

## MINUTES OF THE REGULAR MEETING

May 13, 2014

The regular meeting of the Danby Fire District was called to order by Commissioner Westmiller at 7:30 pm on May 13, 2014 at the Danby Fire Station

### ATTENDANCE:

Commissioners: Gene Beavers  
Ralph Bowles  
Bill Halton-  
Edward Kokkelenberg  
Wayne Westmiller

Officers: Deanna Bowles, Secretary Treasurer  
John Gaden, Danby Chief  
Tony Carlisle, W. Danby Chief

Public: Mary Beavers

### MINUTES:

Commissioner Kokkelenberg moved to approve the April 8 and April 15, 2014 minutes with the following change to April 8<sup>th</sup> minutes: Chiefs Reports: "Chiefs Gaden and Carlisle and George Jakobson..." was changed to read Chief Gaden, Asst. Chief Goodman, and George Jakobson...". Motion seconded by Commissioner Westmiller and carried with all in favor.

### APPROVAL OF BILLS:

Commissioner Halton moved to pay Operating Account Abstract 5 claims 84-103 in the amount of \$6,048.27. Motion seconded by Commissioner Bowles and carried with all in favor.

### TREASURER'S REPORT:

- The Balance Sheet and Profit & Loss Budget v. Actual were presented;
- Verizon was contacted regarding a tax exemption saving \$2.40 per month, and adding the 2<sup>nd</sup> line at West Danby to a 2 year commitment saving an additional \$8-9 per month. All other lines are on a 2 year commitment and our current plan was confirmed as being the least expensive;
- The sales tax was removed from Commissioner Kokkelenberg's voucher and will be refunded by the hotel to Commissioner Kokkelenberg's credit card. This voucher was for Commissioner Training;
- Bank statement and reconciliations were available for review.

Commissioner Beavers moved to accept the treasurer's report. Motion seconded by Commissioner Westmiller and carried with all in favor.

### COMMUNICATIONS:

The following communications were received:

- McNeil & Co. acknowledgement of Sarah Wyatt claim;
- D'Amato & Lynch, LLP letter regarding Sarah Wyatt claim;
- Email from Chief Gaden re: FireHouse Software training – forwarded to Commissioners;
- Danby Vol. Fire Co. letter transferring ownership of the suction unit purchased in 2014. Commissioner Bowles moved to accept ownership. Motion seconded by Commissioner Kokkelenberg and carried with all in favor;
- *Fire District Affairs*, April-May 2014 issue – given to Commissioners;

- FireHouse Software FHCloud information – 3-user license is \$2367 per year or \$1799 for 1 user license v. less than \$1000 for our 3-user current license. It was determined to stay with our current 3-user license.;
- PERMA Membership Bulletin;
- PERMA accounts have been established for both Chiefs to report member injuries;
- Tompkins Financial Advisors and Home Loan Bank reports on securities held as collateral for District accounts;
- 1<sup>st</sup> Annual Upstate Prehospital Medicine & Trauma Teaching Day information;
- NYS DOH ALS Certificate;
- McNeil & Co. acknowledgement of Candor Fire District claim. Payment of claim refused due to receipt of written notice over 60 days after loss. Commissioner Kokkelenberg moved to pay the loss with District funds. Motion seconded by Commissioner Halton and carried with all in favor;
- 2013 Financial Report – copies given to Commissioners, Town of Danby and the Town of Danby website;
- Jerome Customer Appreciation Passes (5) for 2014 NYSAFC Fire Show – given to Chiefs.

#### **COMMITTEE REPORTS:**

#### **PURCHASING:**

No report

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

##### Danby Fire Station:

- Armstrong ceiling tiles #2790 and 1763 have been discontinued. Tile # may be found on backside of tiles. If tiles are unavailable for the Chiefs Office and the District Office, the tile company suggested replacing the water damaged tiles in the District Office with undamaged tiles from the Chiefs Office, and then replacing all tiles in the Chiefs Office. The rest of the undamaged tiles in the Chiefs Office would be stored for future replacements. There are approximately 48 tiles in the District Office and 42 tiles in the Chiefs Office;
- Secretary Treasurer Bowles will open the fire station for the Ithaca School District Election at 10:30 am and close it at 10:30 pm as requested. 3 tables and 3 chairs were requested.

##### West Danby Fire Station:

- A new truck bay heater will be budgeted for next year for potential replacement. In the meantime, Firefighter Fairchild will return the truck bay heater motor to Auburn Armature for replacement or repair;
- Commissioner Halton will follow-up on internet service;
- Commissioner Kokkelenberg moved to seek bids to get fire suppression equipment in the kitchen. Motion seconded by Commissioner Halton and carried with all in favor. Commissioner Westmiller volunteered to seek the bids.
- Replacement of floor tiles was tabled.

#### **INSURANCE:**

The Chiefs now have online access to PERMA.

#### **TRUCKS:**

- Our auditor advised not to change the value in QuickBooks of retired pumpers, however reduce the level of insurance. By consensus, it was determined to insure retired 401 and retired 1401 for \$30,000 each;
- Secretary Treasurer Bowles will check with True Insurance Co. on savings by reducing the insured value of 442 to \$10,000;
- By consensus, all future repairs to 442 require Commissioners' approval prior to repair;

- Commissioners and Chief Gaden met with Mahlon Irish to discuss preparing specifications for replacing the cab/chassis on 421. A verbal estimate of 8 hours at \$50 per hour plus mileage was given. Commissioner Kokkelenberg moved to have Mahlon Irish write performance specs for replacing 421 cab/chassis, seconded by Commissioner Beavers and carried with all in favor;
- Commissioner Kokkelenberg suggested moving 442 to the town barns and moving retired 1401 to the Danby Fire Station as a reserve tanker. Discussion followed.
- A \$15,000 offer is pending for retired 1401. Commissioner Beavers moved to accept the offer, seconded by Commissioner Halton. Motion carried with Commissioners Beaver, Bowles, Halton and Westmiller voting aye and Commissioner Kokkelenberg voting nay;
- The third quote for replacement of fenders on 443 is pending;
- 1401 was leaking hydraulic fluid for the cab lift again and taken to Firehouse Apparatus for repair. It has been repaired and is back in service

**TOWN BOARD:**

No report

**RECORDS:**

No report

**POLICY:**

Review of Policy 1 and 2 tabled until next meeting.

**MEMBERSHIP/TRAINING:**

Members' training on the new Life Insurance Policy will be conducted after members return the sign up forms.

**LONG RANGE PLAN:**

A workshop will be scheduled to discuss repairs to West Danby Fire Station.

**AUDIT:**

Attorney Shahan has sent the requested letter to the auditors to complete the audit process.

**CHIEFS REPORTS:**

DVFC: Written reports for March and April 2014 were received.

- Rachael Stanion and Elizabeth Saracino were accepted by the fire company as new members pending approval by the District. Commissioner Beavers moved to accept the new members pending the required arson checks and physicals. Motion seconded by Commissioner Halton and carried with all in favor.
- Station usage requests included May 18 Dan Klein's Plant Exchange from noon-3 pm, and Aug. 9 Gaden family reunion. In addition there was a request to hold free fitness classes once per month for the community and to have products for sale at the classes. Commissioner Halton moved to approve the station usages, however products may be displayed but not sold. No exchange of money is to take place at the fitness classes. Commissioner Beavers seconded the motion and motion was carried with all in favor.

WDFD: A written report for April 2014 was received.

**NEW BUSINESS:**

There was no new business.

Meeting adjourned at 9 pm.

Respectfully submitted,

Deanna Bowles  
Secretary Treasurer