

MINUTES OF THE REGULAR MEETING

June 10, 2014

The regular meeting of the Danby Fire District was called to order by Chairman Westmiller at 7:22 pm on June 10, 2014 at the West Danby Fire Station.

ATTENDANCE:

Commissioners: Ralph Bowles
Bill Halton
Edward Kokkelenberg
Wayne Westmiller

Absent: Gene Beavers

Officers: Deanna Bowles, Secretary Treasurer
John Gaden, Danby Chief

Public:

MINUTES:

Commissioner Halton moved to approve the May 13, 2014 minutes and the May 20, 2014 minutes as emailed. Motion seconded by Commissioner Westmiller and carried with all in favor.

APPROVAL OF BILLS:

Commissioner Kokkelenberg moved to order the Treasurer to pay the vouchers as audited and approved on Operating Account Abstract 6 claims 125-137 in the amount of \$22,990.87. Motion seconded by Commissioner Halton and carried with all in favor.

TREASURER'S REPORT:

- QuickBooks Pro 2014 is available for \$199.95. Commissioner Westmiller moved to approve updating QuickBooks Pro 2013 to QuickBooks Pro 2014. Motion seconded by Commissioner Kokkelenberg and carried with all in favor;
- EFT Dept. Financial Services recently tested the District Operating Account in preparation for depositing 2% monies;
- Balance Sheet and Profit & Loss Budget v. Actual was copied to all Commissioners and Chiefs for review. Commissioner Kokkelenberg requested an additional column showing the previous month's actual expense on the Profit & Loss report. Secretary Treasurer will look into it;
- Bank Statements and reconciliations were available for review. Commissioner Kokkelenberg moved to add Commissioner Halton to the bank signature card for the purpose of signing Secretary Treasurer Bowles paycheck. Commissioner Westmiller seconded the motion and motion carried with all in favor.

Commissioner Westmiller moved to approve the treasurer's report, seconded by Commissioner Halton, and carried with all in favor.

COMMUNICATIONS:

The following communications were received:

- PERMA Membership Bulletin – emailed to Commissioners and Chiefs;
- FEMA AFG (Assistance to Firefighters Grant Program) – emailed to Commissioners & Chiefs;
- OSC Local Government Leadership Institute discussions on civic engagement – emailed to Commissioners;
- Tompkins Trust Co. & Home Loan Bank report of securities pledged for the District – to be filed;
- Willkie Farr & Gallagher LLP records for Danby Fire District – to be filed;

- Casella Service Agreement – Commissioner Westmiller moved to approve the agreement, seconded by Commissioner Halton, and carried with all in favor. The agreement was signed by Chairman Westmiller – copies to be filed;
- WDWD Annual Drinking Water Quality Report for 2013 – to be filed;
- Border City Fire District letter of commendation for their past member Dan Saracino. Dan is now a member of Danby Vol. Fire Company and the letter will be filed in his personnel folder.

COMMITTEES:

PURCHASING:

Boots, gloves and hoods have been ordered. Boots for Danby, gloves for both fire companies, and hoods for W. Danby.

BUILDINGS & GROUNDS:

Danby Fire Station:

If ceiling tiles are no longer available to replace the water damaged tiles, undamaged tiles from the Chiefs Office will be used to replace damaged tiles in the District Office and new tiles will be purchased to replace all tiles in the Chiefs Office. Undamaged tiles will be saved for future use for the District Office and Meeting Room.

The storage shed was cleaned out and organized during a recent work night.

West Danby Fire Station:

Commissioner Westmiller is seeking quotes for the fire suppression system.

INSURANCE:

Application forms for life insurance have been distributed to members. The need for listing social security numbers was questioned and Commissioner Halton will follow up.

TRUCKS:

Commissioner Halton moved that any 442 expense over \$100 requires pre-approval by the Board of Fire Commissioners. Motion seconded by Commissioner Westmiller and carried with all in favor.

TOWN BOARD:

No report

RECORDS:

No report

POLICY:

Commissioner Kokkelenberg requested a Policy Manual.

Policies 3 and 4 will be reviewed at the next meeting.

MEMBERSHIP/TRAINING:

No report.

LONG RANGE PLAN:

A workshop will be held next week, Tuesday June 17, at the West Danby Fire Station following a short meeting.

BUDGET:

A workshop will be held Tuesday Jul. 22nd at 7 pm at the Danby Fire Station

CHIEFS REPORTS:

DVFC: A written report for May was received.

Secretary Treasurer Bowles will send RFPs for pump, hose and ladder testing per Chief Gaden's request.

WDFD:

NEW BUSINESS:

- Clerical help was discussed. Shredding is time consuming and a mobile shredder was recommended to assist Secretary Treasurer Bowles;
- Commissioner Kokkelenberg moved to declare the following as surplus: 500W generator; Onan transfer switch box; computer, keyboard, printer, battery backup unit, typewriter, and electric letter opener in the District Office; and set of 2 doors. Motion seconded by Commissioner Bowles and carried with all in favor. All items, except the generator and Onan box, will be offered to members the night of physicals, June 23rd. The generator and Onan transfer switch box will be offered for bid.

The next meeting will be Tuesday June 17th at 7 pm at the West Danby Fire Station.

Meeting adjourned at 9:29 pm.

Respectfully submitted,

Deanna Bowles
Secretary