

## **MINUTES OF THE REGULAR MEETING**

January 18, 2011

The regular meeting of the Danby Fire District was called to order by Commissioner Caveney at 7:30 PM on January 18, 2011 at the Danby Fire Station.

### **ATTENDANCE:**

Commissioners: Ralph Bowles  
Pat Caveney  
Matt Cooper  
Gene Beavers  
Richard H. Oltz

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

The Oath of Office was administered to the chiefs by the secretary, and photos were taken by Joan Grant.

### **MINUTES:**

Matt made a motion, seconded by Richard, to approve the Organizational Meeting minutes as corrected. The retainer for the attorney was changed from \$4000 to \$2500. Motion carried with all in favor. \$4000 is the budgeted amount for legal fees.

### **COMMUNICATIONS:**

The following communications were received:

Quotation from Fire Detection Systems, Inc for fire alarm service at West Danby: \$500 for West Danby or \$650 for both stations.

Attorney Krogh spoke with Attorney Butler regarding the fire district function  
Crown Art. 78 court date is January 21, 2011 at 9:30 am and commissioners and officers are not required to attend

Appeal from Jeff Baker to Chairman Caveney for Baker's FOIL request dated Dec. 9, 2010. Regarding the appeal, a letter was sent to Jeff Baker from Chairman Caveney stating the request was not denied, the documents do not exist. The letter was copied to NYS Committee on Open Government.

Waterway Twin Tier Hose Testing Report for 11-20-2010  
OGS customer-update form to be filled out by the secretary

### **COMMITTEES:**

### **PURCHASING:**

Computer quotes for a new District computer are pending.

Judd agreed to furnish a list of businesses with which the District has accounts.

John Gaden reported 30 rescue rope packs (1 for each airpack) would cost approximately \$4000. John Gaden will check on OSHA requirements.

Purchase order forms to be revised.

### **BUILDINGS & GROUNDS:**

Highway dept has done a remarkable job plowing both station aprons. Pat will call Carl Seamon, Highway Superintendent, regarding leaving access to the building from the side parking area.

Danby apron needs repair.

**INSURANCE:**

Property and Casualty Insurance updated quote is \$15,925.00, including \$10,570 Commercial Package, \$3,570 Commercial Inland Marine, and \$1,785 Commercial Umbrella.

**TRUCKS:**

401 and 421 inspections are pending.

Scott is working on quotes for a new light bar for WDFD.

**TOWN BOARD:**

No report.

**RECORD RETENTION:**

No information has been received regarding computer related inventory.

**POLICY:**

The Policy Committee will meet tomorrow to review the Training Policy.

Matt is researching the Drivers Policy.

A Training Request form will be added to the Training Policy.

**DANBY ADDITION:**

Punch Lists:

HVAC -Needs to balance the heating system and vents wired.

Electrical - Circuits are being identified.

Plumbing – Two hose bibs need replacement/repair.

GC – Seepage/Window caulking.

Architect closeout pending.

Water softener outlet is now active.

**AUDIT:**

Pat reminded everyone of the Feb 8<sup>th</sup> Internal Audit.

Pat is working on a Long Range Plan.

Chiefs still owe Pat information on TIC and SCBA, including make, model, and cost, for inventory of items >\$5K value.

**CHIEFS REPORTS:**

DVFC:

A written report was received. 8 members completed the Incident Safety Officer Course. Evidence Protection at the Fire Scene Course, First 5 Minutes Course, and Special Hazards Course will also be included in the 2011 training.

Rip and Run is “running”.

WDFD:

A written report was received. Tony Carlisle and Tod Sukontarak have requested Internal Fire Officer Course and Fire Officer 1 Course in Cortland. Scott Wendt requested Fire Officer 1 Course at the Tompkins County Dept of Emergency Response. West Danby Community Assoc. requested use of the station on Jan. 29<sup>th</sup> for their Annual Dinner. Ralph made a motion, seconded by Matt, to approve the courses and station usage. Motion carried with all in favor.

**OLD BUSINESS:**

Judd agreed to give the Deputy Treasurer the password for Quicken and to update the financial records on her computer. Judd will also arrange for any necessary signature cards.

Pat stressed the need to switch to QuickBooks. Commissioners and Chiefs should review the list of QuickBook accounts, and inform the Deputy Treasurer of any changes.

**NEW BUSINESS:**

Gene made a motion to approve the Property & Casualty Insurance as quoted, seconded by Ralph. Motion carried with all in favor.

**TREASURER'S REPORT:**

Richard made a motion, seconded by Ralph, to approve the treasurer's report, contingent on Judd checking entries 11968 and 11977, both showing amounts for \$158.14. Motion carried with all in favor.

Abstract 12 (2010) General Fund, claims 282 through 297 in the amount of \$6,008.75 were audited and the treasurer was directed to pay the bills.

Abstract 1 General Fund, claims 1 through 12 in the amount of \$48,752.36 were audited and the treasurer was directed to pay the bills.

Abstract 1 Construction Fund, claims 1 through 2 in the amount of \$30,084.20 were audited and the treasurer was directed to pay the bills.

Meeting adjourned at 10:13 PM.

Respectfully submitted,

Deanna Bowles  
Secretary