

**PRELIMINARY
MINUTES OF THE REGULAR MEETING
March 23 2010**

The regular meeting of the Danby Fire District was called to order by Commissioner Bowles at 7:34 PM on March 23, 2010 at the West Danby Fire Station.

An Executive Session, consisting of the Commissioners, Attorney Butler, Secretary Bowles, Chief Gaden and Firefighter Adam Crown, was called immediately for a personnel matter pertaining to a particular person.

The regular meeting resumed at 7:44 PM with no Executive Session report.

ATTENDANCE:

Commissioners: Ralph Bowles
Matt Cooper
Wayne Holden
Richard H. Oltz

Absent: L. Patrick Caveney

In addition:	Judd Leonard, Treasurer	John Smith, West Danby Asst. Chief
	Deanna Bowles, Secretary	Scott Wendt, West Danby Chief
	John Gaden, Danby Chief	Attorney Mark C. Butler
	Roger Grant, Asst. Danby Chief	JoAnne Oliver, Asst. Danby Chief
	Adam Crown, Firefighter	Linda Wyatt, Firefighter/EMT
	Simon Wyatt, Firefighter/EMT	Christel Trutmann, Firefighter/EMT
	Sharon Gaden, member	

MINUTES:

Wayne made a motion, seconded by Matt, to approve Feb. 16 minutes. Motion carried with all in favor.
Richard made a motion, seconded by Wayne, to approve Mar. 2 minutes. Motion carried with all in favor.

COMMUNICATIONS:

The following communications were received:

- Arson report on Julian Trutmann
- Simplex Grinnell proposal & contract for a digital dialer at West Danby Fire Station for \$900.00
- Request from Andrew Dunnick for a 3 month leave of absence – approved by Danby Vol. Fire Co.
- Sunstream Corp. asbestos abatement environmental paperwork
- Redemption certificate for Serial Bond (1993) R-16 for \$30,000
- Insurance cards for vehicles – given to Chiefs
- Fire District Affairs*, Feb-Mar 2010

Proposals for roof repair over the original meeting room at Danby Fire Station from Hale Contracting for \$15,900 and from Excelsior Systems for \$16,729.

COMMITTEES:

PURCHASING:

2009 TOG arrived.

BUILDINGS & GROUNDS:

Wayne made a motion, seconded by Richard, to approve Hale Contracting's proposal for roof repair at \$15,900. Motion carried with all in favor. After a recent rain, a couple of inches of standing water was reported to be on the original meeting room roof at Danby Fire Station. Hale Contracting, in addition to the original proposal, proposed installing a drain, at approximately \$3000 for roofer and plumber. Wayne made a motion to obtain written proposals for installing a drain, with a maximum cost of

\$5000. Motion seconded by Richard. Motion carried with all in favor. Richard and Wayne were thanked for cleaning out the existing roof drain.

John Gaden reported that the last snow was not removed at Danby until after several requests. Snow removal contracts will be discussed before the next snow season.

Matt received a quote for repair of the West Danby tile floor and expects another quote next week.

Proposals for outside lighting, at West Danby Fire Station, controlled by a photo electric cell were received. Dick Westbrook quoted \$400 and John Mills Electric Inc. quoted \$1040. Matt made a motion to approve Dick Westbrook's proposal for \$400, seconded by Ralph. Motion carried with all in favor.

Discussion was held on the digital dialer for the alarm system at West Danby. John Smith will follow up with Simplex Grinnell on their proposal and phone line requirements. The alarm system at Danby is being installed by the electrical contractor. John recommended we contact the alarm company for Danby.

Ralph questioned the lack of security at the Danby Fire Station. Bay doors are expected to arrive this week. John Smith will call Streeter Associates and relay our concern.

INSURANCE:

No report.

TRUCKS:

No report.

TOWN BOARD:

No report.

RECORD RETENTION:

Richard made a motion, seconded by Wayne, to approve the secretary attending the following NYS Archives Workshops: Electronic Records Inventory, Apr. 20, Owego; Developing Records Management Policies & Procedures, Apr. 22, Norwich; and Managing E-mail Effectively, May 25, Watkins Glen. Motion carried with all in favor.

POLICY:

Training policy tabled until next month.

A Rope Rescue Policy is needed. John Gaden is looking into doing a risk analysis and the equipment required.

DANBY ADDITION:

John Smith reported good progress. Most of the drywall is up and they are beginning taping. Hood is up, thanks to Richard for its repair. Duct work is up. Rooms in the new truck bay are almost finished. Roof transition is being worked on. Waiting for windows, bay doors, and heat. Most of interior plumbing and piping is finished. John has asked them to hold off working on the entrance until we have another entrance.

AUDIT:

The 2009 AUD has not been completed. Judd hopes to have it available for the auditors next week.

Reports for the Foreign Fire Ins. money have been completed and filed by both fire companies.

CHIEFS REPORTS:

DVFC: A written report was received. Christel Trutmann requested Fire Behavior Arson Awareness, Fire Officer 1, and Principal of Instruction Courses, all at the academy. Will Fox requested EMT Basic Course at the academy. A rabies clinic has

been scheduled for May 6. On Oct. 25, a Smoke Signals Course by Meridian Fire Training Solutions LLC at \$350.00 for both Danby and West Danby will be held. The Training Tower is scheduled from 7 AM-2 PM on Apr. 24 for Danby and West Danby.

The Chiefs show in Harrisburg was discussed.

Richard made a motion, seconded by Wayne, to approve the courses for Christel Trutmann. Motion carried with all in favor. Richard made a motion, seconded by Ralph, to approve the course for Will Fox. Motion carried with all in favor. Ralph made a motion, seconded by Wayne, to approve the Chiefs attending the Harrisburg Show. Motion carried with all in favor. Matt made a motion to approve station usage. Motion seconded by Richard. Motion carried with all in favor. Julian Trutmann requested a Scene Support class in Cortland. Richard made a motion, seconded by Matt, to approve the course for Julian. Motion carried with all in favor. Fun Day on Jul. 10 was discussed due to landscaping. It was determined not to be a problem.

The Executive Session resumed at 9:17 PM and adjourned at 9:37 PM.

The regular meeting resumed at 9:37 PM with the following Executive Session report:

After consultation with counsel, on the motion of Commissioner Wayne Holden, seconded by Commissioner Richard Oltz, and a unanimous vote by the Board, Adam Crown's suspension is hereby lifted.

The Board is in receipt of a letter of resignation from Adam Crown, which is accepted with regrets.

The Board accepts the resignation and acknowledges his status at the time of his resignation as a member in good standing.

WDFD: A written report was received. On Apr 7, West Danby will be using new tones. Trucks will be renumbered.

OLD BUSINESS:

Tax money has been received from the Town of Danby.

Matt has a draft copy of a letter to Ronda Roaring which will be reviewed by Ralph.

NEW BUSINESS:

Wayne made a motion, seconded by Matt, to send a letter requesting quarterly bills for truck fuel for the Danby Fire District. Motion carried with all in favor.

A bill will be sent to the Town of Danby for generator use.

TREASURER'S REPORT:

Matt a motion, seconded by Wayne, to approve the treasurer's report. Motion carried.

Abstract 3 Construction Fund, claims 14 -19 in the amount of \$155,080.45 were audited and the treasurer was directed to pay the bills.

Abstract 3A and 3B General Fund, claims 36 though 60 in the amount of \$48,274.89 were audited and the treasurer was directed to pay the bills.

Meeting adjourned at 10:12 PM.

Respectfully submitted,

Deanna Bowles
Secretary