

STAMFORD JOINT FIRE DISTRICT

Minutes

January 14, 2020

The Organizational meeting was called to order at 7:00p.m. by District Secretary Ellen Kennedy and the Pledge of Allegiance was recited.

Present were: Lucy Chichester, Deidra Hill, Ellen Kennedy, Dusty King, Peter Pioppo, Tim Powell, Bill Sharick, Stamford 2nd Assistant Chief Joe Hornbeck and Stamford EMS Chief Ryan Hejnal.

Ellen asked for nominations for Chairman. Tim was nominated – 1st motion by Bill, 2nd motion by Dusty – none opposed.

Chairman Tim appointed Bill as Vice Chairman.

The following recommendations were made for 2020:

1. Bill Young and Terry Hannigan as attorneys.
2. The Mountain Eagle & Schoharie News as the official newspaper, with The Daily Star as the secondary newspaper.
3. Wayne Bank and The Bank of Greene County as official banks for depository of funds.
4. Regular monthly meetings to be held the second Tuesday of each month at 7:00p.m. It was noted with the exception of the firefighter's parade in August and the budget workshop night (dates TBD).
5. Lucy appointed District Treasurer with salary set at \$7,675.
6. Ellen appointed District Secretary with salary set at \$4,100.
7. Approval of membership in the Association of Fire Districts of the State of New York.
8. Mileage rate to be set at .575 (IRS rate).

BE IT RESOLVED that the above recommendations be adopted for 2020 and to continue with current investment, purchase, conference and travel policies. 1st motion by Deidra, 2nd motion by Dusty – none opposed.

Oaths of Office were administered to Tim, Lucy and Ellen.

Meeting adjourned at 7:08p.m.

The regular monthly meeting of the Board of Commissioners of the Stamford Joint Fire District was called to order at 7:10p.m. by Chairman Tim Powell.

The Minutes from the December meeting were read and approved with slight corrections made – 1st motion by Bill, 2nd motion by Dusty – none opposed.

Presentation of Bills

<u>Vendor</u>	<u>Amount</u>	
AFDSNY	\$300.00	
AT&T Mobility	\$191.15	
Don Stone	\$180.00	
Gillie's Auto & Truck (NAPA)	\$47.68	
Jamie's Truck Service	\$287.48	
Karl W. Reynard	\$2,320.00	
Karl W. Reynard	\$2,681.00	
Margaretville Telephone	\$95.64	
Margaretville Telephone	\$121.53	
Mark Powell	\$500.00	
NYSEG	\$626.53	
NYSIF	\$2,332.76	
Sherman Air Service	\$1,138.00	
Sherman Air Service	\$440.00	
Turnkey Control Solutions	\$2,992.00	
Village of Stamford	\$42.50	
Village of Stamford	\$93.33	
WEX Bank	\$453.15	
TOTAL	\$14,842.75	

Approval of bills as presented and notation to pay as money becomes available, with the exception of snow maintenance workers to be paid as soon as possible – 1st motion by Dusty, 2nd motion by Peter – none opposed.

Treasurer's Report

Checking Account	\$	218.07
General Fund Account	\$	1,639.43
Apparatus Reserve	\$	26,085.45
Repair Reserve	\$	24,939.61

Lucy provided a hand-out to the Commissioners which showed the financial report, year end balances, receipts and transfers for the year ended December 31, 2019

Privilege of the Floor

There were no comments at this time.

Reports / Requests from Fire Department Chiefs

Joe noted that we have an application for Elijah Thomas that has been approved by the department after going through the new interviewing format. Background check came back clear. Approved – 1st motion by Peter, 2nd motion by Deidra – none opposed.

Bill noted on behalf of Ryan that he will need a purchase requisition to purchase EMS expendables. Total is \$2,174.28. Shortly after, Ryan arrived and indicated that the prices he mentioned for this purchase are lower since the department meeting. Approved to purchase – we are billed to pay in 30 days so won't be issue at this time. 1st motion by Bill, 2nd motion by Peter – none opposed.

Discussion about the purchase of 911 signs and that Bill should hold off on ordering until the town tax checks have been received. Discussed that it would be OK to purchase a few hundred dollars worth of supplies, but hold off on the 'big order' for now.

Discussion about EPCRs:

- potential new vendors were discussed.
- if go with a new vendor, needs to be reviewed and demo'd with the all SFD EMTs.
- ESO program – based on 500 calls = \$1,990. To have CAD integration is \$1,495 yearly. Fax is \$54 to transmit PCRs. One session training webinar is \$595. \$3,539 recurring annual fees. There is no cost for each EPCR. CAD import will work with this too.
- Under the current EPCR program, we pay \$1,500 yearly + \$3.00 per PCR.
- Discussion that the EMTs are encouraged to play with demo and have a decision by the next SJFD meeting.
- Commitment would be at February meeting – and then need to allow 90 days to build the program for us.
- Discussion to have a meeting to review the program – dates suggested: 1/22 at 6:00p.m. or possibly 1/24. Ryan will coordinate getting message out. 1/22 dates works best.

Peter asked about new member Elijah Thomas and when he would be cleared to run calls for EMS (he has previous training). Ryan needs to clear him and per department By Laws, it could be up to six months as he is on probationary status.

Old Business

- Clean out and renovation of upstairs office – still a work in progress. Need to get cables cleaned up and desks and pool table cleared. Need to speak with SFD.
- Purchasing policy – no updates to status other than Bill has an old copy of the document and will send it over to Tim.
- Automatic door closer for upstairs office. Tim will speak with Tom Ehrhart to see where old closers are/if can be used. Joe also thought that the old doors might be down at the shop – he will take a look. Discussion that we also need to get stoppers mounted on certain doors (swing up/down vs. using a wood wedge).
- Boiler update – appear to be working at 100% and are not tripping. It was also noted that we still have not received an invoice from Paraco.
- Generator update –
 - noted still not at 100%.
 - Need a block warmer – which we can install ourselves.
 - Cost close to \$2,000 to repair the generator and get it back on line.
 - Noted the last 3-4 years we have put approximately \$6,000-\$7,000 into the generator for various repairs. It's time to start thinking about getting a new one.
 - Will need quotes for 25KW and 30KW generators.
 - Discussion to see if we have or will have enough money to make purchase this year.
- Discussion about department trainings – state mandated sexual harassment training should be about 99% compliant at this time.
- LOSAP program –
 - Peter reported that he spoke to someone in Albany – Dan Knight with Penflex Inc.
 - He could come down and speak with the Commissioners. Discussion to invite him to our March meeting.
 - \$75,000-\$80,000 ballpark figure to get the program started up.
- Provident Insurance coverage – Ellen will reach out to Kevin Hull and invite him to meet with SFD members at an upcoming meeting.
- Bassett contract –
 - Ryan has not heard of any other options for a provider to conduct our annual physicals.
 - He will continue to look around and reach out to mutual aid departments. Perhaps we consolidate the physicals with our mutual aid departments.
 - Ryan will report back in the next 2-3 months.

New Business

- Billing from the Mountain Eagle – Ellen recently received a bill from them for several legal notices that we posted. The billing was incorrect and Lucy spoke with them directly – a new bill is supposed to be sent to us.
- Town of Gilboa 2019 year end budget report was requested by the Town – Lucy will provide them with the information they need.
- LZ pad at the DEC building –
 - After a recent EMS call where LifeNet was requested, it became obvious that our primary LZ at the DEC location was a hazard due to blowing snow from the copter landing. The copter landed safely but moreso in one corner of the LZ area due to very poor visibility.
 - Tim spoke with DEC members – they are receptive to a permanent LZ being designated – concrete pad, markers, lighting – approximately \$9,000.
 - DEC will be starting some projects this summer and this possible LZ pad maybe could be incorporated at that time.
 - Discussion about emergency funds needed and maybe through a grant.
 - Ryan will gather information from Durham on their LZ.
 - It was noted that others could use the LZ pad – New York State Police, DEC, other departments, etc.
- There will be a LifeNet training on Saturday, 3/21 – 1pm classroom, 2pm LZ
- Discussion about the new laws for emergency responders and access to private information. A policy should be adopted through SFD Board of Directors that only list people at scene, SFD mailing address, phone and email should be provided (very basic information). 1st motion by Dusty, 2nd motion by Bill – none opposed.

Commissioner Reports / Discussion

- Deidra –
 - The website is up to date – minutes and call numbers.
 - Discussion that the members only area on the website is ready – just need to provide password information (Deidra will provide to Tim) and what documents should be made available to members.
 - Discussion to add more to site to promote/publicize the department, trainings, videos, etc.
- Dusty – (the Dusty and Bill Show!)
 - Discussion about attire for EMTs responding to calls (as per AMR contract to have SFD EMTs be recognized on a scene). Noted that almost all the EMTs currently wear the reflective winter coat now – but what to do for summer? At this point, Bill has been given permission by Chief Vamosy to purchase 40 knit/embroidered caps from Decker for winter wear.
 - Discussion about need more reflective winter coats – Bill to speak with SFD Board of Directors. Cost is \$681 for ten (10) coats. Pre-approved through SJFD if the Board of Directors says to ask SJFD – 1st motion by Deidra, 2nd motion by Peter – none opposed.
 - Discussion about the jacket that Ryan purchased via Stamford Bucks – will get samples so people can try on for sizing purposes.
 - Kick plates for new door bottoms – interior side of doors only. Dusty to look into options / still need to do. Will need cost as it will be a special order.
 - Still needs to work on a few lights and electric outlets.
 - Need to work on the smoke alarms upstairs.
 - Shore line for 2771 -- \$996.50 + install from Har-Rob. Discussion to purchase equipment from Har-Rob and have Dusty do the installation. 1st motion by Bill, 2nd motion by Peter – none opposed.

- Peter –
 - In touch with Har-Rob to get price quotes and a date to bring 2761 to them to get light tower and generator repaired. Trying to get all done in one day/one trip.
 - Need to run the trucks and drop chains to make sure all in working order.
 - LED replacement lights on 2712 and 2713 – Tim will take care of.
 - It was noted that the truck battery cleaning still needs to be done and start to replace some of the batteries in 2020. Check the dates – most are five years old.
 - 2711 – looks like there is no leak.
 - Will work on getting prices for No Parking signs for around the exterior of the building.
 - Working with George Curbelo on Fire Prevention – target date is March 9th.
 - It was noted that the back up alarms on 2712 and 2771 still need to be repaired.
 - It was noted that some of the truck compartments need to be cleaned.
 - Discussion about Peter bringing an acquaintance to an upcoming training night. His name is Vic Arone and he is very IT and radio savvy. Could be an asset with the new radios coming on board. Peter also noted that Vic had submitted an application to the department.
- Bill –
 - Waiting on the new radios. There will be training this Thursday for members and other departments are invited.
 - Still waiting on pagers – the Advisory Board meeting is tomorrow night. Maybe there will be updates.
 - Hi-band radios – almost all officers and active members have them. And 2761 now has four radios on the chargers.
 - Discussion about see what we get from the county and then supplement with what is needed.
 - SJFD Commissioner polo shirts – table to February meeting.
 - 911 signs – wait for funding.
 - Bill also noted that he is on a committee with members from the Town of Gilboa, Dottie Pickett + members from Conesville FD and Grand Gorge FD for this project.
 - 911 signs in Stamford Village – need to speak with their board and how to go about doing.
- Tim –
 - Discussion about the voicemail system in the radio room.
 - Messages are not being taken/written down/shared to appropriate people.
 - We are missing some important and time sensitive calls.
 - MTC offers at no extra cost a voicemail system with password protection. This might be something to look into.
 - TIC masks – dragging feet at MES – waiting for software still.
 - Air bottles for fill station -- \$450 to be hydro'd through Sherman Air Services.
 - Discussion about email Tim shared with the SJFD Commissioners regarding the Town of Gilboa 182% fire tax jump. There is a press release from the Town of Gilboa that will be posted to our website (Deidra will do).
 - Transfer of the firehouse to the District – has not happened yet. The Village still needs to get a committee together to discuss and then will bring us in for discussion.
- Elliott Oakes commended Bill on his safety procedures and instruction regarding hazmat.

Other Business

- Young, Fenton, Kelsey & Brown, P.C. contract for legal services retainer was reviewed and approved. 1st motion by Deidra, 2nd motion by Bill – none opposed. Rates are as follows:
 - \$285.00 per hour for every hour of service rendered
 - \$150.00 per hour for travel time

- Quick discussion that Tim and Lucy may need an update or upgrade to their current computers – both have Windows 7.
- Options for a siren – Dusty and Kenny King still need to look into. Dusty does have some information about replacing one or both – will share.
- Solar panels – nothing to report.
- Phone line and efax services – on hold for now.
- Air scrubbers and Illuma Door (sp?) – grant applications have been submitted.
- Paving project – need to do striping and seal coat Spring 2020.

Meeting adjourned at 9:30 p.m.

Respectfully,

Ellen Kennedy
District Secretary