

## MINUTES OF THE REGULAR MEETING

April 9, 2013

The regular meeting of the Danby Fire District was called to order by Commissioner Westmiller on April 9, 2013 at 7:32 pm at the West Danby Fire Station

### ATTENDANCE:

Commissioners: Gene Beavers  
Ralph Bowles  
Bill Halton  
Richard Oltz  
Wayne Westmiller

Officers: Deanna Bowles, Secretary Treasurer  
John Gaden, Danby Chief  
Scott Wendt, W. Danby Chief  
Sharon Gaden, Danby Secretary  
Simon Wyatt, Danby 3<sup>rd</sup> Asst. Chief  
Matt Cooper, West Danby Fire Co. Pres.  
& Asst. Zoning Officer

Public:

### MINUTES:

Commissioner Oltz moved to approve the Mar. 19 minutes. Motion seconded by Commissioner Halton, and carried with all in favor.

### TREASURER'S REPORT:

Commissioner Beavers moved the District re-issue any check outstanding for 6 months or more if the original check is returned to the District. Motion seconded by Commissioner Westmiller. Motion carried with all in favor.

Commissioner Beavers moved to stop payment on any check reported lost within 6 months of issue date. Upon request by payee, the check will be re-issued with a stop payment fee deducted from original amount. Motion seconded by Commissioner Westmiller. Motion carried with all in favor.

The final 2012 Financial Report has been received, filed, and copies given to Commissioners. A copy will be given to the Town Clerk and to the Office of the State Comptroller. A letter to CDLM, confirming all relative information was made available to them, was signed and to be mailed.

Secretary Treasurer Bowles contacted several local banks for bond rate information. Attorney Butler will also be contacting First Niagara Bank in Rochester. At this point, it looks like a 15 year bond will be preferred. Commissioner Halton will pursue more information on a private loan.

Commissioner Beavers moved to approve the treasurer's report and to pay Operating Fund Abstract 4 claims 73-91 in the amount of \$47,729.86. Motion seconded by Commissioner Halton and carried with all in favor.

### COMMUNICATIONS:

The following communications were received:

- Matt Cooper email re: solar panels for the fire stations as part of Solarize Tompkins SE. At this meeting, Matt reported Solarize Tompkins SE includes Danby, Caroline, and Dryden. He would be willing to look at a 20 year lease for solar panels at both stations and to meet with the installer. Commissioner Halton moved to have Matt look into solar panels for both stations and report back. Motion seconded by Commissioner Beavers. Motion carried with Commissioners Beavers, Halton, Oltz, and Westmiller voting aye and Commissioner Bowles abstaining. Further Solarize Tompkins SE information will be available on May 21 at the Danby Town Hall and on May 28 at the Danby Fire Station at 7 pm.

- USPS will no longer forward mail addressed to Danby Fire District, PO Box 6600, Ithaca, NY 14851 after April 30, 2013.
- LENS report for Tod Sukondarak's license renewal.
- Certificate of Liability for Ithaca City School District for the Ithaca City School District Election at the Danby Fire Station.
- Occustar scheduled physicals for June 24, 2013 at 6 pm at the Danby Fire Station.
- Personnel Concepts Update Notices.
- 2013 PERMA Annual Conference May 23, 24 at Lake George.
- Letter from McNeil & Co. re: Risk Management Programs and E-Learning Classes – copies to Chiefs
- Letter from Gallagher Bassett re: Crown v. Danby Fire District, et al.
- McNeil & Co. NY Point Insurance Reduction Program Confirmation

#### **COMMITTEES:**

#### **PURCHASING:**

Chiefs are organizing a list of equipment to purchase. Medical supplies have been ordered for Danby Vol. Fire Co.

#### **BUILDINGS & GROUNDS:**

Danby Fire Station: Commissioner Bowles reported Excelsior will be looking at the roof leak.

Due to hard water spots on the trucks, Chief Gaden will contact Culligan Water Conditioning to service the water softener.

West Danby Fire Station: The holding tank is still collecting ground water. Commissioner Beavers will have Scott Cutter at Minter look at the holding tank for replacement with a poly tank.

#### **INSURANCE:**

Commissioner Halton reported names and dates of birth for all members would be required for a quote on \$10,000 life insurance. The quote last month was in error. Establishing a designated fund was also discussed in lieu of purchasing life insurance. Commissioner Halton will continue to look into this and Mark Butler will be contacted for the feasibility of a designated fund for life insurance. Asst. Chief Wyatt suggested putting the money towards prevention with more in-depth physicals and training.

Regarding Cyber Security Insurance, Commissioner Halton will invite a representative from McNeil & Co. to meet with us at the next meeting.

#### **TRUCKS:**

No report

#### **TOWN BOARD:**

No report

#### **RECORD RETENTION:**

Unused District email addresses were discussed and will be eliminated, making more addresses available for future use.

#### **POLICY:**

After much discussion, Commissioner Oltz moved to adopt the Policy for Instant Technology Uses. Motion seconded by Commissioner Beavers. Motion carried with Commissioners Beavers, Bowles, Oltz, and Westmiller voting aye, and Commissioner Halton abstaining.

## **AUDIT:**

Commissioner Halton and Secretary Treasurer Bowles had a very positive meeting with the auditor on Mar. 29. The 2012 Audit has been completed and copies of the 2012 Financial Report received.

## **CHIEFS REPORTS:**

### DVFC:

- A written report for March was received. Chief Gaden reported working on the Incident Reports.
- Chief Gaden requested the Commissioners barbeque the chicken at Fun Day on July 13, 2013.
- Chief Gaden is requesting quotes for SCBA Flow Testing. In addition, 6 SCBA bottles are due for hydro-testing, and 1 SCBA pack has a broken regulator.
- There is a new Website Committee.
- Several fire tower sites have recently been vandalized.
- Station usage request: May 21 Ithaca City School Election.
- EMS Director Jakubson is looking into paperwork changing ALS status to BLS status.
- Training requests are: George Jakubson for CME Evaluation Class Apr. 16 & 22 at TC3; George Jakubson and Chris Vandemark for Pump Op Course May 22, 29, Jun 5, 12, 19, 26, and 29 at Newark Valley; and Mike McLellan for EVOC Course in May at Nichols Fire Department. No paperwork submitted at this time.

### WDFD:

- A written report for Feb. was received, and March report emailed. Incident reports also emailed.
- Treasurer Paula Carlisle wrote a letter-of- intent to Time Warner for cable service and sent it to the Commissioners for signing. Commissioner Oltz checked with Time Warner and called Henrietta with no reply at this time.
- Training requests: Nigel Dyson-Hudson for Wilderness Medicine, Syracuse with \$75 registration; Jon VanEtten, Jeffrey England, Kevin Jackson, and Mel Westmiller for Scene Support at Spencer; Tod Sukondarak, Mel Westmiller, and Scott Wendt for Harrisburg Fire Expo. No paperwork submitted at this time.
- New members: Anne Becker and Christopher O'Hara.

Commissioner Beavers moved to approve the station usage requests. Motion seconded by Commissioner Bowles. Motion carried with all in favor.

Commissioner Beavers moved to approve the training requests pending proper paperwork. Motion seconded by Commissioner Bowles. Motion carried with all in favor.

Commissioner Beavers moved to approve the new members pending the arson checks and physicals. Commissioner Bowles seconded the motion. Motion carried with all in favor.

**NEW BUSINESS:** No new business.

The meeting scheduled for April 16, 2013 is cancelled. The next meeting will be May 14, 2013 at the Danby Fire Station.

Meeting adjourned at 9:58 pm.

Respectfully submitted,

Deanna Bowles  
Secretary Treasurer