

BOARD OF FIRE COMMISSIONERS  
DeWITT FIRE DISTRICT  
DeWITT, NEW YORK

May 23, 2017

**Call to Order:** The meeting was called to order by Mr. Bronstein at 6:00PM.

**Pledge:** Led by Mr. Pilon

**Minutes:** A motion was made by Mr. Karoglanian and seconded by Mr. Diamond to approve the minutes of the May 9<sup>th</sup> Regular Meeting. All Commissioners present voting in the affirmative. Motion approved.

**Officer's Report:** Chief Green reported that the additional vendor presentations have been schedule for June 13<sup>th</sup>. Mr. Schultz noted that there was no meeting scheduled for June 13 as we are on summer schedule and only hold meetings on the fourth Tuesday of each month for June, July and August. Mr. Schultz further stated that the Board can call a special meeting to review the proposals.

**Special Meeting:** A motion was made by Mr. Schultz and seconded by Mr. Diamond to schedule a meeting on June 13, 2017 to hear vendor presentations and conduct any other business that may come up. All Commissioners present voting in the affirmative. Motion approved. Mr. Schultz was directed to make the necessary notifications for the upcoming meeting.

**Treasurer's Report:** Mr. Pilon reported that the April YTD financials were sent out prior to the meeting (Addendum "A").

**Vouchers:**

Mr. Pilon presented the Abstract of Claims Report. (Addendum "B"). Motion made by Mr. Karoglanian, seconded by Mr. Diamond, to approve the General Fund Pre-paid transfer, ACH's and check (31164) amounting in total to \$50,310.75. Also, pending checks (#31165 – 31181) and ACH's amounting in total to \$36,097.33. All Commissioners present voting in the affirmative. Motion approved.

**Bank Reconciliation:** A motion was made by Mr. Vander Molen and seconded by Mr. Diamond to approve the bank reconciliations for April, 2017. All Commissioners present voting in the affirmative. Motion approved.

**Correspondence:**

- Pointe East Homeowners Assoc., Re: Building Use

**Response Statistics:**

Year-To-Date Response Stats:	DATE	GENERAL	E.M.S.	TOTAL
	04/30/2017	218	361	579
	04/30/2016	214	391	605

**Training Requests:**

<u>NAME</u>	<u>EVENT</u>	<u>LOCATION</u>	<u>COMP</u>	<u>AMT</u>	<u>BOARD</u>
All ALS Staff	Surgical Airway	AMR	\$0	\$0	KK/AD
Pienkowski	NYS AFC Stair Climb	Verona	\$0	\$0	KK/AD
O'Connor	NYS AFC Stair Climb	Verona	\$0	\$0	KK/AD
Pienkowski	Rescue Task Force EMS	Oriskany	\$0	\$1400	KK/AD
Flemming	Rescue Task Force	Oriskany	\$0	\$1050	KK/AD

**COMMITTEE REPORTS:**

**Apparatus and Equipment:** Chief Green reported that Engine 1 is at Har Rob, the hydraulics have been repaired, waiting for side step repairs before returning to service.

**Buildings and Grounds:** Mr. Karoglanian reported that he is in the process of getting quotes for repairs/resurfacing of the Wellington Rd. lot behind the Tops Gas Station.

**Finance:** Mr. Schultz reported that the board will need to authorize the treasurer to pay certain bills in advance of a meeting as we will be on summer schedule for June, July and August. This will be handled under new business.

**Long-Range Planning:** Mr. Bronstein reported that he and Chief Green participated in a webinar conducted by the NY State Comptroller's office regarding long range planning. He noted that the DeWitt Fire District is doing much of what was discussed on the webinar. We will need to consider preparing a multiyear cash flow projection.

**Personnel/Staffing:** None

**Legal:** No report.

**OLD BUSINESS:** None

**NEW BUSINESS:**

### **Building Use Request:**

A motion was made by Mr. Diamond and, seconded by Mr. Karoglanian, to approve a building use request from the Pointe East Homeowners Association to use the small conference room on June 6, 2017 from 8:30AM-10:00AM, with no deposit required. All Commissioners present voted in the affirmative. Motion approved.

### **Pre-Authorization to Pay Invoices:**

Mr. Pilon presented a list of vendors that he would like temporary authorization to pay invoices for considering the board will only be meeting once per month for June, July and August. This pre-authorization is needed to avoid late charges and interest charges. A motion was made by Mr. Karoglanian and seconded by Mr. Diamond. All Commissioners present voting affirmative. Motion approved.

### **Administrative Position Staffing Discussion:**

The Board acknowledged and accepted with regrets the resignation of District Treasurer Claude Pilon. A discussion then ensued regarding how to fill this position. It was resolved the Mr. Schultz will place an ad in the Post Standard as well and Syracuse.com and on the job search site Indeed. The ad will announce a part time treasurer position and that successful candidates must live within the boundaries of the DeWitt Fire District.

### **Executive Session:**

A motion was made by Mr. Karoglanian, seconded by Mr. Diamond to go into Executive Session to discuss a personnel matter. All Commissioners present voted in the affirmative. Motion approved at 6:49PM.

A motion was made by Mr. Karoglanian, seconded by Mr. Diamond, to return to the General Session. All Commissioners present voted in the affirmative. Motion approved at 6:39PM.

No business was conducted during the Executive Session.

### **Adjournment:**

There being no further business, the motion to adjourn was made by Mr. Karoglanian and seconded by Mr. Diamond. All Commissioners present voted in the affirmative. Meeting adjourned at 6:40PM.

### **MEETING ATTENDANCE:**

Commissioners: Bronstein (Chair), Diamond, Karoglanian, Schultz (Secretary), and Vander Molen, Treasurer Pilon, Deputy Treasurer Resch, Chief Green, FF Pienkowski and FF O'Connor

Brian M. Schultz,  
Secretary  
May 23, 2017