

Highland Fire District  
Regular Meeting  
**July 10, 2018**  
7:00 PM St 1

Commissioners:	Stephen DiLorenzo	(PRESENT)
	Benjamin Bragg	(ABSENT)
	Christian Erichsen	(PRESENT)
	John Fraino	(PRESENT)
	Alan Barone	(PRESENT)
Secretary/Treasurer	James Passikoff	(PRESENT)
District Clerk	Denise A. Holzberger	(PRESENT)
Chief	Peter Miller	(PRESENT)

Chairman DiLorenzo called the meeting to order, led the salute to the flag and called for a moment of silence for fallen firefighters.

- 1. APPROVAL OF MINUTES-** Chairman DiLorenzo asked for a motion to approve the minutes of the regular meeting held on May 8, 2018 and June 12, 2018 regular meeting.

**MOTION:** Commissioner Fraino moved to approve the minutes of the May 8, 2018 regular meeting, seconded by Commissioner Alan Barone.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion carried.

**MOTION:** Commissioner Erichsen moved to approve the minutes of the June 12, 2018 regular meeting, seconded by Commissioner Alan Barone.

VOTE: 4 Yes 0 No 1 Abstain 1 Absent

Commissioner Fraino Abstained.

Motion carried.

- 2. Bills-**Chairman DiLorenzo asked for a motion to pay the bills as reviewed by Commissioners John Fraino and Alan Barone and Chief Miller on July 9, 2018.

**MOTION:** Commissioner Alan Barone moved to approve the bills totaling \$39903.85 for the period 6/13/18 through 7/11/2018 seconded by Commissioner John Fraino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

3. **Correspondence-**  
**FASNY- Convention August 9-12**  
**Valley Lawn Care-Certificate of Insurance**  
**E-One-Certificate of Insurance**  
**VFIS- Privacy Policy**  
**Safeco- proposal received**  
**Audit 2017 Report**-Chairman DiLorenzo stated Board members have received copies and urged them to read it.

**Room Requests-**

Saturday July 14, 2018 for a birthday party requested by Roger LaForge.

4. **New Membership- none**

5. **COMMITTEE REPORTS**

**Buildings and Grounds ST 1-Cmrs. Bragg and Barone**

Fans- pending

Siren Control-completed and installed ; NYCOMCO to reset times and review with us.

Central Hudson –lighting upgrade- Commissioner Barone met with CH rep to review our Lighting and result was no significant savings would be realized by another upgrade.

**Buildings and Grounds St.2-Cmrs. Erichsen and Fraino**

Tree- pending vendor catch up

Telephone Line- Commissioner Erichsen contacted Safeco regarding upgrade to wireless Connection; cost \$900. Verizon has identified a cable issue on their end. It is better to Go with a wireless connection.

Security Cameras- Estimates received from A & R and Day Automation. We have learned that There is no connection between St 2 and the pavilion; no sleeve exists. To discuss under new business.

Bathrooms- Commissioner Erichsen we should look at updated the bathrooms to be ADA Compliant.

6. **New Apparatus-** nothing to report

7. **Insurance/Workers Compensation-**

Two injuries reported.

8. **Physical Fitness-**

Total reimbursed \$684.40 for 2017

1<sup>st</sup> Qtr 2018 total reimbursed \$83.06

Preventive Maintenance for fitness equipment performed on 8/15/17

9. **Ulster County Fire District Association-Cmrs. Bragg, DiLorenzo, September 2018 at Highland Fire District**

10. **Service Awards- June 2018 activity posted July 2, 2018**

11. **Public Comment-** none

12. **Chief's Report-** Chief Miller reported the following-

Executive Session requested- Assistant Chief personnel issue

Call Volume- Total calls for June 2018 was 37; For July to date (7/10/18) 17 calls

Two of these were serious accidents and one was a fatal fire.

Apparatus- we are moving apparatus around.

Hazmat & OSHA No Shows- no action at this time

Grant- pending receipt of funds we will announce.

13. **OLD Business-**

**Room Request Form-** Commissioner Barone stated that the applicant should be made Aware of what would happen if there were an emergency situation that would trump Their use of the room.

**Primary Day-** There was discussion regarding Primary Day and Firefighter One class being on the same day. There were some parking issues and there was discussion regarding the possible remedy.

**Cancer Insurance-** Commissioners have attended seminars; no additional information has been received.

**RFP for 2018 Audit-** Treasurer will provide information regarding an RFP for the 2018 Audit.

**Whistleblower Policy-** As per Fire district's Affairs, fire districts and companies should adopt this policy. To discuss at next meeting.

**Wi-Fi-** due to the number of devices used in the firehouse we need to boost our wife. In Addition our server is a 2003 model and we need better battery backup as we now have the CAT system. Our current Wi-Fi is not sufficient. Commissioner Barone suggested talking to ITC and getting their take on our situation. We are in need of hot spots throughout the Firehouse.

**14. Executive Session-**

**MOTION:** At 7:43 PM Commissioner Chris Erichsen moved to go to executive session to discuss a personnel issue relating to the Assistant Chief, seconded by Commissioner Barone.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried unan.

**15. Return to Regular session-**

**MOTION:** At 8:45 PM Commissioner Chris Erichsen moved to return to the regular session of the meeting, seconded by Commissioner Barone.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried unan.

**16. New Business-**

**Approval of Cell Phone Reimbursement for Assistant Chief**

**MOTION:** Commissioner John Fraino moved to reimbursement Assistant Chief Jeffrey DiMetro \$60 per month in lieu of providing a cell phone, seconded by Commissioner Alan Barone.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried unan.

## 17. Treasurer's Report-

Treasurer Passikoff reviewed the June 2018 Financial Report which had been distributed to the Board. It was noted that there were no out of the ordinary expenses so far.

2019 Budget- a budget workshop meeting will be held on August 21, 2018 at 7 PM.

Commissioner Fraino noted that we need to set up a meeting with supervisor Hansut. August 15, 2018 at 1 PM was suggested and Commissioner Fraino would confirm.

2017 Audit- Treasurer Passikoff reviewed the results of the 2017 Audit by RBT. The following was noted:

Page 1-2- states a clean opinion

Page 3-4 – highlights of the financial statement

Page 5 - Balance sheet

Service Awards brought into the financial statement

Page 7 – compares budget and adjusts the financial statement; no radical changes.

Page 8-11 notes to the financial statements

Page 10- FDIC insurance

Page 13-14 Notes regarding LOSAP- suffices in lieu of and audit.

Page 16 Questionnaire

Page 17-19 no internal control issues; in compliance

Report:

Page 4 - indicates March and August 2017 was not initialed by a commissioner. This was an Oversight.

Procurement- Airflow was more expensive due to the curb change/repair and the other vendor did not include the cost for the curb, therefore appearing less expensive.

Funds Transfer- We had a transfer of funds from the Repair Reserve to the Building Reserve. This does not require a permissive referendum.

Page 5- copy of report sent to NYS OSC.

### **Acceptance of Audit 2017**

**MOTION:** Commissioner John Fraino moved to accept the Audit of 2017 as completed by RBT, Seconded by Commissioner Chris Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried unan.

**Acceptance of June 2018 Financial Report**

**MOTION:** Commissioner John Fraino moved to accept the June 2018 as submitted by the Treasurer, seconded by Commissioner Chris Erichsen.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried unan.

**18. EXECUTIVE SESSION**

**MOTION:** At 9:17 PM Commissioner Barone moved to go to executive session to discuss a personnel issue relating to a specific person, seconded by Commissioner John Fraino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried unan.

**19. Return to regular session and Adjournment**

**MOTION:** At 9:35 PM Commissioner Barone moved to return to the regular session, and there being no further business, moved to adjourn, seconded by Commissioner John Fraino.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried unan.

Respectfully submitted,

Denise A. Holzberger, District Clerk