

Fly Creek Fire Commissioners Meeting
811 County Route 26, Fly Creek, New York
DRAFT June 15, 2023

Present: Keith Dickison, Sam Hoskins, Edward Kukenberger, Elizabeth Staffin, Pamela Deane (Treasurer), Claire Kepner (Secretary)

Absent: Christine Voulo

Guest: Attorney Greg Serio

Public Present: Shirley Dickison, Connie Hobbie, Edward Hobbie, Margaret Wolfe, Steve Baker, Doree Baker, Patricia Schulz, Harry Winnie, Brandon Brent, Liz Susman, C Kegelman, J, Kegelman

Opening; The meeting was called to order at 7:00 PM and the Pledge of Allegiance was recited.

Minutes: Corrections to the minutes: Under bills paid the amount to Ed Kukenberger was \$19.02 not \$35.00. Then next meeting should have been June not July. Under old business the heating system was put in 1992, not 1972, and in the cameras section the motion should read committee not committed.

A motion to accept the minutes with noted correction was made by Keith Dickison, second by Betty Staffin and approved.

Correspondence: The secretary wrote a letter to David Denniston from AFDSNY, thanking him for arranging the scholarship to the organizations conference in May for the commissioners, secretary and treasurer.

Treasurers Report:

Total Remaining Budget \$124,282.79 **Total spent** \$67,795.21

Motions to accept were made by Betty Staffin and Ed Kukenberger and all approved.

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|--------------|---------------------|------------|
| Bills | Westlake Ace | \$70.85 |
| | Hughson & Benson | \$6.00 |
| | Morris – Croker | \$1,251.81 |
| | Town of Otsego | 221.34 |
| | Yorkville Battery | \$77.00 |
| | Putnam Pest Control | \$35.00 |
| | Spectrum | \$137.97 |
| | Christine Voulo | \$216.75 |

During the review of the bills delivery of packages was brought up. Packages should not be sent to personal address's .This is strongly advised by AFDSNY and our attorney Greg Serio. .Arrangement will be made for UPS, Fed Ex, and other carriers to deliver to the copy shop and signed for. The commissioners will need to have a list of members who will pick up those packages.

A motion to have the Copy Shop accept the deliveries, if they will, was made by Keith Dickison, second by Ed Kukenberger and approved unanimously.

A motion to accept the treasurer's report was made by Keith Dickison second by Ed Kukenberger, and approved.

Sam Hoskins made the motion to pay the bills, second by Betty Staffin and approved.

Chief's Report: Adam Kantor read both the Chief's and Engineers reports

1 – May Calls – Fire 1, EMS 10 toned calls responded 1 in Fly Creek.

2- Training sessions will be set up for the next six months for Tuesday nights excluding Company night.

3- Danielle Dayton and Connor Voulo will be attending NYS Chief's convention for 8 hour hands on live burn class.

4- UTV has arrived and needs to be insured.

5- 75th Anniversary parade committee meeting being held on Thursday 6/22 at 7 PM. Commissioners are welcome to attend.

6- Cameras are being removed from meeting hall and office and being installed in the truck room. Commissioners will have access to view on their phones shortly after moving cameras.

7- Anthony Montesano resigned and new member Brandon Brent was elected into membership.

8- Chief needs authorization to purchase locking metal cabinet to put in Chief's office to lock up pagers, equipment etc. Cabinet cost \$500.00- \$600.00.

9- District needs to reimburse Company for two registration fees for Connor and Dani's Training at NYS Chief's convention for Total of \$690.00.

Engineers Report: 1- 0514 two valves stuck in open position (still not fixed)

2- Possible air leak in 0514. Cannot plug in because on board air pump keeps running.

3- Pump testing was completed and awaiting results.

4- First Due Engine 0512 has water leak and tank cannot hold water. Fire<atic (Pierce Dealer) is ordering parts. 0512 has manpower only as has no water in the tank.

Questions about replacement of trucks were discussed. Adam Kantor said the company has a truck replacement committee.

Motions to accept the Chief's report were made by Ed Kukenberger and Keith Dickison and passed.

Keith Dickison made a motion to accept the engineers report, second by Ed Kukenberger and approved.

EMS Report: Patty Schulz reported a renewal of the contract with Bassett is being worked on. Working with the County Ambulance is a toss-up.

Discussion of billing insurance for calls was discussed. Billing requires Electronic Medical Record which is cost prohibitive.

The report was accepted after motions from Betty Staffin and Ed Kukenberger.

Sam Hoskins questioned the lack of physical from 4 members that are required on a report he had from the chief. Greg Serio mentioned the Board needs a statement from the Chief that background checks and physicals have been done for members. He also wanted to know what prior experience they have. Adam indicated that members have a year to complete the physicals.

Brandon Brent was accepted as a firefighter after a motion from Keith Dickison and Sam Hoskins was unanimously approved.

Fire Police Report: Ed Kukenberger stated there was no report.

Auxiliary Report: No report

**Old Business:
Policies**

- ❖ There is a policy manual with five policies: Sexual Harassment, Procurement, Public Comment at Meetings, Code of Ethics, Anti Hazing, and Whistleblower. . A motion to formally accept all the policies mentioned at this public meeting was made by Keith Dickison and second by Betty Staffin. All present approved this motion.
- ❖ Keith Dickison made the motion to accept the Record and Retention policy. The policy states the Chief and the Chair are the only people to have access to it and the Chief is the only one with access to the HIPA records. Second by Ed Kukenberger and approved unanimously.
- ❖ Mr. Serio suggested combing sexual harassment, hazing and other types of harassment and includes all those on the property. He will work on this policy and will have it next month.

Keith Dickison made a motion to combine the policies on sexual harassment and activity o the District property. Second was made by Sam Hoskins and approved.

- ❖ A draft of a Building and Use policy was passed out and to be voted on at the next meeting.
- ❖
- ❖ Mr. Serio spoke with Mr. Hannigan, the company's attorney and Mr. Hannigan is to propose something about the use of the UTV. Since it is owned by the company and the district is liabel for anything that happens with its use a lease agreement is needed to be in place before it goes into service. They are working on an agreement.

Executive session

- ❖ The minutes of the executive session held at the last meeting of May 17th were presented and included in the minutes.

❖ **Building and Grounds**

Sam has had 3 contractors give evaluations about the heating. To date \$8827.00 has been spent on heating oil and the boiler is at only 70% efficiency. Suggestions were to replace heating and hot water with propane. Two estimates have not been received.

Norton estimated \$7500.00 to replace heating system in basement. A mini split or the meeting room and office would be approximately \$10,500.

Since we are a government agency we have to pay prevailing wage unless it is a sole provider doing the work themselves. It still has to go out to bid.

The well has been found and the location of the septic system is unknown. Bruce hall has a camera that can locate it. Estimated cost is Between \$500.00 and \$600.00. No other vendors are available. Motion to proceed was made by Hoskins, second by Staffin and approved by all. Will schedule Bruce hall.

Cameras – Adam Kantor reported an inventory of equipment is being done. The board has to approve getting rid of old equipment...

Email – Sam Hoskins is still working on it.

Office Access. - A discussion was had regarding building and office accessibility by the commissioners. This is addressed in the approval of the Records Policy and the approval of the motion to grant office to the commissioners.

Mr. Kantor wanted approval to purchase a locking file cabinet.

Mr. Hoskins contacted ADT and they went through the building and are putting together a proposal including cameras in and out of the building and a fire alarm system. Mr. Serio suggested that FOBs be used for access.

❖ The chair expressed thanks to Christine Voulo for getting and taking care of the flowers outside the building.

❖ Pam Deane was thanked for cleaning the building as a volunteer.

Access to Office and Records

Keith Dickison made a motion to have the company's access code to the office within the next week. The motion was second by Ed Kukenberger and unanimously approved.

Keith Dickison made a motion to get access to cameras within one (1) week. Betty Staffin second the motion which was unanimously approved.

New Business

A question of who is an active firefighter came up and Adam said anyone on the list is active.

No new business.

Public Comment:

Ed Hobbie suggested that when the septic is found a riser should be put on it not only for identification but also for cleaning.

Next Meeting July 20, 2023 at 7PM

Respectfully Submitted

Claire Kepner