

**BRIDGEPORT FIRE DISTRICT BOARD OF FIRE COMMISSIONER'S MEETING**  
**January 14, 2014 "APPROVED"**

<b>Topics</b>	<b>motion</b>	<b>2nd</b>	<b>vote results</b>	<b>f/up action</b>
Meeting called to order at 7:05				
Matt Anderson (14)- present Tim Burgess (15) - absent Tom Liebner (16) -absent Teresa Dauber (17) - present Joy Gladis (18) - present Al Larsen - Chief Ray Kriegelstein Mike Pettingill Tim Hoster Tim Smith				
Sealed bid opening for Morning Pride Turnout Gear. Bid was posted in the Finger Lakes Times on 01/07/14. Only received one bid from Tyler Fire Equipment. Fire Chief only plans on purchasing 6 sets at this time with District funds. The remaining 4 sets to be purchased with grant monies that have been recently applied for.				
<b>Prior Meeting Minutes -</b>				
Approved as written -	MA	JG	all for	
<b>Treasurer's Report -</b>				
Five Star Checking statement for 12/31/2013 and Five Star Payroll Checking statement for 12/31/2013 opened by TD, reviewed, initialed and approved.				
Five Star Checking balance as of 12/31/2013 statement \$185,966.40. Five Star Payroll Checking account balance as of 12/31/2013 statement \$ \$3,349.00.				
Warrant presented for checks written Dec 11- 31, 2013, check # 5831 - 5858 totaling \$45,157.26. Warrant presented for checks written Jan 1-14, 2014 , checks # 5859-5866 totaling \$7934.10. Claims were audited by the Board of Fire Commissioner's and the Treasurer was ordered to pay all vouchers audited and approved by the board.	TD	MA	all for	

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Nichols Financial Service letter dated 12/17/2013 read to the board regarding incorrect posting of 3rd qtr taxes to NYS. Corrective action was taken and the tax payment was properly posted.				
Fayette-Varick Fire Department check for \$3000.00 received on 12/17/2013. This is for 5 airpacks, 5 face pieces and 10 cylinders. Check deposited in Five Star Checking Account. Deposit verified by TD and added to the revenue log.				
Hubbinette-Cowell/VFIS Ck for \$625.00 received for remaining insurance claim from stolen radios. Check deposited in Five Star Checking Account. Deposit verified by TD and added to the revenue log. Revenue log presented to the board.				
Balance Sheet as of 12/31/2013 presented to the board. Checking account balance \$177,503.62, Payroll checking \$2,680.41, Five Star CD balances \$285,319.56. Total deposits \$465,503.59.				
Budget to actual report through Dec 31, 2013 presented to the board.				
Transaction detail by account Dec 11 - 31, 2013 presented for review				
Balance Sheet as of 01/14/2014 presented to the board. Checking account balance \$169,569.52, payroll checking \$2,680.41, Five Star CD's balances \$285,319.56. Total deposits \$457,569.49.				
Budget to actual report through January 14, 2014 presented for review				
Transaction Detail by Account Jan 1-14, 2014 presented to the board.				
Motion to approve the treasurer's reports as written.	JG	TD	all for	
<b>Purchase Requisitions -</b>				
Ferrara Lumber - 8 keys for chiefs office \$1.29 ea total \$10.32 Acct # A3410.290 improvement. Motion to approve.	JG	MA	all for	

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Caratozzolo Electric relocated 4 lamp light ballast, relocate switch for fan relocate air line. Expense due to increases in new membership and need for more gear racks. \$1235.63 Acct: A3410.290 Improvements. Motion to approve.	MA	JG	all for	
AFDSNY 2014 membership dues \$225.00. Acct A3411.466 Due. Motion to approved.	TD	JG	all for	
Seneca Office Products 1 package green, and orange copy paper, 1 case file folders, 1 case hanging file folders, 50 count safety envelopes Total \$34.37. Acct # A3411.461 Office Supplies. Motion to approve.	JG	TD	all for	
Tyler Fire Equipment 6 sets MorningPride LTO coat per spec \$1,145.00 ea, 6 sets Morning Pride Pants per spec \$850.00 ea., 6 sets Morning Pride EV1 Helmet per spec. Total \$13,290.00 Acct # A 3410.260 Fire Gear. Motion to approve. Motion denied need 3 votes TD abstained. Tabled until next month.				
2 Quotes received for the following: Churchville fire 8 ea, 5 gal pal, Class A Knockdown foam \$94.00 ea. Total \$752.00. Tyler Fire Equipment 8 ea., 5 gal Class A National knockdown Foam \$82.64 ea, Total \$661.12. Motion to approve purchase from Tyler Fire Equipment as they we lowest price. Acct A 3410.433 Expendable Supplies.Motion denied need 3 votes, TD abstained. Tabled until next months.				
Between Alarms Training - Bailout Train the Trainer 5 hours lead instructor 5 hrs @ \$40.00 ea., Second Instructor 5 hrs @ \$30.00 ea., Safety (Third Instructor) 3 hrs @ \$30.00 ea. Total \$440.00. Required Fire Dept training. Motion to approve. Acct #: A3410.480.	MA	TD	all for	
<b>Old Business -</b>				
Procedural items -				
Buildings and Grounds				

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Dock Lighting - will move forward with project in spring. Caratozzolo to requote and reduce price. Discussed battery or solar operated lights for the dock. Al and Matt to look into pricing as an inexpensive alternative.				
Alarmtech progress has been very slow and some people as a result are very unhappy with the lack of progress in the project completion. Kim to call and discuss issues with Chris and Rich and inform board of update.				
RL Power - no update				
Jerome Fire Equipment 6 month inspection completed Dec 17th.				
Thurston's Services - snow removal issues, clearing of fire hydrant, shoveling sidewalks and earlier response time. Al called Ed and discussed. He was open to discussions and Al noted improvements.				
Incarnato Plumbing - repairs not completed.				
Safety - none				
Other -				
EMS charts - held training most people are up to date and understand how to use the system. it is set to go live Feb 1, 2014.				
Audit 2012 - completed. Communication Internal Control and Basic Financial Statements presented to the board. There were no corrective actions.				
<b>New Business -</b>				
Fire and EMS Training Conference March 27-30, 2014. Meeting information distributed to the board.				
Schlage key distribution -Board said that there are no sound reasons to give out keys and distribution will be tracked by Kim. TD to monitor and discuss distribution prior to any keys being handed out. Al discussed lock knobs on interior doors. Kim to place tape over lock to deter members from unlocking them. If this doesn't work the board will discuss alternatives.				

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Hall use policy review - Policy for members to remain the same. Policy for non-members to be changed as follows: 2 checks \$50.00 nonrefundable fee, and \$50.00 refundable check if left clean. Kitchen use fee will be an additional \$50.00 nonrefundable fee. Discussion about using money to create a scholarship with year end funds. Kim to contact Terri for clarification from an accounting stand point on how to earmark the revenue in our budget. Kim to modify the hall use form for next month board approval.				
Long Range planning committee - Teresa, Matt and Kim and 6 FD members. Al to come to meeting with a list of members to begin work on the project. Meeting scheduled tentatively for Jan 26th, 10 am. Kim to gather documents from architectural evaluation.				
<b>Chief's Report -</b>				
December call report - presented to the board.				
PO Service log presented for 2013.				
EMS Inventory as of 12/31/2013				
Training - new format improvement to process - copies will be presented at the next board meeting.				
Weekend training attendance has been poor. Improvements need to be made. Hovercraft training this weekend. Monday night mandatory OSHA training sessions. Month of Feb, OSHA refresher. Tours for fire department members, of any new town buildings in Seneca Falls				
Any commercial buildings that county codes does fire inspections at, will require knox boxes for entry in emergencies. This is mandatory change per fire code.				

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Letter from Tim Hoster for approval of Ken Campbell to drive and operate fire apparatus as follows #1401, 1402,1403 1452, not 1431at this time. Ken has 19 years of operating apparatus for the former Seneca Falls Fire Department and has demonstrated proficiency in operating the engines of the department and has passed the road test. Motion to approve Ken as a drive for the above referenced equipment	TD	MA	all for	
Letter from Mike Pettingill for approval of Dan Incarnato clearance to drive and operate fire apparatus # 1431, 1402. During a driver evaluation road test, he demonstrated the ability to drive and handle the apparatus proficiently. Motion to approve.	MA	TD	all for	
Grant update - \$10,000 Dept of Criminal Justice Grant. Waiting for final approval from the state.				
Hall use request. Ray Kriegelstein 3/29 12-? Baby shower. Fee waived, FD member in good standing. Motion to approved use.	JG	TD	all for	
Hall use request Joy Gladis March 22nd 12-4:30 for a baby shower Fee waived. FD member in good standing. Motion to approved use.	TD	MA	all for	
Hall use request, Mike Pettingill, Feb 8th, 12-5. Birthday party. Fee waived. FD member in good standing. Motion to approve use.	JG	MA	all for	
Plaque presented from Seneca Falls Pee Wee football for support of their organization,				
<b>Public Comment - none</b>				
Next meeting scheduled for February 11, 2014, 7 pm.				