

## MINUTES OF THE REGULAR MEETING

February 12, 2013

The regular meeting of the Danby Fire District was called to order by Chairman Westmiller at 7:30 pm on February 12, 2013 at the Danby Fire Station.

### ATTENDANCE:

Commissioners: Gene Beavers  
Ralph Bowles  
Bill Halton  
Richard Oltz  
Wayne Westmiller

Officers: Deanna Bowles, Secretary Treasurer  
John Gaden, Danby Chief  
Scott Wendt, W. Danby Chief

Public:

### MINUTES:

Commissioner Beavers moved to approve January 8, 2013 Organizational Meeting minutes. Motion seconded by Commissioner Bowles. Motion carried with all in favor.

Commissioner Beavers moved to approve January 8, 2013 Regular Meeting Minutes. Motion seconded by Commissioner Bowles. Motion carried with all in favor.

### TREASURER'S REPORT:

Commissioner Halton moved to approve the transfer of \$25,000 from the Operating Fund to the New Equipment Reserve Fund on June 8, 2012. Motion seconded by Commissioner Westmiller. This transfer was not previously recorded in the minutes. Motion carried with all in favor.

Commissioner Westmiller moved to approve the Mandatory Referendum poll workers consisting of Linda Howe as Chairman, Mary Oltz, Dan Clements, Elaine Cortright, and Pat Curran and set pay at \$35 per Town Law 175(1). Motion seconded by Commissioner Bowles. Motion carried with all in favor. Commissioner Beavers moved to approve payment to tonight's poll workers prior to receipt of their vouchers. Vouchers will be received after tonight's Mandatory Referendum and presented on Abstract 3 Operating Account at our next meeting. Motion seconded by Commissioner Halton. Motion carried with all in favor.

A check for the District's levied tax amount of \$381,998 was received today from the Town of Danby.

Commissioner Oltz moved to approve the treasurer's report and to pay Abstract 2 General Fund claims 15-44 in the amount of \$13,898.92. Motion seconded by Commissioner Halton. Motion carried with all in favor.

### COMMUNICATIONS:

The following communications were received:

- PERMA Payroll Audit due April 30, 2013, to be completed by Secretary Treasurer Bowles.
- Affidavit of Publication for the Regular Meetings Notice.
- Fred Pryor OSHA 2013 Workshop for \$179.00
- Suggestion for NYSEG light outside the Danby Fire Station. Chief Gaden checked with NYSEG and found it too expensive.
- 1099-Misc, 1096, and W2 Forms and Instructions, to be completed by Secretary Treasurer Bowles.
- McNeil & Co. policy change – 443 value was corrected to \$34,500.

- No-ethanol gas card information from Fastrac and Mirabito. Commissioner Halton moved to obtain charge cards from Mirabito for both fire companies for purchase of no-ethanol gas for small equipment. Motion seconded by Commissioner Bowles. Motion carried with all in favor.
- AUD information. Secretary Treasurer Bowles is working on completing the AUD.
- Statement of services from Attorney Butler. A charge for the Danby Vol. Fire Company was included and Attorney Butler's office has been notified. His office will issue a corrected statement.
- LENS report on Kenneth VanEtten.
- Secretary Treasure Bowles reported problems with the District fax machine since a new fax machine was installed in the Danby Vol. Fire Company. Chief Gaden will look into it.
- 4-Guys contract
- Fire District Affairs, Jan-Feb. issue – given to Commissioners.
- Lane's Automotive reminder that 1441 is due for inspection.
- Wright Express information – given to the Chiefs.
- SNY Workers Compensation Board Disability Benefits Bureau Rescission of Order for Payment of \$561.00.
- Tompkins County Board of Elections contracts for use of the fire stations. Commissioner Halton moved to approve the contracts. Motion seconded by Commissioner Westmiller. Motion carried with all in favor.
- Letter from Attorney Baker returning \$1500.00 unspent deposit fees. The check has been deposited.
- Caskey's Garage flyer regarding Comprehensive Safety Analysis. Copies given to the Chiefs.
- AFDSNY Commissioner Training information – given to Commissioner Halton. He has decided to do his training online and will submit a voucher for his expense.
- AFDSNY 70<sup>th</sup> Annual Meeting information – copies to the Commissioners.

#### **COMMITTEES:**

#### **PURCHASING:**

DVFC has ordered EMS supplies. Both companies will be ordering flares and Commissioner Westmiller will check for a source.

#### **BUILDINGS & GROUNDS:**

Danby Fire Station: 6 bulbs were purchased for the outside lights. Lights are working.

West Danby Fire Station: Quotes received for 14 CFL lights at \$1267.00 and 14 LED lights at \$1799.00. Chief Wendt will obtain 1 additional quote, and check with electrician Dick Westbrook for his recommendation on CFL vs. LED lights.

#### **INSURANCE:**

Commissioner Halton presented the following quotes for Property & Casualty Insurance: ESIP at \$16340 (last year was \$17111) and VFIS at \$15805. Although VFIS was the lower quote, Commissioner Halton recommended staying with ESIP for several advantages, including no charge for training, better insurance coverage for personal vehicles, \$100,000 coverage for pollution cleanup vs. \$25,000 from VFIS, and \$1 million coverage for government required emergency pollution cleanup. Commissioner Halton moved to accept the ESIP quote. Motion seconded by Commissioner Oltz. Motion carried with all in favor. Commissioner Halton will confirm the acceptance with True Insurance.

#### **TRUCKS:**

401's turn signal was recently fixed at Caskey's Garage with a single filament rather than a double filament socket holder. Follow-up is pending.

Requests are being received for information on disposal of old 401 and 1401 if the Mandatory Referendum is approved. Auction or public bid was discussed and will be researched in the District Officers Guide, Town Law, and with our attorney.

## **TOWN BOARD:**

No report.

## **RECORD RETENTION:**

SH900.1 has been posted at the Danby Fire Station and a copy given to Chief Wendt to post at the West Danby Fire Station. They will remain posted until April 30, 2013.

## **POLICY:**

Commissioner Bowles moved to adopt **Use of Danby Fire District Building and Property Policy**, including a **Rental /Loan Agreement** and **Facility Usage Check-Off Form**. Motion seconded by Commissioner Beavers. Motion carried with all in favor. This will replace Section 2, while retaining the **Danby Fire Station Assembly Room Seating Plan**.

Instant Technology Uses (Media Policy) was presented for review, with comments to be sent to Commissioner Westmiller.

## **AUDIT:**

Commissioner Halton and Secretary Treasurer Bowles met with the auditors on Jan. 28, 2013 to begin the 2012 Audit.

## **CHIEFS REPORTS:**

DVFC: The Jan. 2013 written report was received.

Elizabeth Appleton was accepted as a new member pending approval by the Fire Commissioners. Commissioner Beavers moved to approve the new member pending an arson check and physical. Motion seconded by Commissioner Halton. Commissioner Bowles was absent for the vote, motion carried with 4 in favor.

Tyler Dorn requested Firefighter II and Mike McLellan requested Scene Support. Both classes are in Cortland. Richard Oltz requests OSHA Training in Candor. Defensive Driving Class is scheduled for Apr. 20 at 9 am at the Danby Fire Station. There is a minimum of 25 and maximum of 35 for the class. Commissioner Westmiller moved to approve the out-of-county training pending required paperwork. Motion seconded by Commissioner Oltz. Commissioner Bowles was absent for the vote, motion carried with 4 in favor.

The Danby Democratic Committee requested use of the fire station on Feb. 26 for a meeting, and Dan Klein requested use of the pavilion on May 19 for a plant exchange. A request for station usage was received from Simone Chandler Lackey for the Danby Youth Program for a maximum of 10 children 8-14 years old to use the kitchen to prepare family dinners to take home. Discussion followed. Simone's request was denied by consensus. Commissioner Halton moved to approve the station requests by the Danby Democratic Committee and by Dan Klein. Motion seconded by Commissioner Oltz. Commissioner Bowles was absent for the vote, motion carried with 4 in favor.

WDFD: Written reports for Oct.-Dec. 2012 were received via email. The Jan. 2013 written report will also be emailed.

## **NEW BUSINESS:**

The following meetings were cancelled: Feb. 19, 2013 and Mar. 12, 2013. The next meeting will be Mar. 19, 2013 at the Danby Fire Station.

Meeting adjourned at 9:20 pm.

Respectfully submitted,

Deanna Bowles  
Secretary