

Fly Creek Fire District Board of Commissioners
Monthly Meeting Minutes – DRAFT
Date: Thursday, April 20, 2023, 7:00pm

Present: Pam Deane (PD) (Treasurer), Keith Dickison (KD), Sam Hoskins (SH), Ed Kukenberger (EK), Cassidy Lent (CL) (Secretary), Betty Staffin (BS), Christine Voulo (CV)

Guest: Greg Serio

Public present: Shirley Dickison, Caspar Ewig, Connie Hobbie, Ed Hobbie, Claire Kepner, Doree Baker, Steve Baker, Margaret Wolff, Diane Eldridge, Patricia Schultz, Eileen Kukenberger, Rob Bohm

1. Call to order -7:00pm
2. Pledge of Allegiance
3. Reiterate Open Meeting Policy (when speaking during Public Comment, stand and state your name for the record)
4. Review, correct, and approve minutes
 - a. Motion to accept minutes as written made by KD, seconded by BS; passed and approved by all commissioners
5. Correspondence – CL
 - a. Bank of Cooperstown sent a welcome letter, dated March 15, 2023
 - b. Otsego County Code Enforcement – letter regarding March 20, 2023 inspection of the building; found violations that require corrective action, as follows: “In the following areas the emergency lighting systems and exit lighting would not operate when the test button was pressed. Meeting room, Kitchen, hallway outside offices, hallway to the truck area, and behind the ambulance.” According to the letter, these violations need to be addressed within 30 days of receiving the notice. After repairs have been completed, a re-inspection will be necessary.
 - c. David Denniston email – see Appendix A
6. New funds have been established at the Bank of Cooperstown
 - a. Unmingled moneys and have created a new spreadsheet
 - b. Initially planned to have five funds, but decided to not do a money market account; state comptroller doesn’t like there to be money sitting around, so capital reserve funds are probably a good idea; will have to make a referendum to vote on in the fall

7. Treasurer’s Report – PD

a. Payment of bills

The D’Amato Law Group (legal fees)	\$2,500.00
Sunny Webshops (misc)	20.00
Pam Deane (building maintenance)	36.95
Used Town of Otsego tax exempt number	
Hughson & Benson (insurance)	1,150.00
Superior Plus (heating fuel)	1,077.79

Royal Ford Motors (truck maintenance)	20.00
Spectrum (cable)	137.97
Tri-County Communications (communication equipment)	154.00
Jamie's Truck Service (truck maintenance)	3,728.02
Stryker (EMS)	1,471.35
(5-year maintenance)	
Town of Otsego (truck fuel)	386.90
MES (fire and safety equipment)	692.50
Putnam Pest Control (building maintenance)	35.00
Airgas (EMS)	64.01
Image Trend (EMS)	1,060.90
Edward Kukenberger (misc)	125.00
<u>TOTAL</u>	<u>\$12,660.39</u>

Bills received day of meeting – These will show up on next month's report

Superior Plus	\$1010.77
Jamie's Truck Service	20.00
Morris Crocker	855.95

b. Report

Balance forward	\$431,911.88
<u>Bills paid</u>	<u>12,660.39</u>
Current balance	\$419,251.49

Spreadsheet handed to commissioners

- c. Motion to accept report made by KD, seconded by EK; passed and approved by all commissioners
 - d. Motion to pay bills made by BS, seconded by KD; passed and approved by all commissioners
8. Chief's Report – Chief Voulo
- a. Question about the truck maintenance and equipment fund – would like to know if that includes Jamie's fixing of 0514; Chief was not given the bill and would like a copy for the truck files
 - b. March calls – Fire 4, EMS 12 toned calls (7 in Fly Creek, 3 Cooperstown, 1 Richfield/Schuyler Lake, 1 Plainfield; Responded to 2 in Fly Creek)
 - c. Training sessions in March – Hose handling and advancement
 - d. Richard Colby passed practical EMT course, sitting for written exam
 - e. Waylon Cassell and Shean Robinson are in BEFO class
 - f. Fire extinguishers and kitchen system were serviced
 - g. Building was inspected with some minor repairs to do to exit lighting – violations read during correspondence
 - h. 75th Anniversary Parade will be on Saturday, September 9 at 11:00am

- i. Firefighter Dani Dayton to be reimbursed for half the amount of Wilderness First Responder training class out of Chief's training budget (need approval for \$362.50)
 - i. She and Chris Kegelman will pass on knowledge to others in the company
 - ii. Motion to pay \$362.50 to Dani Dayton out of Chief's training budget made by KD, seconded by CV; passed and approved by all commissioners
 - j. Morris Crocker Fire end bill needs to be paid for boots and safety harness for gear (\$517.20 and \$338.75 for a total of \$855.95)
 - k. Approval of fire chiefs – will be covered in new business
 - l. Question to the Chief from SH about whether the boiler person had been in touch. The Chief replied that he had not been, so this is something that still needs to be taken care of.
 - m. Auxiliary – no one wanted to take leadership role for the group so they voted to disband. Auxiliary members will still be part of company but no leadership roles.
 - n. No motion made to accept report
9. Equipment Engineer Report – Chief Voulo
- a. 0514 – springs fixed and truck inspected and serviced
 - b. All others (except for 0513) inspected and serviced
 - c. 0513 to be inspected and serviced this month; Chief will take to Royal Ford Motors
 - d. Extrication tools were serviced
 - e. Motion to accept report made by CV, seconded by EK; passed and approved by all commissioners
10. EMS Report – Patricia Schultz
- a. Toned calls in Chief's Report
 - b. Election of officers
 - i. Captain – Patricia Schultz
 - ii. 1st Lieutenant – Chris Kegelman
 - iii. Secretary/treasurer – Pam Deane
 - c. Motion to accept report made by KD, seconded by BS; passed and approved by all commissioners
11. Fire Police Report – EK
- a. John Phillips at the Fire Advisory Board meeting
 - b. May 11th is the next meeting, held at EOC; will discuss threats, guns, etc.
 - c. Motion to accept report made by CV, seconded by KD; passed and approved by all commissioners
12. Auxiliary Report
- a. No report
13. Old Business
- a. Heating system
 - i. Trying to figure out how to heat the building
 - ii. CV had gotten a quote from Boss Heating and Cooling last year; can bring the quote to next meeting and can ask for a new quote
 - iii. CV asked if there is something in the budget for this

- b. Policies are being reviewed and updated with advice from Mr. Serio
- c. Email for FCFD commissioners .gov
 - i. SH still working on this
 - ii. Filled out necessary paperwork, sent back saying they needed corporation letter that states that board of fire commissioners/fire district is a government entity
 - 1. Found a company letter, but not one for the district
 - 2. SH asked if it's with the town
 - 3. Mr. Serio said it could be or that one could be created saying it was formed on an established date
- d. Legal Counsel: Mr. Serio is on retainer for one year
- e. Truck inspection/Maintenance
 - i. Covered in Chief's Report
- f. Inventory Committee
 - i. SH found an inventory from 2010 in the district's cabinets
 - ii. Chief Voulo stated that one was done in the last year or two and that the company is in the process of doing one now, but it is time consuming; done in conjunction with hose testing
- g. Status of side by side
 - i. In transit
 - ii. Registration already paid for
 - iii. Chief Voulo was unsure as to what was decided about insurance. The type of agreement would have to be specific to protect both the company and district. Mr. Serio agreed to help the district write up a use agreement.
- h. Audit? Use NYS Comptroller work sheet? Melissa Fuller
 - i. SH thought that the commissioners could do the audit with the worksheet and a little outside help
 - ii. The commissioners came to a consensus that none feel confident doing this, nor have the time
 - iii. CV stated that she feels they should use someone outside the district and not connect to the district in any way, past or present, to assist.
 - iv. Motion to proceed with asking Melissa Fuller to give a quote for an audit made by KD, seconded by EK; discussion from BS and Mr. Serio about doing a financial review instead of an audit, but should still be an independent person; motion amended to ask Melissa Fuller to give a quote for a financial review; passed and approved by all commissioners
- i. Electronic Sign board
 - i. Holding on this
- j. Security camera system
 - i. Installed in February 2021 after items went missing
 - ii. SH stated that he could find no discussion on this and that there have been numerous complaints about being taped, especially with audio
 - iii. SH would like commissioners to have access to recordings

- iv. Chief Voulo and 1st Assistant Chief Kantor agreed to give commissioners access to recordings
 - v. After much discussion, Mr. Serio suggested that the commissioners develop a policy to cover the use of the cameras, access to the recordings, placement of the cameras, etc. He offered to work up a policy for the commissioners to review. Suggested the Company create a policy, as well.
- k. Parade
- i. Addressed in Chief's report
 - ii. Can put another meeting together with officers and commissioners to work on this
 - iii. Currently working on parade route, so if there are any ideas, please let the Chief know
- l. Wood
- i. Chief asked if EK's friend would still like it. If so, he's free to come by and take it.
 - ii. Steve Baker to take care of Christmas tree
- m. Access of district to company records
- i. Discussion about the commissioners' access to company records and how to go about being able to see these.
 - ii. After much discussion, Mr. Serio suggested establishing a policy in which the Chief would be the custodian of records and work with the district to provide the commissioners access to the necessary paperwork they wish to review. By law, the Chief is the only person allowed access to HIPPA files. There does need to be a level of control and protection of these records.
 - iii. Mr. Serio offered to work up a policy in which there would be very limited access to the records, but one that allowed the records to be shared with the commissioners.

14. New Business

- a. Request for tables and chairs made by the Staffins
 - i. Chief Voulo stated that these are company property and this request would normally go through the company, per their policy. However, given the timing of this request, Chief Voulo gave approval.
- b. Appoint Meg Kiernan as deputy Treasurer
 - i. Motion to appoint Meg Kiernan as deputy Treasurer made by KD, seconded by EK; passed and approved by all commissioners
- c. Approve purchasing a bond the name of both the Treasurer and Deputy Treasurer
 - i. Needs to be a bond instead of insurance policy; this is in the process of being switched; will be an additional \$25
 - ii. The below motion/resolution needs to be filed with town
 - iii. Motion to purchase bond in the name of Pam Deane in the amount of \$300,000 by the Hughston-Benson Agency for the remainder of her term

- (one year and 8 months) and to purchase another bond in the name of Meg Kiernan in the amount of \$300,000 by the Hughston-Benson Agency for the remainder of the current year made by KD, seconded by BS; passed and approved by all commissioners
- d. Approve the Fire district to use a proxy vote at the AFDSNY Annual Meeting
 - i. Mr. Serio stated that the commissioners need a motion/resolution to approve the fire district supporting the use of proxy voting at the annual meeting
 - ii. Motion to approve the fire district supporting the use of proxy voting at the annual meeting made by BS, seconded by EK; passed and approved by all commissioners
 - e. Name a commissioner to cast the proxy vote at the AFDSNY Annual Meeting
 - f. Approve the commissioners and the secretary and treasurer to attend the AFDSNY meeting if they are able to have time away from work
 - i. No motion made
 - g. Fly Creek Fire District Board of Commissioners' Secretary
 - i. Mr. Serio stated that the law requires that a letter go from the secretary of the fire company to the secretary of the district, and as the secretary for both is the same person, there could be a possible conflict of interest/issue of maintaining proper records
 - ii. SH stated that Claire Kepner has volunteered to be the secretary and that he has heard that she has secretary training
 - iii. KD stated that something should change if there is a conflict of interest
 - iv. After being questioned if the board can do this, Mr. Serio stated that they can because the position is appointed and that the secretary can resign with letter or verbally at this meeting
 - v. CL resigns
 - vi. Motion to accept CL resignation made by KD, seconded by BS; EK and SH voted aye, CV voted nay
 - vii. CV asked that CL be paid for time worked and thanked her for her service as secretary to the commissioners
 - viii. Motion to pay CL \$500 (5 months) made by EK, seconded KD; passed and approved by all commissioners
 - ix. Motion to appoint Claire Kepner as Fly Creek Fire District Board of Commissioners' secretary made by KD, seconded by EK; SH and BS voted aye, CV voted nay
 - h. Approval of nomination of chiefs
 - i. Chief – Chris Voulo
 - ii. 1st Assistant Chief – Adam Kantor
 - iii. 2nd Assistant Chief – Henry Hight
 - iv. 3rd Assistant Chief – Leonard Pashley
 - v. Questions for nominees?
 - 1. SH asked if there were any additional plans for the year that the commissioners should know about

2. Chief Voulo stated that they plan to expand dry hydrants, preplanning for building, upgrading gear, newer equipment, hopefully/eventually trucks
 - vi. Motion to approve nominees made by CV, seconded by EK; ayes – CV, EK, BS, SH; nay – KD
15. Public Comment: 3-minute limit
- a. Adam Kantor – Asked why anyone would vote no to the nominees for chiefs; KD did not defend his vote, but will not change it.
 - b. Mr. Serio mentioned that a ruling out of the Court of Appeals “does not authorize a claim against a fire district for the negligence of a volunteer firefighter when the firefighter’s actions are otherwise privileged and subject to a heightened recklessness standard under NY Veh. & Traf. Law 1104”
 - c. Doree Baker – In Schuyler Lake, the chief has given to each commissioners’ board, the name, status, training, etc. of each company; each commissioner should have that record so that there is no need for them to go through the company records; also recommends that each commissioner do some firefighter training so that each understands what the company firefighters do; do what they do for 10 minutes
 - d. Connie Hobbie – Would like to second part of what Doree Baker said, about getting a file of materials to the commissioners
 - e. Joan Kegelman – Applauds what the commissioners are doing with capital reserves and treasurer oversight
16. Next meeting: Thursday, May 17 @ 7:00pm
17. Adjournment
- a. No motion made, as commissioners went into executive session
 - b. Public meeting adjourned at 9:13pm

Respectfully submitted,
C. Lent

APPENDIX A

Email from David Denniston to Sam Hoskins, regarding AFDSNY Conference Invitation

Sam,

Each year the state association awards a couple of conference packages to districts that that [sic] are facing some challenges and working hard to implement some changes to our annual conference. Here you can network with fellow commissioners from across the state and join our educational classes on conducting fire business. I admire the work you are doing with your district and nominated the district for one of the awards. The conference is at Turning Stone in Verona on May 17-20. The package includes conference registrations for your board and up to two hotel rooms for the event. Please let me know if this is something you would be interested

in, and who would be attending. I think you and/or the other board members would get a lot out of this event.

Dave

David C. Denniston
Director of Risk Management
McNeil&Co.