

**PRELIMINARY
MINUTES OF THE REGULAR MEETING**
date

The regular meeting of the Danby Fire District was called to order by Commissioner Caveney at 7:45 PM on April 20, 2010 at the West Danby Fire Station.

ATTENDANCE:

Members: Ralph Bowles
 Pat Caveney
 Matt Cooper
 Wayne Holden
 Richard H. Oltz

Non-members: Judd Leonard, Treasurer John Smith, West Danby Asst. Chief
 Deanna Bowles, Secretary JoAnne Oliver, Asst. Danby Chief
 John Gaden, Danby Chief Sharon Gaden, Danby member
 Scott Wendt, West Danby Chief

MINUTES:

Ralph made a motion, seconded by Richard, to approve the minutes as corrected. Under BUILDING ADDITION, RKG was deleted from pay applications received. Motion carried with all in favor.

COMMUNICATIONS:

The following communications were received:
 NYS Dept. of Labor Notice of Violation

COMMITTEES:

PURCHASING:

SCBA bottles have been received. TOG has been ordered.

BUILDINGS & GROUNDS:

Danby roof has been repaired.

Mowing advertisements have been sent to DAN and BVW, and will be sent to last year's bidders. It was agreed not to advertise a legal notice in The Ithaca Journal.

The phones at the Danby Fire Station are not working. Verizon will be contacted by Deanna for repair.

INSURANCE:

Matt submitted the following 3 quotes for the water damage to the floor in the West Danby Fire Station: \$3707.10 from Warehouse Carpet, \$2963.93 from Home Right, and approximately \$4100 from Service Master of the Tri Counties. Pat will discuss the quotes with the insurance company.

Discussion was held regarding cleaning and maintenance of the fire stations.

TRUCKS:

John Gaden submitted the following quotes for a brush guard for 443: \$500 from Olsefski and \$900 from Truck Outfitters. John was advised to check the weight of 443 before proceeding.

A quote is pending from Admiral Specialty Vehicles for re-lettering the West Danby truck numbers.

Pat suggested allowing more room between 421 and the bay wall due to construction in that area.

TOWN BOARD:

The AUD has been delivered to the Town Hall. A bill will be sent to the Town of Danby for the West Danby Water District's share of generator expense. In addition, a letter requesting quarterly bills for fuel for the Danby Fire District will be sent.

RECORD RETENTION:

Several personnel forms need to be completed and personnel are being notified.

POLICY:

Matt reported on the ESIP EVOC course. 20-40 students are required. The course is 6 hr. + 4 hrs. of driving. The site for driving was discussed. Matt will check with Emerson and others. Other departments will be invited. Matt will tentatively schedule the course for July 17 and 18.

The ESIP Defensive Driving course is approximately 6 hrs. and costs \$25 per person. The District will pay for District members. The course will be offered to non members at \$25 per person. Matt will check on having the course on week nights.

PESH will be sending a template for the Risk Assessment portion of the Rescue Rope Policy.

A Driving Policy is being worked on.

Workplace Violence Policy is due July 16, 2010.

DANBY ADDITION:

Pat reported the following: truck bay doors are installed; wiring, plumbing and HVAC well underway; completion schedule still needs approval from primes; Rick Sanguinito from Delta suggested holding next pay applications until a schedule is signed; 4th pay applications were received; sheet rock is in place and primed, finish coat of paint will be applied after lights are installed; vestibule remodeling will be done after other exterior doors are secure and accessible; radio antennae relocation is pending; floodlights are being relocated; windows are due May 3; \$540,000 bond is in place as of April 9, 2010; need to coordinate stove hook-up in kitchen after floor is installed; site clean-up has been done in preparation for paving; doors to be keyed next week; and John Gaden will check on Dispatch's ability to close overhead doors.

Tioga Bank is charging \$5 per cashier check, and Pat will check on eliminating the charge.

AUDIT:

AUD and voucher for previous bill have been delivered to the auditor. It was agreed to pay the bill after our receipt of the signed voucher.

CHIEFS REPORTS:

DVFC: A written report was received for March. SCBA bottles are being tested. The Town of Danby received a \$1400 grant for house signs and DVFC has been asked to supply the house signs. One of the computers needs service quoted at \$75. Adam Crown has returned his equipment. A list of equipment to be declared surplus was presented. Wayne

made a motion, seconded by Matt to declare the listed items as surplus. Motion carried with all in favor. A Hold Harmless Agreement was given to JoAnne to have signed by the receiver of the surplus items. WDFD may have items to add and will contact JoAnne. Richard Oltz requested use of the station for Aug. 28th.

WDFD: No report.

OLD BUSINESS:

One set of overhead doors declared surplus has been sold for \$150.00. If the others are not sold by next meeting, they will be scrapped.

Letter of response was sent to Ronda Roaring by Matt.

Deanna was given permission to obtain a website proposal from Ted Crane, along with examples of websites he has done.

Notices of rejection were received by JoAnne Oliver from FEMA for the SCG (Station Construction Grant), and (2) 2009 AFGs (Assistance to Firefighters Grants). JoAnne has submitted requests to FEMA for feedback..

NEW BUSINESS:

John Smith requested permission to attend the Fire Expo in Harrisburg, PA. Matt made a motion, seconded by Wayne, to approve the request. Motion carried with all in favor.

The Dept. of Labor Notice of Violation and Order to Comply was reviewed in detail. John Gaden will arrange a meeting with Mark Smarr to guide us in complying.

TREASURER'S REPORT:

Richard made a motion, seconded by Ralph, to approve the treasurer's report. Motion carried.

Abstract 4A Construction Fund, claims 24 through 26 in the amount of \$104,973.75 were audited and the treasurer was directed to pay the bills.

Abstract 4 B General Fund, claims 87 though 89 in the amount of \$5,790.98 were audited and the treasurer was directed to pay the bills.

Meeting adjourned at 10:15 PM.

Respectfully submitted,

Deanna Bowles
Secretary