

ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS MEETING
February 20, 2014

Members Present:

Francis J. Pandich, Jr., Chairman
George M. Bush, Secretary
Lewis Hoffer
Ronald Materese

Others Present:

Jeff Winchell, Chief
Joseph Shoemaker, Asst. Chief
Rob Holmes, Asst. Chief
Robert Brady, Fire Company President
Jerry Stout
Michael Battaglini
Jed Whitmarsh
Nate Leonard
Matt Winchell
Jill Stout
Anthony Fiacco, Treasurer
Alice Fiacco, Administrative Assistant

Chairman Pandich called the meeting to order at 6:00 pm.

Motion by Member Bush, second by Member Materese to accept the minutes of the January 16, 2014, meeting. All aye; motion carried.

Treasurer's Report: Motion by Member Bush, second by Member Materese to accept the Treasurer's Report. All aye; motion carried. Treasurer Fiacco asked that Visa credit cards not be used at vendors where we already have open accounts. The new Payroll Account has been set up as a result of the audit concern over the payroll vendor having access to fire district money. The vendor will now have access to only the payroll account which has just enough to cover payroll. Treasurer reported that we still have not received funds from the Town of Union and cash is getting low. After bond payment due March 1, we will have only about \$26,000. He spoke with the Town of Union Comptroller and he will go over to her office tomorrow to pick up the tax check.

Chairman Pandich expressed some concerns over the decreased balance in the Unappropriated Account which was depleted with the additional expense for the back parking lot project. This is necessary for emergencies and other unforeseen expenses. Need to build this account back up. Ideally he would like to see over \$200,000 in this fund.

Discussion of bonding. Hope to have numbers so we can start to think about a bond issue later in the year. With purchase of rescue and another engine we would have to go to the voters for another 1.6 million, with last year's bond issue we would be looking at issuing about \$2.4 million in bonds. We will get schedule of bond payments so we can see the impact this will have on our budget.

Hearing of Visitors: None.

Unfinished Business:

1. Roof for fuel island: This will have to wait for spring.
2. Computer Policy: Members reviewed the proposed policy which was adapted from policy offered by ESIP Insurance. It's a basic policy that we can change as needed if issues come up. Motion by Member Materese, second by Member Bush to adopt the computer policy. All aye; motion carried.
3. Risk Management Recommendations; Waiting to hear from Fire Company.
4. Corrective Plan/Incentive Program. We have 90 days to write a Corrective Action Plan for the Audit. We were contacted by an attorney in the Colonie area, concerned over OSC criticism of our incentive program as many districts in his area have similar plans. May have to tighten up purchases to be sure they comply with plan. We may ask our attorney to look into this. Auditors recommended that we turn this over to the fire company but we feel that is not appropriate. Auditors say they want transparency in our actions, then recommend that we do the program through the company. We had opinion from AFDSNY attorney and others who felt our program was appropriate. May have to forego payment for clambake tickets, as we understand this might not be appropriate. But feel that allowing members to purchase fire equipment and uniform items is an appropriate expense. Going forward we may have to separate district and fire company points.
5. 2014 Projects/planning; There will be a planning work session on Wednesday, March 12, at 5:30 pm.

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6. LOSAP/Life Insurance: On hold.
7. Credit Card box: Fire Company President Rob Brady said the fire company is purchasing a box with a numerical combination that can be changed to store their credit cards and allow member access. Board members felt we need something that has a record of when and who accesses the box. Waiting on information on some boxes.
8. Photo eye for manual operation of outside lights; T & B Electric quoted \$500. A. C. Spear has not quoted. Motion by Member Bush, second by Member Materese to have T & B install this. All aye; motion carried.
9. A C Project: On hold for now.
10. Water softener: We received a quote from Petcotsky for \$6,363.00 to install a water softener. Leto Plumbing & Heating was also contacted but has not yet provided a quote. Due to the dollar amount we will get another quote.
11. Computer replacement: Have found that at least 3 of our computers can be upgraded to Vista which is still still supported; that will give us some additional years. Waiting on quotes from Pyramid as the Microsoft support for XP and Office 2003 expires soon.
12. Repairs were done on the station #3 roof due to leaking. Roofs at station #2 & #3 will need to be replaced in the next 2 years, both are over 20 years old.
13. Air Cleaning Systems has given us a quote to upgrade our Plymovent System for \$22,895.00. Plymovent is a proprietary system and Air Cleaning Systems is the only authorized dealer in our area, therefore, no one else can quote on this. Motion by Member Bush, second by Member Hoffer to approve upgrade to systems at all three stations for \$22,895.00. All aye; motion carried.
14. Furniture at st 2 & 3: Televisions at both stations need replacing. The fire company has done this in the past. Gil Martino submitted information for station #3, but members from station #2 had not seen this. Floors in office need to be replaced. Would like st 2 & 3 personnel both to look at this and come up with some suggestions on what they want.
15. Discussion of MOU for donation of trailer. Our attorney, Oliver Blaise III, had concerns over the wording and has made a recommendation to change the contract.
16. Discussion of possible expenditures from bond fund. Member Bush suggested we purchase a notebook computer for the Quint. The Chief had left the meeting, but believe that he has most of this money earmarked for equipment for the engine. We will check with him before any plans are made for the balance in the bond fund.
17. Engine 9 was sold on Auctions International for \$5100.00.

NEW BUSINESS:

1. Motion by Member Materese, second by Member Hoffer to approve the following bills for payment:
Vouchers #02-001 to #02-092 totaling \$53,820.37
Bond payment _BF2-002 to 2-004 totaling \$3,473.69
2013 accruals: 12-203 and 12-204 totaling \$25,762.58.
February supplement: 03-001 to 03-016 totalling \$5,585.21.
All aye; motion carried.
2. Petty Cash: Motion by Member Materese, second by Member Hoffer to approve the petty cash report and reimburse petty cash \$124.39. All aye; motion carried.
3. Motion by Member Bush, second by Member Hoffer to approve the transfers submitted. All aye; motion carried.
4. Building report:
 - a) Would like to have Air Temp come in and go over the HVAC controls with us as former Board Member Costello was the only one who understood this.
 - B) Discussion of panic bars. Replacement is very expensive, there may be replacement parts available. We will get some pictures of these and try to locate some replacement parts.
5. Motion by Member Bush, second by Member Hoffer to approve the following use of the community room:

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- 4/6/14 Maureen Bednar, baby shower, \$200 + \$50 security deposit
- 4/19/14 Ron De Hass, family party, \$200 + \$50 security deposit
- 5/16/14 M-E Dollars for Scholars Fundraiser, \$50 security deposit only
- 9/14/14 Carousel Harmony Chorus, luncheon/style show fundraiser -50 security deposit

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6. Chief's Report:
 - a) Motion by Member Bush, second by Member Materese to approve the Air Management Policy. All aye; motion carried.
 - b) Chief requested new furniture as current desk is broken. Motion by Member Bush, second by Member Materese to approve not-to-exceed \$1500 for purchase of new furniture for the Chief's Office. All aye; motion carried. Member Bush recommended Upstate Office Furniture as they have high quality used furniture.
 - c) Motion by Member Bush, second by Member Materese to allow participation with vehicles and personnel in the St. Patrick's Day Parade, March 1, in Binghamton. All aye; motion carried.
7. Motion by Member Bush, second by Member Hoffer to accept the Training Division Report. All aye; motion carried.
8. Motion by Member Bush, second by Member Materese to accept the Support Services Division Report. All aye; motion carried.
9. Motion by Member Bush, second by Member Materese to accept the Maintenance Division Report. All aye; motion carried.
10. The fire company is looking at changing the bylaw to make the auxiliary independent from the fire company.
11. The Bond Anticipation Note expires in June. We will need to roll this over. The minimum principal payment is \$25,000, if the board wants to pay anything other than the minimum we need to contact Fiscal Advisors no later than the middle of May.
12. Motion by Member Bush, second by Member Materese to put donations from Endwell LOCA, Julia Cimaomo and the Southern Tier Bicycle Club, Inc., in the AED Fund. All aye; motion carried.
13. Our attorney advised that the Fire District can do leasing.
14. The compressors installation at stations 2 and 3 are almost complete. By doing the work ourselves we have saved about \$1,000. Thanks to Matt Winchell and Jed Whitmarsh for doing this.

Motion by Member Hoffer, second by Member Battaglini to adjourn at 8:30 pm. All aye; motion carried.

Respectfully Submitted,

George M. Bush
Secretary

GMB/af