

**Highland Fire District
Board of Fire Commissioners**
Regular Meeting
September 12, 2023
7:00 PM – St #1

Commissioners:	Stephen DiLorenzo	(PRESENT)
	Christian Erichsen	(PRESENT)
	Alan Barone	(ABSENT)
	Kevin Rizzo	(PRESENT)
	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 in Memory of Denise Holzberger and the two-year passing of Ben Bragg. 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 August 8, 2023.

Motion: Commissioner PJ Roloson moved to approve regular meeting minutes from August 8, 2023 seconded by Commissioner Kevin Rizzo.

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

Motion was carried.

Chairman DiLorenzo asked for approval of the minutes from Special Workshop-budget meeting on August 29, 2023.

Motion: Commissioner PJ Roloson moved to approve regular meeting minutes from August 29, 2023 seconded by Commissioner Kevin Rizzo.

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

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, September 11, 2023 with (2) two abstracts totaling \$61,948.40. Bill dates from 8/11/2023-9/12/2023. This amount includes the 2023 hydrant rental to the town, \$12,650.00. Commissioner Erichsen questioned the invoice for HV Public Safety Lighting invoice for additional (blue) lighting. We checked the model number, and the prices are ok to proceed.

Motion: Commissioner Rizzo moved to approve payment of the (2) two abstracts of bills totaling \$61,948.40 as of September 12, 2023, seconded by Commissioner PJ Roloson.

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

Motion was carried.

3. Correspondence:

Letter from Tony Hill of Firefly regarding a data breach involving 3 members

Letter from M&T Bank advising a recent global cybersecurity incident involving MOVEit

A thank you note from the Family of Denise Holzberger was received

Letter from M&T Bank regarding New Certificate of Deposit opened on 8/11/23 for 90 days, with maturity date of 11/9/23 at a 4.650% rate. Commissioner Rizzo asked if Treasurer Passikoff looked at other interest rates giving 5.5%.

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

CSEA Union Meeting – Town of Lloyd Unit 8964, Eugene Roosa/Alex Cacchio – request for Wednesday, 9/6/23 from 4-6pm for approx. 30-35 participants. **Email vote on 8/24/23**

A request from Tiffany Rizzo for the Beautification committee to meet on Tuesday, 9/12/23, from 7-8pm for approximately 5 -8 participants. Due to time of request, **email vote on 9/5/23**

Town of Lloyd- Employee Training – CPR/First Aid requested 3 Class dates, 9/18/23, 9/25/23 and 10/2/23 for 12 employees per class. Due to time request, **email vote on 9/6/23**

Town of Lloyd, CSEA Union #8964 requested date of 9/26/23 from 7AM – 1:30PM for trenching training for approximately 30 participants. Due to time request and for planning purposes, **email vote on 8/30/23**

All above dates were approved via email and added to the minutes.

New Request: Town of Lloyd Comp Plan Public Workshop #2 & #3 requested by Town Of Lloyd Supervisor, Dave Plavchak for two dates, Monday, November 20, 2023 and Tuesday, January 16, 2024 from 5-8PM with approximately 60 participants.

Motion: Commissioner Erichsen moved to accept the Town of Lloyd's Comp Plan Public Workshop on Monday, November 20, 2023 and Tuesday, January 16, 2024 from 5-8pm second by Commissioner PJ Roloson

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

Motion was carried.

Chief Miller questioned the 3 members that were compromised. Questions could be directed to Anthony Hill. PBI is sending a letter to each of the impacted individuals directly, offering free credit monitoring. It is comparable to LifeLock. They offered best practices to take after any data security event. Commissioner PJ Roloson checked into LifeLock and they offer 3 tiers (\$7.50 - \$20.00 a month depending on plan). We need to protect our members.

Motion: Commissioner PJ Roloson moved to approve LifeLock for the 3 members adequate coverage that were involved, seconded by Commissioner Rizzo to move forward.

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

Motion was carried.

Mike Arteaga Membership: All members have been paid up to June 2023 with reimbursements for qualifications including 2022. Reimbursements will be made quarterly going forward if member qualifies.

Commissioner Erichsen is working on the proposal from A&R for St #2

4. Committee Reports:

Building & Grounds St #1 – Commissioners Barone and Roloson

Hallway Leak outside Uniform closet – Hollenbeck & Dailey came today to check

Roof Repair, parapet South Side – Hollenbeck & Dailey –Completed

Seal Coating: On hold until next year.

GenTech – Both generators were serviced on 8/14/23.

United AC – HVAC RTU #8 – Moisture problem at Police Station – will follow up on

IT: Server update: Commissioner Roloson on hold until 2024. The goal is to move everything into the IT Room.

Building & Grounds St #2 – Commissioners Erichsen & Rizzo

Metal Repair – Is scheduled to be worked on.

A&R Security quote received was cheaper and includes a wireless system for boat storage.

Alarm System: Power surge on the low voltage side, did anything else get damaged. Please let Commissioner Erichsen know. Commissioner Erichsen is waiting on quote with prevailing wage.

Fall Fittings: Tom will do this. – under the doors the metal rotted and needed to make a sill. This estimate came in lower and we will proceed.

Tree Removal – Commissioner DiLorenzo spoke with Rich Klotz and he recommended to let them take the trees to protect the powerlines.

Commissioner Erichsen is going to address the moss on the roof (near bathrooms)

5. New Membership: two (2) new candidates not available tonight

6. Insurance/Workers Compensation: Commissioner DiLorenzo said we submitted information to file a claim for the lightening strike and may be picked up by insurance.

7. Service Awards:

Letter received by Tony Hill with PBI information

8. Treasurer Report:

Jim advised he emailed the financial report for August 31, 2023. There is nothing concerning. Treasurer Passikoff deposited \$600,000 for 90 days CD with an interest rate of 4.65%.

Chairman DiLorenzo asked for a motion to accept the Treasurer's report dated 8/31/23.

Motion: Commissioner Roloson moved to accept the treasurer's report for August 31, 2023, seconded by Commissioner Rizzo.

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

Motion was carried.

Audit 2022 - RBT sent draft and no issues. Commissioner DiLorenzo and Treasurer Passikoff signed the represent letter so they can approve final audit. Jim said audits are getting more and more complicated. RBT found little or few things for improvement. Approved draft being tabled until next month.

RFP's - Will be sent after final report.

Lease Reporting: there are new lease reporting requirements the District needs to implement. RBT is calculating 3 leases and the cost is \$95 per lease plus fees to post entries. Jim gave RBT the go ahead.

Empress – Rental payments have been received.

Budget workshops update: We will adopt the 2024 Proposed budget. We stayed within where we wanted to – stayed less than 2% increase.

No update on the check issue for Premier Fire Apparatus yet.

9. Public Comments:

No Comments.

10. Chief's Report:

9/16/23 – Saturday, Auto extrication recertification

9/18/23 - Officer's Professional development

9/21/23 –Auto extrication recertification

9/25/23 – Duty Night

10/3/23 – Hose Company Meeting

10/5/23 – Live Burn Drill, need permission for engine and tanker

10/9/23 – Bill review

10/10/23 – Commissioner's Meeting

10/12 & 10/13/23 – Hose & Pump testing

Marlboro Football is honoring Milton Engine's Company Past Chief James J. VanVliet III at the football game on Thursday, 9/14/23 and stand-by crew and E31-12 will be at Milton Engine Company.

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

Hazmat is 11/9/23 and training will be with an outside instructor.

Sale of Command Cars: New Baltimore has a meeting on Thursday, 9/14/23. The pending sale of the 2011 and 2013 Chief cars for \$28,000.00. We will offer to deliver them this weekend.

11. Old Business:

Facebook Page: Committee met on 8/22/23 and we could not set up the facebook page. We have policies in place, ground rules, Leslie will monitor. Commissioner Erichsen has been added to this committee.

Commissioner Training: Both are aware of getting this completed.

Ulster County Fire Commissioners & Chief's meeting – Meeting in Woodstock is 9/21/23 and Highland will be March 21, 2024. Joe Frank will be attending.

12. New Business:

Authorization to hold 2024 Proposed Budget hearing

MOTION: Commissioner Kevin Rizzo moved to hold the 2024 Proposed Budget Hearing on Tuesday, October 17, 2023 at 7 PM here at Headquarters, seconded by Commissioner PJ Roloson.

Vote: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried.

2024 Proposed Budget

Jim will submit 2024 Proposed Budget to the town, this will be put on the message board and town website. Total proposed operating budget is \$1,331, 060.00 and proposed budget to be raised by real estate taxes is 1,236,260.00.

MOTION: Commissioner PJ Roloson moved to approve the 2024 Proposed Budget with a total proposed operating budget of \$1,331, 060.00 and with \$1,236,260.00 to be raised by Real property taxes, seconded by Commissioner Kevin Rizzo.

When the Board was polled the vote was as follows:

Commissioner Stephen DiLorenzo	Aye
Commissioner Chris Erichsen	Aye
Commissioner Alan Barone	Absent
Commissioner PJ Roloson	Aye
Commissioner Kevin Rizzo	Aye

Motion carried.

It was noted that the increase is 1.95%.

A&R Security Proposal for St #2

Pricing came in lower, purchase price of \$7945.00 plus central station monitoring fee for \$48.00 per month with an option to install one (1) wireless receiver and two (2) wireless heat detectors in the Annex building. We are waiting on prevailing wage and this pricing may change.

Motion: Commissioner Rizzo moved to go with A&R to get St #2 upgraded, seconded by Commissioner PJ Roloson.

Vote: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried.

Request for M31-80 to go to Marlboro for Ulster County meeting on 9/19/23.

Motion: Commissioner Rizzo moved to approve M31-80 for Marlboro, Ulster County meeting seconded by Commissioner PJ Roloson.

Vote: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried.

Request for Engines & tanker - 31-11, 31-12 and 31-35 for the live burn drill on October 5, 2023.

Motion: Commissioner Rizzo moved to approve trucks 31-11, 31-12 and 31-35 for the live burn drill on October 5, 2023 seconded by Commissioner Chris Erichsen.

Vote: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried.

Request for 31-12 and crew for Milton Standby on Thursday, 9/14/23 -

Motion: Commissioner Erichsen moved to approve truck 31-12 for standby at Milton Engine Company on Thursday, 9/14/23 seconded by Commissioner Kevin Rizzo.

Vote: 4 Yes 0 No 0 Abstain 1 Absent

Motion was carried

October 10, 2023 is our next meeting

October 17 2023 will be the public hearing on the 2024 budget

Leslie reported she met with Maria McCashion from NY State Archives and they discussed our records management and they disposed of 5 cubic feet / 5 boxes of records. She took them and had them disposed.

Ambulance service – On 9/6/23 the town opened bids with 3 vendors. Empress and 2 others. Last bids are due by 9/24/23.

School tax bills have been adjusted by 10%.

Apparatus Replacement plan – Chief Miller will update but it will take some time.

13. Executive Session: Commissioner Roloson moved to go into Executive Session with the Board, Treasurer and Chief at 8:10PM 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.

14. Adjournment: Meeting was adjourned at 8:34PM and did not return to business.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Leslie B. Benson". The signature is fluid and cursive, written over a large, light gray "DRAFT" watermark that is oriented diagonally across the page.

Leslie B. Benson, District Secretary