

**Claryville Fire District
Minutes from January 8, 2015**

The regular meeting of the Board of Fire Commissioners was called to order at 7:12 PM, Thursday, January 8, 2015 in the Claryville Volunteer Fire Department Community Hall.

Present: Chairman/Commissioner Andrew Ford, Commissioners, Daniel Forger, Anthony Carminati, Morgan Wynkoop and Terry McNamara.

Representing the Fire Department: Glenn VanDenBerg, Tom Matthew, Jeff Williams, Chris McGrath, Mike Scofield, Bonnie VanDenBerg and Amy Davis.

Public: Tammy Beck, Elaine Beck, Joy Monforte, Sean Hartig and Peter Donnolo.

Minutes of the November meeting were read and approved as amended UPON MOTION Andy Ford, Seconded by Tony Carminati. All in favor. Motion carried by a 5 to 0 vote.

Minutes of the December meeting were read and approved as amended UPON MOTION Andy Ford, Seconded by Terry McNamara. All in favor. Motion carried by a 5 to 0 vote.

The treasurer's report for December was read and approved UPON MOTION Tony Carminati, Seconded by Dan Forger. All in favor. Motion carried by a 5 to 0 vote.

Communications & Bills:

The following bills were audited and approved for payment, UPON MOTION by Dan Forger, Seconded Terry McNamara. All in favor. Motion carried by a 5 to 0 vote.

APPROVED BILLS

3225	Verizon -7270	Telephone	63.98
3226	Verizon - 7075	Telephone	56.88
3227	Central Hudson	Electric	670.67
3228	Hughes Net	Internet	84.99
3229	Claryville Volunteer Fire Dept.	February Rent	1,000.00
3230	Jim Tisch	January fees for Sec/Treas	400.00
3231	Truck Pro	Preventive maintenance Truck 6531	782.93
3231	Truck Pro	Preventive maintenance Truck 6511	782.93
3231	Truck Pro	Preventive maintenance Truck 6512	787.77
3231	Truck Pro	Preventive maintenance Truck 6581	874.16
3232	Bottini Fuel	#2 Fuel Oil	910.30
3233	Mike's Tire Discount	Tires Truck 6581 Inv#1130	1,145.18
3233	Mike's Tire Discount	Tires Truck 6581 Inv#1170	1,059.78
3233	Mike's Tire Discount	Tires Truck 6531 Inv#1323	81.95
3234	Assoc. of Fire Districts Sullivan Cty	Annual dues	30.00

3235	US Postmaster	PO Box annual dues	58.00
3236	Ross Electric	Service generator	550.00
3237	Frost Valley YMCA	Annual rent	1.00
3238	Haight Fire Equipment	Boots and Hood	582.00
3238	Haight Fire Equipment	3 hour supercell battery	200.00
3239	1st Responder Newspaper	Annual subscription	80.00
3240	NYS AFC	Annual Dues	150.00
3241	Young, Fenton, Kelsey & Brown, P.C.	Retainer for 2015	500.00

Fire Chief's Report:

There were no calls this past month.

The company is still in need of cabinets for trucks.

Chiefs have provided a list of 32 active members, which will be submitted for approval by the board as the current roster. This roster will be effective as of January 8th, 2015.

Reminder that fundraising events should be approved and participating members must be covered by insurance in order to participate in the official events. Events will be listed and presented at the next meeting.

Old Business:

Tire replacement: The expense of tire replacement was taken from the repair maintenance line in budget.

Cabinets: Must address the procurement plan to ensure the department is approaching this purchase in the correct way. There is a suggestion to create a procurement committee to address these issues between meetings. The department would then vote on the findings of the committee. The committee would follow the current policy and research bids for budget purposes to present information to the department and decrease the time spent at meetings discussing this. We must be sure this purchase abides by the policy, and then we can determine if we have the funds to cover it. In the meantime, there was a request to look for other alternatives to securing the equipment.

-Comments: With a policy that addresses these situations, there doesn't seem to be a need for a committee.

-The purchase of these cabinets requires three written quotes from three vendors. Even if this purchase is in the budget, three vendors are required. Tom Matthews will work on acquiring these quotes.

A Capital Plan must be created in 2015. Part of this plan will discuss the existing reserve accounts. Detailed plans will be drafted for the use of reserve accounts. Another significant piece of this Capital Plan will revolve around inventory and appraisal during the budgeting process. Jim and Andy will meet to discuss this plan. They will not be discussing what equipment is needed, but the process of purchasing when needed.

Motion to create a Capital Plan Committee, members of committee are Andy Ford, Jim Tisch, Terry McNamara, and Tom Matthews, to follow up on the Corrective Action Plan from last year's evaluation.

Motion: Andy Ford Second: Dan Forger All in favor. Motion carried 5 to 0

This committee will form a draft to present at the next meeting

New Business:

Inventory Appraisal: Some prices were incorrect on the appraisal. The Chiefs will record changes and then present to the Budget Committee. The Budget Committee will present at the March meeting with a final appraisal.

Absentee Ballots: The policy can be changed to allow absentee ballots. A copy of the policy was disbursed and will be discussed at the February meeting.

Request for Jeff look into the phone issue and determine if it is useful. Someone must check this phone regularly to ensure it is working. The phone's primary use is to audit claims. Claim that Frost Valley stole a working line from the department to use.

A new law now requires the district to screen any new members against the National Sex Offender Registry, as of December, 2014. A procedure must be created on how to handle a situation that returns a positive result. There was a suggestion to contact the fire district attorney before making any plans or changes. The state provided a form that must be used. The Policy Committee will address this during their next meeting and present a drafted policy. A suggestion was made to run these screens on all active members as well.

Committee Reports: None

Comments from the Public:

Regarding the Capital Plan, a confirmation was stated that the district does not pay insurance on any buildings.

A thank you was stated for considering the absentee ballot.

Public comments are generally not a question and answer session. It should be a conversation and clarification period. A policy adopted by many other organizations states that it will not be a time to answer questions, but a time for the public to state any concerns and opinions to be later addressed. Comments would be limited to five minutes per person. Questions should be addressed with the district secretary who will generate a response from the district. This can be addressed in the Communications section of the meeting. This will add more structure to the meetings.

A concern was presented that the elected officials are supposed to represent the public. Many members of the public were not in favor of allowing a \$30k deposit into the Capital

Reserve, though the transaction occurred. The board is not required to gauge the public for all votes. Discussions are made based on the needs and safety of the public. Concerns are presented to the board and the feeling from the public is that little or no response is returned. A confirmation was stated that an excess \$16k was carried over into the operating budget and not deposited into the reserve. The concern is that the desire for efficiency is hindering processes.

Sometimes the public is not aware of the agenda items, and never have the opportunity to voice a public opinion. The goal is to get the minutes out on a timelier basis to prepare the public.

There was a suggestion to look at other fuel oil companies for pricing. Comments were made that if the tank runs out, other vendors do not come on a timely schedule to refill. The state does not require multiple quotes for utilities because the decision relies heavily on reliability. Idea to adjust refill schedules to take advantage of low prices.

An idea was raised to post the district policies to the website to make accessible to the public.

Adjournment: There being no further business the meeting was adjourned at 9:08 PM, UPON MOTION by Morgan Wynkoop, Seconded by Terry McNamara. All in favor. Motion carried by a 5 to 0 vote.

Respectfully submitted

Jim Tisch, Sec/Treas.
February 12, 2015