

Verdoy Fire District

988 Troy Schenectady Road
Latham, New York 12110
Phone (518) 785-7291
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BOARD OF FIRE COMMISSIONERS MEETING

Present were:

| | | | | | |
|-----------------------------|-------------------------------------|--------------------------|-------------------------------------|---------------------|-------------------------------------|
| Commissioners Germaine (PG) | <input checked="" type="checkbox"/> | Counselor Terry Hannigan | <input checked="" type="checkbox"/> | President Jasiewicz | <input checked="" type="checkbox"/> |
| Commissioner Leonardo (DL) | <input checked="" type="checkbox"/> | Counselor Tim Hannigan | <input type="checkbox"/> | Secretary Vroman | <input checked="" type="checkbox"/> |
| Commissioner Russell (PR) | <input checked="" type="checkbox"/> | Chief DiNovo | <input checked="" type="checkbox"/> | Treasurer Scimeca | <input checked="" type="checkbox"/> |
| Commissioner Vroman (LV) | <input checked="" type="checkbox"/> | Chief Serio | <input checked="" type="checkbox"/> | Other: _____ | <input type="checkbox"/> |
| Commissioner Bentley (PB) | <input checked="" type="checkbox"/> | Chief Warner | <input type="checkbox"/> | Other: _____ | <input type="checkbox"/> |

The January 19, 2017 Commissioners Meeting of the Verdoy Fire District was called to order at the Verdoy Fire Department by Chairman Patrick Germaine at 7:02 PM.

Pledge of Allegiance & Moment of Silence

Approve Minutes:

December 22, 2016 Commissioner Meeting Minutes approved with no changes.

MOTION: DL

SECOND: PB

VOTE: All in favor, motion carried

January 4, 2017 Organizational Meeting Minutes approved with additions of Hart Alarm Systems and Davey Tree under Resolution 17-11.

MOTION: LV

SECOND: PR

VOTE: All in favor, motion carried

Treasurer's Report:

Treasurer Scimeca reported that as of December 31, 2016, District Funds totaled \$494,697.15.

MOTION: DL

SECOND: LV

VOTE: All in favor, motion carried

- *Brief discussion on the treasurer's report – one distributed night of meeting is the preliminary report. Updated report to follow in about two weeks.*
- *Lengthy discussion on the Credit Card policy, missing receipts, and the purpose of the administrative assistant having a credit card.*
- *Approve the Credit Card Policy as amended*
 - MOTION: LV
 - SECOND: PG
 - VOTE: All in favor, motion carried

Appropriated \$100,000 to pay down the lease of the vehicle. We make two payments, one in April and the other in October. Next payment is in April. Request to make the additional payment in April with the regular payment. *All in favor, approved.*

Request to use conference room on January 30th for about an hour and a half around 7pm. *Approved*

Payment of Bills:

Pay bills per the abstract provided to the Board of Fire Commissioners with recommended changes.

MOTION: DL

SECOND: PR

VOTE: All in favor, motion carried

- *Brief discussion on the old account codes and new account codes*
- *Brief discussion on the Vander Molen bills; expect large bill in February due to additional repairs*

Correspondence:

- Notice from Congressman Tonkos office
- Email from Robert Napier
- Notice from Greenfield Fire District
- Training notices from Association of Fire Districts
- Notice from Pinsky Law Group in regards to training at Turning Stone
- Notice in regards to Fireman's Challenge

Open to the Public: No Comments

Association President's Report:

- Brief discussion on the budget for the 2017 Installation Banquet; bill submission;
 - Approve the payment of \$3,000 for the 2017 Installation Banquet
 - MOTION: PB
 - SECOND: DL
 - VOTE: All in favor, motion carried
- Association is looking to purchase some wearables and is looking for the board to pay for a portion of them. Board requested that he come back next month with a bill.
- Brief discussion on the incentive award and switching it over to the Association so that they have more freedom on how they hand it out.
- Brief discussion on the camera system, who has access, and how they are using it, sending of text messages. President has made everyone aware that there is no right of privacy once you enter the building as it's a municipal building. Complaints made to him about cameras being accessed outside the building.

Attorney Hannigan Report:

- No report

Report of Chief:

- Officers laptop needs to be replaced; Advised to purchase under state contract or come back next month with quotes if purchasing outside of state contract.
- Request to purchase a desktop computer for the Center Learn program to be placed in the training room; advised to come back with quotes once they have designed the Dell computer they are going to need.
- Truck 11 will be at Vander Molen on Feb 24 for repairs and PM, 452 and Rescue 11 will get their PM in early February; Squad 11 will go in to do light towers the week of the 13th
- Car 61 & 62 got new tires put on

- Chief Serio would like permission to bring the Chiefs car plus 1 additional vehicle if necessary to the Long Island Fire Show on February 18th. Deemed to be a VFBL activity for those who attend. Members who attend will receive drill credit. *All in favor, approved.*
- New FAST and extrication tarps are going to be purchased; anticipate they will be \$100 each
- Would like to put together the apparatus committee for the new engine; Chairman will be Chief Warner. Board has requested to see if someone from the board will be on the committee; Chair will advise on that as he was not present. *All in favor, approved.*
- Daytime drills will begin this week

Reports of Commissioners:

Commissioner Leonardo

- Discuss & approve lawn service contract for 2017 (Davey Tree Service)
 - *Approve the 2017 contract with Davey Tree Service*
 - *MOTION: DL*
 - *SECOND: PB*
 - *VOTE: All in favor, motion carried*
- LOSAP has been updated and documents have been posted downstairs.
- Brief discussion on the transition from the old pest control company (Orkin) and the new pest control company (Northeast Pest Control). Was handled by Commissioner Bentley via phone call.
- Lengthy discussion on the new bldg. fire alarm system with monitoring for 2017
 - *Approve the 2017 contract with Hart Alarm Systems, Inc.; They will include 6 months of free monitoring*
 - *MOTION: PR*
 - *SECOND: PB*
 - *VOTE: All in favor, motion carried*
- Brief discussion on the run-off election for our regional director in NYS Association of Fire Districts (we voted in December).
- Out of town end of month
- Brief discussion on the results of the LOSAP meeting; page 5 of treasurer's report shows that we are close to the benchmark. Three people can sign checks, Treasurer Scimeca, Commissioner Leonardo, and Commissioner Vroman will be added.

Commissioner Russell

- Brief discussion on the Procurement Policy and how the iPads were purchased; Mentioned that it was not an emergency; wanted to know how to mention in the minutes to put the purchase on the record. Commissioner Vroman will touch on this under her report.
- Received a quote to purchase a shelf for inside the gear dryer to be able to dry hose inside of it vs. on the floor in the bay.
- Long range plan for management & upkeep of bldg. & grounds; What needs to be updated, repaired, or replaced as the building is ageing.

Commissioner Vroman

- Brief discussion on the need to review and update the District Policies; review two per month and present suggested changes at next meeting. Review Alcohol & Substance Management Policy along with Anti-Harassment & Non-Discrimination Policy, present suggested changes to Commissioner Vroman via email. Will present changes at February meeting.
- Brief discussion on the wireless Connectivity Issues in the banquet hall, one solution is to put in an additional wireless access point, however looking into possibly switching to FiOS. Will try to have something at the next meeting.

- Purchase of iPads was made via email on December 29, 2016. Purpose of email vote was we were saving \$200 per iPad because of a Friday/Saturday deal. Purpose of the iPads is for district business, paperless meetings, and constant contact. There was a majority consensus with yes votes from Commissioner Germaine, Commissioner Leonardo, and Commissioner Vroman. No votes from Commissioner Winn, and Commissioner Russell. The motion passed and the iPads were purchased.
- Out of town end of month.

Commissioner Bentley

- Took care of issues with Orkin

Commissioner Germaine

- Brief discussion on the acceptance of Corey Germaine
 - Approve Corey Germaine pending his physical
 - MOTION: PB
 - SECOND: PR
 - VOTE: DL – Aye, PR – Aye, PG – Abstain, LV – Aye, PB – Aye, motion carried
- Brief discussion on the HVAC issues, everything is up to date
- Fire Extinguishers were all inspected; two were under warranty under Rescue 11
- Brief discussion on firehouse software, purpose, who uses it
- Brief discussion on Center Learn, where it will be set up, type of computer to be used

Old Business:

- CO Alarm Distribution Policy – Chairman Germaine will speak to Chief and remind him of the need for the CO policy prior to distributing the fire alarms that were purchased.

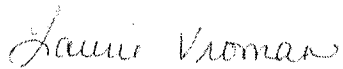
Purchases:

- Purchase shelf for gear dryer for \$473.96
 - MOTION: LV
 - SECOND: PR
 - VOTE: All in favor, motion carried
- Purchase replacement laptop for officers up to \$1500 on state contract
 - MOTION: PB
 - SECOND: DL
 - VOTE: All in favor, motion carried
- Purchase business cards for Commissioner Russell, Commissioner Germaine, and Commissioner Bentley for a total of \$29.97
 - MOTION: DL
 - SECOND: PB
 - VOTE: All in favor, motion carried
- Purchase Commissioners badge for Commissioner Bentley from Emergency Responder Products, Inc. for a total cost of \$51.75 plus shipping and handling
 - MOTION: DL
 - SECOND: PR
 - VOTE: All in favor, motion carried

- Purchase two (2) harddrives for the server for a cost up to \$600
 - MOTION: DL
 - SECOND: PB
 - VOTE: All in favor, motion carried
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- Purchase 3 iPad cases and screen protectors for a cost up to \$100
 - MOTION: DL
 - SECOND: PB
 - VOTE: All in favor, motion carried

Motion made by Commissioner Leonardo with a second from Commissioner Vroman to adjourn the meeting at 10:06PM. *All in favor, motion carried.*

Respectfully submitted,



Laurie Vroman
Secretary