

**DRAFT**  
**MINUTES OF THE REGULAR MEETING**  
December 21, 2010

The regular meeting of the Danby Fire District was called to order by Commissioner Caveney at 7:35 PM on December 21, 2010 at the West Danby Fire Station.

**ATTENDANCE:**

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

Non-members:   Judd Leonard, Treasurer                                 John Smith, West Danby Asst. Chief  
                      Deanna Bowles, Secretary                             Scott Wendt, West Danby Chief  
                      John Gaden, Danby Chief

**MINUTES:**

Wayne made a motion, seconded by Ralph, to approve the November 16, 2010 minutes. Motion carried with all in favor.

**COMMUNICATIONS:**

The following communications were received:

- CJDCS contract, signed by Pat as Chairman of the District and to be faxed back by the secretary
- FireHouse Software contract
- FOIL Requests from Jeff Baker, including a request for sales tax reports from the District and both fire companies. Issue has been referred to Attorney Mark Butler for opinion.
- Incorporation of both fire companies by Attorney Mark Butler is still pending
- Communication with Mr. Krogh regarding district and fire protection districts is still pending
- Gator Construction contacted Richard Oltz with questions regarding the roof on the metal shed. The secretary will copy their proposal for Richard for reference.
- John Smith requested a copy of the Annual Validation of Peace Officer Registry Data for 2010.
- Tompkins Investment Services statement
- Home Loan Bank statement
- Citizens Bank statement
- Affidavits of Publication for Organizational Meeting and Annual Election legal notices
- Occustar, Inc. medical qualifications for David Robbins, Patrick Thompson, and Ashley Young. Cards were given to the Chiefs.
- Fire Dept. Law & Management Conference by Scoccejotamp & Pinsky, PLLC to be held Apr. 1-3, 2011 at The Turning Stone Casino & Resort
- QuickBooks training offer by NY Training Pros to be held at Holiday Inn, Ithaca on Jan. 13 and 14, 2011

Wayne was thanked by everyone present for his service of 25 years, followed by cake and coffee.

**COMMITTEES:**

**PURCHASING:**

7 air bottles were sent to Jerome for testing. Wayne will remind Jerome to bill before the end of the year.

**BUILDINGS & GROUNDS:**

Drop cord for 441 will be replaced by Roger Grant. Chief Gaden will inform Roger where we have accounts. Matt requested a list of District business accounts be available for all Commissioners and Chiefs.

**INSURANCE:**

Property and Casualty renewal was submitted, and will be addressed at the Organizational Meeting. Pat suggested the following building coverage: Danby Fire Station at \$1.5 million and West Danby Fire Station at \$1 million for an additional insurance cost of approximately \$1600.

**TRUCKS:**

Ralph reported 441, 442, and 443 received NYS inspection and 401 and 421 will be inspected during the week between Christmas and New Years. Inspection papers shall be kept in the trucks. Batteries and alternator in 441 were replaced.

Rims on 1401 are split rims and Scott understands they are illegal. Scott will verify this with Caskey's.

**TOWN BOARD:**

No report.

**RECORD RETENTION:**

Discussion held on purchase of a new computer Wayne made a motion, seconded by Richard, to encumber \$900 from 2010 for the District computer. Motion carried with all in favor.

All computer hardware and software information shall be given to the secretary for inventory, including make and model, serial number, year purchased, memory, software versions, operating system, virus protection, along with printer makes and models and year purchased.

FOIL Requests from Jeff Baker have been answered, however he has challenged and submitted second requests for the same information. The District does not have the records that he is requesting and he will again be so notified.

**POLICY:**

No report.

**DANBY ADDITION:**

Discussion held on Clerk of the Works contract. The original contract was approved and John Smith was asked to submit a voucher for payment.

The architect asked for close-out meeting, and Pat has asked the electrician to identify circuits. The outlet for the water softener is not hooked up and there are no outside lights at the Danby Fire Station.

**AUDIT:**

Passwords for Quicken shall be given to the deputy treasurer.

For inventory purposes, the Chiefs were asked to have the MSA TIC camera original cost to Pat along with SCBA costs. The District internal audit will be Feb. 8 and the auditors meeting will be scheduled after Feb. 9.

**CHIEFS REPORTS:**

DVFC: A written report was received with a list of current members and their classifications. Items in the storage room, including those left by contractors, will be put away. Overhead door closures quotes are still pending.

The following officers were elected for 2012:

John Gaden, Danby Chief  
JoAnne Olivber, 1<sup>st</sup> Asst. Danby Chief  
Peter Goodman, 2<sup>nd</sup> Asst. Danby Chief  
Roger Grant, 3<sup>rd</sup> Asst. Danby Chief  
Wayne Holden, President  
Ralph Bowles, Vice-President  
Sharon Gaden, Secretary  
Jessica Schaad, Treasurer  
Christel Trutmann, Trustee (along with Richard Oltz and Barbara Robinson)

Oaths will be given at the 2<sup>nd</sup> meeting in January.

The following members will be taking the Incident Safety Officer Course: Richard Oltz, Wayne Holden, Sarah Wyatt, Peter Goodman, Ralph Bowles, Deanna Bowles, and Simon Wyatt. Sarah Wyatt requested the following courses: Firefighter Survival on Jan. 15, FAST on Jan. 22, 23, Live Fire Training Safety on Feb. 26, SCBA Refresher on Feb. 27, and Fire Behavior and Arson Awareness on Mar 7.

WDFD: A written report was received. Paula Wegner has applied for membership.

The following officers were elected for 2012:

Scott Wendt, West Danby Chief  
John Smith, 1<sup>st</sup> Asst. West Danby Chief  
Ken VanEtten, 2<sup>nd</sup> Asst. West Danby Chief  
Mel Westmiller, 3<sup>rd</sup> Asst. West Danby Chief  
Marrell Cortright, President  
Steve Cortright, Vice-President  
Kelly Wendt, Secretary  
Paula Wegner, Treasurer  
Mel Westmiller, Trustee.

A DVD containing the WDFD Training Report for 2010 was received from John Smith. In addition, the training attendance information has been received with the incident reports. A Spaghetti Dinner will be Jan 8.

Matt made a motion, seconded by Richard, to approve the new member and requested courses. Motion carried with all in favor.

#### **OLD BUSINESS:**

Hose testing has been completed. Hard suction was not done and will be tested in the future. No one contractor had the capability to test the hard suction.

#### **NEW BUSINESS:**

Wayne made a motion, seconded by Richard, to approve the officers as elected at both fire companies. Motion carried with all in favor.

WDFD and DVFC truck committees are working on specs for 2011.

Passwords for Quicken shall be given to the deputy treasurer.

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

Ralph made a motion, seconded by Matt, to approve a resolution to transfer funds from the contingency account to overspent accounts and to transfer the excess end of year account balances to the truck reserve account.. A roll call vote was taken with all in favor.

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

Abstract 12 General Fund, claims 252 through 281 in the amount of \$17,775.46 were audited and the treasurer was directed to pay the bills. Ralph made a motion, seconded by Richard, to approve the treasurer to pay all additional December bills. Motion was carried with all in favor.

Meeting adjourned at 11:10 PM.

Respectfully submitted,

Deanna Bowles  
Secretary