

**Highland Fire District
Board of Fire Commissioners**

Regular Meeting

June 13, 2023

7:00 pm – St #1

Commissioners:	Stephen DiLorenzo	(PRESENT)	
	Christian Erichsen	(PRESENT)	
	Alan Barone	(PRESENT)	
	Kevin Rizzo	(PRESENT)	Arrived at 7:10 PM
	Phil Roloson	(PRESENT)	
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. He welcomed Philip DeAngelo from Focused Wealth Management.

Phil DeAngelo presented an updated analysis of the Highland Fire District's Length of Service Award Program investment positions and traces of growth of assets through May 31, 2023. Right now, he is pleased with the performance, and we are still in the 90's on funding. Contribution for 2024 would be \$150,000. If anyone has any questions for Phil, please call with questions.

1. Approval of Minutes:

Chairman DiLorenzo asked for approval of the minutes from May 9, 2023.

Motion: Commissioner Alan Barone moved to approve regular meeting minutes from May 9, 2023 seconded by Commissioner Chris Erichsen. Commissioner Roloson abstained.

Vote: 4 Yes 0 No 1 Abstain 0 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, June 12, 2023 with the (5) five abstracts totaling \$89,325.65 holding the Premier Fire Apparatus invoice for additional review. Bills from 5/15/23 – 6/13/23. Commissioner Barone asked for clarification on the Fleury Risk Management invoice and all in order for workers compensation.

Motion: Commissioner Chris Erichsen moved to approve payment of the abstract of bills revised total of \$89,325.65 as of June 13, 2023, seconded by Commissioner Alan Barone.

Vote: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried.

3. Correspondence

Leslie advised a thank you letter was mailed to Mr. Frank Sorbello of Sorbello's Greenhouses for their generous donation of flowers for St #1 and #2 for Memorial Day.

Room Requests:

Everett Erichsen requested the room for registration for Highland Youth Football on 5/30/23 and 6/1/23 from 5:30-8:30 both dates were approved via email.

Request from Town of Lloyd for use on 6/15/23 for the Annual Insurance Information for approx. 75 employees.

Motion: Commissioner Barone moved to accept request for the Town on 6/15/23 seconded by Commissioner Rizzo

Vote: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried.

Request from David Parker for 7/8/23 for a private party for approximately 60 guests

Motion: Commissioner Chris Erichsen moved to accept the request on 7/8/23 from David Parker, seconded by Commissioner Roloson

Vote: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried

Request from Auxiliary member, MaryEllen Cioto for a private party on 7/9/23 for approximately 65 guests.

Motion: Commissioner Roloson moved to accept request for a private party for MaryEllen Cioto on 7/9/23 seconded by Commissioner Rizzo

Vote: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried

Request from Mike DePaola for the Ulster County Fire Police Association seminar on Saturday, 11/4/2023 from 8am – 4pm with use of the meeting room for lunch for 100 or more participants.

Motion: Commissioner Roloson moved to accept request for Mike DePaola for the UCFPA on Saturday 11/4/23 seconded by Commissioner Rizzo

Vote: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried

Request from Taylor Dailey for a private party on Sunday, 11/19/23 from 12-5PM

Motion: Commissioner Erichsen moved to accept request for Taylor Dailey private party on 11/19/23 from 12-5pm seconded by Commissioner Rizzo

Vote: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried

4. **Committee Reports:**

Building & Grounds St #1 – Commissioners Barone and Roloson

SRI Fire Sprinkler inspection 5/1/23. Estimate arrived for a few things that need repair totaling \$1518 – change heads and a pipe leaking. In addition, the 5-year inspection is due, and this estimate is \$2950. Both estimates explain all work needed.

Motion: Commissioner Roloson moved to accept estimates from SRI Fire Sprinkler for \$1518 and \$2950 totaling \$4468.00 and to proceed with repairs and the 5-year inspection seconded by Commissioner Rizzo

Vote: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried

Police Station Keypads - Police department had two bad keypads that needed to be replaced and a proposal was received from Greg Klopchin from Day Automation totaling \$1160.40 that is for 2 keypad-readers and labor.

Motion: Commissioner Erichsen moved to approve replacing 2 keypad-readers at the Police Department seconded by Commissioner Rizzo

Vote: 4 Yes 0 No 1 Abstain 0 Absent

Commissioner Roloson abstained for conflict of interest

Motion was carried

FOBS: Key FOB Entrance activated – most FOBs are handed out. We will change over on 7/11/23 and the FOB will be needed to access entry into both buildings. The key will no longer work. A special key will be at the Police station in the event of a system failure to gain access. We will provide a policy for guidelines to access the key from the police department.

Seal Coating: On hold

Generator @ St #1 –Gentech quoted to replace battery, disposal fee and light indicator, will be changed out on the next service date (August 2023) to save extra expenses.

Cameras inside building –Safeco Alarm Systems provided an estimate for \$2500. It was decided not to move forward on this with system being old.

Server update: MCS moved the server and internet line to the IT room. Server will need to be replaced next year. Commissioner Roloson will provide an estimate for the cost.

Building & Grounds St #2 – Commissioners Erichsen & Rizzo

Apron – Commissioner Rizzo was in touch with Tom Phillips – the apron will be repaired as there is a plan and estimated under \$1000. Also added correcting both doors as soon as it can be worked on.

5. New Membership: Daniel K. Hazelton

He was interviewed last week by the officers. He works locally and wants to be an interior Firefighter. The membership voted on 6/6/23 and approved him. He is aware of the procedure. Will schedule a physical, pending results, orientation is scheduled of which he will receive gear, fob, documents, and he is aware of the expectation of participation. Firefighter 1 class and on a 1-year probation of which Firefighter 1 is very intensive. We have a lot of training. The more you put in – the more you get out.

Motion: Commissioner Rizzo moved to approve Daniel Keith Hazelton as a Probationary Active member, dependent on his physical, seconded by Commissioner Erichsen.

Vote: 5 Yes 0 No 0 Abstain 0 Absent

New member is approved. Congratulations and Good luck.

Motion was carried.

6. Insurance/Workers Compensation: Commissioners Barone and DiLorenzo

Get proposal for FDN for 2024

7. New Apparatus:

Command Cars: We can set our own parameters, submit a permissive referendum for 30 days have quotes submitted. Set FMV, reach out to area fire departments to see if they are receptive. Chief Miller is aware of one or two fire districts interested. Pictures will be taken and sent to all fire districts to see who may be interested. We will have a FMV by July meeting.

8. Service Awards:

May is not complete yet and will be posted as soon as available.

9. Treasurer Report:

Jim advised that he emailed everyone the board report as of May 31, 2023, and there are some big expenses we are paying tonight that are not on the report. (workers comp bill). Jim indicated we will have approximately \$50,000 surplus and is concerned and asked everyone to be conscious of spending for the balance of the year.

Motion: Commissioner Rizzo moved to accept treasurer report for May 31, 2023, seconded by Commissioner Roloson.

Vote: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried.

The treasurer's report for April was discussed but did not get approved for April 30, 2023...and needs to be voted on this evening.

Motion: Commissioner Erichsen moved to accept treasurer report for April 30, 2023, seconded by Commissioner Roloson.

Vote: 5 Yes 0 No 0 Abstain 0 Absent

Motion was carried.

Jim provided an update on the check issue for Premier Fire Apparatus. He said with the investigation we are nowhere yet getting paid. It could be 1-6 months before traced through the system. Commissioner Roloson asked if a police report was filed and this needs to be filed with State Police for a fraudulent check statement and will get this initiated.

Audit - Commissioner DiLorenzo requested the State report

RBT – Signed engagement letter has been completed

Preliminary budget workshop scheduled for 8/29/23 @ 7:15pm and if needed 8/30/23.

- 10. Procurement Policy:** Chairman DiLorenzo followed up with Scott Dow and the board can increase values but what we have is acceptable and can be used.

11. Public Comments:

No comments

12. Chief's Report:

31-11: Premier work is complete, adding, and mounting equipment. Chief Miller has a copy of the kanban from Premier and E-One on things that should have been done before the truck left Florida. Chief Miller will be sending a list to Kenny Finke of what was not done before it left E-One.

31-11 is in service and will be going back to Kingston.

We have other truck repairs, Taylor to provide a list to Joe at the end of the week.

Command Cars: Upfitted and complete. Slight program change on lights.

Lettering: Chief Miller is looking for a font that looks right. The current graphics look out of place for the new cars and working on. There is an appointment on 6/30 with DB Graphics

2013 – At Premier to remove lettering and rust

2011 – 31-80 – there will be no radios after Lake George

2015 – Being fixed by MLSS

Senator Jacobsen office sent a letter regarding the member fund to send \$23,000 to fund PPE.

Need approval to take 31-11 to Lake George on Saturday

Need approvals for 2011, 2015, 2019 and 2023 Tahoe's to go to Lake George with the trailer.

Upcoming dates:

6/22 – Company Training
6/26 – Duty Night
6/27 – Officer Professional Development
6/30 – Lettering Cars (could be cancelled)
7/1 - Lloyd fireworks
7/4 – Walkway Fireworks
7/5 – Company Meeting
7/10 – Duty Night
7/11 - Commissioners Meeting

Paperwork submitted for EPCR's - have not heard back yet

UC911 scheduling installation of fire mobile, crewforce in the radio room and on Leslie's computer

iPads – crewforce being added and other programs

AED – Checking on ship date

Hose Testing – Need invoice from Waterway

Donation from Rotary for Golf Outing: Presentation is planned for 7/10/23, all firefighters, and Commissioners are asked to attend.

Knoxbox: Working on e-approvals and e-purchasing and instructions for knoxbox with approval of where to install the box. Application process handled by 31-A and Lt Piscopo is handling business sites.

Physicals: Reminder letters going out shortly

We received \$125 from the Thurway for providing assistance on 4/28/23 (car fire)

Plaques for trucks: Going in a different direction, ordering elsewhere as per Alan's information that was provided.

13. IT – Day Automation

14. Old Business:

Facebook Page: Committee consists of: Commissioners Rizzo & Erichsen, Chief Miller, Jim Balint, John Gallagher and Leslie Benson. Tabling for 1 month.

Commissioner Training: On it

Narcan: Narcan receptable being moved, and one is ordered for St #2. Case arrived waiting on AED.

Naloxone Policy- Given to Jim Balint to look over. Training is different between public and EMS. Tabled until next month.

15. **New Business:**

Mobile Life sold to Empress as of midnight on 6/14/23. This could have a serious impact on availability of ambulances. There is concern this could be an issue. Can the Hose Company handle? We have 6 EMT's. We are not supposed to respond without an EMT. All EMT's can drive 31-80, cannot go alone, and have med bags.

Records Retention and Disposition:

The State Archives has revised and consolidated its local government records retention and disposition schedules and issued a single, comprehensive retention schedule for all types of local governments on August 1, 2020.

The new schedule, Retention and Disposition Schedule for New York Local Government Records or LGS-1, will supersede and replace:

- CO-2 Schedule for use by Counties (2006)
- MU-1 Schedule for use by cities, towns, villages, and fire districts (2003)
- MI-1 Schedule for use by miscellaneous local governments (2006) and
- ED-1 Schedule for use by school districts, BOCES, County Vocational Education and Extension Boards, and Teacher Resource and Computer Training Centers (2004)

Local governments must adopt LGS-1 prior to utilizing it, even if they adopted and have been using the CO-2, MU-1, MI-1 and ED-1 Schedules.

RESOLUTION ADOPTING SCHEDULE LGS-1

RESOLVED, by the Board of Fire Commissioners of the *Highland Fire District* that Records Retention and Disposition Schedule LGS-1, issued pursuant to Article 57-A of the Arts and Cultural Law and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A;

- a) Only those records will be disposed of that are described in Records Retention and Disposition Schedule for New York State Local Governments (LGS-1) after they have met The minimum retention periods described therein:
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.

Commissioner Rizzo raised the motion to approve, Commissioner Erichsen seconded the motion, and upon roll call the vote of the Board was as follows:

Commissioner	Stephen DiLorenzo	Aye / Nay / Absent
Commissioner	Christian Erichsen	Aye / Nay / Absent
Commissioner	Alan Barone	Aye / Nay / Absent
Commissioner	Kevin Rizzo	Aye / Nay / Absent
Commissioner	Philip Roloson	Aye / Nay / Absent

Vote: 5 Yes 0 No 0 Abstain 0 Absent
Motion was carried.

The resolution was thereupon declared duly adopted
Dated: 6/13/23

Certified by Fire District Secretary Leslie B. Benson

Approval for 2011, 2015, 2019 and 2023 Tahoe's, 31-11 to go to Lake George with the trailer.
Motion: Commissioner Rizzo moved to approve the 2011, 2015, 2019 and 2023 Tahoe's along with 31-11 and the trailer to go to Lake George to participate in the parade seconded by Commissioner Roloson.

Vote: 5 Yes 0 No 0 Abstain 0 Absent
Motion was carried.

Commissioner Erichsen attended last month's county meeting and shared information regarding the 911 Center process, and procedure for getting units on the Hudson river. As everything needs to go through the 911 Center. Mobil Life has changed of as Midnight and the ambulance will be Empress. The next county meeting is January 18, 2024.

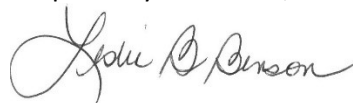
Commissioner Roloson added that resources from Dutchess County also need to go through 911. You cannot call Poughkeepsie directly for a boat, you need to go through proper channels.

16. Executive Session: Commissioner Erichsen moved to go into Executive Session with the Board and Chief at 8:45 PM 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.

17. Adjournment: Meeting was adjourned at 9:15PM.

Vote: 5 Yes 0 No 0 Abstain 0 Absent
Motion was carried.

Respectfully submitted,



Leslie B. Benson, District Secretary