year or if that is not possible, by working with Don Estes to get the training. Videos are available for blood borne pathogens, workplace violence and sexual harassment training.

- Commissioner Trzcinski asked about the cleaning of equipment. Chief Estes said we don't have the extra equipment or the number of interior firefighters to hold anyone back while equipment is sent out to be cleaned. We would need to determine a set number of new turn out coats that are essentially utilized as spares. The gear that is retrieved from non-active firefighters will probably cover us without buying new gear. Commissioner Russell said there should be a commercial washing machine at the firehouse. That would take a lot off the table. Chief Estes said the situation has been recognized. Before we spend any money, let's get back what's out there not being used and then re-assess where we are at. Old gear that does not meet current standards needs to be cut up and thrown away.

MEMBERSHIP: n/a

OLD BUSINESS:

Town of Washington Contract - Chairman Forschler said a letter was sent to the Town of Washington and we have not gotten a response back from Mr. Cifferri. Chairman Forschler will contact Mr. Cifferri if nothing is heard by next month.

Bean Store – No change. Chairman Forschler has not heard anything from the Department of Public Works so will call them again.

Copier update – Commissioner Trzcinski and Mr. Ruffell were supposed to get together regarding access codes with the goal of determining what the copier is being used for. Mr. Ruffell said he will be at the firehouse Monday night.

Cancer Insurance – Commissioner Trzcinski said the PERMA underwriters don't have it all formulated yet, but we should budget about \$275 a person for interior firefighters and not just the current firefighters. If someone was an interior firefighter and had had their FIT tests and don't have cancer and are still an active firefighter, they are on the list even if they are not currently interior. Those people need to be identified.

Letter to Mike McCormack – Chairman Forschler will sign the letter and send out.

The Pit – The pit is no longer there. Theron Tompkins, Town of Clinton Highway Superintendent, came in and put in some fill. Chief Estes said it looks fine.

Executive Session –

A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski that the Board adjourn to executive session with Mr. MacLeod and Chief Estes to discuss personnel issues and a possible litigious situation.

Commissioner Weiland	Aye	Commissioner Calame	Aye
Commissioner Trzcinski	Aye	Chairman Forschler	Aye
Commissioner Russell	Aye		

Motion carried 5-0

A motion was made by Commissioner Russell and seconded by Commissioner Trzcinski that the Board return to public session at 9:30 p.m.

Commissioner Weiland	Aye	Commissioner Calame	Aye
Commissioner Trzcinski	Aye	Chairman Forschler	Aye
Commissioner Russell	Aye		

Motion carried 5-0

A motion was made by Chairman Forschler and seconded by Commissioner Russell that the Board authorize the attorney to send a second letter to the three members who have not responded to the first participation letter asking them to return their equipment.

Commissioner Calame	Aye	Commissioner Trzcinski	Aye
Commissioner Russell	Aye	Chairman Forschler	Aye
Commissioner Weiland	Aye		

Motion carried 5-0.

Response Letter – Everyone has a copy of the response letter that was drafted in answer to a question a member of the public and department had relative to the LOSAP procedure which was formulated by Chairman Forschler and modified by Commissioner Calame.

A motion was made by Commissioner Trzcinski and seconded by Commissioner Calame authorizing Chairman Forschler to send the letter.

Commissioner Weiland	Aye	Commissioner Calame	Aye
Commissioner Trzcinski	Aye	Chairman Forschler	Aye
Commissioner Russell	Aye		

Motion carried 5-0

Commissioner Calame will forward the letter to the Secretary who will prepare it for Chairman Forschler's signature.

Brush Truck – The referendum went in the paper on the 20th and needs 30 days.

Budget – The budget needs to be submitted to the Town by the end of September. Chairman Forschler will forward by email some possible dates. Board members should plan on meeting at least two nights in August.

Liquor Liability – Commissioner Trzcinski said there is an extensive form that needs to be filled out from Utica National Insurance Group. We are covered if the alcohol stays with member. If alcohol is provided to non-members, the District needs to supply insurance. The Company has to communicate to the Board what they are doing with alcohol and non-members. The Company needs to fill out what they can on the form. Chief Estes said we get a liquor license to serve beer. Mr. MacLeod said he thinks the district should pay for the alcohol insurance policy whether its on site or off site to protect the district. Ed Olson will fill out the paperwork and get it back to the Board.

Table of Contents - Commissioner Weiland asked if the Secretary could do a Table of Contents for the OSHA program document. This will be done and distributed to the Board.

Access to the video system – Mr. Simon was going to look into what is entailed to gain access to the video system as no one has access at the current time. Mr. Ruffell said you need a key and suggested Mr. Simon call Rest Assured who will come out and open it up.

Inventory – Mr. Simon is making progress on that. He said we are waiting for individual inventory then will move on to equipment inventory. Chief Estes said we will be doing inventory with turn out gear prior to year-end. We need a list of everybody's equipment. There will be more to inventory going forward. Mr. Simon said he met with another fire company and can take all their information and put it in a spreadsheet and work with that.

Contact list – Commissioner Trzcinski asked Mr. Olson if the list is complete.

LOSAP – Commissioner Calame said we need the annual report from Penflex containing the estimated contribution for 2019. Commissioner Calame will contact Ed Hoolihan.

PUBLIC COMMENT:

- Tony Irlkiewskij, 2244 Salt Point Turnpike, asked about the availability of the report regarding the new firehouse that was referenced and attached to the June minutes – he was informed that report will be put on the website. He also said someone should look into a cheaper cost for cable – the District is paying \$270 a month which seems really high. Mr. Simon will look into that.
- Chief Estes said since the Board is aware of the parking issue at the store and nothing is being done about it, a liability exists for the District. He suggested to remove the liability from the District, the Board send a letter to the Beans requesting they do not permit parking in front of the store. Once they receive that letter and if they still permit parking, then the liability is somewhat off the shoulders of the Board. There was some discussion about what can be done and who is the authority who has some teeth. Commissioner Weiland will talk to the Beans about the parking issue and report back to the Board next month.

- Chris Gammone, a department member, said the department is actively on a recruitment campaign.

ADJOURN

A motion was made to adjourn the meeting by Commissioner Russell and seconded by Commissioner Calame at 9:55 p.m.

Commissioner Weiland	Aye	Commissioner Calame	Aye
Commissioner Trzcinski	Aye	Chairman Forschler	Aye
Commissioner Russell	Aye		

Motion carried 5-0.

The next meeting of the Board of Commissioners will be held on Wednesday, August 15, 2018.

Respectfully submitted,



Karen Buechele, Secretary
East Clinton Fire District