

MINUTES OF THE REGULAR MEETING

February 9, 2016

Commissioner Westmiller called the regular meeting to order at 7:12 p.m. at the Danby Fire Station.

ATTENDANCE:

Commissioners: Katherine Anderson
Joe Freedman
Edward Kokkelenberg
Wayne Westmiller

Absent: Kevin Faehndrich

Officers: Deanna Bowles, Treasurer
Sharon Gaden, Secretary, Deputy Treasurer
John Gaden, Danby Fire Chief

Public: Ralph Bowles

MINUTES:

Minutes for January 19, 2016 meeting were approved and forwarded to the Town Clerk and the webmaster for the Town of Danby website.

APPROVAL OF BILLS:

Commissioner Freedman moved to pay the vouchers as audited and approved on Operating Account Abstract 2 claims 19-35 in the amount of \$6,485.92. Motion seconded by Commissioner Anderson. Motion carried with all in favor.

TREASURER'S REPORT:

- Submitted SF-425 report for EMW-2014-FO-00305 for grant
- Tompkins Trust Company securities report was received
- Tompkins Trust Company securities report was received
- All bank accounts have been reconciled and reviewed to date
- Tax levy payment received from Town of Danby in the amount of \$499,000.00
- Received Attorney Butler's statement
- Interest income statement received from Tompkins Trust Company
- Tioga State Bank fee schedule and funds availability received
- PERMA notice need gross payroll report by employee, 1099 pay information, job titles for last 4 quarters into them by 04/30/16

Commissioner Kokkelenberg moved to accept the Treasurer's Report. Motion seconded by Commissioner Freedman. Motion carried with all in favor.

COMMUNICATIONS:

- Received copy of Danby's Annual Report on Revenues and Expenditures of Foreign Fire Insurance Premiums
- Received letter from Gannett Central New York Media Group regarding their preferred criteria for getting our legal advertising submissions
- Received notification from Attorney Bradley Pinsky of Fire District Commissioner Training on-line course
- Received letter from Director, U.S. Census Bureau regarding the Census Bureau will be conducting a 2016 Government Units Survey in preparation for the 2017 Census of Governments and will be sending us a formal request to complete a survey online

- Forwarded copies of all executed documents pertaining to the Bond of New Tanker Pumper to Attorney Mark Butler for him to prepare Opinion of Counsel
- Received e-mail from Peter Amos of 4Guys with contract on 02/03/16; forwarded to Attorney Butler on 02/04/16 and received e-mail from Attorney Butler approving said contract back on 02/04/16
- Email from Town of Danby Resident T. Crane on 02/02/16 requesting vote results; e-mailed results on 02/03/16
- E-mail from Attorney Butler with Estoppel Certificate is office prepared to be published on 02/05/16 in the Ithaca Journal
- Town of Danby, Town Clerk Affidavit of receipt of filing of election results of the Danby Fire District Special Fire District Election, Mandatory Referendum on February 2, 2016
- Copy of letter Attorney Mark Butler sent to Inero & Co. CPAs, LLP in regard to the audit of the Danby Fire District's financial statements.
- Copy of letter mailed to 4Guys with signed contract for the One Four Guys Custom Tanker Pumper with attached Quote on Additions and Deletions. (mailed to 4Guys on 02/05/16 and e-mailed to Peter Amos on 02/05/16)
- E-mail received 02/06/16 from Town of Danby resident K. Nitchman inquiring about vote results of February 2, 2016 ; e-mailed results on 02/07/16
- Received correspondence from NYSEG on natural gas safety

CHIEF'S REPORTS:

DVFC:

- Written report for January was received;
- Set up a meeting with ISO on February 15, 2016;
- Noticed signs of mice in truck bay. Received approval to call ACME pest control in Dryden
- Requested to get price quotes to put thermostat in Chiefs Office and noted the entrance way thermostat does not go above 40 degrees. HALCO will come in to look at all of our thermostats.
- Action Fire coming Thursday to inspect our Hood in the kitchen. West Danby's hood will be inspected the same day at 2:30 p.m.;
- Food Pantry was held at the station due to the cold weather and Chief Gaden was not aware of any parking issued; and
- Commissioner Westmiller asked if someone had been assigned to do the monthly inspections of all fire extinguishers, Commissioner Westmiller can do a training on how to inspect them.

WDFC:

- No written report for January was received

COMMITTEES:

PURCHASING:

- Chief Gaden noted he had received all batteries and charges and are all in service.

BUILDINGS/GROUNDS: No Report

GRANTS:

- Equipment and Apparatus Study:
 - Thank you letter was signed by Commissioners and will be mailed to Triad Foundation who gave the District \$6,000.00 towards the cost of the Study.
 - Received 3 proposals for the study:
 - East West: their quote is by truck and does not include a study of equipment nor a plan to optimize the fleet. Estimate of the cost would be \$6,300.00 to do what they specified and more of to any additional work the District might request.

- Mahlon Irish: his quote is to look at data, inspect the vehicles in the station; produce a replacement plan and schedule. His fee would be \$50.00 per hour and estimate of cost would be \$2,000.00 to \$3,000.00.
- Emergency Vehicle Response (EVR): their quote included fire apparatus evaluation, equipment evaluation, and fire apparatus and equipment maintenance. Estimate of cost would be \$12,800.00.
- After reviewing the materials and some discussion, the Truck Subcommittee recommended we engage EVR for our study.

Commissioner Freedman made a motion to contract with Emergence Vehicle Response (EVR) to do an equipment and apparatus study with the additional \$6,800.00 needed, after the grant money from the Triad Foundation of \$6,000.00 is applied to the cost, coming from the contingency fund. Commissioner Westmiller seconded. Motion carried with all in favor.

- Engage Cornell:
 - Commissioners Anderson and Westmiller have not heard back from the Professor in regard to if our project was chosen.
- TTC grant (sign):
 - Commissioner Anderson reported a decision will be made soon on whether we will get a grant to help with the cost of having a Fire District/Fire Company sign placed at 1780 Danby Road;
 - Commissioner Anderson has received one (1) bid from Stewart Signs for \$13,982.00 for a 4x8; and
 - Community Council has e-mailed asking for status.
- 2014 AFG
 - Discussion held on purchasing of hose and nozzles for the 2014 micro grant.

Commissioner Kokkelenberg made a motion Chiefs Gaden and Wendt purchase the approved quantity of hose and nozzles. Commissioner Freedman seconded. Motion carried with all in favor.

- AFG 2015 regarding Brush / Quick Response:
 - Commissioner Kokkelenberg reported it has been submitted and we are waiting to hear on approval or declination.
- AFG Micro 2015 regarding Radios:
 - Commissioner Kokkelenberg reported it has been submitted and we are waiting to hear on approval or declination.
- Tompkins County Soil and Water regarding Dry Hydrants:
 - Chiefs need to discuss locations
- Safer:
 - Commissioners Anderson and Faehndrich will be working on this.

Commissioner Anderson has information on additional grant writers and has been researching foundation websites.

INSURANCE:

Commission reviewed the updated life insurance list that the Chiefs certified.

Commissioner Freedman made a motion to approve the members on the life insurance list certified by the Chiefs. Commissioner Kokkelenberg second. Motion carried with all in favor.

TRUCKS:

- Discussion held on EMS vehicle that the Cornell EMS Students own and are putting up for bid. Commissioner Westmiller asked for permission to bid for the Danby Fire District to replace West Danby's heavy rescue. The vehicle is already set up for EMS calls. The District would sell the current 1442.

Commissioner Westmiller moved to adopt Resolution 2016-02-09.1 to expend from the "Capital Reserve Fund for New Equipment" an amount not to exceed \$35,000.00 for the purchase of a 2009 Tahoe EMS vehicle, cost of having present name/decal(s) if any removed and Danby Fire District name/decal(s) if any added on vehicle and any additional equipment or maintenance required; Motion was seconded by Commissioner Freedman. A roll call vote was taken and motion carried with 4 ayes and 1 absent.

Discussion held that Attorney Butler would be consulted prior to any bid being submitted on the EMS vehicle and the timetable for the permissive referendum required.

Discussion held on the February 2nd vote. Commissioner Freedman will put an article in the Danby Area News in an attempt to answer any questions the public may have on the vote.

TOWN BOARD: No Report

RECORDS: No Report

POLICY:

- Discussion held on probationary members and if they are eligible for life insurance. The Insurance Committee of Commissioner Freedman and Treasurer Bowles will obtain clarification from the Insurance Carrier and will work on modifying the Fire District's policy if necessary.

MEMBERSHIP/TRAINING: No Report

LONG RANGE PLAN: No Report

BUDGET:

- Noted that budgeted calendar work will begin in April and the Chiefs should start to develop their lists of 2017 equipment

OLD BUSINESS:

- No meeting is necessary on February 16, 2016, the Secretary will post a notice on the front door of the fire station, e-mail notice to the Ithaca journal; e-mail notice to Town Clerk and request she post on bulletin board at town hall and e-mail Town of Danby's webmaster and ask that the notice be posted on the Town's website.

Meeting adjourned at 9:20 p.m.

Sharon Gaden
Secretary

RESOLUTION TO EXPEND FROM CAPITAL RESERVE FUND FOR VEHICLE ACQUISITION

WHEREAS, pursuant to General Municipal Law §6-g, the Danby Fire District, Town of Danby, County of Tompkins, State of New York, did establish the “Capital Reserve Fund for New Equipment”, a capital reserve fund to finance the cost of acquisition of replacement fire fighting vehicles or the acquisition of additional fire fighting vehicles needed to be added to the existing fleet of fire fighting vehicles of the Danby Fire District, including, but not limited to, ladder trucks, pumpers, tankers, rescue vehicles, squads and vans; and

WHEREAS, the Danby Fire District wants to make a bid for the purchase of a 2009 Tahoe EMS vehicle equipped with EMS cabinets and miscellaneous firefighting lighting; and

NOW THEREFORE BE IT RESOLVED THAT the Danby Fire District is hereby authorized to expend from the “Capital Reserve Fund for New Equipment” an amount not to exceed \$35,000.00 for the purchase of a 2009 Tahoe EMS vehicle, cost of having present name/decal(s) if any removed and Danby Fire District name/decal(s) if any added on vehicle and any additional equipment or maintenance required; and

IT IS FURTHER RESOLVED that this resolution and this expenditure is subject to a permissive referendum.

Motion made by Commissioner Freedman, seconded by Commissioner Kokkelenberg, and adopted by the following vote:

Chairman Anderson	Aye
Commissioner Faehndrich	Absent
Commissioner Freedman	Aye
Commissioner Kokkelenberg	Aye
Commissioner Westmiller	Aye

February 9, 2016

Sharon Gaden, Secretary
Danby Fire District