

**PRELIMINARY  
MINUTES OF THE REGULAR MEETING**  
August 24, 2021

Commissioner Westmiller called the regular meeting to order at 7:03 p.m.

**ATTENDANCE:**

**COMMISSIONERS:**

Katherine Anderson  
Kevin Faehndrich (absent)  
Anna Finley  
Joe Freedman  
Wayne Westmiller

**OFFICERS:**

Deanna Bowles, Treasurer  
Sharon Gaden, Secretary, Deputy Treasurer  
John Gaden, Danby Fire Chief  
Scott Wendt, West Danby Fire Chief (Absent)  
Ken VanEtten, West Danby 1<sup>st</sup> Asst. Chief  
Peter Goodman, Danby 3<sup>rd</sup> Asst. Chief

PUBLIC: NONE

**Pledge of Allegiance**

**Minutes:** Commissioner Finley moved to approve the minutes of the August 10, 2021 regular meeting. Motion seconded by Commissioner Westmiller. Motion carried 4 yes 0 no.

**Treasurer's Report:**

- Reconciled CCTC Bank Statement
- Reports of Securities Pledged for the Danby Fire District received from TTC and CCTC
- All accounts have been reconciled
- Emailed Financial Reports for 7/31/21 to Commissioners, Secretary and Chiefs.
- Emailed Equipment & Fuel Reports to Chiefs
- Moved \$1500 from Contingency to A3410.1-100 as approved in June for custom hose reel
- Check 3964 in the amount of \$32420.65 was written to Jason K Demarest and should have been written to McPherson Builders, Inc. This was approved on Abstract 8, Claim 172. My error. This has been re-written to McPherson Builders, Inc..
- Pre-approvals and transfers have been updated and 2021 Budget increased to \$615232.16
- OGS Quarterly Update July 2021 received and forwarded to Commissioners, Secretary and Chiefs
- SAM registration renewed to expire February 27, 2022
- Email from Gregory Mattice, Auditor 1 (Municipal), Division of Local Government and School accountability, OSC re: 2020 AUD review with questions. The following changes were made: 1. \$25903 prepaid expenditures was deleted from A917 Unassigned Fund Balance and re-entered as A806 Not in Spendable Form. 2. Fixed Assets were reported in the K Fund per our Insero Financial Report. 3. Schedule of Employee and Retiree Benefits were corrected from \$41053 to \$41560. Gregory thanked me for the information and completed his review. A revised copy of the 2020 AUD was received from OSC for the District files, a copy made for the Town of Danby, and both copies will be delivered to the Town of Danby to be date stamped as received
- Budget Worksheets updated to July 31, 2021, and copies available for the August Budget Meeting

Commissioner Westmiller moved to accept the Treasurer's Report. Motion seconded by Commissioner Freedman. Motion carried 4 yes 0 no.

**APPROVAL OF BILLS:**

Commissioner Finley moved to pay the vouchers as audited and approved on Operating Account Abstract 8, claims 176-182 in the amount of \$31,809.24. Motion seconded by Commissioner Westmiller. Motion carried 4 yes 0 no.

**Communications:**

- Email from AFDSNY regarding Coffee with Commissioners program change
- Email from PERMA "Can you hack it" webinar
- Email T-Mobile Connecting Heroes Program & Promotions – forwarded to Com. Faehndrich
- NYS Archives email
- AFDSNY – August/September 2021 Fire District Affairs (emailed to everyone)
- Email from PERMA – PESH Safety Awareness Training (forwarded to Chiefs)

## **CHIEF'S REPORTS:**

WDFC: (1<sup>st</sup> Asst. Chief VanEtten)

- No written report for July was received
- Commissioner Westmiller reported T. Monroe-Griffin has received medical clearance from Occustar and may return to active duty.
- A. Griffin and T. Monroe-Griffin request to take EMT original course at EM Star in Chemung County. Discussion held.
- Discussion held on status of EMS supplies pre-approved, Treasurer needs vendor to encumber the pre-approved \$1,000.00.
- New fuel pump purchased and installed. Filter with new pump needs to be returned and correct one purchased. New printer purchased and installed. Spark plug purchased from Napa.
- Discussion on hose reels for airlines and if they will need to be purchased – Com. Westmiller will check on this
- Area for new flagpole was marked
- Light on side of station is broken.

Commissioner Westmiller moved to accept training request for A. Griffin and T. Monroe-Griffin pending receipt of registration fee amount, when due, whom it is paid to and confirmation of enrollment. Commissioner Anderson seconded. 4 yes 0 no. Carried.

DVFC: (Chief Gaden)

- T. Lazcano request to take BEFO course in Tioga County in Newark Valley. Discussion held
- MSDS notebooks ordered through Grainger
- Overhead Doors of Cortland cost to date is \$494.08 to fix truck bay door. Received 3 proposals from them for additional work to have all overhead truck bay doors upgraded. Discussion held
- Light in vestibule not working and Secretary asking to have light switch installed in District Office. Brief discussion held
- Update on flagpoles – will be here tomorrow to take out and install new poles at both stations. Brief discussion held

Commissioner Freedman moved to accept training request for T. Lazcano pending receipt completed training form. Commissioner Finley seconded. 4 yes 0 no. Carried.

## **COMMITTEES:**

PURCHASING: NONE

BUILDING/GROUNDS:

- Commissioner Westmiller reported on the status of the West Danby Renovation Project: signed contract with SJB Services Inc. to have construction material testing completed.

GRANTS:

- Commissioner Anderson reported that no AFG grants for apparatus or equipment have been issued yet and will keep checking.

INSURANCE: NONE

TECH: NONE

TRUCKS:

- Received following bids for Annual Hose, Ladders, Pumps and Hard Suction Testing from:
  - Federal Safety Equipment – declined to bid
  - Waterway/Bonnie Vale, Inc. – Hose: \$4,043.00; Ladders: \$552.50; Pumps: \$1,100.00; Hard Suctions: \$750.00 Total: \$6,445.50
  - Ward Apparatus – none for hose, ladder or hard suction. Pumps: \$1,312.00

Commissioner Freedman made a motion to accept the proposal from Waterway/Bonnie Vale, Inc. for \$6,445.00 for all hose, ladder, pump and hard suction unit testing. Commissioner Anderson seconded. 4 yes 0 no Carried.

- Received bids for Annual Trucks and Pumps Preventative Maintenance from:
  - Wards Apparatus: Total - \$4,680.00
  - JPB Fire Services, Inc. – declined to bid this year
  - Waterway/Bonnie Vale, Inc. - \$5,289.05

Commissioner Westmiller made a motion to accept the proposal from Wards Apparatus for \$4,680.00 for annual preventative maintenance of trucks and pumps for \$4,680.00. Commissioner Finley seconded. 4 yes 0 no Carried.

**TOWN BOARD:**

- Commissioner Freedman reported may not get reimbursement from Town for flagpoles and flags until 2022.

**RECORDS:**

- 2021 Physical cards and notebook were received and are being distributed to members
- LENS report on West Danby member

**POLICY:**

- Commissioners Finley and Anderson reported they met with the Chiefs and Secretary prior to tonight's meeting and will be sending a draft of new substance abuse policy out for Commissioners to review.

**MEMBERSHIP/TRAINING:**

- Discussion held on who still needs a physical.

**LONG RANGE PLAN:**

- Commissioner Freedman reported it will be worked on after proposed budget is approved

**AUDIT: NONE**

**BUDGET:** workshop after meeting

**OLD BUSINESS:**

- West Danby Bylaws

Commissioner Westmiller made a motion to approve West Danby's revised Bylaws. Commissioner Freedman seconded. 4 yes 0 no Carried.

- Treasurer position discussed. 2021 Salary will need to come out of contingency account.

Commissioner Westmiller made a motion to offer the position of treasurer in 2022 and deputy treasurer starting 09/01/21 to 12/31/21 to Linda Fetherbay. Commissioner Finley seconded. 4 yes 0 no Carried.

**NEW BUSINESS: NONE**

**PRE-APPROVAL OF PURCHASES:**

Commissioner Westmiller made a motion to approve up to \$1,000.00 for SJB Services, Inc. to do construction material testing on the West Danby renovation. Commissioner Finley seconded. Motion carried 4 yes 0 no.

Commissioner Westmiller made a motion to approve up to \$300.00 for the purchase of 1 helmet and 1 helmet front piece from LaFrance, requested by Chief Gaden. Commissioner Finley seconded. Motion carried 4 yes 0 no.

Commissioner Westmiller made a motion to approve up to \$1,281.18 for Overhead Doors of Cortland to repair the truck bays at Danby Station, request by Chief Gaden. Commissioner Finley seconded. Motion carried 4 yes 0 no.

Commissioners by email and then by signing Abstract 8 approved the payment of NYS Division of Homeland Security and Emergency for the premium and interest payment of \$19,244.14.

Commissioner Anderson made a motion to approve the \$6.00 paid to Napa for the spark plug. Commissioner Finley seconded. Motion carried 4 yes 0 no.

Commissioner Westmiller made a motion to approve up to \$300.00 requested by 1<sup>st</sup> Assistant Chief Ken VanEtten to repair outside light at the West Danby Fire Station by Dick Westbrook. Commissioner Finley seconded. Motion carried 4 yes 0 no.

Commissioner Freedman made a motion to approve up to \$250.00 requested by Chief Gaden to repair light in vestibule and change the light switch in the District Office by Dick Westbrook. Commissioner Anderson seconded. Motion carried 4 yes 0 no.

**Next Meeting date and time:**

- 09/14/21 regular meeting at 7:00 p.m.

Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Sharon Gaden

Secretary

DANBY FIRE DISTRICT

RESOLUTION TO TRANSFER MONEY FROM  
BUILDING PROCUREMENT, REPAIR AND  
REPLACEMENT CAPITAL RESERVE ACCOUNT  
TO  
WEST DANBY RENOVATION ACCOUNT H3410-9

RESOLUTION 2021-08-10.1

**WHEREAS**, on May 12, 2020 the Board of Fire Commissioner for the Danby Fire District adopted Resolution 2020-05-12.3 to authorize the transfer of not more than \$180,000.00 from it Building Capital Reserve Account to the District's General Operating Account for West Danby Building Renovation.

**WHEREAS**, the Danby Fire District has contracted with McPherson Builders, Inc. to do the renovations related to the West Danby Building Renovation.

**WE RESOLVE** to transfer \$32,420.65 from Building Capital Reserve Account to West Danby Renovation Account H3410.9 to pay Application and Certification for Payment No. 21-104-001 to McPherson Builders, Inc. in relation to renovations completed to date on the West Danby Renovation Project.

**WE FURTHER RESOLVE** to modify the 2021 Budget to include the sum of \$32,420.65 for Application and Certification for Payment No. 21-104-001 to McPherson Builders, Inc. in relation to renovations completed to date on the West Danby Renovation Project.

**WE FURTHER RESOLVE**, with this modification, the 2021 Budget will increase from \$582,811.52 to \$615,232.16.

Commissioner Westmiller moved, Commissioner Faehndrich seconded, and adopted by the following vote:

Commissioner Anderson	Aye
Commissioner Faehndich	Aye
Commissioner Finley	Aye
Commissioner Freedman	Aye
Commissioner Westmiller	Aye

The foregoing resolution was thereupon declared duly adopted and approved by the Board of Fire Commissioners on August 10, 2021.

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Sharon Gaden, Secretary  
Danby Fire District