

**Bridgeport Fire District Board of Fire Commissioner's Meeting
July 8, 0214 "APPROVED"**

Topics	Motion	2nd	vote results	f/up action
Meeting brought to order at 7:05 pm				
Matt Anderson (14) - present Tim Burgess (15) - present Tom Liebner (16) - present Teresa Dauber (17) - present Joy Gladis - (18) - present Al Larsen - Fire Chief Tim Smith - Deputy Chief				
Sealed bids for Janitorial service received and opened 3 bids. Peerless Services, Kelly's Cleaning Service and The Cleaning Folks. Peerless Services was the low bidder. Details to be discussed during New Business.				
Prior Meeting Minutes -				
Approved as Written	TL	JG	all for	
Treasurer's Report -				
Five Star Checking Statement for 06/30/2014 and Five Star Payroll Checking Statement for 06/30/2014 opened by JG, reviewed, initialed and approved.				
Five Star Checking balance as of 06/30/2014 \$272,992.45. Five Star Payroll Checking balance as of 06/30/2014 \$3639.29				
Warrant presented for checks written June 11- July 8, 2014, check # 5968-5995, totaling \$33,466.41. Check # 5983 for 2% Foreign Fire included and written to SFFD for \$21,081.80. 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.	MA	TL	all for	
Transaction Detail report for June 11 through July 8, 2014 was presented.				
Balance sheet as of July 8, 2014 presented. Five Star Checking balance \$242,476.44, Five Star Payroll Checking Balance \$3639.29. Five Star CD balances \$487,032.49 Total assets as of July 8, 2014 \$733,148.22.				
Budget to Actual Report for period ending July 8, 2014 was presented.				

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Revenue Log presented. Direct deposit to Five Star Checking account on June 18, 2014 for 2% foreign fire \$21,081.80. Statement reviewed by JG, initialed and approved.				
Five Star CD Chart presented. Total account balance \$ 487,032.49.				
Motion to approve the Treasurer's reports as written.	MA	JG	all	
VFIS - LOSAP presentation - Jeffrey Moore and Gary Gugino. Jeff presented information on a defined benefit program. The board thought that at this time we should focus on long term building strategies and costs associated with such a project, before considering a LOSAP implementation.				
Purchase Requisitions -				
Barrett Marine - replacement oar part #176620X for WR1. \$50.58 total. This was required to meet boating regulations. Acct #3410.432 Expendable Equipment.	TL	TD	all for	
Seneca Office Products - 1 box of 100 10 x 13 Kraft Envelopes \$11.60 Total acct # 3411.461 Office Supplies	JG	TD	all for	
Seneca Falls Fire Department reimbursement - for paper towels, bath tissue and clorox spray. \$31.97 Total. Acct # 3410.440 Property maint	JG	TD	all for	
Old Business -				
Seneca County Health Department Inspection-permit through 01/31/2015. No violations than you to Deb Larsen and crew for getting this done . The permit is posted in the kitchen.				
Optimal Technologies - server replacement - Kim consulted with Chris regarding what is stored n the server. Red Alert, all financials and documents. He recommends replacement and Tom is going to look into cloud storage backup as a more cost effective option.				

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Finger Lakes Regional EMS - Procedures policy. Discussion about having a written policy to ensure individuals understand the FL EMS program enrollment policy. What happens if someone cannot pass exams, or individual realizes half way through they are not cut out for it. Tom suggested the first time course is taken we will pay, second time will be at individuals own expense. Board is trying to ensure that we responsibly spend this money allocating for training. Kim to write a policy for board review at the next meeting.				
LOSAP - no update from Penflex. Plans to pursue further. Board to review documents handed out at the meeting and discuss further next month. Tom said we should have more information from the building committee before moving forward.				
Incarnato - Kim to email Dan to schedule a date for digging within next 2 weeks.				
Grant from the Division of Criminal Justice approved. AI to purchase 4 complete sets of turnout gear. As per the grant agreement, AI will need to keep track of expenditures and submit to the state for reimbursement.				
Attendance policy - table again until next month for further discussion and review.				
Criminal Background check - Membership application #13 has a question regarding "convictions" . Applicant must answer yes or no. If yes, explain. New members should be screened more thoroughly.				
Rules and Regulations - table until next month.				
Qualified Driver list - Mike Pettingill was to complete certification by 06/30/2014. Report has not been completed for presentation to the board.				
Churchville Engine - Repair # 1403 from the incident on 05/30/2014 completed. Brakes were needed to pass NYS inspection. All other work complete. Back in service.				
North Door Replacement - North door replacement at West Bayard Street completed. Waiting for Mike Laird to invoice for final payment processing.				

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Alarmtech - Completed the keyless entry installation at the West Station. Alarmtech completed the IT portion of this process. According to our IT contact, the system will not fail open in the event of a power outage and generator failure. system check power failure. AI to test the system to confirm and report back next board meeting. Kim to get clarification from IT contact. Kim waiting to get a installation date for the remaining keypad at the Lower Lake Rd. Station. once completed, the final payment will be processed.				
Lower Lake Rd door - not repaired. Tom to followup.				
Vacant Fire Commissioner Chair position. Motion to name Tom Liebner interim Chair for the remainder of 2015	JG	MA	all for	
Copier leasing - review and discuss at the next meeting.				
New Business -				
NYCC Facilities use agreement - signed by Tom Liebner and returned to NYCC. They already have the insurance documents.				
Motion for Secretary position to include purchasing agent job duties. This will include only those po's approved by the board. Kim to look into QBooks to create a more user friendly PO system format. system. Orders will made by Kim and AI. EMS by T Hoster.				
Budget Process for 2015 review. First brainstorming meeting to be August 12, 2015 at 6:30 pm.				

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<p>Janitorial bid review - Kelly's Cleaning \$85.00 with supplies \$75.00 without supplies weekly for each station. Peerless Services - Monthly fee, one day per week, \$449.02 including cleaning supplies not consumables. The Cleaning Folks - monthly fee \$600, supplies not included. Motion to accept the bid from Peerless for Janitorial services. With the understanding that she supplies us with her certificate of insurance, prior to beginning work. Kim to contact local suppliers for consumables. Motion to approve purchase from our approved supplier Kim to look into pricing from additional suppliers and best prices for next meeting.</p>	TB	MA	all for	
<p>Floor waxing - bid for biannual strip, buff and wax. To take place in April and October. Kim to post in the paper and contact local companies for bid opening next month.</p>				
<p>Mutual aid accident followup. No update from Seneca COunty. Al to followup.</p>				
<p>Long range planning committee workshop met on June 23rd with Beardsley Design. Design using existing bay and moving west. Discussion on complete demo and replacement. We discussed meeting criteria and how many commissioner's can be part of the workshop meeting. There is no limit on the number as this is only a workshop. Beardsley now needs additional directives on what to do moving forward. Further discussion regarding the Westcott Rule site, now that the town has decided on the Ovid St. location. Question was posed to inquire about the cost of similar projects that Beardsley has recently worked on so the board and workshop committee can get an idea of project \$. Concerns about the substructure under the current lot. What about Beardsley doing a compaction test? Kim to contact Beardsley for prints for IGA property. Request committee to come up with a more exact list of requirements and to return to the board. Suggestion to go with Medium plan, information from the town is required about variances. Committee will come up with an action list ...</p>				
<p>Chief's Report -</p>				

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Call Report - Fire - 34, EMS 77 - 111 total for June.				
Mynderse Cheerleader Boosters - 08/09 car wash. Motion to approve fundraiser at the West Station.	MA	TD	all for	
Hall use request to include Kitchen- Sara Pitcher Aug 2, 1-5 for a baby shower. No charge, member.	MA	TD	all for	
EMS inventory - not available				
Geneva Parade this Saturday, July, 12th. Quint 1 to return immediately after it is over or sooner if required in an emergency.				
Public comment - none				
Motion to adjourn at 10:06 pm	TB	MA	all for	
Next meeting scheduled August 12, 2014 at 7 pm.				