

Highland Fire District
Board of Fire Commissioners
 Capital Project Workshop & Special Meeting
 November 28, 2023
 7:00 PM – St #1

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

Chairman DiLorenzo called the meeting to order at 7:03 pm, led the salute to the flag and asked for a moment of silence. Chairman DiLorenzo welcomed everyone to the Board of Fire Commissioners special meeting and Capital Project Workshop.

1. Approval to Pay Bills:

Chairman DiLorenzo asked for the approval to pay the bills for early pays due December 1, 2023 as reviewed tonight by Chief Miller, Commissioners Roloson and DiLorenzo. The regular monthly utility bills with two (2) late arrivals to the fire district totaling \$6,657.24.

Motion: Commissioner Barone moved to approve payment of the (1) one abstracts of bills totaling \$6657.24 as of November 28, 2023, seconded by Commissioner Roloson.

Vote: 3 Yes 0 No 0 Abstain 2 Absent (Commissioner Erichsen and Commissioner Rizzo)
 Motion was carried.

2. Correspondence:

Room Requests: (All dates are reserved on the calendar until approved by BoFC)

Commissioner DiLorenzo received a request from Mark Elia earlier tonight; Matt Bahr had a death in his family and Elia is catering after the funeral. St Augustine's has a 2-day festival, the Legion is under construction and the Gun Club is not available. Mark Elia to take full responsibility for this request. The date is Saturday, 12/2/23 for approximately 50 people and hours are 1-5PM. The Board of Fire Commissioners made a motion as a non-precedent setting and one-time circumstance to help the Legion.

Motion: Commissioner PJ Roloson moved to approve Saturday, 12/2/23 as a one-time non-precedent circumstance to help the Legion seconded by Commissioner Alan Barone.

Vote: 3 Yes 0 No 0 Abstain 2 Absent (Commissioner Erichsen and Commissioner Rizzo)
 Motion was carried.

Request received today, from Angela D'Ambrosio requesting permission for her daughter to hold a personal hygiene drive for the Ascension Church on Grand Street in Highland on Saturday, December 30, 2023 from 10-4pm in the Meeting room. The student attends Highland Middle School and is trying to fulfill her volunteer hours for the National Junior Society.

Motion: Commissioner Barone made a motion to approve the middle school student to use the meeting room to hold a personal hygiene drive for the Ascension Church on Saturday, December 30, 2023 from 10-4pm, seconded by Commissioner Roloson.

Vote: 3 Yes 0 No 0 Abstain 2 Absent (Commissioner Erichsen and Commissioner Rizzo)

Motion was carried.

3. **Committee Reports:**

Building & Grounds St #1 – Commissioners Barone and Roloson

Building & Grounds St #2 – Commissioners Erichsen & Rizzo - SIREN

Commissioner DiLorenzo, called the Siren manufacturer for information. Commissioner DiLorenzo also met with the electrician for more information or options. We have some solutions and will explore these for the next meeting.

Options are:

Leave as it

Remove the siren

Reduce volume

Reduce hours

Reduce hours and volume

4. **Capital Project for both stations** were discussed with a comprehensive list of items

The Capital project committee will be Commissioners Chris Erichsen and Alan Barone (building). This is going to take some time. Go out for RFP's. The list will be compiled and sent to the Board and Chief.

Hire a professional

Commissioner Roloson will handle the IT requests.

5. **New Business:**

Resolution needed for Board of Elections personnel. Mary Darcy, chairperson of annual elections has some concern with the election and will be adding a ballot clerk. Patricia Scott to be appointed as the additional staff requested per the resolution adopted on October 10, 2023.

Roll call:	Commissioner Barone	YES
	Commissioner DiLorenzo	YES
	Commissioner Roloson	YES

Adopted 11/28/23

6. **Executive Session:** Commissioner Barone moved to go into Executive Session with the Board, Treasurer and Chief at 8:12PM 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 Roloson.

Return to General Session 8:22PM: Commissioner Roloson made a motion to amend District Secretary's Leslie Benson's contract (update vacation) seconded by Commissioner Barone. To clarify, it was based on her 2-week vacation. It was approved that she could use her vacation time, roll over 1 week, or get paid for 1 week.

Vote: 3 Yes 0 No 0 Abstain 2 Absent (Commissioner Erichsen and Commissioner Rizzo)
Motion was carried.

7. Adjournment: Meeting was adjourned at 8:30PM

Vote: 3 Yes 0 No 0 Abstain 2 Absent (Commissioner Erichsen and Commissioner Rizzo)
Motion was carried.

Respectfully submitted,



Leslie B. Benson, District Secretary