

**Highland Fire District  
Board of Fire Commissioners**

Regular Meeting  
April 11, 2023  
7:00 pm – St #1

Commissioners:	Stephen DiLorenzo	(PRESENT)
	Christian Erichsen	(ABSENT)
	Alan Barone	(PRESENT)
	Kevin Rizzo	(PRESENT)
	Phil Roloson	(ABSENT)
Treasurer	James Passikoff	(PRESENT)
District Secretary	Leslie B. Benson	(PRESENT)
Chief	Peter Miller	(PRESENT)
President	Jim Balint	(PRESENT)

Commissioner DiLorenzo called the meeting to order at 7pm, led the salute to the flag and asked for a moment of silence. Commissioner DiLorenzo welcomed everyone to the Board of Fire Commissioners regular meeting.

**1. Approval of Minutes:**

Chairman DiLorenzo asked for approval of the minutes for December 15, 2022 with Denise being in and out of work we appreciated those who assisted in her absence. Chairman DiLorenzo, asked for approval of December 15, 2022 submitted by Firefighter, John Gallagher.

Motion: Commissioner Alan Barone moved to approve regular meeting minutes from December 15, 2022 as taken by Firefighter John Gallagher, seconded by Commissioner Kevin Rizzo.

Vote: 3 Yes 0 No 0 Abstain 2 Absent  
Motion was carried.

Chairman DiLorenzo asked for approval of the minutes from March 14, 2023. With Commissioner Barone not present last month, meeting minutes have been tabled for approval in May.

**2. Approval to Pay Bills:**

Chairman DiLorenzo asked for the approval to pay the bills as reviewed by Commissioners Chris Erichsen, Alan Barone, and Chief Peter Miller on Monday, April 10, 2023 with the two abstracts totaling \$116,191.42 with a late arrival. The late arrival was an invoice from Hollenbeck & Dailey which included sales tax. We adjusted the bill and removed the sales tax.

Motion: Commissioner Kevin Rizzo moved to approve payment of the abstract of bills totaling \$116,191.42 less the sales tax of \$14.22 with a revised total of \$116,177.20, as of April 11, 2023, seconded by Commissioner Alan Barone.

Vote: 3 Yes 0 No 0 Abstain 2 Absent  
Motion was carried.

### 3. Correspondence

Letter received from the American Legion Post 193 Lloyd inviting us to their parade on May 29, 2023. Jim Balint was copied and responded.

#### Room Requests:

Ralph Smith from Accent Insurance requested to use the community room for a Defensive Driving class offered to the public. Accent insurance will be donating the class fee and will also be matching the fee for a donation to the Highland Hose Company. This is a special exception as all fees will be donated. Due to the timely nature of this request, the approval to use the room was approved through email. 100% of the proceeds to benefit the Highland Hose Co. No. 1. This information was posted on the Highland Hose Co. Facebook page announcing the class.

Motion: Motion to accept via email

Vote: 4 Yes 0 No 0 Abstain 0 Absent

Motion was carried via email.

American Red Cross – requested an additional date for 7/21/23 for a blood drive.

Motion: Commissioner Rizzo moved to approve the additional request for 7/21/23 seconded by Commissioner Barone.

Vote: 3 Yes 0 No 0 Abstain 2 Absent

Motion was carried.

Request from Commissioner Rizzo to use the Community Room on 4/17/23 for a funeral gathering.

Motion: Commissioner Barone moved to approve the request on 4/17/23, seconded by Commissioner DiLorenzo. Commissioner Roloson verbally approved earlier in the day.

Vote: 3 Yes 0 No 0 Abstain 2 Absent

Motion was carried.

### 4. Approval of Chief and Line Officers

The Highland Hose Company No. 1 voted and elected the following members as officers on April 4, 2023

#### Firematic Officers:

Chief	Peter Miller
1 <sup>st</sup> Assistant	Jeff DiMetro
2 <sup>nd</sup> Assistant	Nathan Peura
3 <sup>rd</sup> Assistant	George Monteverdi
Captain	Taylor Dailey
1 <sup>st</sup> Lt	Frank Piscopo
2 <sup>nd</sup> Lt	Dave DeMaio

**Social Officers:**

President	James Balint
Vice President	Roger LaForge
Rec Secretary	Mike Gaffney
Fin Secretary	Fred DeMaio
Treasurer	Rob Volbrecht

**Trustee's**

Jon Napoleon, John Gallagher, and Jacob Dunham

The Board of Fire Commissioners decided to have individual approval and went into Executive Session at 7:10PM. Motion to return to regular session at 8:00PM.

Motion: Commissioner Rizzo moved to approve the Firematic Officers, Social Officers and Trustees, seconded by Commissioner Barone

Vote: 3 Yes 0 No 0 Abstain 2 Absent  
Motion was carried. Congratulations to all.

**5. Committee Reports:**

**Building & Grounds St #1 – Commissioners Barone and Roloson**

Narcan receptables were received from the Ulster County Mental Health and will be put in the community room, meeting room and in the apparatus bay. Commissioner Roloson will train. There will be a Narcan receptable at St #2.

Day Automation: Most of the equipment is here. We have assigned the FOBs, but they are not distributed yet. Installing equipment in both Stations.

Office Furniture – We have a table and cabinet for the secretary.

Seal Coating: we are waiting for warmer weather.

Mobile Life – End of the 3-year lease, will talk in Executive session on financial arrangement. We are overdue on the lease.

Generator @ St #1 – Goes out and the message signboard goes out. Meeting with the electrician.

Cameras inside building – We could install one more camera in the apparatus bay for more security in the building. We assigned over 100 FOBs for members, staff, ladies auxiliary and vendors. With the vendors we can control their access times. Police Department will have similar cards and all cards will run through the district office. Safeco Alarm Systems provided an estimate for \$2500.

Server update: There was a server problem on Saturday, 4/8/23 – MCS provided an estimate to move all equipment from underneath Leslie's desk to the IT Room, the cost is \$2014.99. This is a big plan to change the server and wiring, but first step is to move all equipment.

**Building & Grounds St #2 – Commissioners Erichsen & Rizzo**

Apron – Commissioner Rizzo will contact Tom Phillips to get this done.

**6. New Membership:**

Shawn Wilcox, interviewed on 4/4/23 and was voted on 4/4/23 at the Highland Hose Company meeting. He is local and works for Cintas in their Catering division. He has been in the area for 7-8 years. He has children in school. He wants to become a member of the Highland Hose Company to support our community and helping those in need.

He understands the training required, and next step is to schedule a physical. After the physical (if satisfactory) orientation would be scheduled. You will have access to the firehouse with a Key/FOB entry. You would be in the St #2 area and there are lockers to keep your gear there. The Chief officers are his first line of communication for questions and training.

Motion: Commissioner Rizzo moved to approve Shawn Wilcox as a Probationary Active member, dependent on his physical, seconded by Commissioner Barone.

Vote: 3 Yes 0 No 0 Abstain 2 Absent

New member is approved. Congratulations.

Motion was carried.

**7. Insurance/Workers Compensation:** Commissioners Barone and DiLorenzo

Workers' Compensation is paid, and we are waiting for the dividend refund. Commissioner Barone advised that they met with Linda Flanagan, and he wanted to point out that for Line of Death, if the firefighter is hit on accident scene and the firefighter has their safety vest on, their beneficiary would receive an additional \$50,000.

**8. New Apparatus:**

31-11 Kenny Finke is still working on this. No conversation with Lewis, their account administrator, did not have discussion to negotiate with the issue of painting the pump module. This was the hold up and they disassembled to do it correctly. There was no upcharge but was discussed with Kenny Finke. There were several things on the list. Mid-May is projected as there are other trucks in queue...they are not on time and no penalties. We are off by 3 or 4 months for delivery...February was the service date. E-One is behind as they are waiting on specific parts. Alan was not happy.

Command Cars: Lighting coming in this week, Parts were ordered. Lettering will be done in May.

**9. Service Awards:**

Firefly report was received, and copies were provided to all Commissioners. The report is an eye opener as we hope this year is better. We took a hit in 2022 and for 2023 we paid less - \$50,000 to fund.

**10. Ulster County Fire District Association:**

The meeting was 3/22/23. Commissioner Erichsen prepared the food. It was nice and we received good comments on the food. Chris, Taylor, Alan, and Steve helped prepare. Thank you, Commissioner Erichsen!

- 11. Firefighter Health & Fitness Program** – No reimbursements were received in 2022. John Gallagher made suggestions on the original agreement. Clarified the level of participation and monetary reimbursements. Discussed a new member as an active Hose Company member not on probation. Firefighter joins Arteaga, pays the membership fee, and determines the program they want to use. The Firefighter gives the district secretary their receipt. The district will contact Arteaga for a monthly usage log for each member enrolled. Minimum of 7 times in a month you will receive a 50% reimbursement and going 11 times in a month you will be reimbursed 75%. One day visit, cannot double up. This policy will be tabled for discussion next month. The decision of monthly or quarterly reimbursements. Commissioner Rizzo will follow up with Arteaga's.

**12. Treasurer Report:**

Jim advised that he emailed the board report for March 31, 2023 to all commissioners. We received the \$6600 from Verizon for rent on the tower, this automatically goes in the ACH account. We will be paying for the cars. Commissioner Rizzo asked about moving money into a CD since the interest is at 4%...Jim advised he is watching interest rates. Jim will look into moving money but still being able to support our expenses.

Motion: Commissioner Rizzo moved to accept the board report for March 31, 2023 seconded by Commissioner DiLorenzo

Vote: 3 Yes 0 No 0 Abstain 2 Absent

Motion was carried.

- 13. Procurement Policy:** It was suggested to have legal review this policy. Projects have gone up since this was amended in 2015 for best value purchases and piggyback purchases. We will send to Scott Dow for review. It was also suggested to visit the Comptroller's website.

- 14. Public Comments:** None

**15. Chief's Report:**

2 – iPads have been purchased for the Assistant Chiefs are being outfitted with the normal things (Microsoft office items). We need to have fire mobile added as these are valuable assets.

**BLSFR**

EPCR – Name change on EMS ID (agency code) has been changed to the Highland Fire District.

Physicals: They are starting, and we have a couple we are waiting on.

Boat: We are getting this lettered

Phone reimbursement: Automatic basis being issued every month for 31-A, 31-B, 31-C and 31-4 for the stipend of \$60 per month.

AED: this is on order, but the case is not ordered yet.

Narcan

Pediatric pads are now included in AED's.

Both of these do not need a resolution. OFPC has a policy on Administration and Maintenance of Intranasal Naloxone Model Policy

Narcan training will be significantly more than what will be provided.

Assemblymember Jacobson office – We went to his office to request assistance to offset the costs for PPE that is needed for members as we have exceeded 10-year life under the standard by our firefighters.

Decon Seminar: The County announced a decon class and we have 2 or 3 members and officers attending. We are looking to put decon equipment on our Engines which includes bucket, brushes, poles.

Live Burn Drill at Ulster County Training Center on 4/8/23 was a success. We had 22 members attend with Milton covering for us. We will cover Milton this Saturday with Engine and Crew.

Upcoming dates:

4/24/23 – Duty Night

5/4/23 – Company Training

5/8/23 – Duty Night

**16. IT – Day Automation**

**17. Old Business:**

Commissioner DiLorenzo asked if the Secretary and Treasurer were sworn in. Both were done.

Commissioner DiLorenzo spoke with Joe Frank and both Commissioners Rizzo and Roloson need to take Commissioner training.

Audit – Jim advised audit will start soon with RBT.

**18. New Business:**

Commissioner DiLorenzo requested we pay \$5000 to the Highland Hose Company for their Installation dinner.

Motion: Commissioner Rizzo moved to approve \$5000 to the Highland Hose Company for their Installation dinner, seconded by Commissioner Barone

Vote: 3 Yes 0 No 0 Abstain 2 Absent

Motion was carried.

Heathcare – MVP-HRA PLAN, Commissioner Rizzo read the Certificate of Resolution:

The undersigned authorized representative of the Highland Fire District (the Employer) hereby certifies that the following resolutions were duly adopted by the governing body of the Employer on 2/1/23, and that such resolutions have not been modified or rescinded as of the date hereof:

**RESOLVED**, that the form of Welfare Benefit Plan, effective February 01, 2023, presented to this meeting (and a copy of which is attached hereto) is hereby approved and adopted, and that the proper agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of said Plan one or more counterparts of the Plan.

**RESOLVED**, that the Administrator shall be instructed to take such actions that the Administrator deems necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures for the provision of benefits under the Plan.

**RESOLVED**, that the proper agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Plan and to deliver to each employee a copy of the Summary Plan Description of the Plan, which Summary Plan Description is attached hereto and is hereby approved.

The undersigned further certifies that the attached hereto as Exhibits, are true copies of the Highland Fire District's Benefit Plan Document and Summary Plan Description approved and adopted at this meeting.

Highland Fire District

By: Kevin Rizzo  
Commissioner

Motion: Commissioner Rizzo moved to accept the MVP Plan seconded by Commissioner Barone  
Vote: 3 Yes 0 No 0 Abstain 2 Absent  
Motion was carried.

Safeco - Quote received for installation of 1 interior camera in bay. We have room for one camera. This camera will not give all the coverage inside. With the new key Fob and perhaps the screen can tell who is entering. Cameras are a significant asset. This estimate is on hold for further discussion.

Gentech LTD – We are having a problem with the generator; battery corroded and needs to be replaced. The Light indicator burned out. Quote received for \$542.18

Motion: Commissioner Rizzo moved to accept replacing the battery and work with Gentech seconded by Commissioner Barone  
Vote: 3 Yes 0 No 0 Abstain 2 Absent  
Motion was carried.

MCS Tech – Commissioner Roloson requested a quote to move the battery, UPS, server and router, maintaining the switch. Estimate received today is \$2014.99 with a new UPS and labor included.

Motion: Commissioner Rizzo moved to accept moving the UPS, server as quoted seconded by Commissioner Barone

Vote: 3 Yes 0 No 0 Abstain 2 Absent

Motion was carried.

Mike Arteaga's Health and Fitness Center will be tabled. Commissioner Rizzo will look into this plan and check on a similar plan as other Fire Districts are offered.

Phone reimbursement: Automatic basis being issued every month for 31-A, 31-B, 31-C and 31-4 for the stipend of \$60 per month.

Motion: Commissioner Rizzo moved to accept an automatic \$60 monthly payment to the Assistant Chief's and Captain seconded by Commissioner Barone

Vote: 3 Yes 0 No 0 Abstain 2 Absent

Motion was carried.

- 19. Executive Session:** Commissioner Barone moved to go into Executive Session at 9:12 PM and not returning to general session, seconded by Commissioner Rizzo. Meeting was adjourned.

Vote: 3 Yes 0 No 0 Abstain 2 Absent

Motion was carried.

**20. Adjournment:**

Respectfully submitted,

Leslie B. Benson, District Secretary

**APPROVED 5/9/23 BOFC**