

**Bridgeport Fire District Board of Fire Commissioner's Meeting  
April 14, 2015 "APPROVED"**

<b>Topics</b>	<b>Motion</b>	<b>2nd</b>	<b>vote result s</b>	<b>f/up action</b>
Meeting brought to order at 7:04 pm				
Tim Burgess (15) - absent Tom Liebner (16) - present Teresa Dauber (17) - present Joy Gladis (18) - present Matt Anderson (19) - present Al Larsen - Fire Chief - present Mike Pettingill Tim Hoster Josh Larsen Ray Kriegelstein Mike Piscitelli Dan Incarnato Mike Rhinehart Peg Nicandri Matt DeVries				
Opening of Lawn Care sealed bids - 2 received. Tim Smith and Thurston Services. Thurston Services Lower Lake Rd. Mowing and trim \$40.00, spring cleanup \$125.00, one time removal of red mulch and replacement \$175.00: W. Bayard St. Mow and Trim \$50.00, Spring cleanup \$125.00, Mulch removal and replacement \$325.00. Tim Smith W. Bayard St. \$50.00 per mow, Lower Lake Rd. \$60.00 per mow, Maint. \$35.00/hr. Receipts for goods purchased will be submitted with invoicing. Discussion open, no comments. Motion to accept the bid from Tim Smith to do the lawn care and maintenance for both facilities from May 1-Oct 31, 2015.	MA	TD	all for	
<b>Prior Meeting Minutes -</b>				
Motion to approve prior meeting minutes.	JG	TD	all for	
<b>Treasurer's Report -</b>				
Five Star Checking Statement as of 03/31/2015 and Five Star Payroll Checking statement as of 03/31/2015, opened by JG, reviewed, initialed and approved.				

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Five Star Checking balance as of 03/31/2015 \$555,319.58. (includes \$64,745.30 from matured CD) Five Star Payroll Checking balance as of 03/31/2015 \$2,848.38.				
Warrant presented for checks written March 11 - April 14, 2015 check # 6166-6194 totaling \$53,021.61. This amount includes Depository Trust bond payment \$25,000 and interest \$ 8,234.37.				
Balance sheet as of April 14, 2015 is as follows: Five Star Checking       \$537,127.37 Five Star Payroll           2,848.38 Five Star CD's             422,788.01  Total                         \$962,763.76				
Revenue log as of April 14, 2015 presented.				
Transaction detail by account March 11- April 14, 2015 presented for accuracy.				
Budget to Actual for period ending April 14, 2015.				
CD Chart as of 04/14/2015 presented. Terri and Mark said we have not been following the proper process for setting aside Capital Specific funds. Separate banking accounts must be established to ensure no commingling of funds. Kim to contact Five Star bank to get these established and report back to board. Tom suggested we wait until next month to vote on our investment options. CD ending 6589 Capital Reserve Apparatus maturing on 4/23/15. Interest rates at 3 lenders were compared. Five Star currently offered the highest return, .12 for 12 month. Motion to roll over to a 12 month CD at .12%.	TL	JG	all for	
Nichols Financial 1st Qtr 2015, payroll report presented. Motion to approve the treasurer's reports as written	TL	TD	all for	
<b>Purchase Requisitions -</b>				

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Seneca Office Products Magenta, yellow and blue ink cartridges \$63.99 each, 2 ea. black ink, safety envelopes 50 pk. \$2.99 and 1 pk. green copy paper \$7.25 Total \$342.19. Acct. A3411.461 Office Supplies	MA	TD	all for	
US Postal Service 1 roll 100 stamps \$49.00 Acct. A3411.462 Postage	TL	JG	all for	
EMSCCharts 2015 patient record archiving \$1642.00. Best system to use with state reporting Acct. # A3411.474 IT service	TL	TD	all for	
<b>Old Business -</b>				
Security Cameras - detail of all bids handed out. Suggestion to limit the number of cameras per station at this time, no exterior cameras. This is a more reasonable and cost effective alternative. Most important cost, labor, storage capabilities. Tom looked online for pricing to compare, some vendors did not supply model numbers. \$ vary \$400-800. Estimated cost of installation vs equipment 2 to 3 ratio. per camera approx. \$1200-1500 including wiring and server based system. Purpose of equipment was to secure equipment in property. DVR vs server based storage. DVR storage at each location. Server based over ethernet and storage at one facility and could be accessed remotely. Optimal Technologies is familiar with our system currently in place and has been our IT provider. Motion to request Optimal Tech for a new quote to be approved at our meeting. Itemized cost list for hardware and installation required. one exterior and 2 interior cameras for each station with all required hardware, with the option of add ons at a future date.	MA	JG	all for	
1401 repair update. Lewis to contact John at Churchville, no luck. Kim to contact for progress update.				
Office Shelving - tabled until next month				
Lens replacement - complete				
Drug Policy - tabled until next month				
Fire Police Gear - waiting for samples to review				

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Rules and Regulations one small amendment regarding training requirements. Article X Section F, and Article XI Section I, 'Certified equivalent training courses completed prior to availability of the current course offerings or completed within fire districts may be utilized in place of the current training requirements at the discretion and approval of the Board of fire Commissioners'. Open for discussion. Motion to amend Rules and Regulations to include the above changes on April 14, 2015.	TL	MA	all for	
Access control Shields installed by Alarmtech and additional silicone caulking completed.				
West Bayard St. Sink project update. Dedicated circuit for pump should be added to complete the project. Cannot plug into old line. The refrigerator and pump are currently on the same line. Motion to request bid for one additional outlet for the water pump. To be installed under the counter. To approve at the next board meeting	TL	JG	all for	
List of individuals and call requirements. Percentage of day and night response. Please send a note to all delinquent members via certified letter. If they don't meet requirements they will be removed from the active roster.				
Long Range Planning committee met several weeks ago. Mapping out needs facilities, apparatus. Will be meeting again shortly.				
<b>New Business -</b>				
RFP - insurance requirements Mark Butler recommends we keep the insurance requirements as they were. Board agrees that we should be cautious but \$1 M coverage is excessive especially for lawn service.				
Janitorial RFP keep 2 per year floor strip and wax....Motion to approve the RFP and scope of work a written.	JG	TD	all for	
HVAC and Plumbing and Electrical RFP - It makes sense to keep separate and postings listed as such. Kim to post as separate bids for opening at our next board meeting.	TL	JG	all for	

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Kinsley Power service contract review for our generator at W. Bayard St. Motion to amend RPF for Electrical to include biannual maintenance per manufacturer's specifications. Review and vote to take place at next board meeting.				
HALCO - HVAC service scheduled for 4/21. Kim to notify them about problem with hanging heater in truck bay at Lower Lake Rd.				
Hubbinette-Cowell letter amendment to current Municipal laws. Kim to ask Gary about potential change to insurance premiums and Kim prepare resolution for next month.				
Motion to enter executive session to discuss real estate matters and personnel issues at 8:17 pm.	TL	MA	all for	
Motion to exit executive session at 8:40 pm and reenter board meeting.	MA	TD	all for	
Long Range Planning committee met and felt that the next step was to look at options, get an appraisal for adjacent property. Motion to have property at 27 W. Bayard St. appraised. Cost not to exceed \$600.00. Kim to contact Five Start bank for assistance in an appraisal.	MA	TD	all for	
<b>Chief's Report -</b>				
March call activity 38 Fire related, 48 EMS calls total 86 for month.				
Engine 2 out, new tires and front end alignment running much better. Should alignments be done regularly? Minimal cost may result in better wear on tires. Scheduled maintenance and inspection in June will find out if this is recommended.				
Kim and Al working with the town grant writer to apply for a grant for a new safety trailer. Application should be finalized by the end of the week for submission.				

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SFVFD Election results. Brought to our attention that a number of members voted in as officers do not meet the training requirements. They are all qualified members of the department. We spent 6 months discussing training requirements to ensure they were accurate. Recommend that members that meet requirements be voted in and those... Fire District Chief - Al Larsen -1461 - all in favor, aye abstain nay. Motion carries.				
Deputy Fire Chief - Tim Smith - 1462 -all in favor, aye, abstain nay , Motion carries.				
Asst. Chief - Matt Devries - 1663 all in favor, aye, 1 abstain TD. Motion carries.				
Asst. Chief - Donnie Spear - 1464 - all in favor, aye abstain nay, motion carries.				
Asst. Mike Pettingill - 1465 - all in favor, abstain nay, Motion carries.				
Fire Captain - Josh Larsen - 1466 - 1 aye, 1 nay, 2 absain, motion does not carry.				
Fire Captain - Ray Kreigelstein - 1467 - all in favor, aye, abstain nay. Motion carries.				
Fire Captain - Tim Hoster - 1468 all in favor, aye, abstain nay. Motion carries.				
Fire Captain - Chris White - 1469 all in favor, aye, abstain nay. Motion carries.				
Hall use request - LAX boosters - April 18, 2015 10-2.				
CPR classes - in house \$10 per class, online version \$22.00 then meet with Peg for hands on. then \$10 for card. Mannequin prices vary not all are easy to work on. Tim and Peg to discuss options. They will present next month. Also Aid to training needs replacing to price out also.				
<b>Public Comment</b> - Section 11a - Fire District has no rights to approve or deny approval of a captain.				
Motion to adjourn at 9:10 pm.				
Next meeting scheduled for May 12, 2015 at 7 pm.				