

**DRAFT**  
**MINUTES OF THE REGULAR MEETING**  
November 15, 2011

The regular meeting of the Danby Fire District was called to order by Commissioner Caveney at 7:30 pm on Nov. 15, 2011 at the Danby Fire Station.

**ATTENDANCE:**

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

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

Town: Ted Crane

Ted Crane addressed the town sign ownership. This is the lighted outdoor sign located along Route 96B on the Danby Fire Station property. Ted found it is owned by the Community Council with the purpose of publicizing town events. There are no written policies at this time, however priority to town and fire news items is encouraged. Ownership and who to contact became an issue after Secretary Bowles could not find out whom to contact to have the Budget Hearing information placed on the sign. She has since been given the contact information. The Commissioners thanked Ted for clearing up the town sign ownership. He was also commended for his dedication to the Town of Danby for publicizing both Town of Danby and Fire District news in the Danby Area News and on the town website.

**MINUTES:**

Commissioner Oltz made a motion to approve October 18, 2011 Budget Hearing minutes. The motion was seconded by Commissioner Cooper and carried with all in favor.

Commissioner Caveney made a motion to approve October 18, 2011 Meeting minutes with the following addition: "Motion carried with all in favor." was added after the motion under POLICY. The motion was seconded by Commissioner Beavers and carried with all in favor.

**COMMUNICATIONS:**

The following communications were received:

Fire Detection Services contract for Fire Alarm Service at \$450 per station, which includes 1 service call per year per station. SimplexGrinnel quoted \$792 for the same service. Commissioner Cooper made a motion, seconded by Commissioner Bowles, to accept the contract with Fire Detection Systems for both stations. Motion carried with all in favor.

Attorney Mark Butler re: Resolution 2011-11-15.1 Related to Election of Fire Officers including Chief and Assistant Chiefs, including Rule and Regulation 2010-01 related to Election and Nomination of Fire Officers. Commissioner Oltz made a motion, seconded by Commissioner Beavers, to approve Resolution 2011-11-15.1, including Rule and Regulation 2010-01. A roll call vote was taken. Motion carried with all in favor.

Resolution Related to District Department Chief. After some discussion, this was tabled until the December meeting.

Police Officer Registry update request was given to Chief Gaden and Chief Wendt for review. A copy of the completed document will be given to the secretary.

McNeil & Co. training information for online courses including "Preventing Theft in Your Organization". This will be copied to Chief Gaden and Chief Wendt.

Affidavit of Publication from the Ithaca Journal for the Legal Notice of Annual Election of the Danby Fire District.

**TREASURER'S REPORT:**

Commissioner Bowles made a motion, seconded by Commissioner Oltz, to approve a Resolution to Transfer \$1500 from Account A3410.4.503 TRAINING to Account A3410.4.516 PUBLICATIONS, and to transfer \$4000 from Account A3410.4.502 DISTRICT OFFICE, \$500 from Account A3410.4.503 TRAINING and \$1000 from Account A3410.4.512 UTILITIES, totaling \$5500, to Account A3410.4.506 DANBY BUILDING & GROUNDS. A roll call vote was taken and motion carried with all in favor.

Commissioner Cooper made a motion, seconded by Commissioner Beavers, to approve the treasurer's report and to pay Abstract 11 General Fund claims 184-200 in the amount of \$8,674.43. Motion carried with all in favor.

**COMMITTEES:**

**PURCHASING:**

Chief Gaden reported that all equipment for 2011 has been ordered.

**BUILDINGS & GROUNDS:**

Danby Fire Station:

The heating system malfunctioned recently due to a circulating pump not running. The pump was reset and is now working.

Commissioner Caveney will check on the status of the holding tank in Danby. Until further notice, trucks are not to be washed in the bays.

West Danby Fire Station:

No report

**INSURANCE:**

No report.

**TRUCKS:**

442 is going to Admiral Specialty Vehicles for lights.

1421 pressure relief valve is not working, and 1401 is leaking. These will be checked during the pump testing. Commissioner Oltz will check on the pump testing date.

A Newfield truck had an engine failure during a recent fire in the District. This may become an insurance issue.

**TOWN BOARD:**

Minutes on the last Town Board meeting were received and forwarded to the Commissioners.

**RECORD RETENTION:**

No report

**POLICY:**

Commissioner Caveney presented Section 1 "Funding of Training and Conference Travel Requests Policy" to replace Section 1 "Funding of Fire Department Personnel Training Programs". Commissioner Beavers made a motion to approve this policy change, seconded by Commissioner Bowles. Motion carried with all in favor.

**DANBY ADDITION:**

Final inspection for Certificate of Occupancy is scheduled for Thursday November 17, 2011.

**AUDIT:**

No report.

**CHIEFS REPORTS:**

DVFC: Proposed Bylaws have been handed out to members. A written report for October was received. The following are station usage requests: Dec. 11 for Carol Bruce party, and Dec. 16 for Shana Tubbs party. A Facebook account was requested. The Commissioners will consider approval if a policy for use of Facebook is presented first. Chief Gaden will be purchasing four 2 ½# extinguishers for office areas.

WDFD: Written reports were received for August-October. The following are station usage requests: Dec. 4 for Bailor Holiday Party, Dec. 17 for Westmiller Holiday Party, Dec. 25 for Gina Brink Holiday Party, Jan. 7 for VanOrman Holiday Party, and Jan. 14 for West Danby Community Assoc. Benefit Food Pantry.

Commissioner Cooper made a motion, seconded by Commissioner Oltz, to approve station usage. Motion carried with all in favor.

**NEW BUSINESS:**

Commissioner Caveney made a motion, seconded by Commissioner Cooper, to cancel the December 13 meeting due to Fire Commissioner Election that night. Motion carried with all in favor.

Asst. Chief Smith requested documentation for the NEMS Service Update to the Dept. of Health for the West Danby Fire Department. The necessary documentation will be supplied.

Meeting adjourned at 9:40 pm.

Respectfully submitted,

Deanna Bowles  
Secretary Treasurer