

**Highland Fire District
Board of Fire Commissioners**

Regular Meeting

July 11, 2023

7:00 pm – St #1

Commissioners:	Stephen DiLorenzo	(PRESENT)
	Christian Erichsen	(ABSENT)
	Alan Barone	(PRESENT)
	Kevin Rizzo	(PRESENT)
	Phil Roloson	(PRESENT) DEPARTED AT 8:05PM
Treasurer	James Passikoff	(PRESENT)
District Secretary	Leslie B. Benson	(PRESENT)
Chief	Peter Miller	(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 June 13, 2023. Commissioner Barone advised on page 42; the Hose Company meeting was 7/5/23.

Motion: Commissioner Phil Roloson moved to approve regular meeting minutes from June 13, 2023 with a correction of page 42, the date of the Hose Company meeting is 7/5/23 seconded by Commissioner Alan Barone.

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

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, July 10, 2023 with the (2) two abstracts totaling \$130,896.17. The invoice for DB Graphics for \$3004.00 is not approved and on hold. Bill dates from 6/14/23-7/11/23. Commissioner Barone added we pay for monthly maintenance, utilities, fuel, phone but we had 4 larger items this month: Day Automation, need certified payroll, lighting on the chief cars, Zoll Medical invoice was questioned for detail and price increase and the Premier invoice for 31-11. Commissioner Barone said that they need to see the bills with documentation as they are signing off and approving them. Chief Miller provided updates on each invoice or status.

Motion: Commissioner Alan Barone moved to approve payment of the (2) two abstracts of bills totaling \$130,896.17 as of July 11, 2023, seconded by Commissioner Phil Roloson.

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

Anthony Hill from Firefly stopped in to introduce himself to all of the commissioners. Last month, Phil DeAngelo presented an updated analysis for the LOSAP program. Firefly handles the administration of the program. He added that 2022 was OK and we were 97% funded. He explained another side of the program. He recommended that \$150,000 be budgeted for 2024 and you could contribute more if available. If anyone has any questions, they can call him.

3. Correspondence

All Commissioners received updates regarding Hose Company members, Bugbee and active (new) members on probation with associated dates on #360 and #361 from Chief Miller.

Due to a scheduling conflict, the Red Cross blood drive has been moved from October 13th to Friday, October 27, 2023.

Ready Refresh sent notice effective 7/8/23 their delivery fee has increased to \$11.99

M&T – CD maturity notice on the 90-day CD matures on 7/13/23. It was asked the plans for this CD, Cash it in, calculate what is needed and reinvest.

MVP – sent a notice of Proposed Premium rate change – change in premium if approved is an 8.2% increase.

SRI Fire Sprinkler is scheduled for Monday, 8/7/23 @ 8:30 AM

Room Requests:

6/26/23 Request from Town of Lloyd held their Annual Sexual Harassment training for approximately 80 participants was approved via an email vote due to date & timing of their event.

Request from Ladies Auxiliary, Leslie Benson, to use the room on October 20-21st for their penny social. Their date needed to be changed from September 22 & 23 as previously approved.

Motion: Commissioner Roloson moved to accept the Ladies Auxiliary to use the room 10/20 – 10/21 for their penny social seconded by Commissioner Rizzo

Vote: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried.

4. Committee Reports:

Building & Grounds St #1 – Commissioners Barone and Roloson

Day Automation – FOBs are pretty much distributed, and we are up and running. We have been monitoring this for about a month. If system fails and nothing works – the police station has a special key for the door by the radio room for St #1. We need to secure a key for St #2. Greg made some changes to the mechanical door, so it was a programming problem with a vendor's FOB. If anyone has a problem, let Leslie know.

Seal Coating: On hold

Roof Leak: Notified last week, roof over bay 7 has a leak, this is the East side, south end near parapet and to the radio room...it is 32 years old; this could be a major issue and will have it checked out.

Spring broke on bay door #7, Dutchess Overhead Doors were here last week.

Roof top unit for Police Station – plugged roof drain was causing high humidity problem – nothing is wrong with the unit.

IT: Server update: Commissioner Roloson advised on hold and will discuss in September.

Camera Access: Monitors are not working, the old cage key is now on DVR, Leslie has a key. It could be an IP address issue.

Building & Grounds St #2 – Commissioners Erichsen & Rizzo

Apron – Commissioner Rizzo advised he is still waiting on the apron, and this is scheduled to be worked on. He will follow up.

5. **New Membership:** No new applicants
6. **Insurance/Workers Compensation:** Commissioners Barone and DiLorenzo
Bill for compensation, considerably higher, Commissioner DiLorenzo spoke with Linda Flanagan, we had an increase in experience rating, we had a few claims 3 years ago, but all are closed. Increase caught up but should go back down. She feels the Safety Group is the best for us.
7. **New Apparatus:**
31-11 – touch up things on Kanban.

Command Cars: 800 radios have been redistributed in chief cars.
DB Graphics – they need to fix lettering

Sale of Cars: We need to get an updated FMV, when ready, and have pictures taken. The County will send out to all fire departments. There is a fire department interested in both cars. We will discuss it further at the August meeting. Whoever purchases with or without lights going forward will increase yield. If you remove lighting – will have in reserve
8. **Service Awards:**
Tony gave an update.
9. **Treasurer Report:**
Jim advised major expenses are done and paid. We discussed financials. We have to be careful with spending in case of any additional emergency repairs. After today's account payable, we buy what we have to buy, essentials are essentials. We had some unusual expenses this year.

The CD becomes available on 7/13/23 – Jim will calculate what we need for the rest of the year and invest the balance, and we will of course earn interest on this.

We are looking into the funds for the bailout equipment and even with donations and the future sale of cars, we may be short. It was suggested to order bailout gear before end of year as the price will change on 12/31/23. We could save significantly with the 2022 pricing as the State bid is live until the end of December. No one is in favor of an increase in the budget, we need to be careful on spending.

*****Break in meeting at 8:05PM for a possible structure fire. Meeting reconvened at 8:35PM*****

Chairman DiLorenzo asked for a motion to accept the Treasurer's report dated 6/30/23

Motion: Commissioner Barone moved to accept treasurer report for June 30, 2023, seconded by Commissioner Rizzo.

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

RBT – Ben interviewed Leslie on Monday and spoke with Steve today.

RFP - Select 3 firms after final audit is complete for 2022 with RBT.

Audit report – filed with the State

Preliminary Budget workshops: 8/29 and 8/30/23 (if needed) at 7:15PM.

No update on the Check issue for Premier Fire Apparatus yet.

10. Procurement Policy:

Sent to Scott, we can make changes, the policy is clearly adequate. Follow the policy

11. Public Comments:

Firefighter John Gallagher asked about physicals. Chief Miller advised, letters are out and must be complete by 9/11/23.

12. Chief's Report:

7/12/23 – Meeting with Building Department and AVR – regarding Alarm system for 16 rental stores in Bridgeview.

Lowe's had a problem in garden center & pull station. Town Building Dept (Anthony G) involved

7/20/23 – Company Training

7/22/23 – HBA – Block party downtown, streets will be closed from 4PM – 9PM

7/24/23 – Duty Night

7/28/23 – Annual DFY safety inspection

7/29/23 - Ulster County Firemen's Association Parade in Wallkill, need approval for 31-11 and appropriate Chief cars

8/1/23 – Hose Company Meeting

8/3/23 – Hose Company Training

Plaques for trucks: ordered

13. Old Business:

Facebook Page: Some mixed feelings – have positives and negatives to any platform. It will be great for PR. We can attract new members using this. We will outline and plan how it will be designed. The Hose Company handles the social side. We will narrow the committee down to Commissioner Rizzo, Chief Miller, firefighter Gallagher and Leslie, and will set up a meeting.

Commissioner Training:

Narcan: there was a placement issue, and is not by the first aid kit, has been removed temporarily. We have 2 in the building at Station 1.

AED & narcan installed at St #2

14. New Business:

Rotary presentation: On July 10, 2023, President of the Rotary, Steven Laubach presented the Fire District with a check for \$10,000 to go towards safety equipment. They did a very nice job organizing the golf outing. Chairman DiLorenzo will send a letter to thank the Rotary as well as submit a letter to the paper.

Chairman DiLorenzo asked for a motion to approve 31-11 and Chief cars to go to the Ulster County Firemen's parade in Wallkill on Saturday, July 29, 2023.

Motion: Commissioner Rizzo moved to approve 31-11 and the Chief cars seconded by Commissioner Barone.

Vote: 3 Yes 0 No 0 Abstain 2 Absent

Motion was carried.

I am Responding screens are down at St #2 – Commissioners Rizzo and Roloson are working the MCS on this issue. There is a phone issue also in the bay at St #2.

Speed Upgrades for St #1 & St #2 with Optimum - Leslie has been working with Optimum obtaining information on our accounts. Our current equipment is not supported by Optimum and is very old. She received a quote to upgrade speeds for both St 1 & St #2 adding a static IP address at St #2. The rates we have been paying are from the initial installation and have changed. It was suggested by Day Automation's tech to get a Static IP address at St #2 for reliable service, if possible, to also help with communications. The additional increase is \$75 per month at St #1 and \$84 at St #2 with the additional Static IP addition is \$20 monthly (\$104 total) with a \$99.99 one-time fee for the new modem/installation fee at each location. Approximate additional increase of \$3700 over the next 12 months to upgrade our service.

Motion: Commissioner Barone moved to approve the approximate additional \$3700 annual increase with Optimum for St #1 and St #2.

Vote: 3 Yes 0 No 0 Abstain 2 Absent

Motion was carried.

15. Executive Session: Commissioner DiLorenzo moved to go into Executive Session with the Board, Treasurer and Chief at 9:03PM 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.

16. Adjournment: Meeting was adjourned at 9:47PM and did not return to business.

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Leslie B. Benson".

Leslie B. Benson, District Secretary

APPROVED BOFC 8/8/23