

Monroe Joint Fire District Meeting of 3/23/17

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 March, 2017.

Present: Thomas Sullivan Commissioner/Chairman
Thomas Smith Commissioner/Vice Chairman
John Centofanti Commissioner
Jason Kalter Commissioner
Vini Tankasali Commissioner
William Badura Attorney
Richard Goldstein Treasurer
Desiree Potvin on loan from T/V of Woodbury

Absent: Mary Ellen F. Beams Secretary

Chairman Sullivan called the meeting to order at 7:13PM with the Pledge of Allegiance. A moment of silence was held for the NYC EMT that lost her life and those involved in the terrorist attack in London. Chairman Sullivan also announced that Secretary Beams has become a grandmother again - her daughter gave birth to twin boys early this morning.

Resolution to Pay Bills:

Motion was offered by Commissioner Smith, seconded by Commissioner Kalter, to approve the paying of bills as submitted by Treasurer Goldstein.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
NOES 0

Approval of Minutes:

Motion was offered by Commissioner Smith, seconded by Commissioner Centofanti, to approve the minutes of the meeting held February 23, 2017.

ADOPTED AYES 4 Centofanti, Kalter, Smith, Tankasali
ABSTAIN 1 Sullivan

Commissioner Kalter stated he believes there is an error in the minutes and was wondering which version was correct. Later in the meeting, it was determined that the version presented was incorrect and the following section needs to be revised (revision in bold):

Executive Session

On motion by Commissioner Kalter, seconded by Commissioner Tankasali the following was adopted:

*Ayes 4 – Commissioners, **Sullivan**, Smith, Centofanti, ~~Scrobe~~, Kalter, Tankasali
Nays 0*

Approval to enter into executive session to discuss a further personnel matter involving a particular person or persons.

On motion by Commissioner Kalter, seconded by Commissioner Tankasali the following was adopted:

*Ayes 4 – Commissioners, **Sullivan**, Smith, Centofanti, ~~Scrobe~~, Kalter, Tankasali
Nays 0*

Approval to come out of executive session after discussing a personnel matter involving a particular person or persons.

Motion was then offered by Chairman Sullivan, seconded by Commissioner Smith, to amend the February 23 minutes as corrected above.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
 NOES 0

Upcoming Meeting Dates & General Announcements:

Nothing announced.

Treasurer's Report:

Treasurer Goldstein stated there is a second abstract which is solely for the Harriman account that was established for the purpose of the construction of the firehouse. Bond closing took place on February 15 and \$4.9 million was wired into the General Fund, which he transferred into the Harriman Fund. Checks were received to draw against the account but they were the wrong kind so the bank will be contacted to see if they can expedite an order of the correct type. Donations have been received in memory of Mildred Brady which he will be depositing this week. Chairman Sullivan asked what the money could be used for, stating he feels that we should find a meaningful purpose for it. Treasurer Goldstein stated he is required to deposit it into the General Fund but it could be transferred into the Chief's fund if the Board decides to do so. It will appear on next months' report. Treasurer Goldstein then stated 2016 has been officially closed. There is one invoice that is still pending, which will need to be charged against line-item 423 in the 2017 budget, which is from New England. Chief Bennet stated it should not be paid until the research on it is completed. 2016 ended with a Cash Balance totaling \$396,308.03, Accounts Payable totaling \$52,243.15, Purchase Orders totaling \$125,510.35, Pre-Paids totaling \$3825.00 and a fund balance of \$222,379.53. The fund balance is available for the Board to distribute accordingly. Chairman Sullivan stated he feels the money should be transferred into the Equipment Capital Reserve fund for use towards the two pumpers and possible Chief vehicle. Treasurer Goldstein stated the Chief vehicle was budgeted for in 2017. The pumpers will cost approximately \$700,000 each so a total of about \$1.4 million will be needed. Based on the current balance of the Equipment Reserve, and adding this fund balance and the amounts budgeted to be transferred from the 2017 budget, there will be enough to pay for the two pumpers. He does not feel money is needed in the Building Reserve Fund at this time, noting the budget allocates a transfer of \$85,000 into this fund from the 2017 budget. Motion was then offered by Chairman Sullivan, seconded by Commissioner Tankasali, to authorize the Treasurer to transfer the 2016 fund balance of \$222,379.53 into the Equipment Capital Reserve Fund.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
 NOES 0

Treasurer Goldstein also suggested the Board meet to reevaluate the funds in the Equipment Reserve and the plan that was set for vehicle replacements. He noted it has been followed closely but it should be looked at. Additionally, \$50,000 was received from the sale of 533 and the Board needs to decide what to with that money. Attorney Badura advised that it can stay in the General Fund at this time in case it is needed for some unknown expense in the future. Treasurer Goldstein suggested it be designated at this time and if an unknown expense occurs, it can be allocated from the transfer to reserve (900.010) since he does not perform that transfer until the end of the fiscal year. Motion was then offered by Chairman Sullivan, seconded by Commissioner Tankasali, to authorize the Treasurer to transfer \$50,000 from the sale of 533 into the Equipment Capital Reserve fund.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
 NOES 0

Motion was then offered by Commissioner Smith, seconded by Commissioner Centofanti, to approve the March 2017 Treasurer's report as provided by Treasurer Goldstein.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
 NOES 0

Chief's Report:

Chief Bennet provided the following report:

- Year to date there have been 136 calls - For the month of March there have been 40 calls to date.
- New members for the month: Steve Petersen as a junior member for Station 2. Frank DeGennaro as a senior member and Brianna DeGennaro as a junior member for Station 3. All three have received their physicals. There is also a member that was accidentally not approved at a company meeting in error and they are requesting the Board approve the member pending company approval. Chairman Sullivan stated the Board cannot do that as it would set a precedent and the law needs to be followed. The perspective member was encouraged to hang on and wait the additional month for approval.

Motion was then offered by Chairman Sullivan, seconded by Commissioner Smith, to accept for membership to Station 2 Steve Petersen as a junior member.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
 NOES 0

Motion was then offered by Chairman Sullivan, seconded by Commissioner Tankasali, to accept for membership to Station 3 Frank DeGennaro as a senior member and Brianna DeGennaro as a junior member.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
 NOES 0

- Physicals began this evening. Due to the storm last week's date had to be moved to next week and an error in scheduling with the physician's office we thought physicals were last evening when they are tonight. Physicals are also Saturday morning. All members are reminded to bring scott mask and as well as they need to get photos taken and updated emergency information.
- The electronic sign-in system is up and running. The reception by the members has been great with no major issues so far. While we are continuing to use paper at this time we are just about 100% use so far. There will be kinks that have to be worked out that we will only figure out over time. As of April 1 the official sign-in will be that of the electronic system. Chairman Sullivan noted signing in is still required for March. Commissioner Tankasali asked that a sign be posted at each station regarding this and he was told that it already has been done. A question was asked if PESH allows for digital sign-in for drills. Attorney Badura will look into it. Commissioner Kalter stated the system can generate a report but Chairman Sullivan stated he believes PESH requires actual signatures on the sheets.
- TL-538 is hopefully going to be back within the week. It has passed all testing.
- Training committee is finalizing the second quarter training within the next week.
- Station 3 has a member in Pump Ops and will be sending an engine Saturday for the class.
- Station 3 is also requesting approval to utilize equipment April 29 and 30 for recruit NY open house up at Station 3
- We are currently researching our options for turnout gear companies.
- June 3 we have been requested to assist Coldenham FD for standby coverage while they have a department event 5-11PM.

Motion was offered by Chairman Sullivan, seconded by Commissioner Smith, to authorize an Engine of the Chief's choice to assist the Coldenham FD on June 3.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
 NOES 0

- The motor for the pump on M532 has been replaced by a new motor. 532 is also in need of new leaf springs we will be taking it to Macdonald for this. This repair will significantly extend its working life.
- Car 2 has three quotes for rear command cabinets for his new vehicle and will be purchasing that as well as the additional items that are needed soon. \$2800 was budgeted for the cabinets. The quotes

received were \$1699, \$3995 and \$2800. The recommendation is to purchase the cabinet for \$2800 as it is custom made. The Chief was directed to attach the quotes to the voucher with the invoice and a note why the low bidder was not selected.

- The electronic attendance system members are using and it is working well. As of April 1 for all calls this will be the sole method of signing in. We are trying different things with the times it allows for members to sign-in. The system was originally set to allow signing in for up to two hours and Chief Bennet has reduced it to 30 minutes. If a call lasts longer than that the Chief can open the kiosk to allow additional sign-in time. Chief Bennet and Assistant Chief Lenahan sat down with Washingtonville to see how they use the software and got a better understanding of it and will slowly start to implement training records, inventory etc.

Chief Bennet stated he has some invoices he would like approved for payment tonight. One is from MES which slipped through the cracks due to their new invoice program. It is for \$1157.17 for nozzles for 538 and he has confirmed it has not been paid. Second invoice is to reimburse John Karl for tolls, food and fuel for the trip to PA totaling \$46.64. Also, 5-6 members are in the officer training program and new textbooks need to be purchased totaling \$418.01 for four books. Chairman Sullivan asked what is being done with the past books that have been purchased for training and he was told a library is being created. Treasurer Goldstein stated he also has an invoice that needs to be paid to Fire District Mutual totaling \$44,928.50 that was due in January. Motion was offered by Chairman Sullivan, seconded by Commissioner Smith, to authorize the four invoices to be paid.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
NOES 0

Motion was then offered by Commissioner Tankasali, seconded by Commissioner Smith, to approve the March 2017 Chief's Report as submitted/provided by Chief Bennet.

ADOPTED AYES 5 Centofanti, Kalter, Smith, Sullivan, Tankasali
NOES 0

Attorney's Report:

Attorney Badura stated he has renegotiated the contract with RBT, CBA, LLC and confirmed they agreed to use last year's contract language for this year. Motion was offered by Chairman Sullivan, seconded by Commissioner Smith, to authorize the Chairman to sign the audit agreement with RBT, CPA, LLC.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
NOES 0

Attorney Badura noted early this month there was a lot of back and forth about the Architect's pay requisitions and he believes that has been resolved. Treasurer Goldstein stated we are 100% up to date.

Attorney Badura stated we have narrowed down the choices between two for the Clerk of the Works ("COW") for the Harriman building project. One is Infante Associates and the other is Tim Duffy. Treasurer Goldstein spoke favorably about Mark from Infante Associates. His proposal would be for \$2950/week for a ten month time period. He believes they are very good and has no ties to the Architect or existing contractors, but he is more expensive than the other candidate. Tim Duffy, who is currently doing the Congers Firehouse and three other projects, quoted \$67,600 for twelve months. He is "Marty's guy". Chairman Sullivan stated he does not believe twelve months is necessary, noting the contract would begin mid-April and end early December. He does not know either individual but trusts the judgement of Treasurer Goldstein. He has concerns about the number of projects Mr. Duffy is currently working on and whether sufficient time would be dedicated to the needs of our District. The amount budgeted for the COW is \$100,000 so it is enough to cover either individual's costs. Commissioner Kalter asked if the specifications for the work expected was based on tasks or time. Treasurer Goldstein stated when he met with Infante he told them the project is at the point where it would be a 40 hour per week job. Commissioner Smith met with him as well and feels he was a professional looking individual and has experience with commercial building. Commissioner Centofanti stated we need a COW that

will be on site to catch issues, like the tank. Commissioner Tankasali asked if there were any references on Mr. Duffy and Commissioner Centafanti stated just that he was Marty's guy. Treasurer Goldstein stated he believes the price is fixed for up to twelve months, regardless if less time is needed. Attorney Badura stated he could call and confirm that. Commissioner Kalter asked where the money would come from if it exceeds the \$100,000 budgeted and Chairman Sullivan stated from the contingency fund. He added he feels this is a very important aspect of the project and feels someone needs to be there daily full-time. Commissioner Tankasali asked if the COW does not perform to the expectations of the Board what recourse would there be and Attorney Badura stated wording can be in the contract to address that. He will also confirm that both understand the need for a full-time commitment. He will also add language about a cut-off date, possibly tying it with the issuance of the Certificate of Occupancy. Treasurer Goldstein suggested it being tied to a Temporary Certificate of Occupancy being issued, if the Village of Harriman does that. John Karl suggested Infante be counteroffered the amount Duffy bid stating the work is 25-30 hours per week. He thinks that will help reduce the cost, reminding the Board the lease with Harriman expires in December and if the project goes over additional costs will be incurred there as well. Commissioner Centafanti and Chairman Sullivan each suggested the Board sign with Infante. Assistant Chief Lenahan suggested the issue be confirmed by the Attorney prior to the Board making a decision. Chairman Sullivan noted the specifications stated the project is a minimum of twelve months and a minimum of 20 hours per week, adjusted as progress process dictates. Commissioner Kalter asked if the project finishes in eight months instead of twelve does that mean the COW gets paid for the full twelve months or would it be prorated. Attorney Badura will obtain answers to all the questions raised and it will either be discussed again at the next meeting or a special meeting will be called.

Motion was then offered by Commissioner Smith, seconded by Commissioner Centafanti, to approve the March 2017 Attorney's Report as submitted/provided by Attorney Badura.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
 NOES 0

New Business:

Commissioners Sign-Off on 2016 LOSAP:

Forms were provided by the Secretary. Attorney Badura reviewed and found them acceptable to sign.

Annual Fire District Association Conference

Commissioner Tankasali stated he was unable to attend the new Commissioners training class that was offered so he would like permission to attend the annual Fire District Conference in April in Albany at a cost to not exceed \$600. No other Commissioner showed an interest to attend. Motion was offered by Chairman Sullivan, second by Commissioner Kalter, to approve Commissioner Tankasali attending the Fire District Conference in April in Albany not to exceed \$600 in cost.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
 NOES 0

Chairman Sullivan instructed Commissioner Tankasali to bring back a report to the Commissioners as the Treasurer would need it for the auditors to justify the expense.

Old Business:

Harriman Building Committee

Architect Martin Sendlewski presented a working budget with up-to-date information and he also has some change orders to discuss this evening. Currently there is still a surplus of about \$131,000. He spoke to Treasurer Goldstein about the submission of pay recs and it was decided he will leave them for the Treasurer on Wednesdays - they will be billed the end of the month and submitted three weeks prior to the Commissioner's

meeting. He has two change orders for this evening. The first is for \$3996 relating to the duct for the hood. Motion was offered by Chairman Sullivan, seconded by Commissioner Smith, to approve the change order totaling \$3996 for the wrap to the duct.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
NOES 0

The second change order was for plumbing totaling \$2289 for the additional labor to add 1½" feed to the water service. Commissioner Kalter asked about the credit for the hydrant and Architect Sendlewski stated it has been given back as a credit. Motion was offered by Chairman Sullivan, seconded by Commissioner Kalter, to accept the change order totaling \$2289 for additional labor to add the 1½" to the water service inside the firehouse.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
NOES 0

For the pad mounted by the transformer, which will be 9' by 7', it needs to be 4' from the building otherwise it will impede the entrance. It is going to go on the grass area by the triangle with bollards and possibly screened in. There will be clearance all around it for access. He contacted two vendors for the truck exhaust system - Magagrip (?) and Plmovent (?). Commissioner Centofanti stated the Board already voted to accept the Magagrip quote. Architect Sendlewski stated it is a sole source vendor for this particular system and Treasurer Goldstein noted the work is proprietary as they are the only vendor that makes this piece of equipment that will work for our system.

Architect Sendlewski stated he did not get back the second change order for the General Contractor on the tank. Commissioner Smith stated he believes the mix-up was the slurry mix was dumped onsite and spread out but it was offsite instead. Architect Sendlewski stated they were able to spread it out and it settled to get the moisture and sand out. The original company quoted \$12,750 and the company chosen quoted \$4593. Treasurer Goldstein stated the tank cost about \$10,000 and it could have been pulled out for about \$3000. Architect Sendlewski stated hick-ups occur on job sites all the time. Treasurer Goldstein stated it was not an abandoned tank and it was known about prior to the project starting. Architect Sendlewski agreed but the exact location was not known. Commissioner Centofanti disagreed stating the EIS showed the location of the tank. Treasurer Goldstein stated he believes there was plenty of room to pull the tank and let it drain safely. Instead it was cut open and 2½" of rain flowed into it. Architect Sendlewski stated when the tank was originally abandoned it was not sheeted - they filled it and put a piece of steal on top. Commissioner Centofanti stated the picture submitted prior to the rain storm showed it was dry and Architect Sendlewski stated it only looked dry. Treasurer Goldstein stated he feels there were contractor issues that could have been avoided to save the district money. As treasurer, he is concerned that there are a lot of change orders and the project is not even out of the ground yet. He added this was the first change order received and it was never signed or approved. He also has not received anything showing what their actual expenses were due to the winter weather. Architect Sendlewski stated he has the information that needs to process prior to submitting, but added it is under budget. Treasurer Goldstein stated his job is to protect the budget and to make sure the Commissioners understand what submittals are coming from which contractor and the status of all the phases. He is very concerned in the early stages of the game when no concrete is even poured. Architect Sendlewski stated he thinks the contractor was "ringing a bell they didn't need to" and being concerned there was not enough money due to the winter - noting it would have been credited back to the District if not used. Chairman Sullivan stated the Treasurer will watch everything to the penny and protect the Board and citizens of the community, noting it doesn't hurt to question the invoices. He added the work has been done so it should be paid for. Motion was offered by Chairman Sullivan, seconded by Commissioner Kalter, to approve the change order for the tank removal and draining.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
NOES 0

Regarding the easement, Attorney Badura stated he spoke with the neighbor's attorney and the mortgage bank has to approve the easement, which is what we are waiting for. He urged all to be courteous so

that the relationship does not change. Commissioner Centofanti stated they panicked due to the 50' off set mark and they got nervous but it was due to the snow. Attorney Badura stated they did have concern about the snow removal and in the easement we will need to note who will be responsible. He suggested the District take primary responsibility since we need to access the building in emergencies. The neighbors seemed very receptive and he believes the more communication, the better.

Treasurer Goldstein stated he has concerns about the old concrete slab in the back of the firehouse that he feels needs to come out completely. Part of the site review, the contractors should have known the pad and know it needs to be removed without a change order. Architect Sendlewski said he thinks they were hoping it could stay in place but he does agree with Treasurer Goldstein. Tomorrow morning they will be told that it needs to be removed.

Architect Sendlewski then stated on the roadside, towards 17M, it was originally designed to sloop down. It has been determined that doing so will cause a washout since there is nothing controlling the stormwater runoff. He is going to get a price to do a block retaining wall instead, which he feels is a much better way to go and will keep the area cleaner. Treasurer Goldstein add that will require a drain on the building as well.

Architect Sendlewski then asked about the color of the mortar to match the upper stone. It was decided to use standard mortar since dying it could cause it to look pinkish.

It was noted the building meetings will be held on the first and third Wednesdays and the second and fourth Thursdays at 11AM.

Network & New Software Update

Commissioner Kalter presented a report from John Cilmi of what needs to be done and what has been completed. He noted Mr. Cilmi has indicated he may not be the right guy to do long term tech support for them. Commissioner Kalter asked if Mr. Cilmi should be invited to the next meeting to discuss what additional costs may be needed. The Board agreed and Chairman Sullivan stated it will be at the beginning of the agenda. Treasurer Goldstein recommended the Board look into offsite back-up for the system. Commissioner Kalter stated he met with Goosetown on Monday to discuss the access for the doors and cameras. They showed him how everything functions. They are waiting for us to have a policy before the cameras can go live. Chairman Sullivan stated he will work with Attorney Badura to create a simple policy. Commissioner Kalter stated there is one other technical issue between Goosetown and Mr. Cilmo to be worked out which is a computer thing. Chairman Sullivan thanked Commissioner Kalter for taking over the entire project and the work he has done on it. Treasurer Goldstein asked if it mentioned that we are all on the server and Commissioner Kalter stated it is on the "to do" list.

Truck Committee Update

Chief Bennet stated he believes they are going through the specs and working on it. Assistant Chief Scherne stated they will be working with the manufacturers regarding the warranties. Commissioner Smith stated, regarding the new pumper/rescue, he is trying to get with the committee to answer some questions that arose with the specifications.

Class A Uniform Policy

The policy has been distributed to the Presidents and has been determined to be legally correct. It was suggested by Bill Scolza that the Board accept the policy and move forward. Motion was offered by Commissioner Smith, seconded by Chairman Sullivan, to adopt the Monroe Fire Department Class A uniform policy, as reviewed by the Commissioners.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
 NOES 0

It was noted that the Secretary should add to the bottom of the policy the adoption date and distribute accordingly. Chairman Sullivan stated a lot of money is spent on these uniforms and feels when someone leaves the department they should be returned for future use. Mr. Scolza suggested a rack be installed in the records room for storing the uniforms. He will also work with the Company presidents to discuss a return policy.

Fire Protection Agreement

Chief Bennet asked if the agreement has been received yet and Treasurer Goldstein stated it has not. Attorney Badura stated hopefully we will come to an agreement between the municipalities involved and it should be settled by the end of the year.

Public Comment

Michael Gormley asked if the area is turn over to the Village of Kiryas Joel will it affect taxes and he was told it would.

Bill Scolza asked for insurance cards for each of the trucks and Chief Bennet stated they were distributed. Mr. Scolza also asked for an update on the license plates and Chairman Sullivan stated he will speak with the Secretary. He also wants to be sure titles for all vehicles are on file.

Executive Session None held.

Adjournment

With no further business to be conducted, a motion was offered by Commissioner Smith, seconded by Commissioner Tankasali, to adjourn the meeting at 9:15PM.

ADOPTED AYES 5 Sullivan, Centofanti, Kalter, Smith, Tankasali
 NOES 0

Respectfully submitted by
Desiree Potvin