

ENDWELL FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS MEETING  
December 19, 2013

Members Present:

Francis J. Pandich, Jr., Chairman  
George M. Bush, Secretary  
Lewis Hoffer  
Donald Battaglini  
Ronald Materese

Others Present:

Jeff Winchell, Chief  
Joseph Shoemaker, Asst. Chief  
Thomas Palazzo, Asst. Chief  
Matthew Winchell, Asst. Chief  
Nate Leonard  
Jon Hartman  
Anthony Fiacco, Treasurer  
Alice Fiacco, Administrative Assistant

Chairman Pandich called the meeting to order at 6:05 pm.

Motion by Member Battaglini, second by Member Bush to accept the minutes of the November 21, 2013, meeting. All aye; motion carried.

Treasurer's Report: Motion by Member Bush, second by Member Battaglini to accept the Treasurer's Report. All aye; motion carried. Treasurer Fiacco estimated that we are looking at about \$185,000 that will have to come out of unappropriated for 2013 because of the parking lot reconstruction.

Hearing of Visitors: There was a question about the new awnings - can we get clips to prevent snow and ice build up?

Unfinished Business:

1. Back parking lot: There are still a few things to do. Delta will do a punch list to finish up everything. Discussion of adding a roof over the fuel area. Really cannot do anything now but in the spring we will look at building a roof for this.
2. A/C project: Member Bush reviewed the quote from O'Brien & Gere. He felt it did not include the some services such as doing the bidding and overseeing the project. If these are added in, their quote is within \$270 of Delta's and feel we have a good working relationship with Delta who is also in our fire district. Noted that two systems were mentioned in quotes- gas and ductless. We will ask Delta to review the two systems and make a recommendation as to which they feel is best for our situation. Motion by Member Bush, second by Member Battaglini to contract with Delta Engineers for the air conditioning at station #1 and have them begin working on this. All aye; motion carried.
3. Computer Policy: We are working on this.
4. Risk management: We need to respond. We will request a response from the fire company and auxiliary to include with our response.
5. Chief's Coats: Chief discussed current jackets. They are not ANSI, but Chiefs have vests that they can wear over them. Chief would like to stay with the current style we have. Motion by Member Battaglini, second by Member Bush to purchase coats for chiefs and board members who do not have them. All aye; motion carried.
6. Discussion of projects for 2014: We are putting together a list and hope to have a planning meeting in February. Board asked the truck committee to start to get some estimates. Pumper and rescue are needed- which is the biggest priority? Committee members felt that with the brand new quint this gives us a new pumper and improves our operations with a second ladder. Feel that new rescue is currently the bigger priority. The Chief is working on a replacement schedule. The board will look at the schedule and then look at bond payments and other financial considerations. Because of the extremely low interest rates now, we may want to look at doing an engine also before the rates go back up.
7. Life insurance / LOSAP: Discussion of each. Start up is costly on the LOSAP because of long-term members. Where do we start for them? If we go back several years it gets very expensive. If we just start with no back credit for these members, would this be fair? Need to do research on this.
8. Credit card box: Nate Leonard had some information on this but was unable to get prices. He will get more information and get back to us.

BOARD OF FIRE COMMISSIONERS MEETING - December 19, 2013

9. SOGS: Chief had submitted SOGS last month and discussed them with the board.  
SOG on Firefighter Emergency Escape: This SOG just formalizes what we are doing. Equipment needs to be inspected and policy requires each person to inspect their own equipment monthly. Cards have been given to each person to have them sign off that they inspected their rescue harness and gear each month. Officers will review this quarterly.

Drug & Alcohol Policy: New policy which authorizes chief officers or board members to request a drug/alcohol test after an accident and requires this testing following a serious injury/fatal motor vehicle accident.

Motion by Member Battaglini, second by Member Bush to approve both SOGS. All aye; motion carried.

NEW BUSINESS:

1. Motion by Member Battaglini, second by Member Bush to approve the bills - Vouchers #12-001 to #12-046 totaling \$38,724.44 and supplement, vouchers 12-047 to 12-075 totaling \$8,471.52. All aye; motion carried.
2. Motion by Member Bush, second by Member Battaglini to approve the petty cash report and reimburse petty cash \$51.06. All aye; motion carried.
3. Motion by Member Bush, second by Member Battaglini to approve the line transfers. All aye; motion carried.
4. Building report:
  - a) Request for all fire officers to have access to storage #1. Board okayed this request.
  - b) Get a quote to add manual switch to photo electric eye for manual operation of outside lights.
  - c) Will put together a list of items needed for the community room kitchen.
  - d) Quote to add a water softener to just the community kitchen.
  - e) Still need to check line from sewage pump to front of building - reported line moving and cause of our sewer odor.
  - f) Service tech checked generator after alarm and lights went off. He advised unit is 20 years old and the boards need to be replaced. He will get us a price.
  - g) We were approached by a vendor who would like to give us a price on doing PM on the roofs. We will look at this when submitted.
5. Motion by Member Bush, second by Member Battaglini to approve the following events in the community room:  
12/22/13- Joe Shoemaker, funeral dinner, \$50 security deposit only  
1/25/14 - Cheryl Fedorchak, baby shower, \$50 security deposit only  
4/26/14 - M-E Drama Club, cast party, \$50 security deposit only  
All aye; motion carried.
6. Chief's report:
  - a) The quint is at Tyler in Elmira. We have taken some equipment down to be mounted and will be taking more down during the week. If you would like to go with the Chief to see the vehicle, please let him know.
  - b) Chief received a quote of \$1,000 for all the old Interspiro equipment. He feels this is way too low. He will keep trying to sell the old air packs.
  - c) Chief would like to meet with the board to discuss long-term planning.
  - d) Chief researched the AV system. Chenango Bridge has a system similar to what he would like, the cost was \$15,000. Can accommodate DVD player, laptop, computer with limited adjustments so people can not mess up the settings. Does this include a smart board? Chief will check on this.
7. Motion by Member Battaglini, second by Member Bush to accept the Training Division Report. All aye; motion carried.
8. Motion by Member Battaglini, second by Member Bush to accept the Support Services Division Report. All aye; motion carried.
9. Motion by Member Battaglini, second by Member Bush to accept the Maintenance Division Report. All aye; motion carried.
10. Motion by Member Bush, second by Member Battaglini to accept Mary Ann Hover as a new member of the auxiliary. All aye; motion carried.

BOARD OF FIRE COMMISSIONERS MEETING - December 19, 2013

11. Discussion of parking with Endwell Family Physicians. We still have three years on the contract. After paving they advised they no longer needed to park in our lot, but have reconsidered and now want to resume parking in the lot. Especially during the winter they state they do not have sufficient parking for patients and staff. A couple of the board members would like to meet with a couple of the doctors to discuss.
12. The Comptroller's office made six recommendations as a result of the audit which were discussed by Commissioners.
  - a) Need to develop a computer policy. We will be reducing the number of members who can use the district's system and encourage use of the separate computers. Will mandate password changed and lock people out after unsuccessful password attempts.
  - b) Have already started having commissioners signing bills to approve payment.
  - c) Will watch sales tax. We have already requested a refund of some items that we paid.
  - d) We did not feel out budgeting was as bad as they said. Though years were up and down with deficits and overages some years, over a 5-year period expenses were only 2.3% less than budget. We do not feel that is excessive. Also they cited our "unappropriated" fund as too large, but with the parking lot reconstruction this year this fund will decrease substantially.
  - e) Chairman Pandich will write our initial response. A more detailed Corrective Action Plan will have to be written after the report is released.
13. Fire district election was held on December 10, 2013. Vote totals: Ronald Materese -28 votes, no other votes were cast. Motion by Member Battaglini, second by Member Bush to receive and file the results of the 2013 election. All aye; motion carried.
14. Motion by Member Battaglini, second by Member Hoffer to authorize the treasurer to pay bills and make all line transfers necessary to close the books for 2013. All aye; motion carried.
15. Organizational meeting for 2014 will be held Thursday, January 2, at 4 pm.
16. Motion by Member Battaglini, second by Member Bush to put donations received from D. Berner, Park Manor Homeowners Association and C & R Ryan in the AED Fund. All aye; motion carried.
17. Received notice from Pyramid that XP operating system will no longer be supported by Microsoft in April 2014 and recommending all computers be replaced. We will determine how many computers this affects.
18. Motion by Member Battaglini, second by Member Bush to approve a \$100 bonus for all three fire district employees to be paid with the next payroll. All aye; motion carried.
19. Inspection dinner will be January 25, 2014, at the Binghamton Club.

Motion by Member Bush, second by Member Battaglini to go into executive session at 8 pm to discuss a personnel matter.

Out of executive session nat 8:15 pm with no action taken.

Motion by Member Battaglini, second by Member Bush to adjourn at 8:15 pm.

Respectfully Submitted,

George M. Bush  
Secretary

GMB/af