

**Highland Fire District
Board of Fire Commissioners**

Regular Meeting
October 10, 2023
7:00 PM – St #1

Commissioners:	Stephen DiLorenzo	(PRESENT)
	Christian Erichsen	(PRESENT)
	Alan Barone	(ABSENT)
	Kevin Rizzo	(PRESENT)
	PJ Roloson	(PRESENT)
Treasurer	James Passikoff	(PRESENT)
District Secretary	Leslie B. Benson	(PRESENT)
Chief	Peter D. 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. Welcome Phil DeAngelo from Focus Wealth Management for the 3rd quarter update. Almost 3 months and we are up 6% year to date. We had a rough August – October. We were up 20% going into August. Bonds are positive, Stocks are shaky. We will see where we are in January. We are 93-95% funded – this year's lower, contribution covers liabilities. He feels we are in a good spot.
There was a change, TD Ameritrade was purchased by Charles Schwab and the merger was Sept 5, 2023. With the merger, here were some address corrections needed and this was corrected. The portfolio at 12/31/23 – we should be up 8% and that would be 2% over where we should be.
If you have any questions, please give Phil a call.
2. **Approval of Minutes:**
Chairman DiLorenzo asked for approval of the minutes from September 12, 2023.

Motion: Commissioner PJ Roloson moved to approve regular meeting minutes from September 12, 2023 seconded by Commissioner Kevin Rizzo.
Vote: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Barone)
Motion was carried.
3. **Approval to Pay Bills:**
Chairman DiLorenzo asked for the approval to pay the bills as reviewed by Commissioners Steve DiLorenzo, Alan Barone, and Chief Peter Miller on Monday, October 9, 2023 with (2) two abstracts totaling \$40,491.27. Bill dates from 9/26/23-10/10/23.

Motion: Commissioner Erichsen moved to approve payment of the (2) two abstracts of bills totaling \$40,491.27 as of October 10, 2023, seconded by Commissioner PJ Roloson.
Vote: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Barone)
Motion was carried.

4. **Correspondence:**

Information - Tony Hill from Firefly – this was a very large breach. At this time PBI & Comerica are not aware of any identity issues. Best action is to put a freeze & alert on their credit with Equifax, Experian, and Transunion. It is a free service being offered for one (1) year..it just takes time for the member to do. Tony would like to credit the district for a total of \$375 which covers the additional year after. In his opinion, it does not seem practical to sign up for LifeLock in addition to Kroll (free service) at the same time.

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

A request from Commissioner Erichsen for the room on Thursday, 10/12/23 for a celebration of Life for his Mom. Approximately 100 guests.

Motion: Commissioner PJ Roloson moved to approve Thursday, 10/12/23 for the Erichsen family, seconded by Commissioner Rizzo.

Vote: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Barone)

Motion was carried.

A request was made from Accent Insurance Services for Saturday, December 2, 2023 for an Adult CPR and First Aid Certification Class and fundraiser. Fee is donating coats to benefit the Vietnam Veterans. Requested by Larry Ratick and Ralph Smith. We offer the room for not-for-profit organizations but within the range and a fundraiser.

Motion: Commissioner PJ Roloson moved to accept Saturday, December 2, 2023 for Accent Insurance fundraiser to benefit the Vietnam Veterans, seconded by Commissioner Erichsen.

Vote: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Barone)

Motion was carried.

A request was made for Sunday, December 10, 2023 for the Highland Hose Company's No 1 Children Christmas party from 10am – 4pm with set up on Saturday, December 9, 2023 requested by Leslie Benson.

Motion: Commissioner Erichsen moved to accept Saturday, December 10, 2023 for the Highland Hose Company No. 1 Children's Christmas Party seconded by Commissioner PJ Roloson.

Vote: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Barone)

Motion was carried.

A request was received from the American Red Cross for Blood Drive dates for 2024.

Requesting: Jan 19, Feb 16, Mar 15, Apr 19, May 17, and June 14, 2024 – All Friday from 11AM – 6 PM.

Motion: Commissioner PJ Roloson moved to approve these dates for the Red Cross blood drives seconded by Commissioner Erichsen

Vote: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Barone)

Motion was carried.

5. **Committee Reports:**

Building & Grounds St #1 – Commissioners Barone and Roloson

Roof Repair, North Wall over Police Dept – Chief's office, Completed on 10/4/23 - \$2875.00

United Air Conditioning – Steve discussed the proposals with John for preventive maintenance two (2) times a year at both Stations. The combined total is \$6435.00. Commissioner Erichsen requested that St 1&2 be quoted separate. Commissioner DiLorenzo will get quotes separated and they will be emailed.

Town of Lloyd Police Department proposal – Commissioner Roloson said this has been an ongoing humidity issue, picking up moisture, & water around unit. 95% recycled 5% fresh air

Garone's Proposal for Snow removal 2023-2026 (3-year contract) – Station 1 & 2 snow removal same prices St #1 is \$650.00 per storm and St #2 is \$425.00 per storm – Upon request of Salt for St #1 will be \$445.00 and St #2 is \$340.00. Commissioner DiLorenzo said the town has been taking care of it. Salt would be upon request.

Building & Grounds St #2 – Commissioners Erichsen & Rizzo

Garage door is fixed and looks good!

Commissioner Erichsen is working on a grant for handicapped bathrooms, black top, and fuel tanks. Senator Michelle Hinchey's office has funds available for projects like this. We will put a complete list of items together with estimates and submit. We will get an architect involved for renovations for St #2 but looks promising.

A&R Security – Left a message for Donna and they do not have the parts yet. They are waiting for the parts to come in before they can schedule installation. We also submitted an insurance claim for the lightning strike and received payment of \$6995.00 to replace the damaged alarm system less the deductible.

Splitter & 50' Cable - Is here for St #2.

6. **New Membership:** two (2) new members. Austin Beaudette and Josealberto Andrade voted in on 9/5/23 by the Highland Hose Company.

Chairman DiLorenzo welcomed both members. He mentioned there is required training and the Chief will inform you. We have an orientation program. Physicals are done at FirstCare on Rt 299. We are proud that we have very few injuries – medical treatment is through the Highland Fire District. We have approximately 45 members. The more you put in, the more you get out of it. We are proud of the building – always maintained. On the 2nd & 4th Monday, we have duty night, best night to come to see how the trucks are maintained and where the equipment is located on the trucks. There are meetings, drills/training, and barbecues. We wish you both good luck.

Motion: Commissioner PJ Roloson moved to approve the membership of Austin Beaudette as an active probationary member pending the successful completion of the physical examination, seconded by Commissioner Chris Erichsen. There is one-year minimum probation.

Vote: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Barone)

Motion was carried.

Motion: Commissioner PJ Roloson moved to approve the membership of Josealberto Andrade as an active probationary member pending the successful completion of the physical examination, seconded by Commissioner Kevin Rizzo. There is one-year minimum probation.
Vote: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Barone)
Motion was carried.

7. **Insurance/Workers Compensation:** Commissioner DiLorenzo said we just paid the premium from the workers compensation Audit.

8. **Service Awards:**

Letter received by Tony Hill with PBI with more information. PBI offering Free coverage for the first year. Can we protect members in the future, check with attorney.

9. **Treasurer Report:**

Jim advised he emailed the financial report for September 30, 2023. There is nothing concerning, nothing out of line. Treasurer Passikoff mentioned the 90-day CD will renew on 11/9/23. We are very close and not much left for end of year. There was discussion on page 4 & 9 of the financial report.

Chairman DiLorenzo asked for a motion to accept the Treasurer's report dated 9/30/23.

Motion: Commissioner Rizzo moved to accept the treasurer's report for September 30, 2023, seconded by Commissioner Erichsen.

Vote: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Barone)
Motion was carried.

RFP's for Annual Audit – Jim will send to 5 companies and have back for December's meeting

Audit 2022 – Treasurer Passikoff said the report was emailed to everyone. Nothing concerning, everything is reasonable. Why did it take so long? staff shortages for accountants or combination of both.

Chairman DiLorenzo asked for a motion to approve the 2022 Finalized financial statement and Board report for the 2022 Audit by roll call:

Commissioner DiLorenzo –	Yes
Commissioner Erichsen -	Yes
Commissioner Barone –	Absent
Commissioner Rizzo –	Yes
Commissioner Roloson -	Yes

Vote: 4 Yes 0 No 0 Abstain 1 Absent (Commissioner Barone)
Motion was carried

Public Hearing is October 17, 2023 at 7PM with meeting after.

10. **Public Comments:**

No Comments.

11. Chief's Report:

Fire Prevention this week and going on at Daycares
Thursday they will be at the Elementary School

10/12 & 10/13/23 – Hose testing all hose – 1.8" hose and 5"

Not doing 1 ¾" or 3"

10/14/23 – Safety Day at Lowe's (Fire Prevention Event)

10/17/23 – Budget hearing

10/19/23 – Company training

10/21/23 – Ladies Penny Social

10/23/23 – Duty Night

10/28/23 – Driver recertification

11/4/23 – Ulster County Fire Police seminar

11/7/23 – Company meeting

11/9/23 – Hazmat with an outside instructor

11/12/23 – Presbyterian Church Service

11/13/23 – Duty Night

11/14/23 – Commissioner's Meeting

Apparatus Plan – this needs to be updated and will take some time.

Chairman DiLorenzo checked with Marshall & Sterling regarding mutual aid requests and insurance pertaining to accidents.

Mutual Aid – Dutchess in plan – Any neighboring county can go in. Under NYS Mutual Aid agreement plan – you need to go through coordinators.

2011 & 2013 Cars sold to New Baltimore Fire Department.

12. Old Business:

Highland Fire District Facebook Page: Commissioner Rizzo advised, we set up the official Facebook page on October 3, 2023, and it's running smoothly. Admins are Commissioners Erichsen, Rizzo, Chief Miller, and Secretary Leslie Benson.

13. New Business:

Councilperson John Fraino was unable to attend tonight to discuss the Ambulance contract. The town will be deciding at their November meeting. He will attend our next meeting.

Woodstock Fire District – They are doing renovations and were recommended to come tour our firehouse. The meeting is scheduled for Thursday, 10/12/23 at 4pm.

2023 Annual Election is December 12, 2023 from 5PM to 9PM.

Letter requesting list of registered voters from Ulster County Board of Elections is ready to be mailed.

Candidates for the office of commissioner must file petitions by November 22, 2023.

Resolution needed for Board of Election personnel

At a regular meeting of the Board of Fire Commissioners of the Highland Fire District, held at the Fire District Headquarters, 25 Milton Avenue, Highland, New York on the 10th day of October, 2023 in the Town of Lloyd, at 7:00 o'clock, PM

PRESENT:

Commissioners Stephen DiLorenzo

Chris Erichsen

Kevin Rizzo

PJ Roloson

Absent

Alan Barone

The following resolution was moved by Commissioner PJ Roloson and Seconded by Commissioner Kevin Rizzo:

WHEREAS Section 175-a of the Town Law provides for a system of registration for Fire District elections; and

WHEREAS a register of eligible Fire District voters must be prepared prior to the Fire District election; and

WHEREAS such register shall be prepared from names of persons who have registered with the County Board of Elections.

RESOLUTION TO APPOINT ELECTION OF OFFICIALS

NOW, THEREFORE, BE IT RESOLVED that the following resident electors of the Highland Fire District are hereby appointed to constitute the Highland Fire District Board of Elections for the 2023 Annual Fire District election:

Mary Darcy	-	Chairman
Amy Dunham	-	Election Inspector
Candace Benson	-	Election Inspector
Theresa Gentilquore	-	Election Inspector
Karen Martin	-	Ballot Clerk
Lesa Noble-Lee	-	Ballot Clerk

Role call vote: Commissioner DiLorenzo – Yes

Commissioner Erichsen – Yes

Commissioner Rizzo – Yes

Commissioner Roloson – Yes

Commissioner Barone – Absent

The Vote: 4- Yes, 0 - No, 0- Abstain, 1 - Absent --- Resolution Adopted

RESOLUTION OF THE HIGHLAND FIRE DISTRICT, IN THE TOWN OF LLOYD, NEW YORK, ADOPTED OCTOBER 10, 2023 DESIGNATING THE DATE OF ANNUAL ELECTION, DIRECTING PUBLICATION OF NOTICES, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH:

The following was moved by Commissioner Kevin Rizzo and Seconded by Commissioner PJ Roloson:

RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF THE HIGHLAND FIRE DISTRICT, IN THE TOWN OF LLOYD, IN THE COUNTY OF ULSTER, NEW YORK, AS FOLLOWS:

SECTION 1. The Annual Election of the Highland Fire District, in the Town of Lloyd, in the County of Ulster, New York (herein called "Fire District") shall be held at Fire District Headquarters in the Hamlet of Highland, Town of Lloyd, Highland, New York in said Fire District, on December 12, 2023, at 5:00 p.m. (Eastern Standard Time) and the polls shall remain open until 9:00 p.m. (Eastern Standard Time) or as much long as may be necessary to enable voters then present to cast their votes. At said annual election, one Fire District Commissioner for a term of five (5) years, commencing on the 1st day of January 2024, will be elected. All duly registered residents of the Highland Fire District shall be eligible to vote. The Secretary is directed to publish notices as required by law.

SECTION 2. In preparing such register, the inspectors of election shall comply with the following procedure:

(a) They shall adopt, use, or copy from, the registration list certified and supplied by the Ulster County Board of Elections the names appearing thereon of all persons residing in the Fire District and qualified to vote in such forthcoming Annual Election.

(b) The register for the Fire District shall include as a minimum the space for the name of the voter, his address within the Fire District and a space for his or her signature to be signed by the voter on election day.

SECTION 3 The Fire District Secretary Shall furnish the inspectors of election, at Fire District expense, with all necessary registration books, papers, equipment, and supplies.

SECTION 4. This resolution was adopted at least thirty (30) days prior to the Election.

SECTION 5. The Fire District Secretary is hereby authorized and directed to publish a legal notice informing the resident electors of the meeting of the Board of Elections once at least twenty-seven (27) days prior to the Election in the “Southern Ulster Times”, newspaper published for Highland, Ulster County, New York, and having a general circulation within the District and hereby designated as the official newspaper for such publication.

SECTION 6. The Chairman, Election Inspectors and Ballot Clerks are to be compensated for their services in preparing the registration records and attendance at the annual election.

SECTION 7. In Case any of the members appointed herein are unable or refuse to assume or perform the duties required of them, this Board of Fire Commissioners will appoint alternates who are resident electors.

SECTION 8. If clerical help is deemed necessary, this Board of Fire Commissioners will consider the appointment of such clerical persons upon request of the Chairman of the Fire District Board of Elections.

SECTION 9. This resolution shall take effect immediately.

The Vote: 4- Yes, 0 - No, 0 - Abstain, 1- Absent --- Resolution Adopted

Roll Call: Commissioner DiLorenzo – YES

Commissioner Erichsen – YES

Commissioner Rizzo - YES

Commissioner Roloson – YES

Commissioner Barone – Absent

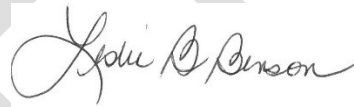
14. **Rules and Regulations for the Workout Room** - This was emailed to all Commissioners to discuss and update. Several areas were discussed, and the workout room will be open to our members only. Commissioners DiLorenzo and Roloson will review and update.

15. **Executive Session:** Commissioner Roloson moved to go into Executive Session with the Board, Treasurer and Chief at 8:40PM 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 9:00PM and did not return to business.

Vote: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried.

Respectfully submitted,

A handwritten signature in cursive script, reading "Leslie B. Benson".

Leslie B. Benson, District Secretary