

**EAST CLINTON FIRE DISTRICT**

February 13, 2019

**COMMISSIONERS MEETING – FINAL**

Regular Meeting 7:30 p.m.

**COMMISSIONERS IN ATTENDANCE:**

Stephen Forschler, Chairman  
Robert Trzcinski  
Arthur Weiland

**COMMISSIONERS ABSENT:**

Byron Calame  
Michael DiGiacomio

**ALSO IN ATTENDANCE:**

Roderick MacLeod, Attorney for the District (arrived 8:15 p.m.)  
Robert Simon, Treasurer  
James Passikoff, Accountant (left at 7:55 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:**

- From RBC, Summary Prospectus
- Fire District Commissioner Training March 28-31, 2019 – Commissioner DiGiacomio may be interested in attending
- Contract Dutchess County Sheriff Office – Commissioners agreed there is no need for this.
- From West Clinton Fire District dated January 12, 2019, re: Samantha Lowes – To Chief Estes
- From RBC dated January 8, 2019 – Update Officers – Commissioners agreed on no change from last year so Commissioners Forschler and Calame will remain as authorized officers with RBC – No action required – to Secretary to file.
- From Wilmington Trust – Statement of Account for 6/1/18 through 12/31/18
- From RBC dated 1/9/2019 – Portfolio Review Period Ending 12/31/18
- Perma 2019 Annual Conference May 23 and 24 – to Commissioner Trzcinski – If no other commissioners can attend, Commissioner Trzcinski will attend.
- Allstate quote dated January 10, 2109 – To Commissioner Trzcinski

**MINUTES:**

Motion to accept the January 9, 2019 re-organizational minutes as corrected made by Commissioner Trzcinski and seconded by Commissioner Weiland.

Commissioner Trzcinski	Aye
Commissioner Weiland	Aye
Chairman Forschler	Aye

Motion carried 3-0

Motion to accept the January 9, 2019 regular minutes as corrected made by Chairman Forschler and seconded by Commissioner Trzcinski.

Commissioner Trzcinski      Aye  
Commissioner Weiland      Aye  
Chairman Forschler      Aye  
Motion carried 3-0

**FINANCIALS:**

Having reviewed the vouchers, a motion to pay the bills per the abstract dated as of February 28, 2019 was made by Commissioner Weiland and seconded by Commissioner Trzcinski. Commissioner Weiland asked if the District wanted to keep renting the water cooler. Chief Bathrick confirmed that the cooler gets plenty of use. Commissioner Weiland suggested that since the recycling bin doesn't get used and Welsh charges a fee for it, maybe it should be cancelled. Mr. Simon will look into that. Chairman Forschler said there are three bills on the abstract that will be paid for out of the equipment purchase fund from Williams Lumber and A-1 Communications and the reimbursement from Tractor Supply. The transfer equals the sum and total of the three bills.

Commissioner Trzcinski      Aye  
Commissioner Weiland      Aye  
Chairman Forschler      Aye  
Motion carried 3-0

A motion to accept the bank statement for the period ending on January 31, 2019 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. Mr. Passikoff said the financials are preliminary because December 2018 has not been finalized.

Commissioner Trzcinski      Aye  
Commissioner Weiland      Aye  
Chairman Forschler      Aye  
Motion carried 3-0

ACH account is set up and complete.

AUD – Per Mr. Passikoff, the AUD is on schedule for the February 28, 2019 filing. Mr. Passikoff suggested waiting until the March meeting to rectify anomalies in the budget as it is all minor items.

Audit – RBT – Mr. Passikoff said it is in motion. Chairman Forschler has signed the engagement letter which was sent in.

Floating Pump Grant – We have received the \$1,500 from the grant to offset the \$3,000 expense. Mr. Simon has deposited it.

Matt’s Auto Body – There was a misunderstanding with Matt’s Auto Body relative to his offer to buy the bed, lights and bumper. The initial understanding was his offer was \$1,350 but it is actually for \$800.

A motion was made by Commissioner Weiland and seconded by Commissioner Trzcinski that the Board accept the \$800 offer from Matt’s Auto Body to purchase the bed, lights and bumper.

Commissioner Trzcinski      Aye  
Commissioner Weiland      Aye  
Chairman Forschler      Aye

Motion carried 3-0

Mr. Simon will pick up the check.

Check for Ian Adams Fund – Mr. Simon said there was a fundraiser in 2011 and a check for \$65 to the Adams family was never cashed. Citizens Bank sent the District a check for \$65 which was in the account. That money belongs to the Adams family. The check should go to the Department. Since the check was written to the District, Mr. Simon will deposit the check then make out a check to the Department.

A motion was made by Commissioner Weiland and seconded by Commissioner Trzcinski directing Mr. Simon to cash the \$65.00 check made out to the District and write a check for \$65.00 to the Department. This will appear on the March abstract.

Commissioner Trzcinski      Aye  
Commissioner Weiland      Aye  
Chairman Forschler      Aye

Motion carried 3-0

**FIRE POLICE:**      Tim Odell      N/A

**DEPARTMENT:**      Monthly calls:      11      Year to Date:      11 as of January 31, 2019

Car 1 – Don Estes

- This month’s drill will be held on Thursday, February 21<sup>st</sup> at 1800 hours – Forest Ranger Hanno will be conducting a class on search and rescue techniques.
- 38-38 and 38-12 have had their annual inspections. 38-63 is out of service for clutch and front end repair.

- Annual driver recertification is going well. There is a list posted in the officer's room that reflects the progress. Commissioner Trzcinski said he needs the driver's list for 2019 as soon as the certifications are done.
- Chief Estes is requesting the Board to approve/endorse a fourth mandatory modular covering HIPPA. We have the mandatory modules covering BBP, workplace violence and sexual harassment. This is at no cost. All members must complete each module, attend a minimum of six drills and receive their annual physical to respond to calls in 2020 – Chief Estes said the policy should have changes to reflect the fourth module.
- Currently there are four subsidiary groups in the fire company – Fire, EMS, Support and Fire Police. Chief Estes is requesting approve of the creation of a fifth group – Driver. This would help create a stronger membership base by permitting membership for individuals who only wish to drive district equipment. Mr. MacLeod said he supports this and said each apparatus should have a separate list of requirements, i.e. an ambulance driver does not need pump ops, and an individual should belong to the subsidiary group that the apparatus belongs to. Chief Estes disagreed with that saying each group has requirements and these would not be applicable to the driver, i.e. any fire person needs firefighter one. Commissioner Trzcinski said currently there is no medical test for drivers. Chief Bathrick said that would fall under the DOT card with TEK. Commissioner Trzcinski said the person would have to be a member of the company approved by the District. Commissioner Weiland asked about workplace safety – how would PERMA look at this? Commissioner Trzcinski said he would defer to Mr. MacLeod – this individual would need all the training like anyone else. Chief Estes said the support group physical is up to the standards of being a driver.
- We have been led to believe that NYS does not permit social membership in fire companies. Is this true? Please ask the attorney.
- We still have surplus equipment – we need the trailer space. Chief Estes suggested considering posting an announcement for sealed bids on the surplus equipment.

Car 2 – Jim Bathrick – nothing to add to the above report by Chief Estes.

Car 3 – Jim Ruffell     N/A

**SUPPORT:**    N/A

**RESCUE:**     Monthly Calls:    9     Year to Date:    9

Susan deHaan

- Aside from the monthly calls, we assisted MVA three times so that's 9 plus 3.
- Transport – NDP has signed a contract with Vassar – they now will have to have a dedicated unit out of Rhinebeck to transport from Ellenville Hospital to Vassar or Vassar to some nursing homes. This means our ALS coverage might be even less. We may get

a fly car or may get nothing. The contract was signed February 4<sup>th</sup> so has not impacted us yet. Mobile Life is sending more fly cars out of Kingston. Chairman Forschler said this is further evidence we need a county wide EMS system. He asked how many of the 9 calls were mutual aid to Stanford – one in January and one in February.

- Update on the stretcher in the ambulance – The power lift was not going up and down – there was a problem with the battery. MSTAR came out to do annual maintenance and said the batteries needed to be replaced. While we were waiting for the batteries to come, the current batteries swelled and corroded some wires. The parts were ordered and we are waiting for them to arrive. We are using the stretcher manually at this time. There will be one bill for annual maintenance and another for the wires that needed to be replaced.
- Nate Silviens is taking the practice EMT test on Saturday.
- We would like approval to take the ambulance and rescue equipment to an event at the Clinton Library on March 21<sup>st</sup> where we will cover EMS response and safety in the home. The library is in district and the ambulance will be in service as per policy.
- We have contacted Mid-Hudson Regional and have arranged for a C & E class on April 22<sup>nd</sup> that will cover LVAD's (left ventricular assist device). Jim Ruffell has one implanted and we need to know what to do with it. The class will be from 7 to 9 and will be open to everyone. They will be sending out a flier. When we get the flier we will make sure Pleasant Valley is aware of it as well as that is where Mr. Ruffell lives.

The Safety Committee quarterly meeting will be held on February 19<sup>th</sup>. People need to be working on their zone inspections.

Brush truck – Chief Bathrick provided an update – The boxes and unit are mounted, the radio is put in. The truck will go to Hopewell next week to get the fuel line, front and back lights and the siren hooked up and the button for the hose rewind to be moved down to the lower panel for accessibility. Once it comes back from Hopewell, it will go to K and K to get the lettering done. Quarter hose, suction and nozzles have been ordered. We will see how loud it is and, if necessary, get ear protection on the truck. Does not need plates. This is a truck that could potentially get called out of state so Commissioner Trzcinski will get it registered so it can go out of state. Many thanks to Chiefs Estes and Bathrick for all their work on the truck.

Rehab generator – started Monday night and ran well.

Surplus equipment status – No internet action, MES said no thanks, Gordon Fire said the equipment is too old. No one has any interest in it. Chief Estes said we really need the trailer space – can we donate the jaws and the extinguisher? Mr. Simon has the fingerprinting machine. Commissioner Weiland asked if anyone has looked on E-bay to see if these items are selling. Chief Estes said we have been circling the drain on this for 10 months – it's time to pull the plug. Attempts continue.

Mannequins – There are five old moldy mannequins in the rescue squad room that are also out of date.

A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski to allow the rescue squad captain to dispose of outdated and unfit for use CPR mannequins at her discretion and declare this surplus equipment.

Commissioner Trzcinski       Aye

Commissioner Weiland       Aye

Chairman Forschler       Aye

Motion carried 3-0

Sexual harassment policy – It is required that the District have a sexual harassment policy that meets NYS standards. The policy that is in everyone’s folder is verbatim to the sample policy on the NYS website. We need to designate a responsible person. Chairman Forschler suggested not naming a person but a position – his suggestion is the safety representative from the Board of Commissioners.

A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski that we accept into our policy book the sexual harassment policy as downloaded off the NYS website and we designate the responsible person to be the commissioner representative to the safety committee. Two copies of the policy should be at the firehouse for the district chiefs and one should be posted where everyone can see it. If a contractor is on the premises, he should be told about the policy and the policy should be made available to him to read. The member of the company that brings the person on the grounds is responsible for that person’s actions. Commissioner Weiland suggested it may be reasonable to look at this policy for all forms of harassment as it is detrimental to allow harassment in any form. Chairman Forschler noted that at the end of the policy it refers to civil rights acts, human rights law, etc.

Commissioner Trzcinski       Aye

Commissioner Weiland       Aye

Chairman Forschler       Aye

Motion carried 3-0

ISO – Chairman Forschler has had no further discussions with Todd Martin from WC. This will be tabled until the March meeting.

45/55 – Mr. MacLeod submitted the application to the state fire administrator a week and a half ago.

LOSAP – Chief Estes updated the Board on the 2018 final point tabulation. There was one challenge to the 2018 final tabulation which was from Heather Fitzsimmons who was a few calls short of the required number of fire calls. Chiefs Estes and Bathrick did a thorough

investigation of the records and found several calls that Ms. Fitzsimmons had participated in but had not gotten recorded. The record was modified accordingly.

A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski to authorize Chairman Forschler to sign the 2018 Sponsor Authorization Form for the Service Award Program for the East Clinton Fire District and Volunteer Fire Department which authorizes Penflex to use the data we submit on this modified form for the active volunteer firefighter service award program for 2018. The data will be used to determine funding requirements for the service award program. Commissioner Trzcinski said the background information on the challenge is that some of those calls were from early in the year starting in March and throughout the year. The year to date LOSAP tabulation is published monthly so Commissioner Trzcinski wondered what paperwork was not kept up to allow those calls to fall through. Chairman Forschler suggested to Chief Estes it would be worth him mentioning at the department meetings that the tabulation is published and people need to look at it. It is posted so that matters can be corrected when they are fresh in people's minds. Chief Estes does do that and will continue to do so to avoid situations like this in the future. Commissioner Trzcinski asked about what mechanism is activates support personnel so they get their points. Chief Estes said they go on standby at the firehouse for a call that they are not called out on directly, they start the vehicle then they wait for the chief to return to sign the sheet. They are activated on all long term situations such as grass fires, structures fires, fatal mva's. That is when the rehab 68 vehicle goes to the scene.

Commissioner Trzcinski       Aye

Commissioner Weiland       Aye

Chairman Forschler       Aye

Motion carried 3-0

Fire Police – would like to hold an event here on February 25<sup>th</sup>.

A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski to allow the use of the building on February 25<sup>th</sup> by the Fire Policy.

Commissioner Trzcinski       Aye

Commissioner Weiland       Aye

Chairman Forschler       Aye

Motion carried 3-0

Lions club – would like to use the building on March 23<sup>rd</sup> for their annual fund raiser.

A motion was made by Chairman Forschler and seconded by Commissioner Weiland to allow the Lions Club to use the meeting room and kitchen on March 23<sup>rd</sup> as they have in the past.

Commissioner Trzcinski       Aye

Commissioner Weiland       Aye

Chairman Forschler       Aye

Motion carried 3-0

Chief Estes will open the building. There is no cooking involved. Chairman Forschler will notify Roger Mastri.

Copier – Mr. Simon said it costs \$3,000 a year for maintenance and toner for both printers – the one in the chief’s office and the one at the secretary’s house – which comes to a little over \$250 a month. Mr. Simon suggested the district cancel the contracts and start maintaining the chief’s copier themselves until it does not function anymore. We can buy the toner ourselves, it’s about \$45 for a cartridge, and bring in help if the copier needs repair.

A motion was made by Chairman Forschler and seconded by Commissioner Weiland to authorize Mr. Simon to cancel the \$250 a month Ricoh contracts.

Commissioner Trzcinski       Aye

Commissioner Weiland       Aye

Chairman Forschler       Aye

Motion carried 3-0

A motion was made by Chairman Forschler and seconded by Commissioner Weiland to allocate \$800 to buy the secretary a printer/fax/scanner that can handle both letter and legal paper and is wireless.

Commissioner Trzcinski       Aye

Commissioner Weiland       Aye

Chairman Forschler       Aye

Motion carried 3-0 Mr. Simon will purchase the printer.

Ed Olsen – submitted a list of the planned fundraisers for 2019 which includes the fish fry that has already been approved, the Easter egg hunt which is a community event, and the lobster dinner and pig roast.

A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski that the Board accept and authorize the department to sponsor these three events for 2019.

Commissioner Trzcinski will contact the insurance company regarding alcohol and the department will get the liquor license and provide a copy to the Board.

Commissioner Trzcinski       Aye

Commissioner Weiland       Aye

Chairman Forschler       Aye

Motion carried 3-0

Ed Olson

- Submitted an active member roster which is 90% done but still needs a little more information added. Sue deHaan has the roster in digital format and will forward to the secretary when it is complete. It is missing a couple of driver license number and expiration dates.



- Submitted an application from Elizabeth Finkle. The company has taken her in as a member. The Board needs to accept her as a member. This needs to go to the Sheriff's office for a background check and will be on the March Board agenda.
- Is in receipt of the annual dinner policy. The annual dinner is May 4<sup>th</sup>. The commissioner representatives on the annual dinner committee are Commissioners Forschler and DiGiacomio. Chairman Forschler said the Board needs to set a date to perform the inspection prior to May 4<sup>th</sup>. The Board agreed on Saturday, April 27, 9:00 a.m.

Inventory system – Mr. Simon said the inventory system is ready to go. He needs the quick call sheets and will continue to update the data.

Electrical work - Commissioner Trzcinski said the outside plugs are in. Next Tuesday the plug will be installed for the laptop. They are GFI plugs. He said the three outside are all on the same circuit. There is one plug outside which is non-gfi and is a safety hazard. We have not yet been billed for this work.

Storage boxes for district records – A motion was made by Chairman Forschler and seconded by Commissioner Trzcinski to authorize up to \$400 to purchase plastic protective storage boxes for records storage.

Commissioner Trzcinski	Aye
Commissioner Weiland	Aye
Chairman Forschler	Aye

Motion carried 3-0

Mold mitigation update – Commissioner Trzcinski said all the sheetrock is off the property and we paid the bill for it tonight. The cleaning of the fire police equipment is out with insurance. There is one storage pod still here. We have a need to do two things: rebuild storage and get the gutter system updated. We need to get quotes. Mr. MacLeod said this work has to be done by prevailing wage. Before he is paid, the contractor has to provide a certificate that employees have been paid the prevailing wage in effect for this labor district. It is the contractor's responsibility to figure out what that wage is. Chairman Forschler said we need to get three bids on two projects – the gutter system the rebuild of the two storage areas. Commissioner Trzcinski will get three bids from three contractors to do both projects. Also, the pod is only rented to the end of March. Mr. Simon will come back next month with proposals.

Accident and health policies – Commissioner Trzcinski said there is a district in DC where the insurance company terminated the sickness portion of the policy. It is not universal but it looks like it's coming to terminate sickness, for instance, if someone had a heart attack on a call, they have to get their own medical coverage. Mr. MacLeod said it is universal – NYS insurance has directed carriers to eliminate the sickness part of the policy because it is not necessary. It is

covered under worker's comp and VFBL. If a heart attack is suffered on fire ground, VFBL will cover it. Commissioner Trzcinski will look into this

Perma grant for equipment washer and drier – work in process.

Social members – Question to Mr. MacLeod – does NYS have any restrictions relative to social members. Mr. MacLeod said there are no restrictions in NYS for a company to have social members or any other kind of members. The district can say no one but active fire fighters can be allowed in the firehouse which would restrict social members. Chief Estes asked if Mr. MacLeod knew of any companies in the area that still have social members. Mr. MacLeod said New Hackensack, Hughsonville, Chelsea and New Hamburg have social members. There are usually restrictions placed on social members. Districts do not accept social members as members. Under VFBL, you have to be an active firefighter. Social members do not need the background checks or a physical but they would need the big four.

Additional subsidiary group – separate category for drivers – Mr. MacLeod said it makes it easier to determine what you need pending on what you are driving. The breakdown is to apparatus. A driver would need to belong to another subsidiary group. An engine driver needs to be in the fire category. An ambulance driver would be in the rescue category. Fire police could drive the brush truck. Anyone who drives is an active firefighter. Chief Estes said each group has its own unique requirements. Everyone has one year to complete classes for that subsidiary group. They need the education necessary to do jobs such as pump ops. Haz mat is not required for any of them but it is a module Chief Estes teaches. Mr. MacLeod said the level of education depends on what you want your driver to do. Mr. MacLeod said his opinion is they should have the first half of FF 1. That would be a distinction the chief makes. It depends on what the chief wants the drivers to do on the scene as to how much training they need. Mr. Simon asked who defines what each driver needs, such as EMT? Chief Estes will write up what the minimum requirements would be for each driver or they stand down.

A motion was made by Chairman Forschler and seconded by Commissioner Weiland to adjourn into executive session with Mr. MacLeod at 9:24 p.m.

Commissioner Trzcinski       Aye

Commissioner Weiland       Aye

Chairman Forschler       Aye

Motion carried 3-0

A motion was made by Chairman Forschler and seconded by Commissioner Weiland to return to public session at 9:38 p.m.

Commissioner Trzcinski       Aye

Commissioner Weiland       Aye

Chairman Forschler       Aye

Motion carried 3-0

A question was asked if a survey exists for the property and it was suggested to contact Commissioner Calame.

**Public Comment:** None

A motion was made by Chairman Forschler and seconded by Commissioner Weiland to adjourn the meeting at 9:39 p.m.

Commissioner Trzcinski        Aye

Commissioner Weiland        Aye

Chairman Forschler        Aye

Motion carried 3-0

The next regular meeting of the Board of Commissioners will be held on Wednesday, March 13, 2019.

Respectfully submitted,

Karen Buechele, Secretary  
East Clinton Fire District