

August 18, 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 7:03pm by Commissioner Bell. Those present were Commissioner Ellis, Commissioner Bell, Commissioner Deutsch, Commissioner Hull, Commissioner Verrastro, and Secretary/Treasurer Deutsch. Chief Heffern was absent due to a death in his family.

Treasurer's Report:

Building Account	\$989,252.93	General Checking Acct	\$ 85,204.39
Equipment Account	\$704,368.23	General Savings Acct	\$229,184.19
Total All Accounts:	<u>\$2,008,009.74</u>		

The balance of the RBC LOSAP Brokerage account as of 3/31/22 was \$935,693.41

The Treasurer went over new line item 2021 Unexpended Funds. She explained that budget items in red indicating a shortfall could come from the Unexpended funds. Commissioner Hull said maybe putting an asterisk next to those budgetary items would be helpful. The treasurer will do this for the next report. The Treasurer reminded the board that the next Budget workshop would be 9/12/22.

The Treasurer reported to the board that Kelly Paslow had submitted two requests for Purchase Orders for Fire Prevention. NFPA for \$791 and Alert All for \$875.00. **Commissioner Deutsch made a motion to approve those purchase orders, seconded by Commissioner Hull. Motion Carried.**

Emergency Purchase Orders between meetings: There were two (2) emergency POs issued: Dusty Snyder for \$400 to spread crusher rock and Center for Security for door not locking. As there was an open PO for Center for Security for the door, only one PO was actually issued. **Motion was made by Commissioner Ellis, seconded by Commissioner Verrastro. Motion carried.**

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 July 21, 2022. **Commissioner Ellis made a motion to approve the minutes, seconded by Commissioner Hull. Motion carried.**

The August & September calendar of events were made available: hall rentals, Fire Co meeting, Blood Drive, Fire Co BBQ, Fire Company Picnic, Community Meeting and Building Committee Meeting.

The Purchase Order list was reviewed and all felt it was accurate.

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

Chief's report:

1. Call Report May 2021

- 43 Calls for the Month`	20 Fire 23 EMS
	46.51% 53.49%
- 230 Calls for the Year	77 Fire / 1530 EMS

	33 %	67 %
- Monthly Person Hours	928.1	
- Yearly Total Person Hours	4,485.2	

2. APPARATUS & EQUIPMENT UPDATES:

43-9 has been repaired.

3. PERSONNEL UPDATES

None

4. SURPLUS EQUIPMENT:

None

5. Purchase Requests

1. EMS Supplies from Emergency Medical Products NTE \$450.00

Commissioner Ellis made a motion to approve a PO to Emergency Medical Products NTE \$450, seconded by Commissioner Hull. Motion carried.

2. Storage Bins & supplies from Uline via Pioneer Card NTE \$1,200.00

Commissioner Ellis made a motion to approve the PO Pioneer NTE \$1,200, seconded by Commissioner Deutsch. Motion carried.

3. Home Depot for a storage rack NTE \$700

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

No Recess was held

Questions and comments from the Public: None

Communications:

Troy Sand & Gravel blast notices, Association of Fire Districts, Bill Young, Pinsky Law and Firefly Admin.

Company Report:

2nd Assistant Chief Bumpus submitted a letter resigning his position as Car 3. As he was moving out of the district, he also requested to be dropped from "Active" to "Associate". The Company did not fill the position. Car 3 vehicle is being driven by Car 2. 1st Assistant Chief Gazeley brought the vehicle assigned to him (Car 2) back to the station.

Building & Grounds:

Commissioner Deutsch gave a reported that the committee viewed the site plan options presented by EDP. They also viewed three floor plan options which were very similar presented by CSArch. Some changes were suggested by the committee. CSArch is developing a community questionnaire similar to the membership one. Next meeting will be 8/22/22 to prepare for the community meeting on the 25th.

Commissioner Verrastro reported that Bonded had donated the crusher stone and that Commissioner Ellis delivered it in his truck. Commissioner Hull reported that the smoothing out the crusher run was more than he and Commissioner Verrastro could do by hand, and they requested a PO to have Dusty Snyder complete this task.

Commissioner Verrastro reported that he had asked the custodian to consolidate their supplies to one of the bathrooms. He also requested they not be locked. Apparently, a key was made for him for the one bathroom so it could be locked, but he would have access. Commissioners Verrastro & Hull do not feel the bathrooms need to be locked at all. The supplies in the one bathroom are not items of value. He asked permission to take the dead-bolt off the bathroom. Commissioners Deutsch and Bell said they didn't see any reason it could not be left open. **Commissioner Bell made the motion for the dead-bolt to be taken off the bathroom door. Motion was seconded by Commissioner Hull. Motion carried.**

Commissioner Verrastro also stated that it was reported to him that someone had defecated in the one unlocked bathroom. He drained the water from the toilet and attempted to shut off the water so it could not be refilled but it was frozen. He duct-taped the toilet seat so it could not be used. **Commissioner Bell made a motion to have a plumber come out and fix the shut-off valve NTE \$750. Motion seconded by Commissioner Ellis. Motion carried.**

Commissioner Verrastro and Commissioner Hull reported ground bees in the back of the station in a hole where a fence once was. Commissioner Verrastro is going to spray and if that does not work he will let the secretary know and she will call someone to come out.

Commissioner Verrastro also reported he fixed the red light out on the front of the building as well as the 43-6 indicator.

Old Business: None

New Business: Commissioner Ellis submitted his Letter of Intent to run for the board at the end of year. District Attorney Bill Young sent a letter stating he was not retiring at the end of 2022 however he would be in Florida for 3 months during the winter months. He will be available from Florida via phone and/or Zoom. **Commissioner Deutsch made a motion to keep Mr. Young as the Fire District's attorney for 2023. Motion was seconded by Commissioner Ellis. Motion Carried.** Commissioner Bell signed the retainer agreement and asked the secretary to mail it.

Anthony Hill from Firefly Admin sent over the 2023 engagement letter also to be signed by the Board of Fire Commissioners. Commissioner Bell signed it and gave it back to the secretary for mailing.

GOOD & WELFARE:

Next meeting will be September 15, 2022

AUDIT BILLS: Commissioner Hull 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:

Emergency Medical Products NTE \$450 for EMS supplies

Pioneer Card (Uline) for Storage bins and supplies NTE \$1,200

Home Depot NTE \$700 for a storage rack

Pioneer Card (NFPA) for Fire Prevention Week supplies NTE \$791

Pioneer Card (Alert All) for Fire Prevention Week supplies NTE \$875

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

EXECUTIVE SESSION: NONE

Commissioner Ellis made a motion to adjourn at 8:05pm, seconded by Commissioner Verrastro. Motion carried.

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