

July 27, 2017

Chairman D. DiPofi Called the Regular Meeting of the Schuyler Heights Fire District to Order at 7:00pm

Roll call showed the following present: D. DiPofi, M. DiPofi, E. Keefer, V. Krill, C. Bayly, J. Clark and Asst. Chief K. Keefer

A motion was made that the minutes of the last regular meeting were approved as printed by M. DiPofi and seconded by D. DiPofi and the carried.

	Yes	No	Abstain	Absent
D. DiPofi	X			
M. DiPofi	X			
E. Keefer	X			
V. Krill	X			
J. Pastore				X

A motion was made to approve the payment of the bills pending verification E. Keefer and seconded by V. Krill carried.

	Yes	No	Abstain	Absent
D. DiPofi	X			
M. DiPofi	X			
E. Keefer	X			
V. Krill	X			
J. Pastore				X

OLD BUSINESS

A discuss on email address account for the fire district and company was tabled till next month's meeting so we have some definite ideas and answers. This matter was tabled next month

A suggestion was made for E. Keefer to look into email addresses for next month's meeting and to call A. Jensen to see if he can attend a meeting on his suggestions for email.

The office carpeting, flooring environmental has sent information from the technical service department and from flooring environmental stating their case on the carpet pattern and is offering a full refund and the warranty is still applied. M. DiPofi made a motion to not paid a bill and seconded by E. Keefer a discussion followed on why we should pay something towards it. The motion was not passed and table to next month.

I received an email from D DiPofi for the meeting about the floor we had installed and they offered us a 50% discount from the original price of \$2958 which equals \$1479 for a final bill.

D. DiPofi makes a motion to pay \$1479 in full satisfaction of the billing for the job seconded by E. Keefer carried.

	Yes	No	Abstain	Absent
D. DiPofi	X			
M. DiPofi		X		
E. Keefer	X			
V. Krill	X			
J. Pastore				X

PROJECT

849 1st Street Watervliet, NY 12189

R. Campagnola and Rocky from CT Male spoke about the property across the street from the firehouse and explain until we get the site management plan we cannot do anything on that part of the property. We were not able to install a sign over there neither is done and we have the okay, a discussion followed on how things need to be done. They also brought some paperwork on signs that has been done in the Verdoy and Westmere fire departments for the purpose of information when we can go forward. The Verdoy sign cost \$26,000 from En-Sign. The Westmere sign which was built upon specification drafted by CT Male for Westmere was about \$40,000 and contractor for that sign was Vital Signs. Rich also brought the town permit to put up a sign and how it really needs to be handled by a contractor. They also are working with J. Clark for the paperwork to get the easement done.

NEW BUSINESS

I have an application for a hall rental from Joe Pastore for August 19, 2017 for the times of 11 AM to 3:30 PM and he would like the day before August 18, 2017 starting at 5 o'clock for set up.

I have all the proper paperwork.

A motion was made by E. Keefer to allow the rental date and time seconded by M. DiPofi carried.

	Yes	No	Abstain	Absent
D. DiPofi	X			
M. DiPofi	X			
E. Keefer	X			
V. Krill	X			
J. Pastore				X

We have a second application for a hall rental from Terry Welsh for September 1, 2017 for the time of 7 PM to 11 PM and to set up on the same day 2 p.m. I have all the proper paperwork.

A motion was made by E. Keefer to allow the rental date and time seconded by M. DiPofi carried.

	Yes	No	Abstain	Absent
D. DiPofi	X			
M. DiPofi	X			
E. Keefer	X			
V. Krill	X			
J. Pastore				X

We have received a flyer from Congressman Paul D. Tonko for Assistance to Firefighters Grant Workshop on Tuesday, August 22 from 6 PM to 7:30 PM at Midway fire department or Wednesday, August 23 from 3 PM to 4:30 PM at Clifton Park fire department. Would anyone like to go D. DiPofi would like to go on Tuesday, August 22.

A motion was made by E. Keefer for D. DiPofi and A. Fandl to attend on Tuesday, August 22 from 6pm to 7:30pm seconded by M. DiPofi carried.

	Yes	No	Abstain	Absent
D. DiPofi	X			
M. DiPofi	X			
E. Keefer	X			
V. Krill	X			
J. Pastore				X

CHIEF'S REPORT

See enclose report given by Chief A. Fandl:

Chief Fandl was unable to attend, he said Assistant Chief K. Keefer is place to submit his report he discussed items such as rescue replacement committee, hose testing, interesting going to the grant writing workshop, emergency services coffee social, Albany fire extinguisher, the second quarter NIFRS reports the background check has been sent for the two new prospective members. He also indicated the four items that he would like to purchase, and all estimates are there.

A motion was made by E. Keefer to purchase all the items and seconded by M. DiPofi carried.

	Yes	No	Abstain	Absent
D. DiPofi	X			
M. DiPofi	X			
E. Keefer	X			
V. Krill	X			
J. Pastore				X

REPORTS

V. Krill:

Nothing at this time

M. DiPofi:

We received a bill for the repair on the roof June 3, 2017, I was told it was covered under our contract so I had them send us a copy of the contract and had Earl hold the bill until our meeting. Upon review of the bills the roofing contract was never paid. A motion was made by M. DiPofi to paid a bill for the repairs on June 23, 2017 for the amount of \$738 seconded by V. Krill carried

	Yes	No	Abstain	Absent
D. DiPofi	X			
M. DiPofi	X			
E. Keefer	X			
V. Krill	X			
J. Pastore				X

I will be going back to work August 7 we need more effort put in by the other commissioners and be available more, also we need to keep the office clean and not just put stuff on the floor or desktops.

J. Pastore:

Absent

E. Keefer:

I have started taking inventory of the office and have done all the computers and monitors and the laser printer. My plans for the tables and chairs is to give them one inventory number per design input quantity of each item, unless the board as another idea. The board decided that every item should have its own inventory number.

SOP's/SOG's and the bylaws as you know isn't as up-to-date for every member. I've had it for about put it on the webpage underrate title like members documents which won't need any signs or passwords it also means the general public will see them also, which I don't think would be a problem we are not hiding anything. We could also make a buy link and everyone can make it their favorite sign into every time to look up these documents and any other item to keep the membership up-to-date on.

I talked to Andy and he says it would take him about four hours to put all the SOP's/SOG's and bylaws in any gets between 70 and \$75 an hour I think it's 71 and change but not sure. It was suggested that we not do this until the SOP's/SOG's and bylaws are updated.

I would like to purchase a Scan Snap which runs about \$450.

A motion was made by M. DiPofi to purchase this scan snap seconded by E. Keefer carried.

	Yes	No	Abstain	Absent
D. DiPofi	X			
M. DiPofi	X			
E. Keefer	X			
V. Krill	X			
J. Pastore				X

D. DiPofi:

I would like to ask J. Clark to speak about the paid family leave and withholdings and how this will work. J. Clark stated that the fire districts are exempt from it and are not required to participate by law.

I am going to Levi's the administrative firefighter classification policy and send it to Jack to help me updated for the next district meeting

I would like to update the policies and get help from the president and chief to ask for help on going over all the policies (district and company) may be two from the company, a line officer and a civil officer, all three Chiefs and the commissioners.

On the helmet shields I will write a policy so that they all are uniform and proper identification.

C. Bayly:

I would like to borrow some tables and chairs.

A motion was made by D. DiPofi for Cindie to borrow the tables and chairs if not already committed and proper paperwork is seconded by V. Krill carried

	Yes	No	Abstain	Absent
D. DiPofi	X			
M. DiPofi	X			
E. Keefer	X			
V. Krill	X			
J. Pastore				X

J. Clark:

I will have a best value policy sent to you to consider to adopt at the next meeting.

On the property across the street I have all the paperwork here to be signed by the proper people and will send a copy of the paperwork to the secretary for the minutes. The Resolution authorizing the Chair to sign the environmental easement and all other documents requested by ENCON was approved on motion as follows

A motion was made by M. DiPofi to adopt and have signed by the proper people to be submitted by J. Clark seconded by V. Krill carried

	Yes	No	Abstain	Absent
D. DiPofi	X			
M. DiPofi	X			
E. Keefer	X			
V. Krill	X			
J. Pastore				X

Jack reported that all other papers were signed and would be submitted to ENCON tomorrow (7/28/2017). DiPofi asked how long it would take for ENCON to complete the easement process and Jack responded that it depended on the completion of the Site Management Plan (SMP) but it could be done within two months

A Motion to adjourn was made by D. DiPofi seconded by M. DiPofi Motion Carried at 8:30pm

	Yes	No	Abstain	Absent
D. DiPofi	X			
M. DiPofi	X			
E. Keefer	X			
V. Krill	X			
J. Pastore				X

NEXT MEETING
August 24, 2017

Respectfully Submitted
Earl Keefer
Fire District Secretary
Schuyler Heights Fire District