

BOARD OF FIRE COMMISSIONERS  
DeWITT FIRE DISTRICT  
DeWITT, NEW YORK

June 13, 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. Diamond and seconded by Mr. Karoglanian to approve the minutes of the May 23<sup>rd</sup> Regular Meeting. All Commissioners present voting in the affirmative. Motion approved.

**Vendor Presentations:** The Board then heard a presentation from CNY Security Solutions for Wi-Fi and Closed-Circuit Camera systems. CNY Security will be the last vendor to present for these system replacements.

**Treasurer's Report:** Mr. Pilon reported that the May 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 checks (31182-31183) amounting in total to \$45,818.70. Also, pending checks (#31184 – 31212) and ACH's amounting in total to \$45,428.73. 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
- Syracuse Masters, Re: Building Use

**Response Statistics:**

	DATE	GENERAL	E.M.S.	TOTAL
Year-To-Date Response Stats:	05/31/2017	280	454	734
	05/31/2016	273	478	751

## **Training Requests:**

<b><u>NAME</u></b>	<b><u>EVENT</u></b>	<b><u>LOCATION</u></b>	<b><u>COMP</u></b>	<b><u>AMT</u></b>	<b><u>BOARD</u></b>
Steinberg	NYS AFC	Oneida	\$0	\$0	AD/KK
Green	NYS AFC	Oneida	\$0	\$0	AD/KK

## **COMMITTEE REPORTS:**

**Apparatus and Equipment:** Chief Green reported that Engine 1 needs a new battery and Engine 8 needs new brakes.

**Buildings and Grounds:** Chief Green reported that the overhead door in the wash bay is out of service due to the tension spring pulling away from the wall and dislodging several of the cinder blocks it was attached to.

**Finance:** None

**Long-Range Planning:** No report

**Personnel/Staffing:** No report

**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 July 11 and August 8, 2017 from 8:30AM-10:00AM, with no deposit required. All Commissioners present voted in the affirmative. Motion approved.

A motion was made by Mr. Diamond and, seconded by Mr. Karoglanian, to approve a building use request from the Syracuse Masters to use the large conference room on the third Wednesday of each month July through December from 8:00AM-9:30AM, with no deposit required. All Commissioners present voted in the affirmative. Motion approved.

### **Military Leave Policy:**

Mr. Schultz presented a Military Leave Policy for the Board to consider. Mr. Schultz noted that we now have a military reservist as an employee. MR. Schultz met with Chief Green and PFA President Lt. Tompkins to review the policy. After a discussion, the Board asked Mr. Schultz to further review what would happen to an employee's medical insurance if they were to be called to active duty and what would happen in the event of the employee's death or disability while on active duty. Policy was tabled for further review.

### **Cooling Tower Repair:**

Chief Green reviewed that our contracted HVAC servicer, Modular Mechanical Service, found it necessary to repair cooling tower number two as the fan motor has seized. Chief Green also reported that he reviewed this proposal with FF LeComte who believes the repairs to be necessary and reasonable. A motion was made by Mr. Vander Molen and seconded by Mr. Diamond to authorize Modular Mechanical to repair the cooling tower at a price not to exceed \$3,140. Three quotes were not needed as Modular Mechanical is under contract with the DeWitt Fire District. All Commissioners present voting affirmative. Motion approved.

### **EMS Supplies:**

Chief Green presented two proposals for replacement of disposable medical supplies. Per District Policy, because the purchases exceed \$1,000, Board approval is needed. A motion was made by Mr. Vander Molen and seconded by MR. Diamond to purchase \$1,191.71 worth of various disposable medical supplies from and Boundtree Medical and \$2,109.01 from Henry Schein. All Commissioners present voting affirmative. Motion approved.

### **Squad 8 Replacement**

Chief Green reported that the apparatus committee has come forward with a proposal to replace Squad 8. After a discussion, a motion was made by Mr. Karoglanian and seconded by Mr. Vander Molen to authorize the Chief to utilize the “mini-bid” process through NY State Office of General Services to obtain pricing for a gas option and a diesel option to be reviewed by the Board. All Commissioners present voting affirmative. Motion approved.

### **Sonic Firewall Renewal:**

Mr. Pilon presented a proposal from our IT managers, Net Manage IT, to renew the Sonicwall Software for a three-year subscription at a cost not to exceed \$1,530 including installation. A motion was made by Mr. Vander Molen and seconded by Mr. Karoglanian to approve the renewal. All Commissioners present voting affirmative. Motion approved.

### **Closed Circuit Camera System**

The Board received proposals from Ber National, LinStar, CNY Security, Doyle and Alarm Systems of CNY. After reviewing all of the proposals, a motion was made by Mr. Vander Molen, seconded by Mr. Diamond to award the contract to BerNational to install an updated closed-circuit camera system at a cost not to exceed \$6,785. All Commissioners present voting in the affirmative. Motion approved.

### **Key Fob System:**

The Board received proposals from Ber National, LinStar, and Gladd. After reviewing all of the proposals, a motion was made by Mr. Vander Molen, seconded by Mr. Diamond to award the contract to BerNational to install an updated key fob system at a cost not to exceed \$8,992. All Commissioners present voting in the affirmative. Motion approved.

### **Treasurer Vacancy:**

Mr. Schultz reported that the ad for a new treasurer to fill the vacancy created by the retirement of Mr. Pilon has brought limited response. Eight total resumes were received with limited to no accounting experience. Additionally, none of the respondents live within the DeWitt Fire District boundaries. Mr. Schultz noted that per Town Law S174, “if no qualified resident of the district is willing to perform the duties of fire district treasurer, a person who is a nonresident of such fire district may be appointed as fire district treasurer”. The Board then directed Mr. Schultz to amend the advertisement to remove the residency requirement.

### **Executive Session:**

A motion was made by Mr. Vander Molen, seconded by Mr. Karoglanian to go into Executive Session to discuss a personnel matter. All Commissioners present voted in the affirmative. Motion approved at 7:40PM.

A motion was made by Mr. Vander Molen, seconded by Mr. Karoglanian to return to the General Session. All Commissioners present voted in the affirmative. Motion approved at 7:54PM.

No business was conducted during the Executive Session.

### **Adjournment:**

There being no further business, the motion to adjourn was made by Mr. Vander Molen and seconded by Mr. Karoglanian. All Commissioners present voted in the affirmative. Meeting adjourned at 7:55PM.

### **MEETING ATTENDANCE:**

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

Brian M. Schultz,  
Secretary  
June 13, 2017