

Draft Copy-Not Approved

Date: 2/28/24

Present: Chairman Sean McHale; Commissioners Bill Blunden, Norman Barkley, Jeremy Tripp and Tyler Clemons; Fire Chief Brian Draper; Secretary/Treasurer Jessica Putney; Assistant Chief Matthew Draper

Absent: N/A

1. Meeting Opened: Chairman Sean McHale opened the meeting at 6:00PM.
2. Guest Speaker: N/A
3. Public Forum: Spoke with Linda Prashaw on conference call. She was concerned about the wording in the January 2024 meeting minutes regarding the incorrect figures in past Treasurer's reports. The Board and Secretary Treasurer Jessica Putney apologized for the poor description and wording of the issue. It was never intended to implicate mismanagement of money only that the Treasurer's report was done incorrectly and needed to be fixed. All abstracts, balance sheets and bank statements are correct and balanced and all audits with the accountant and the state of New York are accurate and verified. The issue with the Treasurer's report as stated before is most likely due to a transposition and lack of understanding on how to report figures in the minutes during the year 2020. This will be investigated and corrected.
4. Approve Minutes: Motion made by Bill Blunden, seconded by Norman Barkley to approve the January meeting minutes with the following corrections: See Old Business Item C and explanation in Public Forum above. No opposed, motion carried.
5. Correspondence: Letter from Linda Prashaw with concerns over the January 2024 meeting minutes. The Board will send a letter of apology to Linda immediately.
6. Old Business: (See Approvals)
 - A. Policy Updates – SOG (Standard Operating Guidelines) put together and distributed. Working on FD policies. Bylaws need to be re-vamped as well.
 - B. Liability Insurance – Vehicle replacement values are currently at agreed value rather than full replacement value. Increase in coverage is necessary due to the rising costs and shortages of emergency vehicles. The proposed increase in coverage is as follows; 2012 Ford Service to \$65,000, 2014 KME Pumper to \$900,000, 2019 Spartan Pumper to \$900,000, 1999 Pierce Aerial to \$500,000, and 2017 Ford First Responder to \$60,000. The increase in price for the coverage per year is approximately \$1,982.00. Brian Draper recommends moving money from grant writing line item since the grant will be done in house this year.

C. Reimbursement for employee time spent in CME training was approved at the last meeting. The motion was made by Jeremy Tripp and seconded by Bill Blunden. There were no opposed and the motion was carried.

7. New Business:

A. N/A

8. Finances: (See Financial Approvals)

A. Adjustments – N/A

B. Treasurer’s Report- See Attached Balance Sheets.

9. Chief/Head Fire Driver Report: (See Approvals)

Would like to list the old radios (Swiss Phones, Motorola, Apollo) as surplus items and donate the Swiss Phones to the Carthage Area Rescue Squad. Update on the grant writing– Brian Draper, Matthew Draper, Jeremy Tripp and Sean McHale went to a grant writing workshop in Potsdam. The class was presented by Elise Stefanik. The class advised of the different levels for each type of grant. Each grant has to be put in front of different groups of people for approval. Our grant was likely declined due to the amount of calls the department had in 2022. The District would like to apply for a micro-grant for thermal imaging and/or new hose. This is a FEMA Grant which requires letters of support from local politicians. Stefanik’s office is working on one for the District now. Insurance claim on generator went through after being damaged in recent storm. Received check in the amount of \$17,148.00 (less \$500 deductible) for the replacement. Spoke with DM Shaver out of Clayton that only does generator work. Generac and Kohler are the two common brands. Received quote on a Kohler 3 phase generator, cold weather kit, battery, modules and 10 year warranty covering parts, labor and travel, in the amount of \$17,648. The cost is \$900 more to include the 10 year warranty which requires annual service. First year of maintenance is included. Half down required to order. Rich Terry finally got back with a quote for a Generac generator at \$13,750. It’s the same size as the Kohler, however this brand doesn’t have the best customer reviews. Jefferson Co Civil Service Department will now list paid drivers with a requirement to be EMT certified. Current civil service testing won’t include this and the new employee will have to take the test at a later date. Insurance inspection repairs have been completed in the garage including the siding and gym wall. Falling ice signs have arrived and will be set up, as well as electrical covers. Matt Draper, Cole Pacella and Brian Draper attended a webinar regarding the new changes announced by OSHA. Record keeping will be the biggest change. All interior fire fighters will have to have certain certificates depending on position. More information will be provided as it is released from OSHA.

10. Executive Session: N/A

11. Adjourn: Motion made by Tyler Clemons, seconded by Bill Blunden, to adjourn at 6:52PM. All in favor, motion carried.

APPROVALS/MOTIONS:

- Motion made by Bill Blunden, seconded by Norman Barkley, to move \$3,000 from the Grant Writing line item to the Liability Insurance line item as well as approving the increase in coverage on District vehicles as stated in Old Business. All in favor, motion carried.
- Motion made by Tyler Clemons, seconded by Jeremy Tripp, to list all out of use radios as surplus items and to donate Swiss Phones to the Carthage Area Rescue Squad. No opposed, motion carried.
- Motion made by Bill Blunden, seconded by Norman Barkley, to give permission to Brian Draper to submit an application for the grant for new hose and/or thermal imaging camera. All in favor, motion carried.
- Motion made by Bill Blunden, seconded by Jeremy Tripp, to approve the purchase of the Kohler Generator with warranty as quoted by DM Shaver. This includes the approval to pay half of the purchase price up front. No opposed, motion carried.

FINANCIAL APPROVALS:

- Motion made by Bill Blunden, seconded by Tyler Clemons, to approve the monthly bills, payroll, and line item adjustments as documented and reported by the treasurer and reviewed by the Board. All in favor, motion carried.

Excellus health insurance \$6,664.92 monthly

Guardian Dental Insurance \$174.09 monthly

Jessica Putney, Secretary/Treasurer

Carthage-Wilna Fire District