

BOARD OF FIRE COMMISSIONERS
DeWITT FIRE DISTRICT
DeWITT, NEW YORK

July 25, 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 June 17th and July 11th meetings. All Commissioners present voting in the affirmative. Motion approved.

Reports of Officer's: Chief Green reported that he will be meeting with local NYS Senate and Assembly representatives in the coming weeks to begin the discussion of a regional joint training tower for DeWitt and neighboring departments.

Treasurer's Report: Mr. Pilon reported that the YTD Financials and YTD Overtime Reports were sent 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 checks (31230-31244), transfers and ACH's amounting in total to \$114,253.26. Also, pending checks (#31245 – 31270) and ACH amounting in total to \$91,481.20. All Commissioners present voting in the affirmative. Motion approved.

Bank Reconciliation: Motion made by Mr. Karoglanian, seconded by Mr. Diamond, to approve the bank reconciliations for June 2017. All Commissioners present voting in the affirmative. Motion approved.

Correspondence:

- Rotary District 7150, Re: Building Use
- DeWitt Rotary, Re: Building Use

Response Statistics:

Year-To-Date Response Stats:	DATE	GENERAL	E.M.S.	TOTAL
	06/30/2017	349	541	890
	06/30/2016	349	583	932

Training Requests:

<u>NAME</u>	<u>EVENT</u>	<u>LOCATION</u>	<u>COMP</u>	<u>AMT</u>	<u>BOARD</u>
Pienkowski	MTO/MFI Update	Oriskany	\$400	\$0	AD/KK

COMMITTEE REPORTS:

Apparatus and Equipment: Chief Green reported that E8 will be out of service and heading to Allied Spring for axle and suspension work.

Buildings and Grounds: Chief Green reported BerNational has completed the key fob upgrade, they will be working on the closed circuit cameras next. Also, CNY Security has completed the installation of the new Wi-Fi access points.

Finance: None

Long-Range Planning: No report

Personnel/Staffing: No report

Legal: No report.

OLD BUSINESS: None

Captain Position:

Mr. Schultz reviewed that the Chief had submitted a potential schedule for the newly appointed Captain. The schedule proposed would be working 12 hour shifts with two on, two off, three on and four off. The Chief also delivered, prior to the meeting, a detailed plan for the new Captain. A motion was made by Mr. Diamond and seconded by Mr. Karoglanian to authorize the District Secretary to begin the canvass process to fill the vacant Captain position. All Commissioners present voting in the affirmative. Motion approved.

Lieutenant Position:

With the promotion of a Captain, this will leave a vacant Lieutenant position. A motion was made by Mr. Diamond and seconded by Mr. Karoglanian to authorize the District Secretary to begin the canvass process to fill the vacant Lieutenant position should a Captain be promoted. All Commissioners present voting in the affirmative. Motion approved.

NEW BUSINESS:

Building Use:

A motion was made by Mr. Diamond, seconded by Mr. Karoglanian, to approve a building use request from the Rotary District 7150 to use the large conference room on the July 31, 2017 from 6:00PM-8:00PM, with no deposit required. All Commissioners present voted in the affirmative. Motion approved.

Cab Safety Lock:

Chief Green presented a purchase order for a cab safety lock for E1, E8 and T3. This lock is used when repairs are being made with the vehicle cab in the raised position to provide safety to the individual performing the work. This is a sole source purchase from Cook Brothers Truck Parts in Homer NY. A motion was made by Mr. Karoglanian and seconded by Mr. Diamond to purchase the cab safety lock at a price not to exceed \$1,600. All Commissioners present voting affirmative. Motion approved.

Fire Glove Purchase:

Chief Green presented a purchase order for Municipal Emergency Supply (MES) for the purchase of 25 pairs of fire gloves in various sizes. A motion was made by Mr. Karoglanian and seconded by Mr. Diamond to purchase the fire gloves at a price not to exceed \$1,475. All Commissioners present voting affirmative. Motion approved.

Engine 8 Repair:

Chief Green noted in his apparatus report that E8 needed to go to Allied Spring for service. He presented a purchase order for \$1,200 to cover these repairs. A motion was made by Mr. Karoglanian and seconded by Mr. Diamond to authorize the repairs at Allied Spring for up to \$1,200. All Commissioners present voting affirmative. Motion approved.

Turnout Gear Purchase Order Adjustment:

Mr. Pilon noted that the previously approved turnout gear purchase (motion 2/28/17) needs to be amended to include two additional complete sets with harnesses and 15 sets of harnesses for the original PO. A motion was made by Mr. Karoglanian and seconded by Mr. Diamond to amend the 2/28/17 motion to include \$4,148.62 for the purchase of two additional sets of turnout gear including harness and to include an additional \$3,975 for 15 harnesses. All Commissioners present voting affirmative. Motion approved.

Executive Session:

A motion was made by Mr. Schultz, seconded by Mr. Diamond to go into Executive Session to discuss a personnel matter. All Commissioners present voted in the affirmative. Motion approved at 6:24PM.

A motion was made by Mr. Schultz, seconded by Mr. Diamond to return to the General Session. All Commissioners present voted in the affirmative. Motion approved at 7:30PM.

No business was conducted during the Executive Session.

Treasurer Position

The Board reviewed several resumés for the Treasurer position. Interviews were conducted by Mr. Pilon and Mr. Schultz. Upon their recommendation, the Board authorized the hiring of Kerrie Shanahan for the position of Treasurer to commence as soon as possible and with an annual salary of \$35,000 set to increase to \$40,000 after a 6-month probationary period. A motion was made by Mr. Schultz and seconded by Mr. Diamond to hire Kerrie Shanahan as the new District Treasurer. All Commissioners present voting affirmative. Motion approved.

Existing Treasurer Compensation:

A motion was made by Mr. Schultz and seconded by Mr. Diamond to award Mr. Pilon a lump sum payment of \$1,000 (not to be added to salary) as additional compensation for the calendar year 2017. All Commissioners present voting affirmative. Motion approved.

Adjournment:

There being no further business, the motion to adjourn was made by Mr. Diamond and seconded by Mr. Schultz. All Commissioners present voted in the affirmative. Meeting adjourned at 7:33PM.

MEETING ATTENDANCE:

Commissioners: Bronstein (Chair), Diamond, Karoglanian and Schultz (Secretary), Treasurer Pilon, Deputy Treasurer Resch, Chief Green, Lt. Kehoe, FF Pienkowski

Brian M. Schultz,
Secretary
July 25, 2017