

**PRELIMINARY  
MINUTES OF THE REGULAR MEETING  
September 21, 2010**

The regular meeting of the Danby Fire District was called to order by Commissioner Caveney at 7:30 PM on September 21, 2010 at the Danby Fire Station.

**ATTENDANCE:**

Members:       Ralph Bowles  
                  Pat Caveney  
                  Matt Cooper  
                  Wayne Holden  
                  Richard H. Oltz

Non-members:  Judd Leonard, Treasurer                       Linda Wyatt, DVFC member  
                  Deanna Bowles, Secretary               Sarah Wyatt, DVFC member  
                  John Gaden, Danby Chief                   Scott Wendt, West Danby Chief

**MINUTES:**

Richard made a motion, seconded by Ralph, to approve the minutes for August 17, 2010. Motion carried with all in favor.

**COMMUNICATIONS:**

The following communications were received:

- PERMA Regional Meeting October 26, Safety Awareness Training at Ramada – given to Chief Gaden
- Letter from Senator Seward offering a booklet “Funding Programs for Fire and Ambulance Services”, which will be ordered.
- Letter from Finger Lakes Runners Club announcing its 13<sup>th</sup> Annual Danby Trail Run on October 10, 2010
- Billing application from TC Health Dept which has been completed by the Treasurer
- Fire District Affairs*, Aug. 2010 – Sept. 2010 issue
- Letter from Frank Nocerino, Secretary/Treasurer AFDSNY announcing danby@firedistnys.com email address assigned to the Danby Fire District as part of the associations internet project
- Moody request for a copy of the 2009 audit
- Gator Construction quote for \$1,400 to replace the metal shed roof – shed is attached to the Danby Fire Station
- Federal Home Loan Bank of New York statement
- Tompkins Investment Services statement
- Letter from Michael P. Dallessandro & Assoc. offering management consultant services due to our recently published possible labor violations. The proposed fee would be a minimum of \$5,200. To be discussed under Policy.

**COMMITTEES:**

**PURCHASING:**

No report.

**BUILDINGS & GROUNDS:**

Danby: Furnace service is on hold until the furnace is up and running.  
Night lights in new bay are not on a timer. Pat will follow up on this.  
Community sign is on 24 hours a day and should also be on a timer. Pat will check to see if the clock is wired.  
The alarm system is hooked up and reports directly to Fire District Systems. In the event of an alarm, FDA will call 911, John Gaden, Ralph Bowles and Richard Oltz.  
Richard will get a price on fixing the water softener at the Danby Fire Station.

West Danby: A quote from Simplex Grinnell for an alarm system at the West Danby Fire Station was given to Chief Wendt to review. The present alarm system is being discontinued.

Fire extinguishers have been serviced at both stations.

**INSURANCE:**

Accident/Sickness Policy is ready to go into effect Nov. 1, 2010..

**TRUCKS:**

421 has a serious air leak and will be taken for service.

Due to a pump leak on 401, pump testing was delayed. Federal Safety fixed the leak and offered to perform pump testing at \$200 per truck, and their CDL driver will pick up and deliver the trucks at no additional cost. Wayne made a motion to cancel pump testing with Churchville and to accept the offer from Federal Safety. Richard seconded the motion. Motion carried with all in favor. Federal Safety also does truck service, and Ralph will check with them on the 421 air leak.

Hose and ladder testing are still pending.

**TOWN BOARD:**

No report.

**RECORD RETENTION:**

There has been no response to the LENS Program application dated June 1, 2010, therefore another application was made on September 16, 2010.

HepB forms have not been returned to the Records Manager by Burke, Carlisle, Cooper, Diemecke, Fairchild, and Mandy Westmiller. Chief Wendt will follow up on this.

Everyone was reminded to be aware of privacy issues and to not leave private information available for others to see.

**POLICY:**

Policies are on hold due to time constraints.

The Dallessandro & Assoc. proposal was tabled due to the favorable verbal response from the NYS Dept. of Labor regarding our alleged violations.

**DANBY ADDITION:**

Punch lists are getting short. HVAC hookup is pending with electrician. Lights are an issue. The general contractor is addressing the leakage around the truck bay windows. They have been caulked. Locks, door knobs and keys are still missing and on order.

Matt has not received a key to the Danby station. Chief Gaden will give him a key.

Flood lights are necessary for the new truck bays, but are not included in the contract. The electrical contractor recommended purchasing a quartz halogen light and having it installed. Lights are approximately \$28 each. A cut sheet from Home Depot was passed around for review.

Quotes are being received for moving the antennae. Remotes for overhead doors are also being quoted.

All contractors are expected to be done by late October.

Phones and internet are hooked up.

#### **AUDIT:**

Review of the action items is tabled until the November meeting.

Dee will check with the auditor for help setting up Quick Books.

Pat will work to have the long range plan in place by the end of the year.

#### **CHIEFS REPORTS:**

DVFC: No written report was received. An application for membership from Patrick Thompson was received. Denver Jones requested use of the station for a "Meet the Candidates" for this Saturday. Use of the station was also requested for an SPCA function Nov. 5, from 5-9 PM, and by the Danby Community Council for a Halloween Party on Oct. 31. There will be an Open House on Oct. 9. A flat panel TV has been purchased and will be professionally installed. An individual assigned to do community service is painting, cleaning, and laying a tile floor in the staff office.

WDFD: A written report for August was received. Construction of the BBQ pit has started. Breakfasts are scheduled for Nov 14, Dec 12, Feb 13 and Mar 13. A Spaghetti Dinner is scheduled for March 13. A Craft Fair/BBQ will be Oct. 23, from 10-2.

Wayne made a motion to approve the new member pending a physical and arson check. Ralph seconded the motion. Motion carried with all in favor.

Richard made a motion to approve the station usage, Matt seconded the motion. Motion carried with all in favor.

#### **OLD BUSINESS:**

Chief Gaden emailed Michael Cappelli, Safety & Health Inspector, PESH Bureau, requesting the final PESH report. No written report has been received to date.

Matt made a motion to adopt a Preliminary Budget of \$370,890 by resolution, seconded by Richard. Motion carried with all in favor. Judd and Pat will submit the Preliminary Budget to the town, to be placed on the town website.

#### **NEW BUSINESS:**

Deanna will obtain quotes for a 10' conference table and 16 padded chairs for the Conference Room.

A Microsoft Office multi-license was discussed and tabled until the next meeting.

Deanna will arrange for flu shots and PPD tests with the TC Health Dept.

Ralph made a motion, seconded by Wayne, to provide a copy of the 2009 audit report to Moody. Motion carried with all in favor.

#### **TREASURER'S REPORT:**

Richard made a motion, seconded by Wayne, to approve the treasurer's report. Motion carried with all in favor.

Abstract 9 Capital Fund, claim 42 in the amount of \$1,284.00 was audited and the treasurer was directed to pay the bill.

Abstract 9 General Fund, claims 179 through 200 in the amount of \$12,236.33 were audited and the treasurer was directed to pay the bills.

Meeting adjourned at 9:35 PM.

Respectfully submitted,  
Deanna Bowles  
Secretary