

Draft Copy-Not Approved

Date: 1/31/24

Present: Chairman Sean McHale; Commissioners Bill Blunden, Norman Barkley, Jeremy Tripp; Fire Chief Brian Draper; Secretary/Treasurer Jessica Putney; Assistant Chief Cole Pacella; William Griffith with McLaughlin-Kehoe Insurance

Absent: Commissioner Tyler Clemons

1. Meeting Opened: Chairman Sean McHale opened the meeting at 6:00PM.
2. Guest Speaker: William Griffith with McLaughlin-Kehoe Insurance – Stephanie with McLaughlin-Kehoe Insurance came perform a walkthrough of the station. There were findings in the walkthrough that need to be fixed. Risk management packet has been provided for the board to review. The packet also includes mandatory and recommended homeland security OSHA requirements. The e-learning programs have been set up with Matt Draper. William Griffith will come up with a quote for replacement value opposed to agreed value on vehicles.
3. Public Forum: N/A
4. Approve Minutes: Motion made by Norman Barkley, seconded by Jeremy Tripp to approve the December and Organizational meeting minutes as written. No opposed, motion carried.
5. Correspondence: N/A
6. Old Business:
 - A. Policy Updates – McLaughlin-Kehoe Insurance is going to look at our policy manual and advise us of any changes we need to make. They will also be looking at the fire dept by-laws as well.
7. New Business: (See Approvals)
 - A. John Kamide, with OneDigital, has advised the board that there needs to be a section 125 document in or to withhold pre-taxed dollars from employee paychecks. He recommended the District has this done by BBP for an annual fee of \$100.00.
 - B. CME training – should paid employees be reimbursed for the time spent in training process. Brian Draper will investigate this further.
8. Finances: (See Financial Approvals)
 - A. Adjustments – Going forward, the Treasurer’s Report will be reported with the beginning and ending balance sheets for that month. This will eliminate any chances of transpositions. This is likely why the Treasurer’s Report has been off since the Secretary/Treasurer Linda Prashaw resigned. Jessica Putney will do an internal audit to make sure there is no chance of missing monies.
 - B. Treasurer’s Report- See Attached Balance Sheets.

9. Chief/Head Fire Driver Report:

Ice on the back of the building is the worst it's ever been. When doing a roof repair, it was noticed that the insulation is lacking causing heat loss. Could do blown in insulation at around \$9k. With our budget this might be too tight to address right now. The building generator failed to work during the latest storm. Rich Terry said that there might be a sensor preventing it from starting due to low coolant. After Rich finally looked at it he said that the motor blew. We can rebuild the motor or put in a whole new motor. Still have not received a quote. Going to get a second quote from DM Shaver out of Clayton. All the physicals and mask fit tests have been completed. AFG grant -we missed the deadline to have our grant writer work on this for us. Workshop for grants in Potsdam on the 15th of March. W would have to write the grant ourselves or try to find someone else to write it for us. Sean McHale, Matthew Draper and Brian Draper will attend. ESIP offers background checks for new members. \$27 per person for the best option. Would like to make a new policy on pump details. There is a lot of liabilities in doing cellar pumps. The plow truck broke down during the last snow storm. The mayor, Mike Astafan, allowed us to borrow their plow truck until ours was repaired.

10. Executive Session: N/A

11. Adjourn: Motion made by Jeremy Tripp, seconded by Bill Blunden, to adjourn at 7:20PM. All in favor, motion carried.

APPROVALS/MOTIONS:

- Motion made by Bill Blunden, seconded by Norman Barkley, to approve BBP Admin to provide the section 125 document at a \$100.00 annual fee. All in favor, motion carried.

FINANCIAL APPROVALS:

- Motion made by Bill Blunden, seconded by Norman Barkley, 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