

**BRIDGEPORT FIRE DISTRICT BOARD OF FIRE COMMISSIONER'S MEETING**

**February 14, 2023 "APPROVED"**

Topics	Motion	2 <sup>nd</sup>	Vote results
Dan O'Neil (27) –present Timothy Hoster (23) – absent Joy Gladis (24) –present Michael Piscitelli (25) – present Matthew Anderson (26) –present Al Larsen – Fire Chief – present Steve Farnsworth – Present James Varricchio - present			
Meeting came to order at 7:01 pm.			
James Varricchio was present to propose a sign replacement. The electronic sign does not program and the SFVFD discussed replacing it. The sign proposed is similar to Canoga and Waterloo FD. This one has a 6'8" sign including frame. It would need a foundation, which the FD has offered to dig as long as insurance covers it. This one has a lit top and frame and no software requirements, which have the problem with the current signage. \$7079 is cost for materials only. Installation would be separate. At March meeting we should know the final 2022 budget remaining numbers. There is 1 ½ month lead time to build sign. It was proposed to split the cost with the SFVFD. Revisit next month when we have a better idea of when we ended in 2022. Current sign is on the same breaker as the flag poles and meeting room, so if flipped off those go dark too.			
Sealed RFP's for HVAC (3), Plumbing (2) Audit Services (1), Electric (0) were opened. <b>HVAC (3 sealed bids received) – Isaac</b> – Annual fee of \$3840.00 no insurance docs included. <b>Landry Mechanical</b> - \$91.00, after hours \$ 120.00, Holiday \$ 140.00 per trip truck fee \$64.00, 10% material markup over cost. Insurance included. No exceptions. <b>HMI Mechanical</b> - \$125.00, After hrs/weekends/holidays \$150.00 20% material markup over cost. No Exceptions and insurance included. <b>Plumbing</b> – (2 sealed bids received) – <b>HMI Mechanical</b> - \$125.00, Evenings, weekends/holidays \$150.00, materials 20% markup over cost. No exceptions and insurance included. <b>Landry Mechanical</b> - \$91.00, overtime \$121.00, Holiday \$140.00 one time truck charge \$64.00. 10% markup in material cost. Insurance included and no exceptions. <b>Auditing Services</b> – (1)bid received – <b>MMB</b> – not to exceed \$9,500. MMB has done our audits for over 5 years. <b>Electrical</b> – no bids received.			
<b>Prior meeting minutes -</b>			
Motion to approved the January 10, 2023 Organizational and business meeting minutes from January 10, 2023.	JG	MP	All for
<b>Treasurer's Report -</b>			
Five Star Checking and Payroll Checking statements dated 01/31/2023: Five Star MM Apparatus, Buildings, Equipment and Undesignated dated 01/31/2023 were opened by JG, reviewed, initialed and approved.			
Warrants were presented for December 31, 2022 checks # 8275-8280 totaling \$ 12,103.34 and Warrant for January 11-February 14, 2023 cks # 8274-8296, totaling \$11,347.58.			
Balance sheet as of January 31, 2023 is as follows: Five Star Checking                      \$55,905.44			

Five Star Payroll	25,753.02			
Five Star Apparatus MM	287,741.85			
Five Star Building MM	1,966.31			
Five Star Equipment MM	95,380.80			
Five Star Undesign MM	9,783.07			
<b>TOTAL</b>	<b>\$476,530.49</b>			
Budget to Actual thru December 30, 2022, Money Market Chart as of December 30, 2022 were presented.				
The Treasurer was ordered by the Board of Fire Commissioner's to pay all warranted items.		MP	MA	All for
2023 Tax levy check is not ready.				
2022 AUD – Report to the state is due by February 28 <sup>th</sup> . Kim will forward necessary documents to Bernard Donegan for filing. All 2022 invoices have been paid.				
2021 Audit has been completed and invoice to 2022. Requirements suggested are to establish an online banking policy.				
<b>Purchase Requisitions</b> – none				
<b>Old Business</b> -				
Floor scrubber – bristle attachment with soft bristles and no metal. Throop is happy with their machine and it was suggested to revisit and see how well the machine works on their floor. It is similar to our, just grey in color. Kim to contact CA Reed regarding floor repairs.				
Reimbursement to Noah Fox for \$500.00 deductible for 10-04-22 MVA incident. Check was issued directly from VFIS.				
Genset Overhead Door serviced and all openers programmed. Kim spoke to Greg regarding the weather-stripping replacement. Because it is glued will need to replace when the weather warms up.				
Refrigerator repair – in truck bay completed. Fixed leak, door seal and recharged. Kinnerosa invoiced and entered on service log.				
EAP-ESI - \$2500 EAP cost based on 40 ppl membership. Programs offers many services. Get clarification on additional cost of \$1000 per day plus travel for onsite seminars. If members log in on computer can we get notifications when complete? Table until next month.				
Office door controller. Is on order and will be scheduled when received by Great Lakes.				
<b>New Business</b> -				
Online banking policy – will work on for next month.				
VFIS to conduct an onsite risk survey (they usually do onsite visits every 5 years). Scheduling for March 14 <sup>th</sup> at 5 pm. Requesting fire chief and me be available.				
RFP– HVAC – motion to approved Landry Mechanical		MA	JG	All for
RFP- Plumbing – Motion to approve Landry Mechanical		JG	MP	All for
RFP – Auditing Services Motion for MMB		MP	MA	All for
RFP – Electric – no bids received. Will need to repost in spring. Current contract expires June 30, 2023.				
SFPD letter read regarding usage of 43 W Bayard St. station when necessary. Motion was made pending modification to letter		JG	MA	All for
<b>Chief's Report</b> -				
Elections approaching in April.				
Corned Beef dinner March 11 <sup>th</sup> hosted by Daily's. Members only.				
OSHA and EVOC completed for year. Will begin yearly driver recertification.				

Letter from Geneva FD Fire Chief regarding Mike Combs. A member in good standing, with experience as interior, apparatus driver. Would like board approval as a mutual aid rider and would like him certified as a driver operator.	MP	JG	All for
Motion was made at 8:04 pm to exit board meeting to enter executive session to discuss personal matters.	DO	JG	All for
Motion was made to reenter board meeting at 8:19 pm.	JP	MP	All for
<b>Public comment</b> – none			
Meeting adjourned at 8:19 pm.	DO	MP	All for
<b>Next meeting scheduled for March 14, 2023, 7 pm.</b>			