

MINUTES OF THE REGULAR MEETING

December 13, 2016

Commissioner Westmiller called the regular meeting to order at 7:00 p.m. at the Danby Fire Station.

ATTENDANCE:

COMMISSIONERS:

Katherine Anderson
Kevin Faehndrich (late)
Joe Freedman
Edward Kokkelenberg (late)
Wayne Westmiller

OFFICERS:

Deanna Bowles, Treasurer
Sharon Gaden, Secretary, Deputy Treasurer
John Gaden, Danby Fire Chief

PUBLIC:

Ralph Bowles
Amy Westmiller
Paul Hansen

MINUTES:

November 8th and November 15th minutes were approved and forwarded to the Town Clerk and Town webmaster.

APPROVAL OF BILLS:

Commissioner Freedman moved to pay the vouchers as audited and approved on Operating Account Abstract 12, claims 274-315 in the amount of \$40,971.04. Motion seconded by Commissioner Anderson. Motion carried 3-0.

TREASURER'S REPORT:

- Inform treasurer of all purchases until year end, including equipment, maintenance, and service
- Module to close out IFY2014 AFG (hose and nozzles) still not available as of [12/5/16](#). Due [12/02/2016](#). Emailed a request for closeout module. Lists "Status" as complete.
- Updated SAM registration
- Billed WDWD for 25% of generator expenses for 2016 - \$309.96
- Resolution to move money from Contingency
- Transferred remaining budgeted money for reserves to appropriate reserves
- Called Energy Cooperative of America to remove sales tax from utility bills and emailed letter of exemption
- Reconciled all accounts
- Moved Outdoor Sign Expenses to Fixed Asset
- Pledged securities reports from TTC and CCTC received
- Retainer statement from Mark Butler for 2017 in the amount of \$2500, cost with retainer \$325/hr, without \$375/hr. Brief discussion held.
- Registered for OSC webinar on Dec. 15th from 10-11 am for "Annual Update Document Common Reporting Errors"

Commissioner Freedman moved to accept the Treasurer's Report. Motion seconded by Commissioner Anderson. Carried 4-0.

Commissioner Freedman moved to adopt Resolution 2016-12-13.1 to move \$480.33 from contingency account A3410.9 to Fixed Asset Outdoor Sign Account; Commissioner Westmiller seconded the motion. Motion carried 4 yes 1 absent

OLD BUSINESS:

- Solar power project. Paul Hansen spoke on the status of the solar power project and the MOU. Lengthy discussion followed.

Commissioner Freedman made a motion that providing on Friday, December 16, 2016 we have a MOU that is agreed upon by the Fire District's and Town's attorneys: the Board of Fire Commissioners authorizes Chairperson Westmiller to sign said MOU on behalf of the Fire District to become a participant in the Town's solar project. Commissioner Anderson seconded the motion. Motion carried 5 yes.

COMMUNICATIONS:

- Email from Attorney Butler re: Surplus Thresholds Advisory Letter (emailed to Commissioners)
- Email from PERMA regarding annual courses (emailed to Commissioners and Chiefs)
- Email from PERMA regarding nominations for Safety Person of the Year (emailed to Commissioners and Chiefs)

- Email from Attorney Shahan requesting information regarding pending litigation
- Email from FASNY regarding solar power: strategy & tactics for 1st responders (emailed to Commissioners and Chiefs)
- Email from Chief Gaden with VIN numbers for new 441 and 442
- Email from West Danby Member T. Sukontarak (forwarded to Commissioners and Chiefs)
- Proof of physical for Anthony Capron from Occustar Inc. (card to Chief Gaden)
- Letter from Insurance Services Office, Inc. (ISO)
- Association of Fire Districts of the State of New York Directory Update Form
- December issue of Danby Area News
- AFG Grant proposal from Tenkate
- WEX Fleet NYS Contract offer for charge card welcome at over 90% fueling sites
- Communications from Creswood regarding pipelines in Danby
- December/January District Affairs Newsletter
- Email from Firehouse Software reminding us of Annual Maintenance & Support Contract renewal is on 02/01/17
- Email FASNY monthly newsletters (emailed to Commissioners and Chiefs)

PRIVILEGE OF THE FLOOR

CHIEF'S REPORTS:

WDFC: NONE

DVFC:

- Written report for November was received
- Station usage by Food Pantry for January, February and March.
- Discussion held on ISO rating going from 9 to 7 and now 5. The lower the number the better it is.
- Having problems with Firehouse software. Data Demon software other fire companies highly recommend it. Discussion held.

Commissioner Faehndrich made a motion to switch fire reporting software from Firehouse to Data Demon effective January 1, 2017. Commissioner Kokkelenberg seconded. Motion carried 5-0.

Commissioner Westmiller moved to accept Danby station usage. Commissioner Freedman seconded. Carried 5-0.

COMMITTEES:

PURCHASING: NONE

BUILDING/GROUNDS:

- Chief Gaden reported flag pole illumination is being looked into by an electrician.
- Chief Gaden reported truck bay door #4 was repaired
- New exit signs have been installed at West Danby Station
- Brief discussion held on estimates Commissioner Kokkelenberg received on repairing/replacing floors West Danby station

GRANTS:

- Commissioner Anderson reported the Safer Grant application period has started and she and Commissioner Kokkelenberg will meet about this.
- Treasurer Bowles reported she tried to close-out the AFG 2014 Hose and Nozzle grant but the module is not up and running

INSURANCE:

- Insurance committee will need insure the new outdoor sign for a minimum of \$20,000.00 and ask about the new ISO rating and what effect it may have on residents.

TRUCKS:

- Chief Gaden reported 401 will be going back to Priority One to fix the door ajar light and the gauges are in.
- Chief Gaden reported on the status of the new 421
- Chief Gaden reported on the state of the new 441 and 442
- 1441 has new tires.

TOWN BOARD: NONE

RECORDS: NONE

POLICY:

- Rope Rescue submitted for adoption

Commissioner Kokkelenberg made a motion to adopt the submitted Rope Rescue Policy. Commissioner Anderson seconded. Motion carried 5-0.

- Reviewed the following policies with no changes to said policies
 - Policy #9 Code of Ethics
 - Policy #15 Instant Technology Uses
- Policy #2 Use of Fire District Building and Properties amended and submitted for review

Commissioner Faehndrich made a motion to approve Policy #2 as amended. Commissioner Freedman seconded. Motion carried 5-0.

- Policy #1 Training and Conference Request amended and submitted for review. Discussion held. Commissioner Kokkelenberg will review further.

MEMBERSHIP/TRAINING:

- Discussion on the format of physicals necessary.

LONG RANGE PLAN:

- Committee will be meeting in January

BUDGET: NONE

OLD BUSINESS:

- Notice of Organizational date and time was published in the Ithaca Journal on 12/09/16; emailed to Town Clerk on 12/06/16 for posting on Town's bulletin board and Town's website.
- Grant Committee will write an article for Danby Area News highlighting the number of grants received in 2016 and the new ISO rating obtained in part from the Fire Companies trainings, personnel and apparatus.

NEW BUSINESS:

- Brief discussion held on Surplus Thresholds guidelines received from District Attorney
- Brief discussion held on request by Treasurer and Secretary to form an IT Committee at the Organizational Meeting
- Brief discussion on Grad Students from Johnson School initial study of Tompkins Co. Volunteers

Next Meeting date and time:

- December 20, 2016 at 7 p.m.

Meeting adjourned at 9:02 p.m.

Respectfully submitted,

Sharon Gaden
Secretary

**RESOLUTION TO TRANSFER MONEY
FROM
CONTINGENCY ACCOUNT A3410.9
TO
OUTDOOR LED SIGN**

RESOLUTION 2016-12-13.1

WHEREAS The Danby Fire District approved the purchase of an Outdoor Sign at 1780 Danby Road in the amount of \$18,958.00;

WHEREAS The Danby Fire District received the following donations to assist in the cost of the Outdoor Sign: Tompkins Trust Company \$1,000.00; True Insurance Company \$500.00 and Danby Volunteer Fire Company, Inc. \$2,000.00, which donations total \$3,500.00;

WHEREAS \$15,958.00 was approved to be transferred from the Contingency Account A3410.9 to the Danby Outdoor Sign Account A3410.2.500.503 on September 13, 2016;

WHEREAS additional funds are necessary to pay incidental expenses for installation of said sign in the amount of \$480.33;

WHEREAS The Danby Fire District has established a Contingency Account A3410.9 and has funds available to pay this amount;

WHEREAS the Danby Outdoor Sign Account A3410.2.500.503 was changed to become a Fixed Asset Outdoor LED Sign Account;

WE RESOLVE to transfer \$480.33 from Contingency Account A3410.9 to the Fixed Asset Outdoor LED Sign Account.

Motion made by Freedman, seconded by Commissioner Westmiller, and adopted by the following vote:

Commissioner Anderson	Aye
Commissioner Faehndrich	Absent
Commissioner Freedman	Aye
Commissioner Kokkelenberg	Aye
Commissioner Westmiller	Aye

Adopted by the Board of Fire Commissioners on December 13, 2016.

Sharon Gaden, Secretary
Danby Fire District