

Monroe Joint Fire District Meeting of June 23, 2016

A regular meeting of the Board of Fire Commissioners of the Monroe Joint Fire District of the Town of Monroe, Town of Woodbury, Village of Harriman, Village of Monroe, County of Orange, in the State of New York was held at the Monroe Joint Fire District Office, 406 N. Main St. Monroe, New York on the 23rd day of June, 2016.

Present: Thomas Sullivan	Commissioner
Thomas Smith	Commissioner
John Centofanti	Commissioner
Peter Scrobe	Commissioner
Frank Simeone	Attorney
Richard Goldstein	Treasurer
Mary Ellen F. Beams	Secretary

Absent: Timothy Carr Commissioner

Audit of Bills

On a motion by Commissioner Scrobe, seconded by Commissioner Smith the following was Adopted Ayes 4 Commissioners Scrobe, Smith, Sullivan, Centofanti

Nays 0

Approval to pay the bills presented to the Commissioners.

Approval of Minutes

On a motion by Commissioner Sullivan, seconded by Commissioner Smith the following was

Adopted Ayes 4 Commissioners Sullivan, Smith, Scrobe, Centofanti

Nays 0

Approval of the minutes of the Monroe Joint Fire District meeting of May 27, 2016, subject to the secretary adding member Ethan Allanauch.

Commissioner Sullivan announced that June 28th is the County Commissioners meeting.

Treasurers Report

Treasurer Goldstein reported that the auditors are finished they are just waiting on the final LOSAP report from Penflex. The Commissioners and Treasurer discussed getting together an inventory of all equipment on the trucks. Chief Bennet will work on this with the Treasurer Goldstein. Chief Bennet discussed looking into a bar code system that would integrate with our software.

Capital Asset Policy

On a motion by Commissioner Scrobe, seconded by Commissioner Centofanti the following was

Adopted Ayes 4 Commissioners Scrobe, Centofanti, Smith, Sullivan

Nays 0

Approval to adopt the following Capital Asset Policy:

Monroe Joint Fire District

Capital Asset Policy

The following policies set forth the internal controls for acquisition, tracking, inventory, depreciation and disposal of the Fire District's fixed assets and real property.

1. Purpose

The purpose of this policy is to provide for the orderly and consistent acquisition, tracking, financial reporting and disposal of the Fire District's assets, including real property owned by the Monroe Joint Fire District (the District) and to insure that such assets are properly acquired, tracked, sold, transferred or disposed of and that the Fire District realizes the best value for those assets.

This policy establishes the minimum cost for financial assets to be included in the annual financial statements in order to comply with the requirements of GASB (Governmental Accounting Standards Board) Statement 34. This policy also addresses other considerations for recording and depreciating fixed assets in order to comply with the provisions of GASB Statement 34.

This policy shall be reviewed and approved annually to insure compliance with all legal requirements.

2. Acquisition of Assets

The Monroe Joint Fire District acquires capital asset in compliance with the District Procurement policy.

3. Disposal of Assets

The Monroe Joint Fire District may sell or otherwise dispose of real and personal property of the district no longer necessary for any of its uses or purposes pursuant to Town Law §176 (23). If the property being disposed of is valued under ten thousand dollars (\$10,000), only a proposition is required to be voted upon by the Monroe Joint Board of Fire Commissioners. If such property is to be sold for more than ten thousand dollars (\$10,000), but not in excess of fifty thousand dollars (\$50,000), the Board of Fire Commissioners can only dispose of the asset only after a resolution subject to a permissive referendum has been successfully approved by the board. If such property is valued over fifty thousand dollars (\$50,000), then it can be sold only if the proposition adopted by the Board of Fire Commissioners is submitted, adopted and approved at a special or annual fire district election.

4. Policy Implementation and Compliance

The Board of Fire Commissioners is responsible for compliance with and implementation of this policy. The Fire District Treasurer will track and report all assets owned by the district and make recommendations to the Board. The Fire District Secretary shall cause this policy to be made available to the general public as requested and it may be posted on the Fire District's website, if any. All members and fire district officers must comply with this policy.

5. Scope

This policy applies to all assets, which are hereby defined as tangible personal property and real property owned by the District. ("Asset(s)"). Examples include buildings, furniture, fixtures, tools, equipment, trailers, pumps, vehicles or apparatus or any kind, computer equipment, furniture, chairs, office equipment, supplies, any other tangible goods purchased or leased by the District and the disposition of real property.

6. Capitalization and Depreciation of Assets

Capital assets are recorded at historical cost as of the date acquired or constructed. If historical cost information is not available, assets are recorded at estimated historical cost by calculating current replacement cost and deflating the cost using the appropriate price level index. All assets with a useful life of greater than one year and costing greater \$500.00 shall be capitalized. The Treasurer will assign an estimated useful life to all assets for the purpose of recording depreciation. Assets shall be depreciated using the straight line method. Asset lives will be adjusted as necessary depending on present condition and the use of the asset, and based on how long the asset is expected to last to meet current service demands. Adjustments should be properly documented. Depreciation is recorded based on straight line method using actual month convention and depreciated down to the assets salvage value.

6. Tracking of Assets

Records shall be maintained for all fixed assets above the threshold of \$500.00. The Treasurer shall ensure that each asset is assigned an asset number to each asset and record a full description of the asset and the location to which the asset has been assigned. The number will allow the District to track each asset's deployment and disposal.

7. Periodic Inventory of Assets

The Fire Chief or his designee shall ensure that a physical inventory of the assets is performed or updated once every three years. As part of each physical inventory, the chief shall report to the Board of Fire Commissioners those assets that are no longer in use or should be disposed of or retired. The results are forwarded to the Treasurer who will make appropriate adjustments to the fixed asset records.

All machinery and equipment, vehicles or furniture is assigned an asset number and (where practical) identified with an asset tag. As capital assets are procured, information about the asset

will be forwarded to the Treasurer. As fixed assets are disposed, information about the asset and method of disposition will also be forwarded to the Treasurer.

8. Identifying Assets for Disposal

Those assets that are no longer required, no longer functional and/or are no longer serving the use and purpose for which they were acquired and no longer useful for Fire District purposes shall be identified for disposal by the Fire Chief and this information shall be relayed to the Treasurer. .

9. Classifying Assets

Once assets have been identified for disposal, the Treasurer shall classify the assets into one of the following three categories:

- a) **Waste.** This category includes materials or items that have no functional value or no known intrinsic value. These Assets shall be disposed of as the Treasurer may determine in a safe, appropriate and commercially reasonable manner.
- b) **Scrap.** This category includes materials or items that have no functional value, but retain intrinsic value due to the material out of which they are made. These Assets may be disposed of as Treasurer may determine in a commercially reasonable manner, obtaining the best value.
- c) **Surplus.** This category includes materials or items that retain functional value and/or intrinsic value. These Assets will be disposed of by the Treasurer in accordance with this policy as set forth herein below.
- d) **Value.** The approximate value of the asset needs to be determined, so the Treasurer can inform the Board as to the process it must take in the disposal of the asset.

10. Disposal of Surplus Assets

The Board may dispose of any such asset for not less than fair market value by sale, exchange, transfer for cash, credit or other property upon such terms as the Board of Fire Commissioners deems proper consistent with the terms of this policy and the law. In most cases, any disposal of real property shall require an appraisal by an independent appraiser to determine its fair market value.

11. Disposal of Surplus Assets

Surplus Assets may be sold through a public notice and auction process, use of any other public notice procedure, placement of ads in publications and general circulation or electronic classified ads or auction sites, or by negotiation. It is the responsibility of the Board to determine the best method of disposal so as to achieve the greatest value.

If the surplus assets offered for sale are not sold within ninety days (90) or such greater time as may be reasonable under the circumstances, the Board may determine the items to be waste and to dispose of them as set forth in this policy.

The Board may utilize any of the following methods for disposition of assets

a. Notice or Advertisement Soliciting Offers:

All disposal of surplus assets shall be made after public advertising for bids for the purchase of the Assets. The Board shall order the advertising for bids in such a manner and in such publications as the Board deems reasonably necessary to permit full and fair competition for the property consistent with the fair market value and nature of the property. All advertisements and announcements soliciting bids shall state the place and time at which the bids received for the asset advertised shall be publicly disclosed.

b. Award of Property Subject to Bids:

The Board shall evaluate the bids and select the bid most advantageous to the District based upon (a) conformance with the invitation for bids, (b) the terms, including but not limited to the price offered, and (c) any other factors that warrant consideration. Notwithstanding the foregoing, the District may reject as inadequate all bids received in response to a particular solicitation for bids if the Board deems that it is in the best interest of the District to reject all bids.

c. Notification of Successful Bid or Offer:

The District shall notify the successful bidder in writing of acceptance of the bid or offer. This notice shall contain a description of the asset, the amount of the successful bid or offer and any other material items. The bidder shall be required to make payment to the District in a form and on terms acceptable to it before taking possession of the asset. The District shall gather the following information regarding any successful bidder or offeror: name, address, phone number. The District shall provide to the successful bidder or offeror a deed, bill of sale, lease or other appropriate instrument adequate to transfer the asset to the successful bidder or offeror. The Board will designate by motion that is authorized to execute all documents on behalf of the District to effectuate transfer of title.

12. Disposal of Property by Negotiation

The District may dispose of Assets through negotiation or by public auction without regard to the above described procedures if The Board determines that any of the following conditions exist:

6-23-2016

Washingtonville Wet Down

A motion by Commissioner Sullivan, seconded by Commissioner Scrobe the following was adopted Ayes 4 Commissioners Sullivan, Scrobe, Smith, Centofanti
Nays 0

Approval for 1 piece of apparatus from each station to attend the Washingtonville FD wet-down for their new engine on July 23, 2016.

Surplus Equipment

A motion by Commissioner Scrobe, seconded by Commissioner Sullivan the following was adopted Ayes 4 Commissioners Scrobe, Sullivan, Smith, Centofanti
Nays 0

Approval to deem the following equipment surplus:

Vetter Airbags V1:03003167, V6:5003713, V10:04003505, V12:12991226, V18:05003735, V24:03002438,

MaxiForce KPI32:60079, KPI17:346511

Argues Thermal Camera 671645

Bullard Gen 1 (S40) unreadable SN

Hose Testing Pump 000100

Streamlight flashlights Gen 1 (larger orange lights) unreadable SN (8 total)

Old smoke machine no SN

2 larger ventilation fans (1a) (if not needed in district possible trade)?

Old air mask that are broken/00S

2 sets of gear – jacket 32022945, 32022948 – pants 32022952, 32022951

Battalion 5 Banner

A motion by Commissioner Scrobe, seconded by Commissioner Smith the following was adopted Ayes 4 Commissioners Scrobe, Smith, Sullivan, Centofanti
Nays 0

Approval for the district to pay \$250.00 towards the Battalion 5 banner so there will be a banner for parades and functions.

Chiefs Report

A motion by Commissioner Scrobe, seconded by Commissioner Smith the following was adopted Ayes 4 Commissioners Scrobe, Smith, Sullivan, Centofanti
Nays 0

Approval of the Chief's June 2016 report.

Attorneys Report

Attorney Simeone and the Commissioners discussed the plans for the new firehouse they discussed that Mr. Sendlewski wants to get the bid out before pricing increases. The Commissioner stated that they will determine when the bid will go out. Attorney Simeone suggested again that each Commissioner get a different colored pencil read the plans go over them noted any changes then make sure that all changes requested get done.

6-23-2016

Attorneys Report

On a motion by Commissioner Smith, seconded by Commissioner Centofanti the following was

Adopted Ayes 4 Commissioners Smith, Centofanti, Sullivan, Scrobe

Nays 0

Approval to accept the Attorney's report for June 2016.

NEW BUSINESS

RFP for Hose & Ladder Testing

The Chief informed the Commissioners that only one RFP was received. Secretary Beams opened the RFP from Reliant. The Commissioners discussed the RFP submitted then Attorney Simeone informed the Commissioners that Chief Bennet can negotiate with them. Attorney Simeone will review the documents and advise Chief Bennet on what to do.

Online Knox Box Forms

On a motion by Commissioner Scrobe, seconded by Commissioner Smith the following was

Adopted Ayes 4 Commissioners Sullivan, Smith, Centofanti, Carr

Nays 0

Approval for Chairman Sullivan to sign the forms to allow the Monroe Joint Fire District to have their Knox Box forms available online.

OLD BUSINESS

Uniform Update

As of today there have been 90 plus uniforms sized. There have been some problems with fittings and 6 have not been picked up.

Truck Update

Smeal ordered all the remaining parts needed but they will not be in until July 11th so as of now the truck is at the Smeal dealership.

Harriman Building Committee Update

Commissioner Smith reported that there will be a committee meeting on Tuesday.

Fire District Network

A request was submitted from Commissioner Carr for various small items needed for the network setup.

Network Setup

On a motion by Commissioner Scrobe, seconded by Commissioner Sullivan the following was

Adopted Ayes 4 Commissioners Scrobe, Sullivan, Smith, Centofanti

Nays 0

Approval for the purchase for small amount of various items to be purchased for the district network with a not to exceed limit of \$200.00.

6-23-2016

Treasurer Goldstein informed the Commissioners that the Mombasha Fire Co. is willing to split the cost of a generator for this building Station 1A and district offices. Commissioner Centofanti stated he will get in touch with Goosetown to come to the next meeting to speak about a generator.

Public Comment

There was no public comment this evening.

Membership Application for OCVFA.

On a motion by Commissioner Sullivan, seconded by Commissioner Smith the following was

**Adopted Ayes 4 Commissioners Sullivan, Smith, Scrobe, Centofanti
Nays 0**

Approval for the Monroe Joint Fire District to pay \$20.00 membership fee for OCVFA for the Monroe Fire Dept. to be paid by the July meeting.

Executive Session

A motion by Commissioner Scrobe, seconded by Commissioner Sullivan the following was Adopted Ayes 4 Commissioners Scrobe, Sullivan, Centofanti, Smith

Nays 0

Approval of enter into an executive session to discuss a particular person or persons.

Return to Regular Session

On a motion by Commissioner Scrobe and seconded by Commissioner Smith the following was adopted Ayes 4 Scrobe, Smith, Sullivan, Centofanti

Nays 0

Approval to return to regular session.

Assistant Chief Scherne informed the Commissioners that the communication issue with New England has gotten better.

With no further business on a motion by Commissioner Scrobe seconded by Commissioner Smith the meeting was adjourned carried unanimously.

Mary Ellen F. Beams
Secretary, Monroe Joint Fire District.