

## MINUTES OF THE REGULAR MEETING

May 14, 2013

The regular meeting of the Danby Fire District was called to order by Chairman Westmiller at 7:30 pm on May 14, 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  
Tony Carlisle, W. Danby Asst. Chief

Public:

### MINUTES:

Commissioner Halton moved to approve the April 9, 2013 minutes. Motion seconded by Commissioner Bowles and carried with all in favor.

### TREASURER'S REPORT:

The position of Deputy Treasurer was discussed. Commissioner Beavers moved to appoint Sharon Gaden in a volunteer position of Deputy Treasurer to train and work with Secretary Treasurer Bowles. Commissioner Bowles seconded the motion and motion was carried with all in favor.

Discussion was held on disposal of vehicles and Commissioners were referred to the District Officers Guide 5:180.

A Long Range Plan was recommended by the auditor in the Financial Report. The Commissioners agreed to meet Wednesday May 22 at 7 pm for a Long Range Plan Workshop.

Secretary Treasurer Bowles reviewed the Training/Conference Request process. Commissioner Beavers moved that the approved request form, vouchers with receipts, and proof of completion are required within 60 days after completion of training/conference. Motion seconded by Commissioner Bowles and carried with all in favor.

Commissioner Halton made a motion, seconded by Commissioner Bowles, to approve the treasurer's report and to pay Abstract General Fund 5 claims 92-112 in the amount of \$10,396.25. Motion carried with all in favor.

### COMMUNICATIONS:

The following communications were received:

- Letter from D'Amato & Lynch, LLP - to be addressed later in the meeting
- National Fire Codes subscription information regarding updates and Handbooks
- Email from True Insurance regarding legal entities – response by Secretary Treasurer Bowles
- 2013 EMS Symposium May 20, 2013 at St. Joseph's Hospital Health Center registration information
- Wayne Dalton of Syracuse preventative maintenance program information for overhead doors – maintenance to be done only when necessary
- CNY Firemen's Assoc., Inc. 120<sup>th</sup> Annual Convention July 19-21, Hamilton, NY request for ads in program booklet – not at this time
- Request from Asst. Zoning Officer Matt Cooper to be an authorized representative for District NYSEG information. The Commissioners didn't feel authorization to access the District's NYSEG accounts was necessary. They agreed, instead, that copies of bills and any other information needed would be supplied.

**COMMITTEES:**

**PURCHASING:**

Turn Out Gear will be purchased under state contract.

**BUILDINGS & GROUNDS:**

Danby Fire Station: Climate Control Technologies, Inc. will be submitting a maintenance proposal for the heating system. They will also submit a proposal to replace the boiler.

The apron is due to be sealed this season and Commissioner Beavers will call Barney Smith at Spencer Paving for an estimate.

Two "roof" leaks have been repaired. One was a roof leak over the hallway repaired by Hale Contracting, Inc. The other was a heating pipe union leak over the Chiefs Office repaired by Climate Control Technologies, Inc.

The water softener has been serviced.

Chief Gaden will work with Commissioner Oltz on motion lights for the pavilion.

West Danby Fire Station: Commissioner Beavers will call Scott Cutter at Minter Construction regarding replacement of the holding tank for floor drains.

Birds are getting in the truck bays and meeting room. Firefighter Fairchild is checking into a solution.

**INSURANCE:**

Regarding Cyber Security Insurance, Commissioner Halton will meet with a representative from McNeil Insurance on May 30th and report back.

**TRUCKS:**

441 and 443 have both passes NYS Inspections.

442 needs brake parts and none are available at this time. Commissioner Oltz will get the necessary part # from Lanes Automotive and check with Caskey's Garage.

**TOWN BOARD:**

No report

**RECORDS:**

The Office of Fire Prevention & Control (OFPC) is missing 2012 incident reports for both Danby and West Danby. Secretary Treasurer Bowles will check when they were last updated to the state. Due to difficulty in obtaining the incident reports in a timely manner, Secretary Treasurer Bowles suggested the Chiefs, in addition to exporting incidents to the District, send the incident reports directly to the OFPC. This was agreed upon by consensus.

**POLICY:**

No report

**TRUCK BOND:**

Commissioner Halton and Secretary Treasurer Bowles are working with local banks on acquiring a bond. Banks have been hesitant to quote an interest in advance.

## **TRAINING:**

Paperwork was received from Chief Wendt for the Fire Expo at Harrisburg, PA. Secretary Treasurer Bowles referred the Commissioners to the District Officers Guide 5:170.3 for out-of-state training and the reporting requirements for OFPC. The Report of Out-Of-State Fire Training form will be added to the Policy Manual, Section 1.

A Training/Conference Attendance Request Form from Secretary Treasurer Bowles to attend "Electronic Records Boot Camp for Local Governments" June 19 in Cortland was received. Commissioner Oltz moved to approve the training request, seconded by Commissioner Halton. Motion carried with 4 in favor. Commissioner Bowles abstained.

Training/Conference Attendance Request Forms from Danby Chief Gaden, Danby Secretary Gaden, W. Danby Asst. Chief Carlisle, and W. Danby Treasurer Carlisle were received. Commissioner Oltz moved to approve the training requests, seconded by Commissioner Halton. Motion carried with all in favor.

## **CHIEFS REPORTS:**

DVFC: A written report for April was received. Chief Gaden announced our new member Gray Bartholomew was Valedictorian of the Fire Fighter I Class. This was the largest class so far at Tompkins County. Congratulations to Gray.

Station usage requests include Jehovah's Witness Church kids party on May 12 and use of the BBQ pit by Pat Caveney on June 23 for a graduation party. Commissioner Oltz moved to approve the station usages. Motion seconded by Commissioner Bowles and carried with all in favor.

WDFD: A written report for March was received via email. No written report for April was received.

Station cleaning was discussed and a copy of the requirements was given to Asst. Chief Carlisle.

A request was received from the commune to burn a building on their property as live burn training. Discussion was held regarding asbestos, trees, hazards, etc. Commissioner Westmiller will check into this further.

Philip Westmiller, Austin Kuczek, and Janet Fairchild were accepted as members pending approval by the Board of Fire Commissioners. Commissioner Beavers moved to approve the new members pending arson checks and physical examinations. Motion seconded by Commissioner Westmiller and carried with all in favor.

## **NEW BUSINESS:**

Commissioner Beavers moved to enter into Executive Session with Commissioners, Chief Gaden, and Secretary Treasurer Bowles to discuss litigation and the letter from D'Amato & Lynch, LLP. Motion was seconded by Commissioner Westmiller. Motion was carried with all in favor. Executive Session was called to order at 9:15 and adjourned at 9:20 pm.

Meeting scheduled for May 21, 2013 was cancelled. Next meeting will be June 11, 2013 at West Danby Fire Station.

Meeting adjourned at 9:21 pm.

Respectfully submitted,

Deanna Bowles  
Secretary