

## February 22, 2018

Chairman J. Pastore 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, J. Pastore, J. Clark, C. Bayly Absent and Chief A. Fandl

J. Pastore asked the board if our guest Kevin Rundell of Cedar Tree Properties could address the board prior to getting into our meeting agenda. The board agreed. Kevin then explained the quote his company submitted to manage the property at 849 1<sup>st</sup> street. Kevin went on to say that previous quotes were for the entire square footage of the property, but he quoted only the area covered with grass. Kevin then gave use options that would further reduce the cost, leaving it to us to design a program that would best suit or needs.

A motion was made that the minutes of the last regular meeting were approved as printed, by V. Krill and seconded by M. DiPofi, on the question D. DiPofi stated she made changes on the January 25, 2018 minutes and nothing's changed. Chairman J. Pastore stated that the minutes are not verbatim, that he incorporated some of her suggestions and that perhaps it was his style of writing D. DiPofi doesn't like. The motion was carried.

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

## Treasurer's Report

### C. Bayly:

C. Bayly was absent but communicated to J. Pastore that the check from the Town of Colonie was received and deposited. Cindy submitted the Profit & Loss Budget vs Actual accounting paper for review as needed. She also sent out an email about the credit card at NBT bank and filled out what I could in highlighted what the chairperson has to take care of.

A motion was made by M. DiPofi to approve the payment of the bills pending verification and seconded by V. Krill. On the question D. DiPofi wanted to know how much the check for Deacon Blues was written for, noting tax may have been included. She opened the envelope verifying the amount of the check included tax, a new check will be written minus the taxes. Motion Carried.

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

D. DiPofi made a motion to go into executive session on a personnel matter seconded by M. DiPofi at 7:35pm carried.

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

V. Krill made a motion to exit executive session seconded by M. DiPofi at 8:30pm carried.

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

## OLD BUSINESS

### Credit Card:

Everyone has a copy of the credit card application from NBT bank and they would like us to try pick his specified due date for payment. A Motion by D. DiPofi to the table the application until our treasurer is here was seconded by no one. A Motion was then made by V. Krill to start the application and change the due date if needed and seconded by E. Keefer. On the question M. DiPofi asked why not change the due date on the credit card, at which J. Clark stated we could change it in the future, Motion Carried.

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

The shower and dishwasher are an ongoing process.

**PROJECT**  
**849 1<sup>st</sup> Street Watervliet, NY 12189**

We received an email from Richard Campagnola about and TDE refund of \$2009.50. Email will be filed with the minutes.

A motion was made by J. Pastore to fill out the paperwork and send it in seconded by V. Krill and carried.

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

**NEW BUSINESS**

A letter from David Markes to the president and cc: to the fire district stating he is resigning from active membership of the Schuyler Heights Fire Company. He surrendered his fire gear and key to the building.

An email was sent out to the commissioners about the LOSAP calculations that they need to be checked and signed off so we can hang them on the board, starting the 30-day membership review. J. Clark stated we only need 3 signatures to post on the board for review of membership. Commissioner D. DiPofi then signed the document which now has the signatures of all the commissioners.

J. Pastore discussed the Commissioners Conference at Turning Stone. D. DiPofi wanted to know if she was included in the rooms that were reserved. After a discussion it didn't appear that she was. Therefore, prompting her to ask why she wasn't included. A lengthy discussion followed and phone a call was made to verify if she had a room. There was no reservation listed for D. DiPofi.

M. DiPofi stated due to the continued bickering regarding his signing of the checks he no longer will sign them. He then requested his name be withdrawn from the signature card. M. DiPofi made a motion that the Chairperson handle the responsibility and be put on the signature card seconded by V. Krill and carried.

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

## CHIEF'S REPORT

### See report on file:

Chief Fandl discuss the New York State Constable course that is tentatively scheduled for April 9,10,18 and 23<sup>rd</sup>

The rescue committee is an ongoing process.

Chief Fandl spoke about the 2 data lines in the need for them and where they needed to go. Motion by M. DiPofi to have them installed by Watts and Water seconded by D. DiPofi carried.

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

Chief Fandl spoke about the Fire Expo 2018 and do a day trip and have at least 3 members attend, cents the pricing depends on a member or a nonmember until I know who is going and if they are a member or not I would like to price it at the nonmember of \$285. A motion was made by M. DiPofi to allow 3 members to go Thursday or Friday whichever day they can get in and not to exceed \$855 seconded by V. Krill and carried.

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

Chief Fandl talked about physicals on using our current provider versus switching, he spoke about Access Health and how everyone is not please with their service. Shaker Road Fire Department had an informational meeting about a new company called Infinity. J. Pastore had a discussion with the board and the feeling was to have them send a price list and have the chief arrange a dog and pony show for us at Schuyler Heights.

The power outlet across the street used for the squad needs to be repaired. Can we ask Watts and Water to repair it when they are here to install the data line? The board agreed.

A motion was made by M. DiPofi to have repair done as stated seconded by V. Krill carried.

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

The sump pump has been repaired also this is for information only

D. DiPofi started a sidebar with Chief Fandl wanting to know if anything is being done with the Junior Firefighter's. The Chief stated he is following the company SOP's and is handling it, as that is part of his job and nothing to do with the board.

## REPORTS

### V. Krill:

Invited Cedar Tree representative Kevin Rundell to speak at tonight's meeting.

### M. DiPofi:

I am in need of the use of one of our large coffee pots and the board did approve that noble needed

### D. DiPofi:

D. DiPofi made a motion to have the single check showing the combined total for the banquet and snowplowing be rewritten on two checks as it would provide transparency for the company treasurer. Seconded by E. Keefer and carried.

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

I have a hall rental for M. DiPofi on 4/8/2018 for a baby shower. A motion by M. DiPofi and seconded by J. Pastore for that date and carried.

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

D. DiPofi asked when will we get the treasure report, stating it has been 2 months and still no report. A discussion followed with D. DiPofi stated we need a report for the next meeting. I also think if the treasure is not coming she should let us know so we can change the meeting so she is here. The chair stated that that the board had been notified in advance of the treasurer's absence.

D. DiPofi stated she submitted changes to last month's report and the changes are not in the final report. D. DiPofi went on to say "I am trying to talk about it and the Chair will not let me talk". On Turning Stone reservations have been made for only four people. A lengthy discussion followed when

D. DiPofi wanted put in the minutes that she felt the chair was being hostile towards her. Joe was trying to tell her that he told Cindy to include her, M. DiPofi mentioned he heard that statement. The chair then stated that he had previously showed D. DiPofi the form that needed to be filled out. The chair then reminded D. DiPofi that she had told him at the time that her work schedule was being changed. That she would let him know if she would be able to attend once her scheduled was final.

**E. Keefer:**

**Note:** Chairman Pastore stated he has experience working with security cameras, has been trouble shooting the problem and believes the issue is a faulty power supply. The cost to replace the cabinet with the power supply and circuit boards is \$163. He then asked if the board would like him to continue. It was at that point the following motion was made:

Our security cameras are not working I called Diamond Data to see about a repair and they will charge you \$145 for a service call to diagnose the problem. A motion was made by E. Keefer to have Diamond Data come in for service call to diagnose or problem seconded by M. DiPofi and carried.

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

I have the quote requested by the board from Albany IT to replace the 3 computers in the chief's office and the total was \$3980.34. A motion was made by M. DiPofi to purchase the computers seconded by V. Krill and carried.

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

The commissioner's printer has a black line that goes through anything you print or copy, I called support and our warranty is up and we no longer have support. A one-year warranty extension for the printer is \$466. A replacement printer is \$775.99 with a new 3-year warranty. A motion was made by M. DiPofi to purchase a new printer for \$775.99 with a new 3-year warranty seconded by V. Krill and carried

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

We are out of the New Member's T-Shirts, last order was 6-small, 6-Med., 12-large, 12-1X, 2-2X and 2-4X the board agreed on restocking

**J. Pastore:**

I would like it noted in the minutes D. DiPofi left the meeting before it was adjourned a motion by J. Pastore to go in the minutes seconded by V. Krill and carried.

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

**J. Clark:**

If nothing has been done with the Encon paperwork I am willing to do it, the board wanted Jack to take care of it.

The 2016 audit has not been completed and we need to authorize BST to initiate and complete the 2017 order. We also need to prepare a Request for Bids (RFP) for audit services for the years 2018 2019 and 2020.

Motion M. DiPofi, Second V. Krill; that the board authorize BST to re-engage and complete the audit for the year 2016 as written. carried.

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

Motion M. DiPofi, Second D. DiPofi; The board further authorizes BST to initiate and complete the 2017 audit and further authorizes the Chair and the Treasurer to sign any directives or authorizations reasonably requested by BST and approved by the fire district counsel, to complete such audit for 2017. That BST is further authorized to file the audits once approved by the Board of Fire Commissioners with all entities provided for under Town Law § 181-b and carried.

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

Motion D. DiPofi, Second V. Krill; that the board directs counsel for the fire district to prepare a specification to advertise for competitive bids for annual audit services for a three year contract covering the years 2018, 2019 and 2020 in the manner called for under The Town Law § 181-b(3) and carried.

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

A Motion to adjourn was made by M. DiPofi seconded by V. Krill Carried at 10:33pm.

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

**NEXT MEETING**

**March 22, 2018**

Respectfully Submitted

*Earl Keefer*

Fire District Secretary  
Schuyler Heights Fire District