

**Bridgeport Fire District Board of Fire Commissioner's Meeting  
February 9, 2016 "APPROVED"**

| Topics  | Motion | 2nd | Vote results | F/up action |
|---|--------|-----|--------------|-------------|
| Meeting brought to order at 7:00 pm   |        |     |              |             |
| Tom Liebner - (16) - present<br>Teresa Dauber - (17) - absent<br>Joy Gladis - (18) - present<br>Matt Anderson (19 ) - present<br>Mike Piscitelli - (20) - present<br>Al Larsen - Chief                                      |        |     |              |             |
| <b>Prior Meeting Minutes -</b>  |        |     |              |             |
| Motion to approve the meeting minutes from January 12, 2016 Organizational and Board meeting.   | JG     | MA  | All for      |             |
| Five Star Checking Statement dated 01/29/16, Five Star Payroll Checking Statement dated 01/29/16. Five Star Money Market Statement as of 01/28/16. And payroll reports were opened by JG, reviewed, initialed and approved. |        |     |              |             |
| Five Star checking balance as of 01/29/16 - 182,405.38.<br>Five Star Payroll Checking balance as of 01/29/16 - \$5935.62. Five Star Money Market as of 01/28/16 \$154,273.24  |        |     |              |             |
| 2015 Warrant for checks written Jan 13-Feb 9, 2016 cks # 6414-17, 6421-32. Totaling \$7088.54. 2016 warrant for checks written Jan 13 - Feb 9, 2016 totaling \$1251.90.   |        |     |              |             |
| Balance sheet as of Feb 9, 2016 is as follows:<br>Five Star Checking - \$173,364.01<br>Five Star Payroll 6,085.62<br>Five Star Money Market 154,273.24<br>Five Star CD's 404,696.27<br><b>Total \$737,419.14</b>            |        |     |              |             |
| Transaction detail by account 2015 Jan 13 - Feb 9, 2016 presented by review.  |        |     |              |             |
| Budget to actual 2015 presented   |        |     |              |             |
| Transaction detail 2016 presented for review.   |        |     |              |             |
| Budget to actual 2016 thru Feb 9, 2016  |        |     |              |             |

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| CD chart presented for review   |        |     |              |             |
| 2016 revenue log presented check received for Dept. of Criminal Justice grant for \$9248.23 on 1/14/16  |        |     |              |             |
| 2015 1099-Int report from Five Star Bank presented  |        |     |              |             |
| Motion to approve the treasurer's and order treasurer to pay all Warrants presented.  | MP     | JG  | All for      |             |
| <b>Purchase Requisitions -</b>  |        |     |              |             |
| Kim Gribnau - mileage reimbursement 16 miles @ \$.565 and 142 @ \$.54 total \$93.96 Loews purchase reflective lettering for Lower Lake Rd. Per County Codes inspection \$6.83 total \$100.79  | TL     | JG  | All for      |             |
| CNY CPR - never brought to our attention that there was an additional \$150.00 charge for training observation. RK was approved because the instructor we present to observe his teaching a training class. MP did not get approved because he was not monitored, the instructor left. Kim to look into \$150.00 fee and the CNY CPR contract. We already paid \$300.00 each to take class. Need to be in a training center to be able to teach. \$300 included 1 book per instructor only received one.  |        |     |              |             |
| MES - Scott Thermal imaging camera \$9700.00. Chief was offered a price well below state contract price for the camera. Documents attached to the Purchase requisition. Another fire company ordered and cancelled, so MES offered the camera to the BFD. State contract pricing \$12,041.25 ..MES is the supplier on the state bid. According to purchasing policy any thing over \$3000.00 we require written quotes. We should modify our policy to state that if an item is purchased under state bid price that we do not need to get the written quotes. Kim To put on agenda for next meeting. | MP     | JG  | All for      |             |
| Bergmann Associates - professional contractual services 10/10-12/25/15 \$6,781.05 acct # A3410.290 improvements<br>Note this years budget is \$45,000 for capital improvements. We will need to use some of this budget for closing costs for land purchase in excess of \$100,000.   | TL     | MA  | All for      |             |

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| Seneca Office Products 1099, envelopes and 1096 2015 income tax forms \$8.00 total acct # A3411.461 office supplies.   | TL     | JG  | All for      |             |
| Seneca Office Products - 1 ea.. CE321A, CE322A, CE#23A colored ink cartridges, 1 case discovery copy paper \$42.90 and 1 box 25 ea.. Hanging file folders \$8.39 total \$254.99. acct # A3411.461 office supplies.   | JG     | TL  | All for      |             |
| Deluxe Checks - 250 each laser cut checks \$164.99. Kim to order when a discount is offered.   | TL     | JG  | All for      |             |
| UL In-Service testing. Discussion on whether this is a test we need to pay for every five years. Annual with Non-Destructive Test, Churchill does this annually. IS this an insurance requirement? Kim to contact Gary to get clarification.   |        |     |              |             |
| <b>Old Business -</b>  |        |     |              |             |
| Devair - valve replacement completed. Bottom of tank has a small crack in one of the welds. It can be repaired. Is this a manufacturing flaw? Will conduct a PT test to see if it is actually cracked. Matt to follow up on this.  |        |     |              |             |
| Seneca County Codes -action items completed with the exception of the Kohler generator inspection and the rolling door inspection. Kim at Matt;s request has contacted Gensen Overhead door. They will be coming out in a few weeks to inspect. Kim to forward inspection reports to County Codes once they are completed.   |        |     |              |             |
| 2014 Audit -final documents distributed. Can they give us specifics on items mentioned in letter. State contract, GML necessary corrective action. Kim to follow for specifics.  |        |     |              |             |
| Incident on 12/14/15. Kim obtained a police report, contacted our insurance company. They said damage is minimal and to contact our contractor for a quote. Fingerlakes Construction built the building and has been contacted. They will forward a quote in the near future. Ultimately the Canoga Fire Dept., insurance carrier will be responsible for payment. |        |     |              |             |

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| EMS Charts - 2016 record archiving - Misunderstanding even if you are cancelled on way to a call a PCR must be filled out. Does not need to be electronic PCR. Must follow policy for the region. NY state is pushing electronic PCR's . Matt has not gotten state confirmation of requirements as of today. Every call needs to be documented with a PCR.<br>Al thought FL Regional EMS mentioned that if you run over a certain number of calls per year, it may be optional. Place bill on hold awaiting clarification. |        |     |              |             |
| BPDonegan- some of the time we were billed for was prior to the signing of our contract. Kim to contact then and hold bill for payment.  |        |     |              |             |
| SEQR - Short Environmental Assessment Form read in it's entirety by TL. Any comments on Part 1 - none - Part II - none. This is SEQR just for purpose of land purchase only. Document on file. Motion by TL to declare the BFD to be the lead agency for the SEQR for the purchase of 109 Ovid St.   | TL     | MA  | All for      |             |
| Resolution of Negative Declaration under SEQRA in Connection with Acquisition of 109 Ovid Street, Seneca Falls, NY 13148. .2016-01. TL read the Resolution in it's entirety. Votes are as follows:<br>Chmn Liebner - aye, Comm Anderson - aye, Comm Dauber - absent, Comm Gladis - aye, Comm Piscitelli - aye. Copy on file. 4 aye 1 absent. Resolution passes.  |        | JG  | All for      |             |
| Compaction 1st phase completed, SEQR complete. Transfer of funds to take place when we know exact figures for closing costs. Closing costs will come out of improvements budget for 2016. We have met all requirements for the purchase of 109 Ovid St. Kim to contact Joe Lucchesi to move forward and schedule a closing date.   | TL     | MA  | all for      |             |
| J O'Connell Associates - Kim made initial contact They are the Town of Seneca Falls grant writer. Kim to recontact and let them know of our interest in applying for any available grants for 2016.  |        |     |              |             |
| Motion to enter executive 8:30 pm to discuss personnel, real estate and legal matters.   | TL     | MA  | All for      |             |
| Motion to exit executive session and reenter board meeting at 8:56 pm  | TL     | MA  | All for      |             |
| Motion to approve Kim's hours up to 25 hours per week as necessary.  | TL     | JG  | All for      |             |

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| Teresa Dauber resigned effective Feb 9, 2016 as a Fire commissioner.  |        |     |              |             |
| Motion to switch our primary legal council through the remainder of the year to Pinsky Law Group, Bradley Pinsky. Rates are \$230.00 hour and billed a 6 minute increments. Kim to reach out and invite to our next board meeting on March 8, 2016.   | MP     | MA  | All for      |             |
| Motion to post a legal notice for interested parties to sit on our long range planning committee.   | MA     | TL  | All for      |             |
| Safety Trailer scrap - next month. Title. Probably does not have one.   |        |     |              |             |
| Jerome - fire extinguisher when they inspect in June, notify chief in advance so all extinguishers are gathered and inspected. They have been missing some. Kim to get a quote for replacement. Some are very old.  |        |     |              |             |
| <b>New Business -</b>   |        |     |              |             |
| Committee Goals - next month  |        |     |              |             |
| Foil Request - received and response completed.   |        |     |              |             |
| Seneca County Board of Health - no events planned. Renewal. Inspection needs to be completed during prep for a public event. Kim to contact them when a public event is scheduled.  |        |     |              |             |
| Municipal Auction site - Auction International Kim to prepare hovercraft listing.   |        |     |              |             |
| Peerless Services - don't feel we are getting a good value. Garbage not properly emptied, mopping. Paper towels, toilet paper dispenser are not being refilled. We need to explore another option when our contract is up for renewal. Look into hiring someone as an employee. Kim to contact Peerless to discuss. |        |     |              |             |
| <b>Chief's Report -</b>   |        |     |              |             |
| January call report - 27 Fire, 44 EMS total 71  |        |     |              |             |
| Attendance Report - 04/01 - 01/31/16. Letters to go out to those with low attendance.   |        |     |              |             |

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| ISO visit - Feb 4th. Al gathered all the paperwork they required. Inspector was unaware of merger and changes in the district. Overall a great report. Fire Districts are not required to participate. Current rating is a 5. He did not foresee that changing. We now have more hydrants in the town. A lower rating would be very challenging as lower numbers are typically paid fire depts. Should be no impact on the district. Credited us for mutual aid on structure fires. |        |     |              |             |
| Al was contacted by the Town of Seneca Falls to remove the garland in town. Al said it was very difficult and Al would respectfully decline next year. Took over 4 hours of volunteer time.   |        |     |              |             |
| Al spoke to Greg Lazzaro, Town Supervisor. He showed support of the training Center. County board may purchase from IDA. He mentioned that he has received a number of letters from concerned members of the public about fire truck issue. Al explained why there was not one at East Station and he understood. Al invited him to the next Commissioner's meeting. Open to the public.  |        |     |              |             |
| Fingerlakes Comm reprogrammed all radios and portables. Frequency has changed Radios will no longer will have channel 5.  |        |     |              |             |
| <b>Public Comment - none</b>  |        |     |              |             |
| Motion to adjourn at 9:36 pm.   | TL     | JG  | All for      |             |
| Next meeting scheduled for March 8, 2016 at 7 pm.   |        |     |              |             |