

DRAFT
MINUTES OF THE REGULAR MEETING
May 8, 2012

The regular meeting of the Danby Fire District was called to order by Commissioner Caveney at 7:30 pm on May 8, 2012 at the Danby Fire Station.

ATTENDANCE:

Commissioners: Ralph Bowles
Pat Caveney
Richard Oltz
Wayne Westmiller

Absent: Gene Beavers

Officers: Deanna Bowles, Secretary Treasurer
John Gaden, Danby Chief

Public:

MINUTES: Commissioner Oltz made a motion, seconded by Commissioner Westmiller, to approve the April 10, 2012 minutes with the following correction: after Danby Fire Station: “over the holding tank area to keep vehicles from driving over the tank” was replaced with “at the southeast corner of the building. The dumpster will be moved to the slab allowing for more parking and also protecting the holding tank from being driven over.” Motion carried with all in favor.

TREASURER'S REPORT:

Commissioner Bowles made a motion, seconded by Commissioner Westmiller, to pay Abstract 5 Operating Fund claims 84-102 in the amount of \$6579.31 and Abstract 5 Construction Fund claim 3 in the amount of \$870.00. Motion carried with all in favor.

The Danby Fire District Citizens Bank General Fund Account is closed and the balance transferred to Danby Fire District Tompkins Trust Co. Operating Fund.

A resolution to transfer 2011 unspent funds in the amount of \$14,217.06 to the New Equipment Capital Reserve Fund was tabled until the next meeting.

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

COMMUNICATIONS:

The following communications were received:

IRS letter re: Form 940 not required for local government agencies

Law Offices of Mark C. Butler statement of retainer

Intuit Poster Compliance Service and NY Labor Law Poster Service offers to provide required posters.

Commissioner Caveney made a motion, seconded by Commissioner Oltz, to order NYS and Federal Posters for 2012 from NY Labor Law Poster Service at a cost of \$67.25 for the set. Motion carried with all in favor.

CDLM Financial Report – copies to Commissioners

Ruston Paving Co. flyer – to Commissioner Caveney

Hazard Mitigation Plan from Code Enforcement Officer Sue Beavers – copied to Chiefs. Commissioner

Caveney will follow-up

US Environmental Protection Agency letter & CD – to Chiefs

PERMA 2011 Payroll Audit for review

ESIP Property & Casualty Insurance Policy

COMMITTEES:

PURCHASING:

Flares were ordered by Chief Gaden. Equipment Specs will soon be sent for bid.

BUILDINGS & GROUNDS:

Danby Fire Station:

Commissioner Caveney met with Mancini-Ferrara & Sons, Inc., a local paving contractor, for recommendations and a proposal on paving the apron in front of the truck bays. Further proposals will be sought. Commissioner Caveney also requested a separate quote for a 4' walkway from the apron to the north parking lot.

Chief Gaden presented a quote of \$200 for the concrete pad consisting of a sand base and pre-manufactured concrete blocks at the SW corner of the building. Commissioner Bowles made a motion, seconded by Commissioner Westmiller, to accept the quote. Motion carried will all in favor.

West Danby Fire Station:

No report.

INSURANCE:

ESIP insurance inspections were held at both stations on May5, 2012. Commissioner Caveney reported that inspections went well.

TRUCKS:

443 was taken to Lane's Automotive for traction control problems due to the anti-lock brake sensor malfunctioning. The sensor was cleaned and adjusted.

441 pressure gauge on the pump needs replacement. A new gauge has been ordered from LaFrance Equip. Corp.

TOWN BOARD:

No report

RECORD RETENTION:

W. Danby incident reports have been received and sent to NFIRS. These included the balance of 2011 and 2012-to-date.

Incident reports-to-date were also received from Danby and will be sent to NFIRS.

POLICY:

The Apparatus Drivers Policy was discussed. All changes are to be sent to Commissioner Westmiller before the June 12, 2012 meeting in order to prepare for adoption at the July meeting.

A Proposed Resolution to adopt a new version of the Code of Ethics will be available prior to the June 12, 2012 meeting for adoption at that meeting.

A Proposed Resolution regarding District Fire Chief was tabled until the June 12, 2012 meeting.

DANBY ADDITION:

No report

AUDIT:

The 2011 Audit is completed.

CHIEFS REPORTS:

DVFC:

Chief Gaden and Danby Fire Co. Secretary Sharon Gaden submitted paperwork requesting permission to attend "Effective Leadership" at the Cortland Training Building on May 15, 2012 at a cost of \$76.00 plus mileage. Commissioner Oltz made a motion, seconded by Commissioner Caveney, to approve the request. Motion carried with all in favor.

The Truck Committee submitted paperwork to attend the Lancaster Fire Expo. After discussion, it was determined that the Lancaster Fire Expo offers more for the Truck Committee than the NYS Chiefs Show offers. Commissioner Bowles made a motion, seconded by Commissioner Westmiller, to approve the Truck Committee attending the Lancaster Fire Expo. Motion carried with all in favor.

The following station usages were requested: May 20th Plant Exchange from 12 noon-2 pm; May 20th Benefit Dinner for Ryan, a recent accident victim in Danby, by Sally Manning; and June 6th Red Cross Bloodmobile 2-6 pm in the side parking lot. Commissioner Oltz made a motion, seconded by Commissioner Bowles, to approve the station usages. Motion carried with all in favor.

WDFD:

NEW BUSINESS:

"Member Parking Only" signs were suggested for the Danby Fire Station apron.

The scheduled meeting for May 15, 2012 was cancelled. The next meeting will be June 12, 2012.

Meeting adjourned at 9:45 pm.

Respectfully submitted,

Deanna Bowles
Secretary