Fly Creek Board of Fire Commissioners Monthly Meeting

Date: October 13, 2022

Present: Pam Deane (Treasurer), Henry Hight, Adam Kantor, Joan Kegelman (Chairperson), Cassidy Lent (Secretary), Lenny Pashley, Vincent Ruggiero (Vice Chairperson), Betty Staffin, Chris Voulo, Christine Voulo, Gary Wehner

Guest: Terence Hannigan

Meeting called to order at 7:00pm

Pledge of Allegiance

Public Comments

John Phillips asked that public comments occur at the beginning of the meeting, but that there also be a Q&A session at the end of the meeting related to that month’s agenda. He is also in favor of elections over appointments, so that taxpayers can weigh in.

Claire Kepner also requested that comments be at the end of the meeting. She also found Zoom meetings to be difficult.

Connie Hobbie seconded what John Phillips said about the public comments.

Reading of September Minutes: Cassidy Lent

Revision from June to August in reading of minutes section

Motion to approve minutes made by Joan Kegelman, seconded by Vincent Ruggiero, approved and passed with above correction

Correspondence

None

Treasurer’s Report: Pam Deane

Bills & Transfers

There was a discussion about the state of the budget and what money remains for the rest of the year. It was determined that Joan Kegelman and Pam Deane will meet at some point to go over the numbers.

No motion was made to accept the report until it is determined where the discrepancy is.

Bills

Timberworks (building maintenance) $850.00

Airgas (EMS) $129.36

Spectrum (cable) $7.99

Putnam Pest Control (building maintenance) $70.00

Westlake (building maintenance; no statement - only invoices) $77.86

Kelly Steele (building maintenance) $125.00

Bound Tree (EMS) $167.19

Town of Otsego (truck fuel) $378.94

Church & Scott (EMS) $96.14

Henry Hight (mileage reimbursement, two round trips to Whitesboro) $82.50

Lenny Pashley (brought back 0511, was almost out of gas) $50.00

Lenny Pashley (urinal flush valve) $97.20

– sales tax on invoice from Home Depot ($7.20)

JK will try to establish an account with HD or Lowes next time in Oneonta

Morris-Croker LLC (safety equipment; turn out gear – 2 sets) $5,393.40

Firematic Supply Company (truck repair; for 0511) $14,835.71

Pam Deane requested permission to transfer more money for next month’s bills. Joan Kegelman asked that the board hold off until the discrepancy is figured out. It was determined that there was enough money to pay the bills without the transfer at this time.

There was also a question about the McQuade and Bannigan check. This will be looked into further.

Chief’s Report: Chief Voulo

1. September calls – Fire 3, EMS 15 toned calls (7 Fly Creek, 4 Cooperstown, 2 Richfield Springs/Schuler Lake, 2 standby). Responded to 1 Fly Creek, 1 Richfield Springs
2. 0512 would not start on Wednesday, October 12 for vehicle fire
3. Vehicle extrication drill with Fire and EMS this past month. Planned air bag drill for October 24.
4. Phones in firehouse – taken care of – Adam Kantor will be calling Spectrum tomorrow to come down
5. New member joined department for Fire/EMS.
6. Two members currently enrolled in Basic EMT training and one member taking AEMT training class
   1. Betty Staffin questioned whether new members have to be approved by the board. Mr. Hannigan reported yes, that’s true. He suggested a blanket resolution to accept all previous members and then for the board to follow the procedure of each new member of fire to come before the board for approval.
7. 0511 back in service
8. Truck repairs
   1. Due to age and neglect, the vehicles are falling apart – no lift to get trucks up, not inspected properly
   2. Joan Kegelman asked about the present condition of the trucks. Chief Voulo reported that most are fine, but all are getting old. We are doing what we can for now until we can come up with a plan.
9. EMS report – see above
10. Fire police – met on September 15, meeting on November 10 (food provided) – thanks to those who helped with Sunday event
11. Auxiliary – going to have a meeting on Monday, October 17 – Elizabeth Susman
    1. Meeting with Chief Voulo

Old Business: UPDATES

1. Crash bar – Gary Wehner reported that he was able to get estimate from New Hartford Safe and Lock ($1,967.00). As for replacing front door, it was suggested that we sand bottom of current door, paint, and install diamond plate steel. All doors would still get new crash bars. Motion made by Joan Kegelman to schedule a visit with New Hartford Safe and Lock, seconded by Christine Voulo, passed and approved.
2. Septic – Christine Voulo reported that only Green Pines responded for an estimate request. She has not heard back from other two copies. It was recommended that someone reach out to Dave Bassler. Gary Wehner offered to do this.

New Business

Resolution pursuant to town law 176-b to approve active firefights, EMS, and fire police of the Fly Creek Fire Company LLC as active district firefighters effective this date

Vincent Ruggiero made the motion, seconded by Betty Staffin, approved and passed

There was a discussion about the long-term financial plan for fire district. Joan Kegelman would like to, going forward, take balance of funds unspent and put them into reserve fund that has allocations for equipment, apparatus, capital improvements, and repair. She would then like an operating account with interest so we are not co-mingling money. She would like to take $50,000 from the money market account and establish the initial $50,000 that Margaret Wolfe decided to start. Those funds were to be taken only if there were extra funds available in the budget. The budget did designate certain funds to go there and then going forward any other money carryover would go here.

Chief Voulo reminded the board that major things were fixed on 0512, however, there are more repairs to be done. They held off due to lack of funds and time.

Joan Kegelman stated that there are excess funds from previous years in the money market account and would like to put these in the truck replacement fund so that the money is there for a truck. Currently working with NBT Bank about a municipal bond. These are all initial steps, as the board wants to be ready when the time comes.

Henry Hight stated that trucks can be leased. Joan Kegelman will look into any and all options to get the company what it needs. All options are on the table unless Mr. Hannigan advises against it.

Gary Wehner reported that, for this fiscal year, most grants are closed. Applications will reopen early next year. Need to be ready to go, as applications open and are awarded around the end of the first quarter/start of second quarter. Congressionally directed spending is an option. In the early process with all this, still lots of research to do.

Betty Staffin, after looking at these bank statements, asked why Christopher Kegelman’s name is on them? Chris Kegelman reported that there had been some mistake with the system and that the Cooperstown branch of NBT Bank is looking into it.

There was a discussion about the furnace. Henry Hight had to reset the system. It was decided that Vincent Ruggiero would call A to Z Indoor Comfort in Fort Plain to come service it, as they have done so in the past.

The board then spoke about the procurement policy, which they will be getting to Mr. Hannigan. He suggested the board use worksheets and different colored paper to differentiate between other material. All of this material (estimates, worksheet, voucher, invoice, receipt, check) would be in the treasurer’s file. There was a question about the number of estimates the board needs to obtain. Mr. Hannigan said the general rule of thumb was that, up to $3,000, you need three verbal quotes, if you can get them. Two is fine, as long as you try to get three. Ultimately, all of this information needs to end up in the policy.

Dates of future meetings

November 10

December 8

Q&A

No questions, but thanks from the group for doing questions at the end of the meeting.

Motion to adjourn meeting at 8:20pm made by Joan Kegelman, seconded by Vincent Ruggiero, approved and passed.

Respectfully submitted,

C. Lent