

**Highland Fire District  
Board of Fire Commissioners**  
Regular Meeting  
December 12, 2023  
7:00 PM – St #1

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

Chairman DiLorenzo called the meeting to order at 7:00 pm, led the salute to the flag and asked for a moment of silence. Chairman DiLorenzo welcomed everyone to the Board of Fire Commissioners regular meeting.

1. **Approval of Minutes:**

Chairman DiLorenzo asked for approval of the minutes from November 14, 2023. Commissioner Erichsen indicated one change for Building & Grounds St #2, from propane provider to service provider.

Motion: Commissioner Erichsen moved to approve regular meeting minutes with above change from November 14, 2023 seconded by Commissioner Roloson.

Vote: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Barone)

Motion was carried.

Chairman DiLorenzo asked for approval of the minutes from November 28, 2023, Capital Project, and Special Meeting. This is a big project, will look for updates every month. The committee will meet with an architect to get ideas. Getting cost estimates is difficult. The minutes were not approved.

2. **Approval to Pay Bills:**

Chairman DiLorenzo asked for the approval to pay the bills as reviewed by Commissioners Steve DiLorenzo, Alan Barone, and Chief Peter Miller on Monday, December 11, 2023 with (1) one abstract totaling \$36,488.63. Bill dates from 11/29/23 – 12/11/23.

Motion: Commissioner Chris Erichsen moved to approve payment of the (1) one abstract of bills totaling \$36,488.63 as of December 11, 2023, seconded by Commissioner Kevin Rizzo.

Vote: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Barone)

Motion was carried.

### 3. **Correspondence:**

Email received from Robert Taylor for the invoice and Backflow Certification Report for 2023, this is complete.

Safeco updated contact list removing Chief Miller and adding Commissioner Roloson for Station #1.

Letter received from MVP confirming 7% increase with plan design changes and Commissioner Rizzo and Leslie will review.

Letter from M&T confirming new Certificate of Deposit with a maturity date of 2/20/24 at interest rate of 5.150%.

Presentation of RFP's for 2023 Audit – two bids received for 5 years, submitted by RBT and Nugent & Haeussler as Leslie opened each bid and read their rates. PKF O'Connor Davies did not submit a bid.

RBT rates for the audits:

2023, \$8,500

2024, \$8,750

2025, \$8,750

2026, \$9,250

2027, \$9,500

Nugent & Haeussler rates for the audits:

2023, \$12,000

2024, \$12,250

2025, \$12,500

2026, \$12,750

2027, \$13,000

Both proposals were emailed to Treasurer Passikoff, and he reviewed both.

**Room Requests:** (All dates are reserved on the calendar until approved by BoFC)

An additional request was received from the Town of Lloyd requesting to use the kitchen for their holiday party – as this was noted and previously approved.

Town of Lloyd Swearing in Ceremony 2024 for Monday, January 1, 2024 from 10AM -12PM for approximately 60 participants. The request was approved via email due to scheduling

Motion: Commissioner PJ Roloson moved to approve the Town of Lloyd Swearing in Ceremony seconded by Commissioner Kevin Rizzo

Vote: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Barone)

Motion was carried.

4. **Committee Reports:**

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

Work Out Room – Commissioners DiLorenzo and Roloson will revise the plan for the next meeting.

Additional Proposals were received from A & R Security for the camera & intercom system at the Police Department as well as an intercom & camera for Station 1.

Proposals for the camera & intercom system for Town of Lloyd Police for their side door entrance.

Safeco	\$5,825.00
Day Automation	\$5,989.12
A&R Security	\$4,195.00

Camera & intercom system for Station 1, front & back door

A&R Security	\$4,895.00
Safeco	\$7,385.00

Re-key – District offices and Assistant Chief's office – Waiting on the proposal from Day Automation as with the FOB system we could tie this in or there could be a separate key. We also reached out to HV Door.

Seal Coating - Station 1 – Spring 2024

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

Commissioner Erichsen reviewed the Proposal for Station 2 from United Air Conditioning Preventive Maintenance for \$1,165.00

Commissioner Erichsen would like to hold off on this as he perused the proposal.

Commissioner Erichsen will do the one-time air filter change – annual cleaning can be done by Russo. There is an approximate savings of \$800.00

Commissioner Erichsen added that getting pricing is a challenge. It is very hard for blacktop, grinding to bid on this. There is a low spot in the parking lot near 299 and some water issues in the middle of the parking lot. Renovations for the bathrooms, blacktop, and update fuel tank area.

Committee: Commissioners Erichsen, Rizzo & Barone with Roloson handling IT concerns/issues.

Siren – No decision has been made yet. The siren is over 40 years old, and we are still checking on options to decide how to proceed and inform the homeowners.

Concrete slabs – Used one time a year...if not needed will take it back.

5. **New Membership:** No new applicants

6. **Insurance/Workers Compensation:** Commissioner DiLorenzo said we emailed the lease to legal counsel for their review. We received a reply to the amount of insurance in the lease was adequate, but we could check with our insurance carrier. For general liability, we have max, \$10,000,000 per person per occurrence with \$20,000,000 aggregate per occurrence. We will contact legal to put in some kind of cancellation for convenience clause or add a termination clause in the event we choose not to renew.
7. **Service Awards:** We received from Firefly 2023 Census Update to be finalized by 2/1/24. Commissioner DiLorenzo requested the tree sales to be submitted as soon as possible, as some members are close....of the 47 members, 31 will receive credit for the year.

8. **Treasurer Report:**

Jim advised the financial report for November 30, 2023, will be emailed in the next couple of days. The bank statements just came in today.

The Treasurer's report for November was not received or approved.

Treasurer Passikoff needs signatures for the new bank account.

9. **Public Comments:**

No Comments

10. **Chief's Report:**

12/9/23 – Live SCBA training – 27 firefighters attended with exterior firefighters and drivers.

12/17/23 – Santa Run with Town of Lloyd Police

1/13/2024 – Bail out training

11. **Old Business:**

Rules and Regulations for the Workout Room - Commissioners Roloson & DiLorenzo will review.

12. **New Business:**

2023 Audit – Treasurer Passikoff said Nugent & Haeussler, P.C. is pretty accurate, RBT has lower pricing for the five (5) years. Jim reviewed each proposal and also recommended approving it for 5 years as either side can cancel.

Motion: Commissioner Erichsen moved to accept RBT's proposal for 5-year pricing seconded by Commissioner Rizzo.

Vote: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Barone)

Motion was carried.

Ambulance Bay – Empress is scheduled to leave on Friday, December 29, 2023. Clearwater Cleaners will go in to clean and make it acceptable.

Commissioner Meeting - Highland Fire District will host it on 3/21/24.

Reorganization Meeting will be January 9, 2024 at 7PM with the regular meeting following.

Camera/Intercom for Station 1, front & back door

A&R Security \$4,895.00

Safeco \$7,385.00

Motion: Commissioner Roloson moved to approve A&R Security for \$4,895.00 for the front & back door for Station 1, seconded by Commissioner Erichsen.

Vote: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Barone)

Motion was carried.

Camera/Intercom for Town of Lloyd Police Station – side door entrance

Proposals received:

Safeco \$5,825.00

Day Automation \$5,989.12

A&R Security \$4,195.00

Motion: Commissioner Erichsen moved to approve A&R Security for \$4,195.00 for the Town of Lloyd Police seconded by Commissioner Rizzo

Vote: 3 Yes 0 No 1 Abstain (Commissioner Roloson) 1 Absent (Commissioner Barone)

Motion was carried.

Siren – Would like full board to decide. Survey given to members for their input. It was mentioned to shut off temporarily until investigated. We need a backup. The manufacturer was contacted for information. Did we have an assessment done? Did someone come out with a device to register the decibel level? It is within or over standards? Many options are being considered. We need to be respectful of people. Commissioner Roloson said leave as is for now...committee set up with Commissioners Roloson, Erichsen, Chief Miller and Assistant Chief DiMetro.

Concrete Slabs

Motion: Commissioner Roloson moved to return the concrete slabs seconded by Rizzo.

Vote: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Barone)

Motion was carried.

Funds Awarded from Assemblymember Jacobson recommendation for Personal Protection Equipment – the last invoice was received today. The exact verbiage request will be finalized for Leslie to complete the paperwork.

Councilmember John Fraino updated everyone on the pavilion – concrete in place, draining & barn raised, crane will be there on Saturday – 5 days to complete structure, restrooms will be done in the Spring.

Councilmember John Fraino also updated information regarding New Paltz Rescue Squad, the town needed to tweak their contract. Certificate of Need assigned to New Paltz Rescue. He also met with New Paltz Rescue, they are fully staffed and ready. They have 2 additional

ambulances on order – Jan 2024 and March 2024. He stated, “they are very excited about coming to Highland.” They have a 4x4 first aid unit. Is there room in a bay or on the rail trail?

Councilmember John Fraino also mentioned the hazard mitigation plan – Gives access to FEMA money, may become proactive.

13. **Executive Session:** Commissioner Roloson moved to go into Executive Session with the Board and Chief at 8:15PM regarding the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; and may return to general session, seconded by Commissioner Rizzo.

14. **Adjournment:** Meeting was adjourned at 9:25PM and did not return to business.

Vote: 4 Yes 0 No 0 Abstain 1 Absent  
Motion was carried.

Respectfully submitted,



Leslie B. Benson, District Secretary