

**Highland Fire District  
Board of Fire Commissioners**

Regular Meeting

May 9, 2023

7:00 pm – St #1

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

Chairman DiLorenzo called the meeting to order at 7:01 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 March 14, 2023 and April 11, 2023.

Motion: Commissioner Kevin Rizzo moved to approve regular meeting minutes from March 14, 2023 seconded by Commissioner Chris Erichsen.

Vote: 3 Yes 0 No 1 Abstain 1 Absent

Motion was carried.

Motion: Commissioner Kevin Rizzo moved to approve regular meeting minutes from April 11, 2023 seconded by Commissioner Alan Barone.

Vote: 3 Yes 0 No 1 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 Tuesday, May 9, 2023 with the two abstracts totaling \$28,839.19. Bills from 4/12/23- 5/9/23.

Motion: Commissioner Alan Barone moved to approve payment of the abstract of bills totaling \$28,839.19 as of May 9, 2023, seconded by Commissioner Kevin Rizzo.

Vote: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried.

### 3. **Correspondence**

Leslie advised that we received a dividend check in the amount of \$5653.59 representing 35% of the premium paid for the policy year July 1, 2021 – July 1, 2022 from The State Insurance Fund.

#### **Room Requests:**

Request from fire department member Nickolas Violaris for a private party on 7/1/23 from 1PM – 6PM.

Motion: Commissioner Rizzo moved to approve Nick Violaris' request for a private party on 7/1/23, seconded by Commissioner Alan Barone.

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

Legislator Gina Hansut requested the room on 6/8/23 for CPR, AED, Narcan training free to the community, trained by the Sheriff's Department from 5:00PM – 9:30PM. (it was stated this is training for the public and not the same detail for the fire or police departments).

Motion: Commissioner Rizzo moved to approve the request for 6/8/23 seconded by Commissioner Erichsen.

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

Request from Highland High School Principal, Kevin Murphy for 6/13/23 for the Senior Walk breakfast.

Motion: Motion to accept via email (due to scheduling)

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

### 4. **Committee Reports:**

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

Narcan receptables are installed at St #1. It will also be installed at St #2, with the AED as the cabinet was ordered.

Sprinkler System was inspected on 5/1/23. Received a few deficiencies, waiting on an estimate to correct items.

Flowers for Memorial Day: Commissioner Erichsen is coordinating a delivery on or by Thursday, May 18, 2023 for the Ladies Auxiliary to plant both St #1 and St #2.

Day Automation: Arriving on May 15, 2023 to start installing. Will have some tests and check the system if it fails and where does that leave us.

Seal Coating: Nothing at this point, move to Fall.

Generator @ St #1 – We had problems with the message board, Dennis Bragg took care of it. 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. Tabled for additional discussion.

Server update: MCS moved the server on 4/27/23 to the IT room. Everything is in the room except for switch. All equipment will be in there locked up in the gage.

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

Apron – Commissioner Rizzo was in touch with Tom Phillips – more updates to follow

5. **New Membership:** No new applicants, possibly next meeting

6. **Insurance/Workers Compensation:** Commissioners Barone and DiLorenzo

A dividend check in the amount of \$5653.59 representing 35% was from The State Insurance Fund for compensation and VFBL. Leslie had a meeting with Linda Flanagan to discuss workers' compensation and general insurance. We registered and added insurance on the two new Chief cars. As soon as 31-11 is ready, we will add to the insurance policy. As for the sale of surplus Command cars, we will wait until we know the in-service time.

7. **New Apparatus:**

Request to pay invoice for 31-11: The truck will be ready by the end of the month. Tools and equipment have been installed. The final bill is correct as per the contract. Premier Fire Apparatus asked if we could pay for it as he has 20 days to pay for it. We received the invoice and certificate of origin. Kenny assured us the truck would be complete by the end of the month. Jim moved money; insurance will be effective the day it is delivered.

Command Cars: Plating being complete except – radios need to be removed.

8. **Service Awards:**

Leslie was having some issues with the software and Tony Hill from Firefly stopped in to check this and provided her training. Steve advised we are 90% range being self-funded...this is very good, some not as good. The members are pleased since we went with Firefly.

9. **Firefighter Health & Fitness Program** –

Rules and Regulations, John Gallagher reviewed it and we reviewed with more additions with the proposed changes. We will adopt tonight and provide current revision to President Balint for distribution to the members.

**10. Treasurer Report:**

Jim advised that he emailed the board report as of April 30, 2023, page 1, he transferred money from accounts to cover the bills and new truck until money from CD is available on 7/13/23.

Jim also advised there was an issue with a check for Premier Fire Apparatus for over \$6000. The check cleared the bank. Premier called checking on open invoices, we pulled the cancelled check and found the check had a written signature (hand endorsed) instead of "For Deposit Only". M&T will send it back through and investigate this and make good by the check. The Insurance company will go through the Sheriff. Someone took mail from their mailbox, and this is being investigated.

- 11. Procurement Policy:** Scott Dow reviewed and found nothing needed to be changed and they are within the boundaries of what the State requires. Chief Miller felt the amounts are too low for normal course of business. The numbers need to be adjusted and will need to be revised. We will review further.

**12. Public Comments:**

Public Comment was given by Robert Pardy.

**13. Chief's Report:**

2 – iPads have been we just need to install Microsoft office to them and get them working with crew force/ NFIRS allowing to assist with the reporting.

Knoxbox: Access for a couple of officers in trucks. Processing online – modern step forward.

Vehicle Fire on Thruway: Highland was dispatched for a full response on thruway, mile post 79.3 SB. We responded and submitted a Thruway- report of assistance by Fire department form.

Permission to use 31-80 on May 18, 2023 for distributing grave markers for Memorial Day.

Rotary Golf Tournament – Friday, May 12, 2023. We need to set up the ladder truck around 9-9:30AM and need extra volunteers. Thank the sponsors for all they've done. This tournament is to benefit the Highland Fire District.

Ladder testing: Completed today, 5/9/23 (2-day test). Everything went pretty well, oil on back jack for cradle assist, piston leaking.

44/55 Closure: It is not closing until Thursday now. Light operating at Chapel Hill. It operates for a certain period of time. This will impact the fire department depending on which direction people will respond. It will be difficult for calls from Vineyard Ave to Chapel Hill but will help with Milton Engine Company's response.

Driver Re-Certification: Saturday, May 13, 2023, starting at 7am – 12 noon at St #2 but is subject to change.

Physicals: Some are in motion and letters are going out.

AED: case is ordered.

Upcoming dates:

5/18/23 – Company training

5/22/23 – Duty Night

6/6/23 – Hose Company Meeting

6/16-6/18 – Lake George Parade – more than likely will take the Engine, Trailer, and chief cars.

- 14. Camera:** for the bay #6 & 7 coverage area. Estimate from Safeco for \$2500. We have one last spot on the DVR. There is a downfall, and it is very restrictive where we install it. The idea of safety and security for minimal coverage is not a financial win. Would it be better to expand system and have several cameras. Find the ideal location? The system is old and needs to be upgraded. With the new FOB system, would there be capabilities of having a notice pop on a screen that indicates who entered the building? It is possible this could be added. The intention is to update the information system. Commissioner Roloson has this in the budget for 2024. Do we want to put \$2500, possible location is Door #6 facing North, above hose reel? We need to explore this further. Check with Day Automation – to see what can be seen – this was tabled and waiting for more information.

**15. IT – Day Automation**

**16. Old Business:**

Commissioners Rizzo and Roloson still need to take Commissioner training. Leslie completed the training.

Audit – Jim hasn't heard from RBT. Can be anytime.

Firefighter Health & Fitness Plan - Mike Arteaga's Health & Fitness Center, we provide a good policy, Leslie and John reviewed and presented changes to be voted on tonight.

Motion: Commissioner Barone moved to approve changes to the firefighter health and fitness plan, seconded by Commissioner Rizzo.

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried.

**17. New Business:**

Narcan – Gina Hansut and the County to offer a training session for the public in case of OD, they can use Defib and Narcan, not for 1<sup>st</sup> responders. The firefighters' training will be more in-depth. Working on policy for next month.

Attorney: We have been discussing the possibility of adding another. It was suggested we receive another opinion. We will check into this further. Treasurer Passikoff suggested interviewing before you select one. Invite Mr. Hannigan for an interview on 6/13/23.

**Break in meeting at 8:10PM for a possible Structure fire – back in Session at 8:27PM**

Approval for M31-80 on May 18<sup>th</sup> for Grave markers

Motion: Chairman DiLorenzo moved to approve using 31-80 on May 18<sup>th</sup>, seconded by Commissioner Erichsen

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried.

Approval for Engine, Cars, and trailer for 6/16/23 – 6/18/23

Motion: Commissioner Erichsen moved to approve engine, cars and trailer for Lake George parade event, seconded by Commissioner Barone

VOTE: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried

Camera – tabled until 6/13/23

**Facebook Page:** Yes, it was decided we should start a page and possibly a twitter account also. This would be proactive to the community. It would be a great opportunity to target those people interested in joining the fire department. This is a direction we need to move in. We will set up a committee to discuss this further  
Committee set up as:

Chief Miller, Commissioners Rizzo and Erichsen, President Balint, John Gallagher, and Leslie Benson.

Premier Fire Apparatus invoice for 31-11: Kenny Finke asked if we could pay within 20 days, and he assured us to have truck ready by end of month. Per contract, complete per manufacturer, mounting not done and bumper specs, not the bumper we wanted. Since we did not have the conversation in Florida, the bumper is being changed up here as it got changed in error.

Motion: Commissioner Erichsen moved to pay for the truck when delivered and complete seconded by Commissioner Rizzo.

VOTE: 3 Yes 1 No 0 Abstain 1 Absent

Motion was carried to pay for the truck when complete and delivered.

**18. Executive Session:** Commissioner Barone moved to go into Executive Session with the Board and Chief at 9:08 PM and not returning to general session, seconded by Commissioner Rizzo.

**19. Adjournment:** Meeting was adjourned at 9:37PM.

Vote: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried.

Respectfully submitted,

Leslie B. Benson, District Secretary