

MINUTES OF THE REGULAR MEETING

April 12, 2016

Commissioner Westmiller called the regular meeting to order at 7:02 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
Tod Sukontarak, West Danby 3rd Assistant Chief

Public: Ralph Bowles

BID OPENING:

Lawn Mowing: The following proposals received:

- D&C Enterprise @ \$55.00 per mowing for Danby and West Danby Fire Stations
- We Mow @ \$48.20 per mowing for Danby Fire Station & \$53.60 per mowing for West Danby Fire Station
- A+ Moving and Landscaping @ \$90.00 per mowing for Danby and West Danby Fire Stations and \$80.00 per application for spray weed killer around Fire House building to protect siding from contact damage.
- Cutting Edge @ \$80.00 per mowing for Danby Fire Station & \$90.00 per mowing for West Danby Fire Station

Commissioner Kokkelenberg moved to accept both proposals from We Mow, seconded by Commissioner Freedman, and carried with all in favor.

OLD BUSINESS:

- Commissioner Freedman began the discussion on various ways to bond New 421 tanker; money needed when cab/chassis is completed; final amount needed at completion and delivery of 421 and the timeline of when these items are due and when first payment on the bond would be due.
- Commissioner Kokkelenberg reported on the Apparatus and Equipment Study. The representatives were at the fire stations for several days beginning April 4th. They are currently working on their report and hope to have a draft of it to us by the week of April 18th. Discussion held on various scopes and topics working with the representatives raised. Commissioners thanked the Chiefs for their cooperation and taking time off from their employment to meet with the representatives. They also thanked the Treasurer and Secretary for making the requested documents available.

GRANTS:

- Commissioner Anderson reported Cornell will give a \$2,500.00 grant toward the EMS vehicle being auctioned by Cornell Student EMS group.
- Commissioner Anderson reported still waiting to hear from Tompkins Trust Company in regards to a grant to offset the cost of a District sign. Chief Gaden reported the Danby Volunteer Fire Company, Inc. voted and the Company would like to donate \$2,000.00 to the District towards the cost of the sign. Commissioners Freedman and Westmiller will attend the next monthly meeting of the Danby Community Council on May 5th. Discussion held

- Commissioner Anderson reported she has sent information to a grant writer in regards to the FEMA Fire Prevention and Safety Grant that is due May 5th. She will also look into micro grants and would like to see a FEMA Grant calendar established.
- Commissioner Anderson will look into contacting Cargill about a possible grant.

NEW BUSINESS:

- Secretary Gaden reported annual physicals for both Fire Companies have been scheduled for June 27th at the Danby Fire Station. New starting time is 5:00 p.m. and forms have been received to have members complete ahead of time. Discussion held on adding EKGs to the exams next year. The District prefers for members to attend a physical exam through Occustar, however, members may, if unable to attend on the night given in the District or new members unable to travel to have a physical done by Occustar, to go to their own doctor for a physical exam. There is a form the member must take with them and the doctor must complete and sign off on NFPA/OSHA standards before the District can accept it as the member's annual physical exam. Discussion held on setting up an account at 5 Star Urgent Care and billing the District for a member's physical, the doctors would need to be able to complete and sign that the exam met NFPA/OSHA standards.
- Secretary Gaden asked about requesting bid proposals for annual hose, ladders and pump testing. The bids would be opened in May.

Commissioner Anderson directed Secretary Gaden to request bid proposals for the following annual testing of Hose, Ladders and Pumps.

- Discussion held on changing next week's meeting to Wednesday so Treasurer Bowles may attend to assist on working on the 2017 budget. Decision made to hold second monthly meeting on Wednesday April 20th at 7:00 p.m..

APPROVAL OF BILLS:

Commissioner Freedman moved to pay the vouchers as audited and approved on the Operating Account Abstract 4 claims 60-82 in the amount of \$53,600.82. Motion seconded by Commissioner Westmiller. Motion carried with all in favor.

Treasurer's Report:

- All bank accounts have been reconciled and reviewed to date
- Filed US Form 941 for 2016 Q1
- Filed NYS-45 for 2016 Q1
- 3-31-16 Balance Sheet and P&L Statement emailed to Commissioners & Chiefs. Discussion held on adding a note to the balance sheet.
- 4/1/16-4/12/16 P&L Detail presented
- Registered for OSC "Fraud Prevention & Detection" webinar Apr 27 10-11:15 am
- Filed 2016 Q1 941 and NYS-45 with PERMA
- Attorney retainer balance \$179.79 as of 4/5/16
- Copies of the 2014 Financial Report received and distributed to Commissioners and Town of Danby. E-file sent to OSC.
- 50% of budgeted amounts for reserves to be deposited: New Equip: \$11500/New Bldg: \$500/Equip & Bldg Repair \$250 ea.
- Requested a note w/date of cleaning from Samantha at Broom Hilda's

Communications:

- Emailed receipt of grant payment to Triad Foundation
- Mailed federal excise tax waiver certificate to Superior Plus Energy Services
- Letter from McNeil & Co in regard to claimant John Gaden – claim has been closed.
- Copy of letter from Taddeo & Shahan, LLP to Insero & Co. CPAs, LLP re: audit letter
- Invitation to 19th Annual Customer Appreciation Breakfast on 04/14/16 in Ovid for Superior Plus (Griffith Energy) Customers

- April 2016 Danby Area News
- Received email from R. Pitts, Grants Management Specialist from FEMA regarding Federal Financial Report (FFR), SF-425 needing to be corrected. Secretary Gaden reported she filed corrected form.
- Received email from Laura Wilsnack, CPA at Dixon Hughes Goodman LLP regarding Firehouse Subs public Safety Foundation's 2015 Financial Statements. Secretary Gaden reported she completed the form and provided proof of amount received from the grant.

Minutes:

Minutes for March 8, 2016 were approved and e-mailed to the Town Clerk and Town website webmaster.

CHIEF'S REPORTS:

DVFC:

- Written report for March was received
- Resignation received from Jessica Maleski
- Applications for new members: Susan McLellan and Alice Napierski
- Received all nozzles purchased through grant, still waiting on hose. Turned in paperwork to Treasurer Bowles.
- Fire Company is thinking of going to inspect a 2006 Suburban the Dewitt Fire Company is putting out to bid.

Commissioner Westmiller moved to accept the new members pending arson checks and physicals, if applicable. Motion seconded by Commissioner Freedman and carried with all in favor.

WDFC:

- No written report received
- Resignation received from members Joel Miller and Janet Fairchild
- Discussion on held on individuals from outside fire companies training with our Fire Companies

COMMITTEES:

PURCHASING:

- Chief Gaden reported he ordered helmets, water can and halogen bar.

BUILDINGS/GROUNDS:

- Chief Gaden reported the light out front of the Danby Station will be repaired once electrician is released from doctor's care.
- Commissioner Freedman reported the heating issue in the entryway was repaired by Climate Control.

INSURANCE:

- Commissioner Freedman reported the Committee is looking to go out to bid for all of next year's insurance policies.

TRUCKS:

- Assistant Chief Sukontarak reported the backup light and turn signal on 1421 have been replaced
- Discussion held on fire equipment usage
- Chief Gaden will have tanker 421 state inspected in May

TOWN BOARD: No report

RECORDS: No report

POLICY:

- Commissioner Freedman reported the Committee will start doing the annual review

MEMBERSHIP/TRAINING:

- Chief Gaden reported a Holy Water class will be taught by Meridan on May 16th and 23rd. There will a total of 6 fire companies participating.

LONG RANGE PLAN: No report

BUDGET:

- Will start holding workshops during the second meeting each month.

Meeting adjourned at 9:00 p.m.

Sharon Gaden
Secretary