

January 19, 2023 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 7:00pm by Commissioner Ellis. Those also present were Commissioner Bell, Commissioner Deutsch, and Commissioner Verrastro and Commissioner Hull. Also present were Chief Heffern, and Secretary/Treasurer Deutsch.

Treasurer's Report:

Building Account	\$989,586.90	General Checking Acct	\$13,988.18
Equipment Account	\$704,606.03	General Savings Acct	\$74,894.48
Total All Accounts: <u>\$2,266,873.37</u>			

The balance of the RBC LOSAP Brokerage account as of 12/31/21 was \$921,872.07

Emergency Purchase Orders between meetings:

Quinn's for Car 3's vehicle NTE \$500

Commissioner Deutsch made a motion to approve the Emergency PO, seconded by Commissioner Verrastro. Motion carried.

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

Secretary's report:

The secretary provided the minutes from the regular meeting December 16, 2022 and January 2, 2023. **Commissioner Ellis made a motion to approve the December minutes, seconded by Commissioner Hull. Motion carried.**

Commissioner Ellis made a motion to approve the January 2, 2023 Organizational minutes, seconded by Commissioner Bell. Motion carried.

The January/February calendar of events were made available: Building committee meeting, Fire Co. meeting, Hall rentals and the Fire Co. Chicken BBQ.

The Purchase Order list was reviewed and Pos still on the list older than November will be removed. Chief Heffern asked that the following PO's be reissued: 5424 5388, 5311,5378 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 Hull. Motion carried.

Administrative Officer Report:

Tasks Accomplished this month:

- ★ LOSAP for 2022 complete - report available for the secretary upon request.
22 members were successful in achieving 50 points this year
- ★ NIFRS Reports were completed and uploaded to the state as required.
- ★ Cancer paperwork for the state was sent in on time
- ★ County new year paperwork was completed and sent in on time
- ★ New Station Keeper Position
Prepared to make an offer - do we need an executive session to discuss particulars? Hourly rate / who it is etc?
- ★ Dell computers were installed and seem to be working well
- ★ Software for the sign was installed on the secretary's computer.

To Do List:

Continuing to work on open projects
Making strong progress
Finish station & equipment inventory
Train Carrie & Beth on the use of the sign program.
Finish PPE inventory

Chief's Report:

★ **Call Report DECEMBER 2022**

- 53 Calls for the Month`	26	Fire	49.06%
	27	EMS	50.94%
- 383 Calls for the Year	136	Fire	36%
	247	EMS	34 %
- Monthly Person Hours	722.90		
- Yearly Total Person Hours	6,826.50		

★ **MONTHLY REPORT:**

- Volunteer recruitment task force report published - available on DHSES website.
- Governor looking to change VFBL to allow districts to offer pay per call and other incentives. Also - looking to add stipends to new firefighters who complete befo/ifo training (paid by the state).

- Property tax bill passed - awaiting further info to find out next steps.

- Officer duties for 2023 are as follows:
 - Chief Heffern
 - Fire Dept administration and oversight
 - Personnel and HR administration
 - Communication with all outside agencies
 - Purchasing
 - Long term planning
 - Health and safety program administration
 - Asst. Chief Gazeley
 - Apparatus maintenance and repair
 - Gear maintenance & cleaning schedule
 - Hose & Ladder testing
 - Pre plan program administration
 - Lead driver training officer & training / retraining program admin
 - Asst. Chief Crosier
 - Probationary member training & onboarding
 - Firefighter training program lead
 - EMS program lead
 - Inventory management lead
 - SCBA maintenance & repair
 - Capt. Fox
 - Apparatus maintenance & inspection
 - Assist with FF training program
 - Lt. Rohl
 - Assist with FF training program
 - Assist with inventory management
 - Fire Police Capt. Verrastro
 - Oversight of Fire Police equipment
 - Fire police training lead and asst Asst. Chief Crosier in drill planning
 - Fire Police Lt. Ellis
 - Inspection of fire police equipment

- I am pleased to report that FF Maello successfully completed the NYS EMT course.

- I am pleased to report that FD. Monaco, FF Cylkoff, FF Martuscello & FF Gorleski have successfully completed the NYS BEFO course and are on track to take their IFO course when it is offered next.

- FF Maiello has requested permission to ride with Sand Lake Ambulance as a member of WSLFD to further sharpen her skills . I am not sure of the impact to the district aside from the potential for her to be injured, if so - would we cover her?

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★ **APPARATUS & EQUIPMENT UPDATES:**

Discussion: 2015 Tahoe is due for replacement according to the last revision of the apparatus fleet plan that was created. If we decide to move forward I will need to send a letter of intent to the dealer to ensure we get one that is on order. We will use a piggy back RFP bid which will save us from going through the full bid process and will still comply with all NYS comptroller requirements for purchasing.

I have requests out for lighting packages, the aim is to tame the design a bit - comments consistently are that the vehicles are too bright - the new design with limited bright and shiny graphics (no more wraps, the ones we have are proving to be problematic, great idea in theory, practicality wise, too much to worry about), no roof mounted light bar - instead a window mounted light at the top of the windshield, which is more cost effective, no push bumper and reduced overall costs to the taxpayers.

Additionally - as you have seen in recent months, members have been taking more and more training which is not available locally (30-40 miles round trip on average). Those miles are eligible for reimbursement if they take their own vehicles and we have seen a considerable cost for that. In an effort to think ahead - I would like to keep the 2015 Tahoe for 2 more years and add it to the replacement plan as a miscellaneous vehicle that our members can take to training and be used to move members and equipment for calls as needed. I spoke with our insurance carrier - who stated that members above the age of 18 can operate utility (tahoe, pickups) vehicles in non-emergency mode for events and training. Would the board be willing to pass a resolution amending the policy of operation to 18 for non-emergency use? Ultimately it won't have a substantial impact on the budget provided it doesn't suffer major mechanical problems. We will however lose out on the resale value upfront, but I believe that is worth it for the benefits it will provide us.

Note 2022 rate was 62.5 cents per mile - 2023 rate is now 65.5 cents per mile

I am requesting that the board begin the process of creating a permissive referendum to move the money from the equipment / apparatus account in the amount of 85K

★ **PURCHASE REQUESTS**

1. Mileage Reimbursement

a. Alyssa Maiello

i. EMT COURSE: \$715.00

1. 26 classes, 44 miles round trip @ .625/ mile
2. 1,144 miles total x .625 = 715.00

Commissioner Deutsch made a motion to approve a PO to Alyssa Maiello for mileage reimbursement NTE \$715, seconded by Commissioner Hull. Motion carried.

2. Mileage Reimbursement

a. Chris Monaco

i. BEFO Course: \$558.75

1. 24 classes varying distances
2. 894 miles total x .625 = 558.75

Commissioner Deutsch made a motion to approve a PO to Chris Monaco for mileage reimbursement NTE \$558.75, seconded by Commissioner Hull. Motion carried.

3. Tire Rotation - R43

- a. Tires are still good but showing signs of cupping needs to be done asap.
- b. \$540.00 - Hilltop Tire

Commissioner Bell made a motion to approve a PO to HillTop Tire for tire rotation on R43 NTE \$540, seconded by Commissioner Deutsch. Motion carried.

4. Rescue 43 - Deficiencies found during PM

- a. Left Front Underbody Box door switch broken
- b. Right crew door open alarm not working
- c. Rear cans mismatched and need to be replaced
- d. Bulge in fuel tank - should be addressed
- e. Left Front Spring Rear bushing "walking"
 - i. Working on a formal estimate need parts from spartan - requesting PO NTE \$3,000.00

Commissioner Hull made a motion to approve a PO to Firematic Supply Co for PM deficiencies found on R43 NTE \$3,000, seconded by Commissioner Verrastro. Motion carried.

5. 43-6 - Deficiencies found during PM

- a. 4 automotive batteries dead - they were last replaced in 2018
 - i. Requesting PO NTE \$1,000.00

Commissioner Verrastro made a motion to approve a PO to Firematic Supply Co for PM battery deficiencies found on 43-6 NTE \$1,000, seconded by Commissioner Ellis. Motion carried.

6. Tire replacement - 43-9

- a. State contract pricing hilltop tire - \$8,219.72

Commissioner Bell made a motion to approve a PO to Hill Top Tire for new tires on 43-9 NTE \$8,300, seconded by Commissioner Hull. Motion carried.

7. Calibration / Bump Test Gas - CO Single

- a. Dival: NTE \$100.00

Commissioner Verrastro made a motion to approve a PO to Divall for CO test NTE \$100, seconded by Commissioner Bell. Motion carried.

8. MES - Name tag for 5.11 jacket - Lee Crosier

- a. NTE \$15.00
- b.

Commissioner Hull made a motion to approve a PO to MES for a name tag for Lee Crosier's jacket NTE \$15, seconded by Commissioner Hull. Motion carried.

9. Home Depot - Ice Melt - 15 Bags - 50lbs each
 - a. Requesting PO NTE: \$200.00

Commissioner Verrastro made a motion to approve a PO Home Depot for Ice Melt NTE \$200, seconded by Commissioner Deutsch. Motion carried.

After some discussion regarding the new vehicle, Commissioner Bell made a motion for a permissive referendum to move \$85,000 from the Apparatus/Equipment account to pay for the new vehicle. Motion was seconded by Commissioner Hull. Commissioner Bell also made a motion to issue a PO to Denooyer Chevrolet NTE \$52,497.50, seconded by Commissioner Ellis. Motion carried.

IT IS HEREBY RESOLVED by the Board of Fire Commissioners of the West Sand Lake Fire District #1; that

WHEREAS, the Board of Fire Commissioners have entered into a contract to purchase new fire command vehicle; and

WHEREAS, the Board of Fire Commissioners have heretofore established a Capital Reserve Fund to be used for the acquisition of new equipment and repairs to apparatus currently owned by the West Sand Lake Fire District; and

WHEREAS, the estimated total cost for the new vehicle herein listed is Eighty-five thousand (\$85,000.00) Dollars; and

WHEREAS, there is currently in the aforementioned Capital Reserve Fund a sum of money in excess of Eighty-five Thousand (\$85,000.00) Dollars;

IT IS HEREBY RESOLVED, by the Board of Fire Commissioners at its special meeting on January 19 2023, to transfer from its Capital Reserve Fund the sum of Eight-five Thousand (\$85,000.00) Dollars for the purposes of paying for acquiring the new vehicle; said Resolution being adopted subject to a Permissive Referendum pursuant to Section 6-g of the General Municipal Law.

**Commissioner Bell; Aye
Commissioner Ellis; Aye
Commissioner Hull; Aye
Commissioner Deutsch; Aye
Commissioner Verrastro; Aye**

The motion carried unanimously.

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

Questions and comments from the Public: None

Communications:

Communication from Firefly Admin with the procedure for approving the 2022 LOSAP. Foil request from Dave Sauter.

Fire Company Report:

Fire Company voted in a new member, Elias Goosmann. Next Chicken BBQ will be in February.

Building & Grounds:

Commissioner Verrastro reported that he had spoken with Jay Hart and he needs another month to get work done downstairs. He is short staffed and he stated he had to serve residents first. He offered to turn equipment over and we could find someone else to install it, but he would not warranty the equipment or work. Commissioner Hull reported that the new door to the Museum had been installed and painted. He also reported the light in the Bay that needed to be replaced. He called Tom Delaney to get the name of the electrician that put them in, and he called them. The warranty on the light fixture has expired, but he will come out and replace it. Commissioner Hull requested a PO NTE \$500 to Genesis LED Energy Assoc. **Comissioner Deutsch made a motion to have Andy come fix the light in the bay NTE \$500, seconded by Commissioner Verrastro. Motion carried.**

Commissioner Hull also brought a quote from Regan's Pest Control. As Terminix is not doing a very good job and the service is poor, Commissioner Hull would like the board to terminate services with Terminix and enter into a contract with Regan's. The price for services would be \$225 per month after the initial \$795 setup.

Commissioner Bell made a motion to terminate Terminix effective immediately and enter into an agreement with Regan's. Motion was seconded by Commissioner Deutsch. Motion carried.

Commissioner Hull brought up the thermostat in the Hall keeps getting put up high. It was recommended that a lockable thermostat box be purchased with the Pioneer credit card NTE \$100, seconded by Commissioner Ellis.

OLD Business:

Charter Communications/Time Warner will be coming out to install a router for wi-fi services in the station and hall. They will be calling to schedule the date. This will increase our monthly cost by \$7.99. A One-time set up fee of \$199.99.

NEW BUSINESS:

Secretary Deutsch and Chief Heffern brought up the need for the Board to hire an IT Service to help with our computer needs. Secretary Deutsch contacted White Wolf Computers in Delmar and they provided a proposal for ongoing IT services. 3 computers @ \$15 each which will include making sure all updates are done, and that there are no issues. This monitoring is done remotely and a report will be sent via email each month. Any specific issues will be billed at the hourly rate of \$114/hour.

Commissioner Hull made a motion to accept the proposal from White Wolf Computer, seconded by Commissioner Verrastro. Motion carried.

Commissioner Ellis and Commissioner Hull will be doing the Commissioner Training hosted by NYS Association of Fire Districts of the Capital area at the Averill Park Fire House. Cost is \$85 each

Commissioner Bell made a motion to issue a PO NTE \$200 for commissioner training, seconded by Commissioner Deutsch. Motion carried.

GOOD & WELFARE:

Next meeting will be February 16, 2023

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

PURCHASE ORDERS:

Wicket Smart -	\$300 for Station Keeper uniform
Alyssa Maiello	\$715 for mileage reimbursement
Chris Monaco	\$558.75 for mileage reimbursement
HillTop Tire	\$540 for Tire Rotation R43
Firematic	PM deficiencies NTE \$3,000
Firematic	New batteries for 43-6 NTE \$1,000
HillTop Tire	New Tires for 43-9 NTE \$8,300
Dival	CO test kit NTE \$100
MES	Name Tag for Lee Croiser coat.
Home Depot	15 bags of IceMelt NTE \$200
Pioneer	Lockable thermostat box for Hall NTE \$100
Genesis LED Energy	To replace light in bay NTE \$500
Denoyer Chevrolet	for 2023 Tahoe NTE \$52,497.50

Preventative Maintenance Pos:

2023 Heavy Vehicle Maintenance – PO Requested \$10,515 Firematic

2023 Light Vehicle Maintenance – Open PO Requested of \$1,000 Quinn Auto

2023 Annual UTV Vehicle Maintenance – PO Requested \$700 Edelman’s

2023 Annual Trailer Inspection – PO Requested \$100 Imperial Trailer Sales

2023 Annual Light Tower Inspection – PO Requested \$250 Admar Con Equipment & Supplies

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**