

**Bridgeport Fire District Board of Fire Commissioner's Meeting
December 9, 2014 "APPROVED"**

Topics	motion	2nd	vote results	f/up action
Meeting brought to order at 7:01 pm				
Matt Anderson (14) - absent Tim Burgess (15) - present Tom Liebner (16) - present Teresa Dauber (17) - present Joy Gladis (18) - present Al Larsen - fire chief - present				
Prior Meeting Minutes -				
Motion to approve the meeting minutes for Nov 4, 2014.	TB	TD	all for	
Treasurer's Report -				
Five Star Checking Statement for 10/31/14 and Five Star Payroll Checking Statement for 10/31/14 opened by JG, reviewed, initialed and approved. Five Star Checking Statement for 11/28/14 and Five Star Payroll Checking Statement for 11/28/2014 opened by JG reviewed, initialed and approved.				
Five Star Checking balance as of 11/28/14 \$150,263.04. Five Star Payroll Checking balance as of 11/28/14 \$5310.91				
Warrant for checks written Nov 5- Dec 9, 2014 Ck # 6066, 6077-6103, totaling \$6,144.33. 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.	JG	TD	all for	
Transaction Detail by account for Nov 5 - Dec 9, 2014 presented and reviewed for accuracy.				
Balance Sheet as of December 9, 2014 is as follows: Five Star Checking \$143,896.92 Five Star Payroll Cking 4,373.58 Five Star CD's \$487,032.49 Total \$635,302.99				
Budget to actual report through Dec 9, 2014 presented for review.				

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CD Chart presented as of Dec 9, 2014. 3 CD's for capital specific accounts matured on 11/30/14. 3 additional Capital specific CD's to mature on 12/11/14.				
CD competitive rates compared a 3 lenders. Five Star Bank offered the most competitive rates. 12 month at .18%. Motion to rollover at Five Star Bank and combine the capital specific account that matured 11/30 with the accounts maturing on 12/11. Kim to notify bank of changes.	TL	TB	all for	
Motion to approve the Treasurer's reports as written.	JG	TB	all for	
Purchase Requisitions -				
Medical supply review showed that few necessary items supply needs replenishing. We need to ensure that required supplies are what we need especially moving in to the winter months. Moore Medical 12 pediatric head blocks \$6.09 ea. \$73.08 total Acct.# A3410.451 Motion to approve.	TD	TB	all for	
EMP - Miscellaneous medical supplies including transparent tape, cold packs, hot packs, suction tips, sterile water, disposable blankets. \$635.16 total A3410.451 Supplies - medical. Motion to approve.	TB	TD	all for	
Moore Medical - 12 ea. pediatric head blocks \$6.09, total \$73.08 Acct.# A3410.451 Supplies medical. Motion to approve.				
Moore Medical - AED battery Heart Start Defib batteries 2 ea. \$151.93. 2 ea. cloth tape 3" \$12.13 ea., 1 ea. cloth tape 2" \$12.13, 1 ea. Cloth tape 1", \$12.13, 3 ea. Bag Valve Masks Adult \$14.29 It was discussed whether the 1 and 2 inch cloth tape purchase was necessary. It was decided to make the purchase and make a determination for the future. \$395.25 Acct. # A3410.451Supplies medical	JG	TD	all for	
WR Trailer County owned continues to be equipped with more equipment, tools and gear. It is in need of storage racks and shelving to organize. put more equipment in the trailer. Purchase made with FD credit card. Reimbursement to FD. \$429.04 Acct.# A3410.200 Fire Equipment Motion to approve.	TD	JG	all for	

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Old Business -				
1401 returned today. not 100% complete. Painted parts replaced are the wrong color. The truck will be back in service but when proper painted parts come in Churchville will make the necessary replacement at the fire station.				
Audit 2013 review: payroll process reviewed. Vouchers will be included in the meeting packet monthly with the check vouchers for board approval and signature. .Advance payment discussion regarding contractor work. Kim to check with Terri to see if it is legal in these cases to make a 50% dow in advance of work. It was suggested for these situation to split po's, one for equipment received and the other for labor. State Purchasing discussion. Request invoice list contract number Hires # to reflect state contract pricing and information. This would ensure we are getting the state contract \$ and it is documented. Board agreed that the tentative report can go final. Motion to approve the 2013 audit report as written.	TL	JG	all for	
Training class/workshop dropped class policy form reviewed. Motion to implement immediately.	TB	TD	all for	
Drug policy - Tom to discuss with Mark Butler.				
Cloud Storage - For a number of reason, may not be the way to go, due to offsite storage challenges. External Hard drive may be the better option because it is cost effective and can hold a lot of data. Tom to continue to explore our options.				
Rules and Regulations - training and officer requirements. Some modifications made Tom to send in an email. Al to send FD ones to Tom to compare. Tom also wants to discuss this topic with Mark for legal advise.				
Safety Trailer - no description available. Kim still needs to complete the photos.				
Drainage Ditch exterior - Spoke to Dan, he may have a contact that may be able to do some of the necessary work. Caratuzzolo will be supplying a price quote for our next meeting. Kim to email a reminder.				

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RFP - Security Camera review. Add line to include information regarding a site visit and 'payment upon satisfactory completion of services. Post in Dec and Jan to increase interest. Bid opening scheduled for Feb meeting.	TL	TB	all for	
Local Attorney contract - Charlie Shaffer retiring. Not taking on new clients. Tom received recommendations for attorneys from Charlie. Tom to reach out to the recommended people and find out fees etc. HE will report at next meeting.				
Exterior lighting - Lower Lake Rd. Completed. All exterior lights working				
New Business -				
Ceiling tiles damaged or stained at west station. We have enough spare tiles to replaced stained ones without making a purchase. Light switch cover broken near ladies room in hallway of west station. Kim to contact Caratozzolo to replace.				
Organizational meeting. What do we want to discuss for next year? Scheduled for January 13, 2014 at 6:30. Kim to send our meeting template in advance and to post in the paper as required.				
Long range planning committee . Working on getting a local attorney so when ready to purchase land we can move forward. We have had Beardsley design do a lot of preliminary work for us. It is time to move forward with our processes and move toward a referendum. Need to prepare to have an open forum with the public and get Mark Butler involved. We need to have an idea of costs, loans. We have done our du diligence and keep the process moving. Get meetings scheduled, open to public and be more transparent. REGular meeting need to be scheduled or this will never move forward. Put on agenda for next month. in addition new equipment acquisitions. 3 engines and the quint are they all necessary? Does it make sense to replace one for a secondary medical vehicle? Al suggested a mini attack pumper.				
Labor Law posters need to be updated. One for each station. Kim to make the purchase				

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Door Closers still are not working properly. Tim to make adjustments and lubricate.				
Brushes for cleaning the trucks. Matt to look into it. AI to add to service log.				
Shelving for the office - Tom said that shelving is need to clean up the office. He will look into this.				
Drains in truck bay at West station are rotting and need to be repaired. This is a safety issue and needs cement and/or welding repair. Motion to get a cost estimate on repair. This is going to require masonry work to withstand weight of trucks. Perhaps a support bracket can be made to repair.				
Trinity Church building on Fall/Clinton Street want to donate building. No taxes just upkeep. Don't see any reason to take on this responsibility.				
Soap dispenser needed for truck bay. Tom to look into purchase				
Chief's Report -				
79 calls 44 EMS 34 Fire, some were mutual aid, no injuries				
Letter from Tim Hoster regarding driver for apparatur recommendations for approval. Bob Nicardri 1451 and 1452; Matt DeVries 1451,1452,1401,1402,1403 and 1431; Dan O'Neil 1451, 1452, 1401,1402,1403 and 1431:				
Friday dive training in Van Cleef Lake with new Zodiac Boats with additional fire companies.				
\$15,000 donation this year from the landfill to the SFVFD. 6 complete sets of PBI, Morning Pride gear purchased with the funds. Weighs about 1/2 as current gear. 6 members to try out and see how well it works vs current gear. This will help determine if this is the gear to purchase in the future. It may not be as durable and require more repair.				
Hall use request Dan O'Neill Dec 13, 2014 9:30-3 waive fees.				
Training calendar needs to be updated. Jan and Feb OSHA training.				
Motion to adjourn at 8:50	TB	TD	all for	
Next meeting January 13, 2014				
Motion to reenter board meeting at 8:53.				

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<p>Jim Spike passed away this week. He was a strong supporter of the fire district and department. In lieu of flowers donations are being accepted to create a college scholarship for his 3 children. A motion was made to make a \$100 donation for each of his 3 children. Check made out to Rene Spike. Motion to approve</p>	MA	JG	all for	
<p>Motion to adjourn at 8:58 pm</p>				