

**PRELIMINARY  
MINUTES OF THE REGULAR MEETING**  
September 14, 2021

Commissioner Westmiller called the regular meeting to order at 7:00 p.m.

**ATTENDANCE:**

**COMMISSIONERS:**

Katherine Anderson  
Kevin Faehndrich  
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

PUBLIC: NONE

**Pledge of Allegiance**

**Minutes:** Commissioner Finley moved to approve the minutes of the August 24, 2021, regular meeting and the minutes for the budget workshop held on August 24th. Motion seconded by Commissioner Anderson. Motion carried 5 yes 0 no.

**Treasurer's Report:**

- Securities Pledged Report dated 8/31/2021 for the District received from CCTC
  - Received check for \$0.38 from LPL Financial. Investment account closed. Check deposited
  - Reconciled all bank statements dated 8/31/2021
  - Financial Reports as of 8/31/2021 emailed to Commissioners, Secretary and Chiefs
  - Equipment and Fuel Reports as of 8/31/2021 emailed to Chiefs
  - Pre-approvals that require the following increases:
    - Waterway \$623.60 due to increase in estimated footage of hose and ladders
    - VISA for EMS supplies from Amazon \$1.90
    - Ward Apparatus turbo \$1205.40 due to addition of intake pressure sensor installation
  - Called EM Star to verify location for mileage for EMT course requested by Aaron and Tanya Griffin. They never registered but attempted to register after 3 classes were held and registrations were closed.
  - Training still encumbered for:
    - Robert McCray, Vince Brown, Jessie Warner and Jordan Wisley EMT class for \$1275.84
    - Shawn Wendt for EVOC Tioga County \$409.20 (6 classes)
    - Vince Brown, Jordan Wisley, Samantha VanEtten for EVOC Tioga County \$613.80 (9 classes)
    - Samantha VanEtten for Fire Officer 1 \$282.24
- Please note: Mileage is figured from Fire Station to place of training

Commissioner Finley moved to accept the Treasurer's Report. Motion seconded by Commissioner Faehndrich. Motion carried 5 yes 0 no.

**APPROVAL OF BILLS:**

Commissioner Faehndrich moved to pay the vouchers as audited and approved on Operating Account Abstract 9, claims 183-197 in the amount of \$24,212.81. Motion seconded by Commissioner Finley. Motion carried 5 yes 0 no.

**Communications:**

- Email from AFDSNY regarding Mock Commissioner Meeting (forwarded to Commissioners) (2)
- Email from AFDSNY regarding Fire District Tax Cap webinar (forwarded to Commissioners and Treasurer)
- Email from PERMA 9 "Can you Hack it" managers' summit 09/16 at 10:00 a.m. (5)
- Email from Verizon "Insider Edge"
- Email from P. Kresock regarding Danby Trail Race on October 2<sup>nd</sup>
- Email from PERMA on upcoming training schedule for September
- Email confirmation from Occustar regarding confidential letter
- Email from NYS Archives - protecting records

- Email from PERMA 2021 Fall Education Conference NYS Legalization of Marijuana 10/28 and 10/29 (2)
- Email from NYS Archives – newsletter
- Email from Red Cross blood drive – 09/10/21 at Danby Fire Station
- Email from PERMA – ask an expert
- Email from Demandstar – governments advertise their solicitations on 09/15/21
- Email from Attorney Butler with client advisory for Fire District Election

#### **CHIEF'S REPORTS:**

WDFC: (Chief Wendt)

- Written reports for June and July were received. No written report for August was received
- Lori Robbins requested to use the station for Girl Scout meetings, he will obtain insurance binder
- Members T. Coyne, A. Griffin, T Monroe-Griffin, T. Monroe, V. Brown, J. Brown and Sh. Wendt request permission to attend the Fire Police course in Tioga County at the County Safety Building in Owego on Saturdays 11/06/21 and 11/13/21, no registration fee only mileage
- S. VanEtten request permission to attend CFR refresher in Watkins Glen for 22 classes from October 3<sup>rd</sup> to March 22<sup>nd</sup>, need to know if there is a registration fee, books and mileage
- Hose testing was done last week, has 12 lengths of 2.5 inch that failed, will get 3 verbal quotes on cost to replace
- Station renovation has stalled right now, front apron is done but not yet cured.

Commissioner Faehndrich moved to accept request from Lori Robbins to use the station for Girl Scout meetings with proof of insurance. Commissioner Finley seconded. Motion carried 5 yes 0 no.

Commissioner Finley moved to accept training request from T. Coyne, A. Griffin, T Monroe-Griffin, T. Monroe, V. Brown, J. Brown and Sh. Wendt request permission to attend the Fire Police course in Tioga County at the County Safety Building in Owego on Saturdays 11/06/21 and 11/13/21, pending receipt of whom will be driving (members should carpool if possible) number of miles from fire station to class, and confirmation of enrollment. Commissioner Freedman seconded. Motion carried 5 yes 0 no.

Commissioner Finley moved to accept training request from S. VanEtten to attend CFR Refresher class in Watkins Glen between October 3, 2021 and March 22, 2022, pending receipt registration fee, book reimbursement cost and number of miles from fire station to class, and confirmation of enrollment. Commissioner Faehndrich seconded. Motion carried 5 yes 0 no.

DVFC: (Chief Gaden)

- Written report for August was received
- Hailey Forbes would like to use the meeting room on October 8<sup>th</sup> for a pre-wedding party.
- Would like to replace personal fire extinguisher used at car fire last week.
- J. Forbes is requesting to take SCBA Mask Confidence Course at Tompkins Co. DOER, no registration fee and no mileage as he will be using 442.
- T. Lazcano will be taking BEFO in Tompkins County, no registration fee but there will be milage
- Generator needs to be looked at by an electrician as it was discovered during the recent black-out that some of the lights did not come on with the generator. Chief will obtain a quote.
- Vestibule light will be fixed soon.
- MSDS notebooks are in and gave Chief Wendt his.
- October 18<sup>th</sup> is SCBA and Bailout refresher training with Meridian Fire at the County Training Tower
- October 23<sup>rd</sup> is OSHA training for all members, commissioners, secretary and treasurer.

Commissioner Westmiller moved to accept request from Hailey Forbes to use the station on October 8<sup>th</sup> for a pre-wedding party. Commissioner Finley seconded. Motion carried 5 yes 0 no.

Commissioner Freedman moved to accept training request for J. Forbes to attend the SCBA Mask Confidence Course at the Tompkins County DOER pending receipt of completed training form. Commissioner Finley seconded. Motion carried 5 yes 0 no.

Commissioner Faehndrich moved to accept training request for T. Lazcano to attend BEFO in Tompkins County. Commissioner Finley seconded. 5 yes 0 no. Carried.

#### **COMMITTEES:**

PURCHASING: NONE

**BUILDING/GROUNDS:**

- Discussion on emergency shelter and training (tabled)

GRANTS: NONE

INSURANCE: NONE

TECH: NONE

**TRUCKS:**

- Chief Wendt reported 1401 has a pump issue related to relief valves. Will contact Wards Apparatus if annual preventative maintenance is not soon.

TOWN BOARD: NONE

RECORDS: NONE

**POLICY:**

- Draft of Substance Abuse policy was emailed to commissioners and chiefs for review. (tabled to give everyone time to review as well as Attorney Butler to respond to questions)

MEMBERSHIP/TRAINING: NONE

LONG RANGE PLAN: NONE

AUDIT: NONE

**BUDGET:**

- Discussion held on the following accounts:

305 Equipment Maintenance

- 305.1 currently \$5,000.00 increase to \$7,000.00 (includes hard suction units)

A9060.8 Accident and Sickness

- Currently \$1,500.00 increase to \$1,561.00

A9901.9 Transfer to Reserve Accounts

Sub Accounts:

- Apparatus currently at \$10,000.00 increases to \$50,000.00
- Building currently at \$10,700.00 increases to \$35,000.00
- Equipment currently at \$1,000.00 decreases to \$3,000.00

- Proposed 2022 Budget is complete

Commissioner Freedman moved to adopt the Proposed Budget for 2022 of \$567,000.00. Motion seconded by Commissioner Anderson. Motion carried 5 yes 0 no.

**OLD BUSINESS:**

- Commissioner Westmiller will forward his letter of intent
- Commissioner Anderson will forward proposed Danby Area News article and asked the Chiefs to review it
- Received declination email from new deputy treasurer. Position has been posted on Indeed, Human Resource at Cornell and will be in the Ithaca Journal next week.

**NEW BUSINESS:**

- Fire commissioner elections December 14, 2021 – (chairman and at least 2 but not more than 4 elections inspectors, can have alternates this year) if polls are open 6 to 9 then can be as high as \$70/each or if polls open earlier can be as high as \$100.00. Decide on how many and reimbursement amount. October meeting to pass resolution

**PRE-APPROVAL OF PURCHASES:**

Commissioner Faehndrich made a motion to approve up to \$520.800 for 6 portable batteries from Tompkins County 911 Center requested by Chief Gaden. Commissioner Finley seconded. Motion carried 5 yes 0 no.

Commissioner Finley made a motion to approve \$650.00 for OSHA training through Meridian Fire requested by Chief Gaden and Chief Wendt. Commissioner Anderson seconded. Motion carried 5 yes 0 no.

Commissioner Freedman made a motion to approve \$625.00 for SCBA and Bailout Refresher training Meridian Fire requested by Chief Gaden and Chief Wendt. Commissioner Faehndrich seconded. Motion carried 5 yes 0 no.

Commissioner Freedman made a motion to spend up to \$100.00 for the cost of duplicate keys to be made at Ace Locksmith requested by Secretary Gaden. Commissioner Finley seconded. Motion carried 5 yes 0 no.

Commissioner Anderson made a motion to approve an additional amount of \$623.60 to Waterway for the hose and ladder testing, due to there being more hose and ladders than quoted, request by Treasurer Bowles. Commissioner Freedman seconded. Motion carried 5 yes 0 no.

Commissioner Westmiller made a motion to approve an additional \$1.90 to Amazon (visa charge) for EMS supplies, previously pre-approved amount was not enough, requested by Treasurer Bowles. Commissioner Finley seconded. Motion carried 5 yes 0 no.

Commissioner Faehndrich made a motion to approve up to \$250.00 to have Dick Westbrook repair the vestibule light at the Danby Station, requested by Chief Gaden. Commissioner Westmiller seconded. Motion carried 5 yes 0 no.

Commissioner Freedman made a motion to pay \$615.00 to the Ithaca Journal for posting the treasurer's job, requested by Secretary Gaden. Commissioner Finley seconded. Motion carried 5 yes 0 no.

Commissioner Faehndrich made a motion to approve up to \$400.00 for the cost of Election Chairperson and Inspectors for the upcoming Fire District Elections. Commissioner Anderson seconded. Motion carried 5 yes 0 no.

Commissioner Westmiller made a motion to approve \$1,205.40 to Ward's Apparatus for the repair of 1421's turbo, requested by Treasurer Bowles. Commissioner Faehndrich seconded. Motion carried 5 yes 0 no.

Commissioner Freedman made a motion to approve up to \$50.00 for a 5 pound fire extinguisher to be purchased by Chief Gaden to replace his personal one used on the fire scene. Commissioner Faehndrich seconded. Motion carried 5 yes 0 no.

Commissioner Westmiller made a motion to approve the emergency repair of 1401 by Ward's Apparatus, amount not known at this time, requested by Chief Wendt. Commissioner Faehndrich seconded. Motion carried 5 yes 0 no.

**Next Meeting date and time:**

- 09/28/21 regular meeting at 7:00 p.m. is cancelled
- 10/12/21 regular meeting at 7:00 p.m.

Meeting adjourned at 9:12 p.m.

Respectfully submitted,

Sharon Gaden

Secretary