

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS MEETING
AUGUST 20, 2020**

Members:

Carlton "Andy" Anderson, Chairman
George "Mickey" Bush, Secretary
Don Battaglini
Kenneth Del Bianco

Others present:

Anthony "Tony" Fiacco, Treasurer
Erika Pereira, Administrative Assistant
Tom Palazzo, Fire Chief
Alison Senft
Michael Battaglini
Julie Spisak

Chairman Anderson called the meeting to order at 6:03 pm.

Motion by Member Bush, second by Member Del Bianco to approve the minutes of the July 16 board meeting, and the budget work session meetings held on July 29 and August 12. All aye; motion carried.

TREASURER'S REPORT: Motion by Member Bush, second by Member Del Bianco to accept the Treasurer's Report. All aye; motion carried.

Unfinished Business:

1. Fire Station Siren: Installation of the fire siren controllers has been completed. Member Anderson will check with the County about a tornado warning and about having the siren blown once from 11:00 pm – 6:00 am for calls.
2. Exterior Paint Job of Station 1: Jeff Paintings is in progress with painting.
3. Facility Management Companies: No Action at this time. Send Member Storm the janitorial duties.
4. Landscaping of the Sign Area: Northern Scape completed the landscaping.
5. LED Sign Repairs: Bob Eastman with C&E Electronic Displays states he is waiting for the white lexan needed to remake our faces. They have the vinyl but have not been able to obtain the white lexan. All of the manufacturers are making clear to be used for shields. Their suppliers have not been able to say when they will have it. As soon as it is available they will remake the faces and install them for us.
6. 100th Anniversary: The 100th anniversary committee will meet again on this evening at 7 pm in the community room.
7. Conferencing Phone for Board Room: The conferencing phone was installed.
8. Station 3 roof: Kyle Ferraro with Penn-York Construction is putting together a bid package for the roof repair and once we completed it will be reviewed and notice will be made. The Board would like to have JR Construction and CFE notified of the bid.

Member Storm sent an email to the Board since he could not make the meeting with his opinion on opening the gym and opening the community room.

Please be advised that I will probably not be able to attend this evening meeting. I would however like to give my opinion on a couple of issues that will probably come up.

Use of the gym as your aware the state and Broome county are allowing gyms to open on 8/24 at 33% capacity with social distancing and mandatory mask wearing. I'm in favor of opening our exercise room with allowing 1 person at a time and to follow state guidelines. We would need an appointment book so members can sign up to use it, and would need at least a half hour in between usage to disinfect. We would also need a sign in sheet to verify who actually used the room.

Use of the community room. I'm not in favor of opening the room to the public or any fundraising events at this time. This has been a safety zone for the members for meetings and trainings and until the state changes its policy on public gatherings, I would like to see it remained closed and we can re-evaluate as COVID 19 guidance is updated.

9. **Community Room Reservations:** There was a long discussion on opening the community room to the public and to the Fire Company. Motion by Member Bush, second by Member Del Bianco to open the Community to the Fire Company only as long as COVID-19 safety protocols are followed. Opposed by Member Battaglini. Opposed by Member Storm via email sent. Motion carried.
10. **Gym Reopening:** Motion by Member Bush, second by Member Del Bianco to open the gym with restrictions. Member Anderson and Julie Spisak will meet with the gym committee to discuss restrictions on the usage of the gym.
11. **Station 3 Replacement of black top:** Member Battaglini has been in contact with Suit-Kote and has been discussing the project. Member Battaglini working on the Station 3 replacement of the black top and reinforcing of the apron. He will reached out to Dan Dervay from Suit-Kote and have them look at the rear of Station 1 parking lot.
Motion by Member Battaglini, second by Member Del Bianco for Suit-Kote to not exceed \$55,000.00. All aye; motion carried.
12. **Station 2 Additional Bollards:** Member Battaglini does not want to add more bollards to the property instead he thinks it is a better idea to place a chain between the two bollards. Motion by Member Battaglini, second by Member Bush to only add a chain between the two bollards. All aye; motion carried.
13. **2021 Budget:** Motion by Member Bush, second by Member Battaglini to approve the proposed 2021 budget of \$1,282,381.00 with \$1,246,381.00 to be raised by taxes. All aye; motion carried.

New Business:

1. **Motion by Member Bush, second by Member Battaglini to pay the bills:**
Vouchers # 8-001 to 8-071 and Payroll totaling \$65,766.33.
Supplemental List: Vouchers # 9-001 to 9-007 totaling \$3,993.22.
All aye; motion carried.
2. **Line Transfers:** Motion by Member Bush, second by Member Battaglini to approve the line transfers submitted. All aye, motion carried.
3. **Buildings and Grounds:** Robert Brady submitted an email to the Board of Fire Commissioners requesting updates on some projects and some new projects that should be completed at the Stations.
It was decided to have Erika Pereira look into pricing for replacing the blinds as needed at Station 1, have the flooring fix in the mop sink room, and get price quotes for the exterior painting at Station 2 and Station 3.

Member Anderson stated that someone must have backed into the overhead bay 4 door as there is

dents in the door. Member Anderson would like to have Gates Garage Door Company and Overhead Door Company provide us with a quote for fixing the door.

4. **Chiefs Report: Motion by Member Bush, second by Member Del Bianco to accept the Chief's Report. All aye; motion carried.**
Chief Palazzo would like to have a physical required for the Auxiliary members if they are going to the fire scene or driving a department vehicle. He will check with our attorney, Mark Butler and our insurance agent, William VanGorder to see what needs to be done in order to have this happen.
5. **Support Services Report: Motion by Member Bush, second by Member Del Bianco to accept the Support Services Report. All aye; motion carried.**
6. **Maintenance Division Report: Motion by Member Bush, second by Member Del Bianco to accept the Maintenance Division Report. All aye; motion carried.**
7. **Training Division Report: Motion by Member Bush, second by Member Del Bianco to accept the Training Division Report. All aye; motion carried.**
Ryan Ferraro successfully completed NYS BEFO.
Kayla Warycha, John Kaplan and William Frantz are currently attending NYS IFO.
8. **Fire Company Report: No Action at this time.**
9. **O.L. Davis Fire Company Newsletter: Member Anderson reminded everyone that Alice Fiacco, Company Secretary, is working on the monthly newsletter and to think of ideas to place in the newsletter.**
10. **Adopt the New Retention Schedule: Members were given a copy of the New Record Retention Requirements and a copy of our updated record retention and destruction policy to review.**

RESOLVED, By the Board of Fire Commissioners of the Endwell Fire District that Retention and Disposition Schedule for New York Local Government Records, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

IT IS FURTHER RESOLVED, that in accordance with Article 57-A:

- a) **Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records after they have met the minimum retention periods described therein;**
- b) **Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.**

All district personnel will comply with this policy in determining when to retain or discard a record and the District Secretary as records officer shall be responsible to carry out this policy.

The adoption of the foregoing policy in the form of a resolution was duly put to a vote and upon roll call the vote was as follows:

Chairman Anderson	AYE
Commissioner Battaglini	AYE
Commissioner Bush	AYE

Commissioner Storm Not Present
Commissioner Del Bianco AYE

The resolution was thereupon duly adopted.

11. Adopt Document Retention and Destruction Policy: Motion by Member Bush, second by Member Del Bianco to accept the Document Retention and Destruction Policy. All aye; motion carried.
12. Adopt FOIL Policy: Members were given a copy of the FOIL Policy. Motion by Member Bush, second by Member Del Bianco to accept the FOIL Policy. All aye; motion carried.
13. 2020 Fire District Annual Election Process: Members were give a copy of the 2020 Fire District Annual Election Process for their information and review. The Fire District Election Day is Tuesday, December 8.
14. Anthony Fiacco, District Treasurer, mentioned that it has been a long time since we used our petty cash to reimburse anyone and was wondering if the Board of Fire Commissioners would like to close out the petty cash. Motion by Member Del Bianco, seconded by Member Bush to close out petty cash. All aye; motion carried.

Correspondence(s): We received an order form for the Fire Department Law & Management Resource Manual from Pinsky Law Group. The manual explains every New York and federal law regulating fire departments, and contains 100's of samples bylaws, polices, rules, NFPA practices and model programs. Motion by Member Bush, second by Member Del Bianco to order the Fire Department Law & Management Resource Manual in the amount of \$310.00. All aye; motion carried.

Motion by Member Battaglini, second by Member Bush to adjourn the meeting at 6:33 pm. All aye; motion carried.

Respectfully Submitted,



George M. Bush
GMB/EP