

January 20, 2022 Regular Meeting West Sand Lake Board of Fire Commissioners

The regular meeting of the West Sand Lake Board of Fire Commissioners was called to order at 19:03 by Commissioner Ellis. Those present were Commissioner Ellis, Commissioner Deutsch, and Commissioner Verrastro. Commissioner Bell was present via Zoom. Also present were Chief Heffern, 2nd Asst Chief Bumpus as well as Secretary/Treasurer Deutsch.

Treasurer's Report:

Building Account	\$873,196.76	General Checking Acct	\$23,504.34
Equipment Account	\$1,304,223.88	General Savings Acct	\$65,933.56
Total All Accounts: <u>\$2,266,873.37</u>			

The balance of the RBC LOSAP Brokerage account as of 12/31/21 was \$1,056,271.91

Emergency Purchase Orders between meetings:

Leo's Overhead Doors to repair Bay Door NTE \$1,000
Pioneer NTE \$300 to purchase new lock for the UTV Trailer that won't freeze.
Commissioner Ellis made a motion to approve the Emergency POs, seconded by Commissioner Verrastro.
Motion carried.

Treasurer Deutsch presented the final budget for 2021 as well as the 2022 budget report.

Commissioner Verrastro made a motion to accept the Treasurer's report, seconded by Commissioner Ellis.
Motion carried.

Secretary's report:

The secretary provided the minutes from the regular meeting December 16, 2021 and December 30, 2021. Commissioner Ellis made a motion to approve the minutes, seconded by Commissioner Deutsch. Motion carried.

The January/February calendar of events were made available: Aux Breakfast, Aux Craft Fair, member hall rentals, Fire Co meeting, Blood Drive and Hazmat Training Class.

The Purchase Order list was reviewed and Chief Heffern asked that the following PO's be removed: 5229, 5250, 5301, 5259, 5156, 5177, 5225, 5295, 5306, 5318, 5290. The chief would also like PO #5217 and 5200 cancelled and reissued for 2022. Motion was made by Commissioner Deutsch to remove and reissue those purchase orders, seconded by Commissioner Verrastro. Motion carried.

Commissioner Bell made a motion to approve the Secretary's report, seconded by Commissioner Ellis. Motion carried.

Chief's Report:

1. Call Report December 2021

- 30 Calls for the Month -	11 Fire 19 EMS
	34 % / 66%
- 372 Calls for the Year	128 Fire / 244 EMS
	36.67 % FIRE - 63.33 % EMS
- Monthly Man Hours	553.8
- Yearly Total Man Hours	7,632.7

2. APPARATUS & EQUIPMENT UPDATES:

Rescue 43 - Having issues with the Low Band Radio - Requesting a PO NTE \$500.00 for Wells to come and diagnose the problem and repair.

3. Personnel & Updates:

The following members have had their gear removed and suspended from responding to calls - station response ONLY - for failure to complete required training in 2021.

- Lyman Ashley
- Kenneth Dorr
- Donna Dorr
- Karyl Viscione

The following members have earned the minimum 50 points for LOSAP credit

Ashley, Gary	Bumpus, Scott
Delaney, Thomas	Deutsch, C. Michael
Ellis, Linda	Ellis, Lyndon
Fox, Lloyd	Gazeley, Frank
Hardy, William	Hartstein, Daniel
Heffern, Edward	Henderson, Scott
Hull, David	Hull, Elizabeth
Lape, John	Maiello, Alyssa
McShane, Daniel	Miller, William
Paslow, Kelly	Reohr, Richard
Rohl, Steven	Salisbury, James
Toftegaard, David	Verrastro, Joseph

The following members did not meet the minimum 15% required attendance of activities as required per the company bylaws - this list will be referred to them for their determination on what to do.

- Ashley, Gary - 13%
- Ashley, Lyman - 5%
- Bell, Sue - 4%
- Crosier, Lee - 12% (Note entered membership mid year and was out on medical)
- Dorr, Donna - 1%
- Dorr, Kenneth - 4%
- Milos, Stephanie - 4%
- Obrien, Jeremy - 4%
- Reohr, Lynda - 7%
- Sinnott, Dennis - 6%
- Viscione, Karyl - 1%
- Weaver, Steve - 4%

4. SURPLUS EQUIPMENT:

Requesting the surplus of the following firefighting hose

White 1.75" x 50'	11
15-025, 15-044, 15-041, 15-022, 15-040, 15-016, 15-053, 15-011, 15-049, 15-003	
Yellow 1.75" x 50'	4
20-001, 20-002, 20-003, 20-004	
White 2.5" x 50'	22

25-053, 25-051, 25-046, 25-024, 25-055, 25-038, 25-044, 25-043, 25-008, 25-025, 25-014,
25-018, 25-054, 25-025, 25-041, 25-035, 25-050, 25-036, 25-049, 25-021, 25-039, 25-045

White 3"x50' **10**

30-012 30-026 30-003 30-015 30-031 30-008 30-032 30-031 30-008 30-032 30-005 30-009
30-034

Hydrant Hose - Soft Suction x 1

5. Purchase Requests

1. Physicals

- a. Access Health
 - i. Physical (15 min each night)
 - 1. 30 @ 130.00ea = 3900
 - ii. EKG (Each)
 - 1. 30 @ 65.00 ea = 1950
 - iii. Fit Testing
 - 1. 25 @ 40.00 ea = 1000

PO REQUESTED NTE \$7000.00 to Access Health – No PO needed as physicals are exempt from PO's

2. Air Pack Bracket for Car 1's New Tahoe

- a. Fire Penny \$ 75.00
 - i. https://firepenny.com/Flamefighter_SCBA_Brackets_p/FF-15251.htm?gclid=CjwKCAiAiKuOBhBQEiwAId_sKwDnHlGHUhi3XizxsKfeiWwH3K5KFQHyBDz4CafhKtHCxjfbYz70FBoCIEMQAvD_BwE
- b. The Fire Store \$ 52.99
 - i. <https://www.thefirestore.com/store/product.aspx/productId/21521/Zico-1064-Knock-Down-Bracket-with-Low-Profile-High-Cycle-Clips-Backplate-Short-Footplate-No-Strap-6-1-to-6-9-Diameter-Cylinder/?itemAdded=true&addedVariationId=72684>

A motion was made by Commissioner Ellis, seconded by Commissioner Verrastro to approve the PO to the Pioneer card for the purchase from the Fire Store. Motion carried.

3. Mileage Reimbursement for Alyssa Maiello

- a. 21 Class Sessions Attended
- b. 43.3 miles traveled per class
- c. Total of 909.3 Miles @ .56 per mile = \$509.21

A motion was made by Commissioner Deutsch, seconded by Commissioner Ellis to approve the PO to Alyssa Maiello for mileage reimbursement. Motion carried.

4. Calibration Gas for meters

- a. JJS Tech Services - 150.00 via pioneer card

A motion was made by Commissioner Deutsch, seconded by Commissioner Verrastro to approve the PO to the Pioneer card for the purchase of the calibration gas. Motion carried.

5. **New TIC for Car 1** (smaller profile to fit car better will repurpose current to utility or other vehicle as appropriate)

- a. MES NTE 600.00

A motion was made by Commissioner Ellis, seconded by Commissioner Verrastro to approve the PO to MES. Motion carried.

6. Graphics and Striping for Utility 43

- a. Vital Signs - NTE 5000.00

A motion was made by Commissioner Ellis, seconded by Commissioner Verrastro to approve the PO to Vital Signs. Motion carried.

7. Amazon

- a. Vehicle windshield snow cover for 3 chiefs
- b. 30 amp adapter for new generator
- c. Assorted cleaning chemicals

A motion was made by Commissioner Ellis, seconded by Commissioner Verrastro to approve the PO to Amazon. Motion carried.

8. EMS Supply Order EMP EMS

- a. 14 boxes assorted size gloves
PO Requested NTE \$400.00

A motion was made by Commissioner Deutsch, seconded by Commissioner Verrastro to approve the PO to EMP. Motion carried.

Five Minute Recess was held

Questions and comments from the Public: None

Communications:

Commissioner Miller left a handwritten resignation letter on the secretary's desk. Commissioner Deutsch made a motion to accept Commissioner Miller's resignation, seconded by Commissioner Bell. Motion carried.

Also in communications was a letter from Jay Rourke inquiring if his grandfather or great-grandfather was a member of the Fire Company. The letter was given to Assistant Chief Gazeley to check in the Fire Company log book.

Communication from RBC Wealth Management, Culligan service card.

Building & Grounds:

Commissioner Verrastro reported the holes in the wall from the oil tank had been filled in.

1st Assistant Chief Gazeley brought up that he felt all the chiefs should have a Master key to the district buildings. After some discussion, Commissioner Bell made a motion to provide Master keys to the three chiefs, seconded by Commissioner Ellis. Motion carried.

OLD Business:

Commissioner Deutsch apologized for the delay in getting the Lexipol policy services going. He will be working on that this month.

NEW BUSINESS:

Custodian Duties. The secretary provided the Custodian Duties list for review by the board. After some discussion, Commissioner Deutsch made a motion to approve the Custodian's Duties. Motion was seconded by Commissioner Bell. Motion carried.

It was noted during the meeting that the Fire Hall uses different supplies than the station (toilet paper, paper towel, floor cleaner) Commissioner Ellis requested a PO to Home Depot for those cleaning supplies. Motion was seconded by Commissioner Deutsch. Motion carried.

FireFly Admin, Inc. (the LOSAP TPA) sent over an updated LOSAP Point document and an updated Plan Document that the board needs to adopt. After reviewing the documents, Commissioner Bell made a motion to adopt the point policy and plan document. Motion was seconded by Commissioner Deutsch. Motion Carried. Secretary Deutsch requested the Commissioner sign both documents.

GOOD & WELFARE:

Next meeting will be February 17, 2022

AUDIT BILLS: Commissioner Ellis made a motion to approve all bills as presented seconded by Commissioner Bell. Motion carried.

PURCHASE ORDERS:

Wells to repair LowBand Radio issue NTE \$500
Fire Store (Pioneer) for an Air Pack bracket NTE \$60
Alyssa Maiello for mileage reimbursement for her FF1 classes \$509.21
JJS Tech Services (Pioneer) for calibration gas NTE \$150
MES for a Thermal Imaging Camera for the new Car 1 NTE \$600
Vital Signs for striping of Utility 43 NTE \$5,000
Amazon for windshield covers, 30 amp adapters & cleaning chemicals NTE \$250
Emergency Medical Products for 14 boxes of Nitrile Gloves NTE \$400
Home Depot for Hall cleaning supplies NTE \$200

Commissioner Ellis made a motion to approve the Chief's report, seconded by Commissioner Deutsch. Motion carried.

EXECUTIVE SESSION: - None

Commissioner Ellis made a motion to adjourn at 9:15pm, seconded by Commissioner Verrastro. Motion carried.

**Respectfully Submitted,
S. Carrie Deutsch
Fire District Secretary**