

EAST CLINTON FIRE DISTRICT

August 12 2020

COMMISSIONERS MEETING – FINAL

Regular Meeting 7:00

COMMISSIONERS IN ATTENDANCE:

Stephen Forschler, Chairman
Michael DiGiacomio
Kevin Fierro
Russell Tompkins
Robert Trzcinski

COMMISSIONERS ABSENT:

ALSO IN ATTENDANCE:

Robert Simon, Treasurer
Jim Passikoff, signed off at 7:30 p.m.
Roderick MacLeod, Attorney for the Board, arrived at 8:00 p.m.

Chairman Forschler called the Zoom meeting to order at 7:00 p.m. and explained to the public the process of reviewing the Vouchers and Financials.

CORRESPONDENCE:

- Dated August 1, 2020 from MES Lawmen – Scott Air-Packs/Self Contained Breathing Apparatus are due to their NFPA/Scott required functional flow testing - Chief Estes said that testing was done in April.
- RBC Wealth Management Account Statement July 1, 2020 – July 31, 2020 – Commissioners copied
- From Ford dated July 2020 – 2019 F-350 Ford Truck Warranty Extension – to Kevin Russell
- Training October 24, 25 – NYS Association of Fire Chiefs – to Chief Estes
- Paychex Posters – Post at firehouse
- From Pinsky Law Group – Fire Dept. Law & Management Resource Manual for sale – No interest
- From Marshall and Sterling Welcome Card – to Commissioner Trzcinski
- VFIS News – to Chief staff
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MINUTES:

A motion was made by Commissioner Trzcinski and seconded by Commissioner Tompkins to accept the July 15, 2020 regular meeting minutes as amended.

Commissioner Trzcinski	Aye	Commissioner Fierro	Abstain
Commissioner Tompkins	Aye	Chairman Forschler	Aye
Commissioner DiGiacomio	Aye		

Motion carried 4-1-0.

FINANCIALS:

A motion was made by Commissioner DiGiacomo and seconded by Commissioner Tompkins to pay the bills per the updated abstract dated July 31, 2020. Commissioner Tompkins said check #3066 in the amount of \$1,406 for the cancer benefit insurance is lower than he was expecting. He remembers \$188 per person for ten people so was expecting a bill for \$1,880. Mr. Simon said all insurance bills will now be paid in March so the amount of \$1,406 is for three-quarters of the year.

Commissioner Trzcinski	Aye	Commissioner Fierro	Aye
Commissioner DiGiacomo	Aye	Chairman Forschler	Aye
Commissioner Tompkins	Aye		

Motion carried 5-0.

A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski to accept the bank statement for the period ending on July 31, 2020 and in agreement with that noted on the balance sheet as put forward by Mr. Passikoff with no exceptions.

Commissioner Fierro	Aye	Commissioner Trzcinski	Aye
Commissioner DiGiacomo	Aye	Chairman Forschler	Aye
Commissioner Tompkins	Aye		

Motion carried 5-0.

Independent audit – Mr. Passikoff said the auditors are waiting on the representation letter that Chairman Forschler and Mr. Simon have to sign. Mr. Passikoff gave a copy of the letter to Mr. Simon on Tuesday. Chairman Forschler said he signed it last night. Mr. Simon will scan the letter and send it in to the auditors. Chairman Forschler asked if all the issues have been taken care of and Mr. Passikoff said we will wait until we get the final statement and will then draft a reply to it. He said we should receive the final audit within a week of the auditors receiving the representation letter. They will email it to Mr. Simon.

Reserve Fund Correction – Chairman Forschler asked Mr. Passikoff if he has looked into whether the \$9,000 that was discussed at the last meeting had been paid as we thought it had. Mr. Passikoff believes so as he confirmed with what is in the ledge and we can see the transactions. This is not an issue.

Commissioner Trzcinski said he had a few questions for Mr. Passikoff but would speak to him off line.

Budget Workshop – will be held on Thursday, August 20th at 7:00 p.m. and will be a zoom meeting. Mr. Passikoff asked if the assessed valuation of the fire district will be available by then. Commissioner Trzcinski said the assessor is working on it. Mr. Passikoff will send out the budget information without the assessment information. The secretary will send Mr. Passikoff the commissioner’s mailing addresses.

FIRE POLICE: Tim Odell – Not present.

DEPARTMENT:

Car 1 – Chief Don Estes – Monthly Calls: 13 Year to Date: 62

- The drill will be on August 18th and will start with a classroom session on outdoor electrical emergency safety then we will split up into five groups and work on a new module on water sources and will try to identify all the water sources in the district.
- Driver re-certifications are almost complete.
- We will be doing a massive clean up one day in the near future – a complete toss out. He will be looking for approval for a 20 yard dumpster. Chairman Forschler recommended Recycle Depot for the dumpster for cost and service.
- The old surplus education equipment will be going to a fire department on the Canadian border donated with a no liability clause. Chairman Forschler asked if these items that are being donated have been declared as equipment surplus and Chief Estes said yes.
- The turn out for calls has been tremendous and we skated through the recent storm well.
- Our budget items are lined up for the budget meeting.

A motion was made by Chairman Forschler and seconded by Commissioner DiGiacomio to authorize up to \$500 for a 20 yard dumpster to enable the department to do some serious cleaning in the facility. Commissioner Trzcinski suggested utilizing the town dump for any recyclable items. He said they have a metal bin that is free to use. Chief Estes said not much metal will be thrown out – it’s a lot of non-burnable wood, hoses with the couplings cut off, etc. etc. but if a commissioner would like to come with a pick up truck and take what metal there is to the town dump, that would be fine. When asked, Chief Estes said he is confident he can fill a 20 yard dumpster. However, after we inventory everything, if we think we can go with a smaller one, we will. Commissioner Trzcinski said he thinks \$500 is steep and suggested the cut off metal parts get thrown in the town dump’s metal bin and the rest of the stuff get cut down and thrown away every week when there is room in the firehouse dumpster. Commissioner Tompkins thought the department should be able to get this all done in one day, not piecemeal.

Commissioner DiGiacomio	Aye	Commissioner Trzcinski	Aye
Commissioner Tompkins	Aye	Chairman Forschler	Aye
Commissioner Fierro	Aye		

Motion carried 5-0.

Car 2 – Jim Bathrick – Not present.

Car 3 – Assistant Chief Kevin Russell

- We had the hose test done a week ago on Thursday with one failure. That will be put in the budget for next year.

- All equipment is up and running

SUPPORT: Not present.

EMS - Susan deHaan Monthly Calls: 13 Year to Date: 63

- To date, we have had no COVID calls.
- Last month's drill covered basic first aid and was well attended. We will be covering certified first aid will be holding more CPR classes as soon as we can start teaching again.
- The next drill will cover patient transfer as we have gotten a few new pieces of equipment including a slide board and a mover in the form of a chair. We will cover how to safely, efficiently, and effectly transport patients onto a stretch and to the hospital.

SAFETY – Chairman Forschler

- We are having our quarterly meeting on Monday, August 24th. We will have the zone inspections done prior to so we can report on the findings at the meeting. There were no safety incidents in the last quarter.

Active Member Roster – One member resigned last month. Mr. Simon has the resignation letter and will forward to the secretary so the member can be removed from the AMR. Chairman Forschler said there was discussion last month about how we will designate who is covered by the cancer insurance and designating the Tier One and Tier Two LOSAP participants. Commissioner Trzcinski said we need the resignation dates of the people who have resigned and their contact information. We need to be able to contact them during the five year coverage period after they have resigned from the district. The secretary will send the current list of Tier One and Tier Two participants to Chairman Forschler.

Physicals – Chairman Forschler said the physicals are scheduled with TEK on October 6th and 22nd and TEK has been provided with a list of names that is on the AMR. The dates have been posted and sent out on the Spotted Dog as an announcement. Everyone has to get a physical in October, even if they just had a recent one.

Facilities Committee – The committee has not met in the last month due to personal commitments. Commissioner Fierro said he will get something going this month. Commissioner Tompkins said Chairman Forschler was going to provide Commissioner Fierro with the drawings and reports that were done previously identifying the deficiencies and including some planning work and also, someone was going to get the name of someone from Roosevelt about a contact that is familiar with doing this sort of work for a fire district. Commissioner Fierro said he has the old plans and the report on the deficiencies. Kevin Russell has the contact for Roosevelt and he is on the Facilities Committee. Commissioner Tompkins

said we need a person who is familiar with firehouse construction, requirements, rules, and laws as a resource to come in and tell us what's deficient and what our alternatives are. Chairman Forschler said our previous insurance carrier offered a service to do evaluations such as this. Commissioner Trzcinski will ask Marshall and Sterling if they have a safety interface or if the company bearing the policies has one but he's doubtful and suggested bringing PESH in. Chairman Forschler will check with Mr. MacLeod and get back to Commissioner Fierro. Mr. Werner said Bill Baldwin, a committee member, has a contact at the Red Cross who was going to let us know what is involved in making the firehouse an emergency shelter.

West Clinton Agreement / ISO Ratings – Commissioner Trzcinski and Chairman Forschler met with two members of the West Clinton Fire Department Board of Commissioners to discuss the potential for coverage for the northern end of our district. We supplied them with a list of addresses which are impacted and sample language of the Town of Washington contract. It was a productive conversation. They are meeting tonight and are planning on discussing the issue and will advise as to how they want to proceed.

Annual Dinner – will be held on September 5th at LaChambord in Hopewell Junction.

Blood Drive – is confirmed for Saturday, October 17th in the bays by the American Red Cross.

LOSAP – Chairman Forschler said not too long ago, a letter was sent to people who had participated but were no longer active, a non-vested participant letter. If those people have less than five years of service, we can get them removed from the actuarial formulation to reduce our annual LOSAP payment. The secretary will prepare a letter of non-vested participants for the September meeting. People going into the Tier Two plan will be taken off the actuarial also. Commissioner Trzcinski will notify Penflex prior to the December 31st time frame.

Brush Truck Weigh In – The information requested by the insurance company has been forwarded to Commissioner Trzcinski and the insurance company. This issue is closed.

Sexual Harassment and Workplace Violence Class – will be held September 15th at the firehouse and all commissioners should attend unless they get this training at work. Participation can be via zoom or in person. Chairman Forschler asked Mr. Simon to get the upgrade to the internet going. Mr. Simon will buy the router and cables.

TEK Service Agreement – All commissioners were forwarded the sample agreement prior to the meeting. Commissioner Tompkins asked if TEK was good with these figures and Chairman Forschler said TEK provided these figures. Commissioner Trzcinski said he is good with this contract.

A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski that we forward the contract to TEK and if they are in agreement, Chairman Forschler is authorized to sign the contract on behalf of the East Clinton Fire District. Commissioner Trzcinski asked if Chief Estes had any comments and he replied he's good with it.

Commissioner Trzcinski	Aye	Commissioner Fierro	Aye
Commissioner DiGiacomio	Aye	Chairman Forschler	Aye
Commissioner Tompkins	Aye		

Motion carried 5-0. Chairman Forschler will email TEK.

Purchasing Policy –Commissioner Trzcinski said it looks good and Chief Estes agreed. Chairman Forschler said there is one verbiage change that needs to be made in paragraph B. It should read \$500 “each” per month for replacement emergency services supplies, removing the word medical in between emergency and services. Mr. Russell said he can work with this policy. This amount needs to be reinstated every year at the reorg meeting so if necessary, the amount could be modified.

A motion was made by Chairman Forschler and seconded by Commissioner DiGiacomio that the Board approves this addendum to the East Clinton Fire District Purchasing Policy Addendum:

The East Clinton Fire District Board of Fire Commissioners (hereinafter the Board) recognizes that day to day repairs, maintenance and supplies of and for the Fire District’s emergency equipment are necessary so as not to compromise the ability of the Fire District to provide proper and effective emergency services. Such repairs, maintenance and supplies may require the Fire Chief, the Assistant Fire Chiefs and the EMS Captain to obtain supplies, repairs and maintenance in a timely manner prior to obtaining Board approval.

This Purchasing Policy Addendum is intended to supplement, but not contradict, the Board’s approved Purchasing Policy or New York State General Municipal Law Article 5-A. This Purchasing Policy Addendum is to provide a method to facilitate the Fire Chief, the Assistant Fire Chiefs and the EMS Captain to obtain supplies for, and to repair and maintain Fire District emergency equipment in full working order.

- A. In the event the Fire Chief or an Assistant Fire Chief:
 - 1. Determines that Fire District emergency equipment requires repair or maintenance; and
 - 2. Determines that approval for such repair or maintenance cannot be delayed until the next meeting of the Board; and
 - 3. Such repair or maintenance does not exceed the total cost of 2,500;

then the Fire Chief or the Assistant Chief may secure such repair or maintenance pursuant to the following procedure:

- 1. Good faith efforts must be made to advise the Fire Chief (if it is an Assistant Fire Chief who deems such repair or maintenance is necessary) and the Chairman of the Board of the need for such repair or maintenance.

2. If the total cost of the repair or maintenance is less than \$1,500, the Fire Chief or Assistant Fire Chief is authorized to procure such repair or maintenance. In no event shall the authority granted herein exceed the total cost of \$3,000 in the period of time between Board meetings.

3. If the total cost of the repair or maintenance is more than \$1,500 but less than \$2,500, the Fire Chief or Assistant Fire Chief shall, before procuring such repair or maintenance:

I. Obtain not less than two verbal quotes for such repair or maintenance; and

II. Obtain the approval of the Chairman of the Board, or in the Chairman’s absence, the Vice-Chairman.

In no event shall the authority granted herein exceed the total cost of \$5,000 in the period of time between Board meetings.

B. The Fire Chief and the EMS Captain are hereby authorized to expend a sum not to exceed \$500 each per month for replacement emergency services supplies, but only if such replacement supplies are needed prior to the next meeting of the Board.

All such expenditures made pursuant to this Purchasing Policy Addendum shall be reported by the Chief or the EMS Captain, as the case may be, in writing, to the Board at the Board’s next meeting.

The Board may review, rescind or amend this Purchasing Policy Addendum at any time.

The authority granted to the Fire Chief, the Assistant Fire Chiefs and the EMS Captain shall expire, without any further action of the Board, on December 31 of each calendar year. At the Board’s reorganizational meeting in January of each year, the Board may consider a resolution as follows: “Upon motion made and seconded, the board hereby (1) Approves the East Clinton Fire District Purchasing Policy Addendum as attached hereto; and (2) Authorizes the Chief, the Assistant Chiefs and the EMS Captain to expend the funds as provided for herein, limited by, and only for the purposes as set forth in the East Clinton Fire District Purchasing Policy Addendum.”

Commissioner Trzcinski Aye Commissioner Fierro Aye
Commissioner DiGiacomo Aye Chairman Forschler Aye
Commissioner Tompkins Aye

Motion carried 5-0.

Salt Point Turnpike/Firehouse Intersection – Chairman Forschler has not heard from Commissioner Balkind.

Support Requirements – Chairman Forschler said he and Chief Estes are in agreement that requirements for continued participation as a support member are the ability to operate and drive the support vehicle and have EVOC. Members of support would be qualified annually. Commissioner Tompkins asked how many people are members of support and are any of them uncomfortable driving that piece of equipment and wondered why this is

necessary. You could be taking people out of service that you can use. Chairman Forschler said that is a fair question – he is trying to raise the bar a bit and from the district’s perspective, there are expenses that go with participation as an active member including physicals, LOSAP, and insurance and there should be qualifications to be a support member. Commissioner Tompkins said he only brings this up with the thought that these qualifications may eliminate some useful people. Chief Estes said he understands that thought but we have to remember that the purpose of the vehicle is rehab and decon – decon is the law and rehab is saving a life. If someone is down here, they need to be able to get that vehicle to the scene. It is not an overwhelming vehicle. Chief Estes said he agrees that to be a member of support, you have to

be able to drive and operate this vehicle, take the decon class, get the physical, and go through the training that he has organized for rehab support people. He said he does not think it will be a show stopper for any members. Chairman Forschler added that it is also important for the support members to know the generator and how to operate it as it is part of the vehicle. Commissioner Tompkins agreed with that as did Commissioner Trzcinski who said there have to be standards in place for the support team to know their equipment. Chairman Forschler said when it is needed, what the support team does is important. Commissioner Trzcinski said decon is not a district directive, it may be state law. Individual firemen also need to be able to do decon and Chief Estes agreed. The support team has a level of responsibility. Chief Estes said support members have a year to take the mandatory classes. In this case, it will be driving class, EVOC and decon classes.

A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski that the district set the minimum qualifications for the support group to include EVOC, decon class, operation of all aspects of the support vehicle including driving the support vehicle, driving and operations to be validated annually and that we give through the end of the year for operation of the vehicle and twelve (12) months to get the EVOC and decon class. Commissioner Trzcinski asked how many times has support responded and driven the vehicle and used the generator. Chief Estes said it is call generated. The vehicle rolls out anywhere from a dozen or less times a year but when it is needed, it is desperately needed. It is operated at every drill. Chairman Forschler said the drill is important. In this district, we may go months without using certain skills and unless you repeatedly drill, you won’t stay sharp.

Commissioner DiGiacomo	Aye	Commissioner Trzcinski	Aye
Commissioner Fierro	Aye	Chairman Forschler	Aye
Commissioner Tompkins	Aye		

Motion carried 5-0.

Mr. MacLeod signed in. Chairman Forschler told him that the board approved the TEK contract and the purchasing policy with a few changes. Chairman Forschler asked him, as a commissioner with the New Hackensack district, how can we get a read on the deficiencies in our facilities relative to some of the requirements for NFPA, PESH, etc. What resources are out

there? Mr. MacLeod said we would hire an architect who has designed fire stations, specifically in New York State, not necessarily to draw the plans, but to understand what is necessary to meet OSHA, PESH and NFPA requirements. Chairman Forschler and Mr. MacLeod will discuss off line for recommendations and Chairman Forschler will forward to Commissioner Fierro.

Public Comment: There was no public comment.

A motion was made by Commissioner DiGiacomio and seconded by Commissioner Trzcinski to adjourn the meeting at 8:26 p.m.

Commissioner Trzcinski	Aye	Commissioner DiGiacomio	Aye
Commissioner Tompkins	Aye	Chairman Forschler	Aye
Commissioner Fierro	Aye		

Motion carried 5-0.

The next regular meeting of the Board of Commissioners will be held on Wednesday, September 16, 2020 at 7:00 p.m.

Respectfully submitted,

Karen Buechele, Secretary
East Clinton Fire District