

## May 19, 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 7:02pm by Commissioner Bell. Those present were Commissioner Ellis, Commissioner Bell, Commissioner Deutsch, Commissioner Hull (via Zoom) and Commissioner Verrastro, Chief Heffern and Secretary/Treasurer Deutsch. Also present were four members from the community: Jeff & Nancy Irwin, Pat Buckley and Evah Beck.

Commissioner Bell welcomed the members from the community and asked if they would like to sit through the meeting or did they have specific questions/concerns. Pat Buckley stated they were there to get more information on what is going to be done with all the property behind the station. They have noticed surveyors, etc. the past month and wanted to know the plans. Commissioner Bell started by explaining why the Board of Fire Commissioners had purchased the properties. Commissioner Deutsch explained the plans going forward. He went over what the surveyors and other folks were doing and told them there would be community meetings over the coming months so that everyone could learn first hand and have some input on the development of plans for a new building.

### **Treasurer's Report:**

Building Account	\$973,271.53	General Checking Acct	\$15,039.24
Equipment Account	\$1,454,313.42	General Savings Acct	\$471,096.41
Total All Accounts: <b><u>\$2,913,720.60</u></b>			

The balance of the RBC LOSAP Brokerage account as of 3/31/22 was \$954,067.98.

### **Emergency Purchase Orders between meetings: None**

Treasurer Deutsch told the Board she had deposited the funds for the purchase of the Tahoe (\$27,000). In addition, McNeil & Company had reissued a stale dated check in the amount of \$15,932.01 for the water damage on 29 Briegle Lane. Treasurer Deutsch stated she would be moving those funds into the Building Account. Treasurer Deutsch also presented to the commissioners, the Annual Report & Benefit Statements from Firefly Admin, Inc. the plan administrator for the LOSAP program.

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

### **Secretary's report:**

The secretary provided the minutes from the regular meeting April 21, 2022. **Commissioner Ellis made a motion to approve the minutes, seconded by Commissioner Hull. Motion carried.** The secretary also provided the minutes from the special meeting held on May 12, 2022. **Commissioner Ellis made a motion to approve the minutes, seconded by Commissioner Verrastro. Motion carried.**

The May & June calendar of events were made available: Aux Breakfast, member hall rentals, Fire Co meeting, Blood Drive, Fire Co BBQ, and Building Committee Meeting.

Secretary Deutsch stated Captain Fox had asked her if the Board had the title to the 1999 Van that Time Warner had donated and was subsequently sold to Best Luther. After a search of files, the secretary told Captain Fox that we did not have the title. Tom Moak (Chief from Department who now has van) called and requested a duplicate title which came to the Fire District. He asked that the Board sign off on the title and

then mail it to him so that they could re-register the van. Chief Heffern signed the title and the secretary will send it to Tom.

The Purchase Order list was reviewed and Chief Heffern stated that PO # 5340 issued to Garrison for lightweight hose could be deleted as he was not going to purchase the hose.

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

### **Chief's report:**

#### **1. Call Report APRIL 2021**

- 24 Calls for the Month - 6 Fire 18 EMS  
25 % 75%
- 117 Calls for the Year 35 Fire / 82 EMS  
30 % 75 %
- Monthly Person Hours 526.0
- Yearly Total Person Hours 2301.5

#### **2. APPARATUS & EQUIPMENT UPDATES:**

The New Fire Apparatus Committee for the new Rescue vehicle finalized the specifications and received the contract. The contract was signed and submitted to the vendor as of this meeting. We have 30 days to issue the check for the down payment.

The Spec is available and will be worked and reworked in the coming months before we reach the "Acceptance Meeting" (Likely October / November) when the committee will fly to Wisconsin to the factory, review all specs line by line again and finalize any outstanding items to include graphics and other last minute items.

#### **3. Personnel & Updates:**

Quarterly LOSAP updates were given to each active member, outlining what points the member has earned to date and how the new points system is working for them. This was received positively among the members who commented to me.

As requested by the membership, a review of the current officer requirements was done and I am working on getting a document issued to each member who is either a current officer or who expresses interest in being an officer. This document outlines the new requirements as they take effect this election cycle and where each member stands with regard to what they can and cannot run for in the coming election.

#### **4. Purchase Requests**

1. Code 100 – Committee Meeting – NTE \$51.00 (Doby's Subs via Pioneer Card)

**Commissioner Ellis made a motion to approve the purchase, seconded by Commissioner Hull. Motion carried.**

2. VisionWorks via Pioneer card NTE \$200.00 for the installation of lenses to the eyeglass kit.

**Commissioner Verrastro made a motion to approve the purchase, seconded by Commissioner Ellis. Motion carried.**

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

**Five Minute Recess was held**

Questions and comments from the Public: None

**Communications:**

Troy Sand & Gravel blast notice, Notice of Change in assessment 33-35 Briegle Lane & 29 Briegle Lane, North Greenbush Memorial Day parade line up, Assoc. of Fire Districts, USI and NYSEG.

**Company Report:**

BBQ on 6/23, and one membership application for a Junior member was rejected because they were outside the district.

**Building & Grounds:**

Commissioner Deutsch gave a report from the building committee and stated that the next meeting would be on 5/26/22 @ 7pm.

**Old Business:** - None

**New Business:**

The Board reviewed the single resume for the position of Fire District Administrative Officer.

**GOOD & WELFARE:**

Next meeting will be June 16, 2022

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

**PURCHASE ORDERS:** The secretary read the purchase orders approved above:

Pioneer NTE \$51 for Code 100

Pioneer NTE \$200 for VisionWorks

**Commissioner Deutsch made a motion to approve the purchase orders, seconded by Commissioner Ellis. Motion carried.**

**EXECUTIVE SESSION:**

**Commissioner Hull made a motion to enter into executive session at 8:15pm, seconded by Commissioner Ellis. Motion carried.**

**Commissioner Ellis made a motion to come out of executive session at 8:33pm, seconded by Commissioner Hull. Motion carried.**

Commissioner Bell made a motion to set the annual salary of the administrative position at \$15,000 (to be funded using funds on budget report for Accountability System \$10,000, SCBA Bottles \$2,500 and SCBA Masks \$2,500. The salary will be prorated commencing with the 5/27/22 payroll period. The motion was seconded by Commissioner Ellis. Motion carried.

Commissioner Ellis made a motion to adjourn at 8:40pm, seconded by Commissioner Hull. Motion carried.

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