

**Highland Fire District
Board of Fire Commissioners**

Regular Meeting
March 14, 2023
7:00 pm – St #1

Commissioners:	Stephen DiLorenzo	(PRESENT)
	Christian Erichsen	(PRESENT)
	Alan Barone	(ABSENT)
	Kevin Rizzo	(PRESENT) (Arrived 7:50PM)
	Phil Roloson	(PRESENT)
Treasurer	James Passikoff	(PRESENT)
District Clerk	Denise A. Holzberger	(ABSENT)
District Secretary	Leslie B. Benson	(PRESENT)
Chief	Peter Miller	(PRESENT)
President	Jim Balint	(ABSENT)

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. Guest Presentation:

Phil DeAngelo from Focused Wealth Management presented the Board with an analysis of investment options for the Length of Service Award Program (LOSAP). He discussed the market and if anyone has any questions, please call Phil.

2. Approval of Minutes:

Chairman DiLorenzo asked for approval of the minutes for February 14, 2023.

Motion: Commissioner Phillip Roloson moved to approve regular meeting minutes from February 14, 2023, seconded by Commissioner Chris Erichsen.

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

3. 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, March 13, 2023.

Chairman DiLorenzo advised \$107,176 is LOSAP payment for 2023 and there was some confusion on the Central Hudson bills for St #1 with them being sent electronically and in the absence of Denise, we overlooked paying them. We are working on these bills and catching up on others.

Motion: Commissioner Chris Erichsen moved to approve payment of the abstract of bills totaling \$200,437.66 as of March 13, 2023, seconded by Commissioner Phillip Roloson.

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

4. Correspondence

Room Requests: John Valentino requested the room for a private party on 3/25/23 from 12-5pm. Due to timing, an email vote was done, and the commissioners approved this request.

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

5. Committee Reports:

Building & Grounds St #1 – Commissioners Barone and Roloson

Day Automation – Coming in on Thursday at 8 AM to work on door entry for Station 1.

Offices – Moving along

Glass was installed in Chairman DiLorenzo's office.

Furniture – this is still being worked on

Grinding Floors – Approximately 12 years ago, we had buffed up the bay floors (polish and brush up). John also reached out a couple of years ago for a referral – his name is on file in the event we need to have work done.

Guide Rail – it is beat up, but for now we will leave it.

Building & Grounds St #2 – Commissioners Erichsen & Rizzo

Project in the Spring for the apron and door sills

6. New Membership:

Devan Bugbee, interviewed on 2/13/23, he is local and is a Sub teacher for Kingston. He understands the training required, and next step is to schedule a physical. After the physical (if satisfactory) orientation would be scheduled. We offer a life insurance policy for Active members, LOSAP program where after 5 years you become vested. Discussed Worker's Compensation, training is two (2) times per month, duty nights are also two (2) times per month. You will have access to the firehouse with a Key/FOB entry. The Chief officers are his first line of communication for questions and training.

Motion: Commissioner DiLorenzo moved to approve Devan Bugbee as a Probationary Active member, dependent on his physical, with 1 year probation and this can be extended, seconded by Commissioner Roloson.

Vote: 3 Yes 0 No 0 Abstain 2 Absent
New member is approved.
Motion was carried.

7. Insurance/Workers Compensation:

Commissioners Barone and DiLorenzo met with Linda Flanagan on all renewals with minor changes on First responder vehicles. Invoices are received.

Marshall & Sterling also offers a FAP (Firefighter Assisted Program) that we had through The Work Place, used a couple of times that was successful and significant. Marshall & Sterling will revisit 2 months prior to the next annual payment.

Insurance: For Active Members we have a \$25,000 Group Term Life policy. We need the members' beneficiary forms. This form is part of the Chief's orientation packet. Insurance for members will start when we receive the beneficiary forms. If the beneficiary form is not filled out and returned, the money will go to their estate.

8. New Apparatus:

Last week, we went on the inspection trip for 31-11 with some adjustments made. The truck is in good shape. The officers and Commissioner met with the contract advisor, gave all the information, it will go back to Premier. Hoping to hear from Premier in a day.

Command Cars: They were built in the first week of March.

9. Service Awards:

\$107,176.00 paid this year by Fire District. 2022 report of 45 members, with 31 qualifying for LOSAP. This information was posted and submitted to Firefly.

10. Ulster County Fire District Association:

The meeting is next Wednesday, 3/22/23. We will have food catered with assistance from the Hose Company. The meeting will start at 7pm. This meeting will be attended jointly by Commissioners and Chiefs. Approximately 70-80 people.

11. Treasurer Report:

Jim advised the financial statements are behind and will have more information April or May. He presented the final numbers for December 31, 2022 and discussed the report in detail.

Motion: Commissioner Erichsen moved to accept the treasury report 2022 Final – dated 3/14/23 seconded by Commissioner Roloson

Vote: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried.

Jim discussed debit cards and possibly increasing limit to \$5,000. We may not want to use the card but for some vendors it is the only option. Peter is having a problem with his card. He proposed the M&T Corporate Card program, it is better than the business account and has flexibility with making changes as needed. Get the corporate card, stop using the debit card. We could request a \$25,000 credit limit (if needed).

Motion: Commissioner Rizzo moved to approve a \$10,000 line of credit with an M&T Corporate Card, no more than 3 cards for Chairman, Chief and Treasurer, seconded by Commissioner Roloson.

Vote: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried.

12. Public Comments: None

13. Chief's Report:

Ambulance service

EMS crisis in Ulster County, NYS is finding a resolution – Not enough ambulances and Everett is pushing on it. Any entity that touches EMS, not signing up for EMT/Paramedics, trouble hiring personnel and Chief Miller credited the County, as they are trying to solve the issue.

OSHA 2023: 100% participation on 2/26/23.

Upcoming dates:

3/23/23 – Company training

3/27/23 – Duty Night

4/4/23 - Elections

4/8/23 – A live burn at Ulster County Training Center, we need to supply an Engine and a Tanker with Milton covering Highland.

Commissioner Rizzo moved to approve 31-35 and 31-12, seconded by Commissioner Erichsen

Vote: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried

4/10/23 – Duty Night

Driver Operation portion – submit report to ISO to reinstate Class 3 rating.

Councilman Fraino requested monthly report for their meeting.

Town Board, Village - Planning Board wants to meet with Chief Miller

E-PCR – Name change on EMS ID (agency code) – Highland Fire District needs to be on it.

iPad's- Moving slowly with fire mobile

Physicals – Chief Miller advised physicals will start In April.

Chief Miller received an email from Peter Schinella at Mobile Life, they would like a copy of the lease.

Boat registration: Working on lettering for Marine 2

Chief Miller requested reimbursement of \$1028.10 for the car rental expense for the trip to Florida for 31-11. Premier Fire Apparatus can reimburse the fire district and the fire district will reimburse Chief Miller.

Motion: Commissioner Roloson moved to approve \$1028.10 for the car rental payable to Chief Peter Miller, seconded by Commissioner Rizzo.

Vote: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried

14. Tax Credit:

Who Qualified? Chief Miller is waiting for Everett Erichsen to answer the email. The proposed question, "If you live in the Town of Lloyd but not in the fire district you serve, do they qualify?" Ulster County did not adopt yet so this will not be in effect until 2024.

If you volunteer in Highland but live in Clintondale, how do they qualify? If Clintondale adopts, doesn't make eligible because they do not live in the district they serve?

Of the 47 members from Highland – 22 are eligible.

15. Old Business:

Furniture – New chair was purchased for the chairman.

AED's - Going back and forth with three (3) companies having a supply issue. Still working on this due to availability. We want exact to what we have in the Chief's cars.

16. New Business:

Commissioners Roloson and Rizzo – Commissioner training – suggested to talk to counsel to confirm if they need to take the course after completing it in March 2022. You have 270 days from January 1, 2023.

Sent RFP for 3rd party audit – Jim Passikoff will handle. The Audit will start sometime in April.

Commissioner Roloson advised that Ulster County Mental Health is offering opioid emergency kits. The Town of Lloyd Police received 6 and presented the fire district with 1. Leslie will call to request additional kits as they are accessible to the public. We will work on 3 in the building and 1 for Station 2. Chairman DiLorenzo asked if there was training – the training is approximately 1 ½ hours and Commissioner Roloson is a certified instructor. Additional instructions were discussed on the replacement of Narcan.

District Clerk: Chairman DiLorenzo advised Denise has been helping out via phone calls and came in to work out the Central Hudson bills. He discussed her exit plan with her. She has been in and out of the hospital. We will pay her through March 2023. If anything else is needed, Leslie can call her.

District Secretary: Commissioner Training for Leslie Benson – Commissioner Erichsen said he recommends the district pay for this course for her if she is interested. She can do this online, and he felt this would benefit her in her position as the Secretary. Course expense is approximately \$100 or \$200.

Motion: Commissioner Erichsen moved to pay for commissioner training for Leslie with a \$200 maximum fee paid, seconded by Commissioner Roloson.

Vote: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried

Legal Counsel: Commissioner Rizzo suggested that we add Timothy C. Hannigan, Esq. to our counsel. The Fire District can have more than one. Commissioner Erichsen added that we can also contact Joe Frank for this too. Scott Dow does not operate off a retainer and he has been good over the years. We will keep Scott Dow for normal course of business as the industry is growing. We need a powerhouse firm for Municipal Law. Chairman DiLorenzo will follow up and get more information.

17. Executive Session: No business

18. Adjournment:

Motion: There being no further business, Commissioner Roloson moved to adjourn at 8:47 PM, Seconded by Commissioner Erichsen.

Vote: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried.

Respectfully submitted,

Leslie B. Benson, District Secretary

APPROVED 5/9/23 BOFC