

Bridgeport Fire District Board of Fire Commissioner's Meeting
August 16, 2016 "APPROVED"

Topics	Motion	2nd	Vote results	F/up action
Meeting brought to order at 7:04 pm.				
Tom Liebner (16) - present Dan O'Neil - (17) - present Joy Gladis (18) - present Bill Rhinehart (19) - present Mike Piscitelli (20) - present Al Larsen - Fire Chief Lewis Archer Frank Caratozzolo				
Open sealed Electric RFP bids – only one received from Caratozzolo Electric. Insurance documentation on file, will conduct annual safety walk through, annual maintenance on Kohler Generator, Hourly rate \$67.00 per hour. Overtime and after hours rates are time and a half, no minimum hourly rate, paying prevailing wages, no travel expenses. No exceptions listed to the bid spec. Motion to approve Caratozzolo Electric as our electrical contractor for a 2 year period ending August 30, 2018.	TL	DO	All for	
Caratozzolo Electric Estimate # 1078 - Electric Sign installation W. Bayard St. \$3900.00 Total Materials \$900.00, Labor \$3000.00. Project is labor intensive and in addition to running electric, they will build a custom frame to incase sign, similar to a replacement window. It will be built out of pressure treated lumber and can be painted if we choose to do so. It will also be designed so it can be relocated if necessary. Electrical conduit will be run underground directly from the Electrical panel. Placement will be just to the left of the monument in an area that will not interfere with snow removal. Frank to pull building permits. Cost should be waived. Hoping to get started next week. Motion to approve. Account # A3410.290 Improvements	MP	WR	All for	
Building drainage issue was discussed. 3 drains join at a T and direct toward canal. Frank will report back to board with a price quote for this repair.				
Air Conditioning condenser line frozen at East Station, Kim co contact Halco for a service call.				
Prior Meeting Minutes -				
Motion to approve meeting minutes from July 12, 2016	DO	JG	All for	
Treasurer's Report -				

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Five Star Checking Statement dated 07/29/16, Five Star Payroll Checking statement dated 07/29/16, Five Star Money Market statement dated 07/28/16 and the payroll reports for the month were opened by JG, reviewed, initialed and approved.				
Warrant was presented for checks written July 13 - August 16, 2016 totaling \$13,360.67, checks # 6562-6600. The treasurer was ordered by the board to pay all warranted checks.	JG	MP	All for	
Balance sheet as if August 16, 2016 is as follows:				
Five Star Checking \$253,333.95				
Five Star Payroll Checking \$ 4,718.83				
Five Star Money Market \$ 99,114.32				
Five Star CD's \$527,038.37				
TOTAL \$884,205.47				
Transaction detail by account July 13 - August 16, 2016 was presented for review and accuracy.				
Budget to Actual for period ending August 16, 2016 was presented.				
Revenue Log through August 16, 2016. 2% check received from Town of Seneca Falls for \$2824.84				
CD and Money Market chart presented as of August 16, 2016				
Motion for the Board to approve the financial reports as written	JG	MP	All for	
Purchase Requisitions -				
Moore Medical – EMS supplies 2 ea. tourniquets #93971 - \$39.99 ea., 6 ea. Sterile water 250mL #45311 \$5.39 ea., 1 lube box of 144 #15125 \$9.19, 3 ea. BVM Adult #68777 \$17.99 ea. Total \$186.38 Acct # 3410.451 Supplies – medical	TL	MP	All for	
Moore Medical – EMS supplies – 1 EPI – adult #15701, 1 EPI-JR # 15700 pricing not available until time of order. Motion to approved purchase not to exceed \$1000.00. Acct # A3410.451 Supplies – Medical	TL	MP	All for	
SFVFD reimburse for ethanol free fuel for Ranger 1 \$2.629 \$12.25 Total Acct 3410.430 Fuel	TL	JG	All for	
Steve Farnsworth – mileage reimbursement to Churchville Fire 146 miles @ \$0.54 per mile \$ 78.84, and tolls \$5.45 Total \$84.29 Motion to approve.	JG	MP	All for	
Fire Prevention Week – Deb Larsen sought prices from several vendors. Positive Promotions least expensive. Other prices on file. 1000 ea. OSA-7492 Drawstring Backpack \$1.04 ea., 1000 ea. KTP-307 Flashlight Key Ring \$0.79 ea., 1 set up fee backpacks \$50.00, 1 setup fee flashlight, 1000 ea. SK-83P smarties \$0.35 ea., 1000 ea. SK-283 Value Kit \$0.99 ea., 1000 ea. GN-8095E Glow-in-the-dark silicone bracelets \$0.64 ea. Total \$ 3919.00 Acct # 3410.495 Fire Prevention Motion to approve	MP	DO	All for	

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Seneca Office – 1 ea. File folders 17525 box of 100 \$6.98, 1 box double window envelopes 04650 \$49.99 ea., 1 box of 100 plain safety envelopes letter size \$5.99, 1 case copy paper \$42.90 ea. Total 105.86 A 3411.461 Office Supplies	WR	JG	All for	
Kim Gribnau Mileage 81 miles \$43.74, overhead door reflectors to repair East Station doors \$19.30 Postage \$1.15 total \$64.19	JG	DO	All for	
Donovan-Luska – 1 case 6 gallons bleach \$11.95 , 2 cases white roll paper towel for dispenser \$35.95 ea. Total 83.85 A3410.433 Expendable Supplies	WR	MP	All for	
Old Business -				
Deb's Cleaning service has been doing an excellent job the stations both look great. Discussed floor maintenance. Received no bids for the work. Deb to furnish a quote to the fire district for review at our next meeting.				
Kim contacted our insurance contact regarding any requirements for licensed or certified electricians. Policy does not state any specific requirements, however Gary cautioned us to whenever possible used licensed or certified contractors. We should make sure all RFP's are written to reflect this. Electrical RFP has a new format, hopefully making it easier for vendors to complete form accurately and completely. This change will be made to all RFP's moving forward.				
St. Anthony's festival – Water dept. has been notified to turn on water to site. No water meter on site. Tim S. mentioned damage to water faucet. Kim to look at it and report to board. NYSEG to be notified to turn on Electric by Aug 24 th . Insurance documents have been received and list the BFD as additional insured. Kim to ensure that the carnival rides are insured.				
Long Range Planning – no additional meetings at this time scheduled. Continue to work on design and building materials to reduce price. Pole barn style with wood construction can only be bonded for 15 years. Lower annual cost, but higher annual payment.				
Apparatus Committee update – Going Sept 7 th to look at trucks. Pricing structure options in meeting packets. Down payments are dependent on selling surplus engine. They have evaluated current equipment on the Quint and determined what they do and don't need on a new truck. Price range is \$1.16M for what they are interested in building. Advance deposit would save the district \$59,000. Tom to look into alternative ways to sell surplus equipment. Will discuss options and legal requirements with Dave Garwood. Command Fire has offered \$107,000 for Engine 2 price offer good for 90 days. No Air Cond in truck.				

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<p>TenKate Grants – Kim reached out to Mike TenKate, a City of Cortland firefighter. They have been very successful at securing grant monies for local FD. Over 50% success for airpacks. He feels that this is low hanging fruit. Kim to contact him and let him know we would like to use his service for the AFG when it is available and any other future grant opportunities. Their fee is \$750.00 and \$500.00 for any additional same calendar year grants written. Kim to ask if he feels we have a better Likelihood of success if we try and replace all at once or ½. We would be looking at 7/truck Eng 1, 3 and Quint. 21 total \$6000-6500 approx. per air pack with 1 cylinder \$950 approx. per additional cylinder. Approx \$180,000 to replace all at one time. If engine 2 is sold would not need to replace those and save district \$.</p>				
<p>Devair Compressor – Matt to follow up on this.</p>				
<p>Dave Garwood – selling surplus equipment and donations. Dave’s response: Selling ‘like’ equipment i.e. air packs, if the combined value is thought to be greater than \$10,000 but less than \$50,000 it is subject to a permissive referendum. This would require a publication and permissive referendum. If we sell a truck and its affiliate equipment, it is not necessary to list it all. Because the expected value is greater than \$50,000 it is subject to a mandatory referendum. Occasional donations to more needy fire departments are okay. He did say that “we ought to get money for used equipment”. Non-similar surplus items for sale do not need to be lumped together and are not subject to a permissive referendum. Selling the surplus engine: 1. Pass a resolution and hold a referendum 2. Between August 17-24 we must publish notice of referendum in paper 3. At least 16 days prior post on town website and town sign board 4. Hold referendum on Sept 20th. Must be held on a Tues.</p>				
<p>Safety Trailer – has been scrapped Luffman Metal Recyclers gave us \$100.00. Normally don’t take trailers because of all the wood in the construction. But because it was for the FD, they gave us \$100.00. Kim to donate \$ in checking account.</p>				
<p>Driver Certifications – still waiting to schedule SD and CW.</p>				
<p>Fire Hydrant Maintenance – Tom has left a message for Joe Tullo. Will call again.</p>				
<p>EMS and Fire residency requirements – Dept. has tabled discussion.</p>				
<p>Engine 1– warranty repair. In the shop now and while there will conduct annual inspection and pump test. Will save district \$ doing it all at once.</p>				
<p>Quint Radio mount repair – completed by L .Archer</p>				

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Server replacement – Tom still has not had a chance to discuss options with Chris H. Would like an estimate for budget planning purposes. We have not had any issues with the server recently.				
New Business -				
Budget 2017 – want to include upgrading and rewriting of our current policies in our legal fees. Tom spoke with Terri regarding staying under the growth rate. FD is not held to the same standard as the Town. No penalty for us if we don't. No publish FD rates available at this time. Tom estimates just under 1% \$0.98/thousand \$432,893. Hose is all in good condition Turnout gear is in good shape District had been replacing 6 sets per year . We can exceed 2% if additional monies are going toward capital reserve accounts. Tom to contact attorney for clarification. Budget meeting September 13, at 6 pm.				
Chief's Report -				
Training – water training soon.				
Attendance records 04-01-16 thru 07-31-16 Those members with low attendance (less than 10%) have been encouraged to get their attendance number up.				
American Flag purchase – 10 x15 \$345.00 plus shipping. Mike P to try and clean the current one. Kim to contact Matt A. about purchase. Motion to approve	TL	WR	All for	
July calls – Fire 29, EMS 64 total 93				
Retired member passed away over the weekend. Motion to approve up to \$100.00 for flowers from the SFVFD. Kim to contact florist and order for delivery to funeral home. Trucks are committed Thurs and Fri for calling hours and funeral. Ashes will be transported from the funeral home to Magee and home for final journey. Al has already made arrangements for mutual aid.	TL	WR	All for	
Narcan – all EMT personnel is trained on administration. State will replace if used. May get additional doses for fire trucks.				
Public Comment – none				
Motion to adjourn at 9:00 pm.		TL	JG	All for
Next meeting September 13, 2016, 7 pm.				