

CALEDONIA FIRE DISTRICT
February 9, 2022

MINUTES

Present: Fire Commissioners Jim Dutton, Don Cook, Meg Churchill, Mike Beavers and Ron Beach Jr.

Others Present: Secretary/Treasurer Sue Carson, Chief Mike Churchill, Deputy Chief John Murray, Deputy Chief Bob Jake, Dave Boyce, John Kellen, Tony DeMarco, Chris Beach, Andrew Carpino and Mike Lubitow.

VIA ZOOM: Brent Hanson and Brian Griffith

Mike Lubitow arrived at 7:25 pm.

The meeting was called to order by Chairman Jim Dutton at 6:30 p.m. All present participated in the Pledge of Allegiance.

Motion #022 – 2022

Mr. Beavers made motion, seconded by Mr. Cook and all approved to accept the January meeting minutes with the following amendment:

Page #1

Correction of order – Motion #008-2022 should appear prior to the swearing in of Chief and Deputy Chiefs.

Motion #023 – 2022

Mr. Beach made a motion, seconded by Mr. Cook and all approved removing Mark E. Schroeder and Laurie VanAllen from the active membership list.

- Brent Hanson and Brian Griffith from VFIS provided a presentation on LOSAP to the Board. The following were noted:
 - LOSAP programs may increase retention and recruitment of fire fighters
 - Benefits include income, disability and a death benefit.
 - Plans are either Defined Contribution or Defined Benefit. Defined Contribution Plans have a maximum \$1,200 per year contribution by the Fire District.
 - Monies can be invested into mutual funds or annuities.
 - Requirements to start a program require 60% of the Board to approve it and a referendum with a 51% approval.
 - A copy of the presentation will be emailed to the District.

The LOSAP meeting ended at 7:15 pm.

Dave Boyce from Tompkins Insurance presented the proposed 2022 package insurance coverage for the District.

The following was discussed:

- 2.9% premium increase for 2022.
- At the time the Fire District is ready to build a new fire hall, Tompkins will make sure all contractors are insured.
- The Commissioners will review coverage on the trucks and get back to Shane at Tompkins.

Dave Boyce left the meeting at 7:30 pm.

Chief Churchill's Report:

- Chief Churchill presented the following reports for January
 - Fire Report
 - Truck Fuel Log

Motion #024 – 2022

- Mrs. Churchill made a motion, seconded by Mr. Cook and all approved the Fire Report for January.
- The Chief noted a representative from EMS stated the one set outstanding gear will be free due to the length of time the District has waited for it.
- Car 11 (Silverado) will be brought to Gerber Collision to have lights installed. Cap hasn't been received yet.

Motion #025 – 2022

- Mrs. Churchill made a motion, seconded by Mr. Beavers and all approved the purchase of four new tires for #1101 at state bid from Sedam Tire in the amount of \$742.

Motion #026 – 2022

- Mr. Beavers made a motion, seconded by Mr. Cook and all approved the purchase of six wireless headsets from Flower City at state bid in the amount of \$9,256.09.

Motion #027 – 2022

- Mrs. Churchill made a motion, seconded by Mr. Cook and all approved the purchase of a sewer gas tank in the amount of \$235 from Churchville.

Motion #028 – 2022

- Mr. Beavers made motion, seconded by Mr. Beach and all approved the purchase of a dual head multiband radio for Car 11 in the amount of \$799.50 at state bid from Flower City and monies will be taken from the communications line.

Motion #029 – 2022

- Mr. Dutton made a motion, seconded by Mr. Cook and all approved the purchase of three multi-bank portables at state bid for a total of \$19,284.15 from Flower City.

Motion #030 – 2022

- Mr. Beavers made a motion, seconded by Mrs. Churchill and all approved the purchase of ten Unication G5 pagers with base chargers from Flower City in the amount of \$7,775.
- Deputy Chief Murray noted the following:
 - All fire fighters are up to date on OSHA physicals
 - New turnout gear is slated for June production.
- John Kellen discussed the need for the following:
 - Four hose reels and whips. Quotes per reel as follows: Lowes: \$106; Home Depot \$157.69 with whip and Harbor Freight \$99 plus \$5.49 for whip.
 - Stokes basket on #113 cannot secure a patient. He suggested purchasing straps, but the basket may need replacing. Pricing for straps: \$183.75 and \$239.40.

Motion #031 – 2022

- Mr. Beach made a motion, seconded by Mr. Beavers and all approved the purchase of four hose reels with whips and the use of the credit card for payment.

Motion #032 – 2022

- Mr. Beavers made a motion, seconded by Mr. Beach and all approved John Kellen moving forward with obtaining quotes to purchase a new stokes basket for #113.
- Andrew Carpino held a brief overview regarding the Vigilant on- line training and drill requirements.
- Follow up from previous meetings
 - Fire Police Boots (Tom Hayes) – Have been shipped
 - 5” hose – received. The coupling is outstanding.
 - Fire Police gear and strobe lights - outstanding
 - Fire Fighter gear – one set outstanding. See page 2
 - Gas Meter – One at Sensit
 - Appraiser update – Bruckner, Tillet, Rossi, Cahill and Associates was contracted to perform a full appraisal for \$1,400. Second quote obtained from Midland Appraisal at \$2,800. Should be complete by next week.
 - Status of C 11 – See page 2
 - FEMA Grant – not submitted.

Motion #033 – 2022

- A motion was made by Mrs. Churchill and seconded by Mr. Beavers; all approved the J.W. Jones Hall fundraiser activities as listed below with all active fire fighters eligible to participate.

February (FR =Front Room; BR Backroom)

5 & 6 – Vendor Show

8 – Funeral BR

12 – Retirement Party BR

14 – Safety training FR

20 – Birthday Party BR

EMS Report:

- EMS Captain Mike Lubitow noted Jackson Welding will hydro test and fill oxygen tanks for \$35 each. The District needs 12 tanks tested and filled at a cost of \$420.

Motion #034 – 2022

- Mr. Beavers made a motion, seconded by Mr. Beach and all approved submitting an application to Jackson Welding to be approved to receive invoices, Mr. Dutton the authority to sign the application for the District and testing and refilling 12 tanks at \$35 each for a total cost of \$420.
- Captain Lubitow requested approval for the purchase of the following:
 - Compact suction unit. Quotes from Allied 100 \$589, AED Superstore \$684 and Zorro \$1,231.
 - Three jump bags from 911 network at \$130 each.
 - Stretcher Blanket - \$157.95
 - Four 16.9 oz USP normal saline – 11.80
 - Six sterile burn sheet blanket – 19.95
 - Ten multi trauma sterile non- woven dressings - \$28.95
 - Three pediatric size blood pressure cuff - \$12.99 each
 - Two five pack adult cannula comfort plus 4” kink tubing - \$7.49 each
 - Three oral airway emergency kits - \$5.49 each
 - Three pediatric extrication cervical collars - \$13.40 each
 - Two Inst glucose gel - \$28.98 each
 - Four pack CPR training bag valve mask - \$99.95
 - Two boxes of 12 paper adhesive tape - \$18.80
 - 11 EMT paramedic scissors - \$12.25
 - Two immobilizing jackets with carrying case - \$77.99 each
 - Pack of 24 stretch bandage gauze roll - \$11.49
 - Box of four medical paper tape - \$23.41
 - Two obstetrical kits - \$10.86
 - Three stethoscopes - \$13.25 each

- Three packs of six disposable diagnostic penlights - \$13.25 each
- Two packs with 36 rolls of light compression stretch gauze 3”x 4.1 yards - \$15.99 each
- One pack with 36 rolls of light compression stretch gauze 4’x 4.1 yards - \$17.46 each
- Oxygen face mask - \$23.99
- Two burn sheet blankets - \$11.95 each
- Two silk like cloth medical tape - \$10.24 each
- Two pack of three universal aluminum splint - \$12.95 each
- Three packs of six nasal airway kits - \$18.95
- 100 pack of sterile gauze pads - \$21.79
- Three fingertip pulse oximeter blood saturation monitor - \$16.77 each
- One box of 12 triangular bandages - \$7.95 each
- Occlusive chest seal non vented adhesive dressing - \$26.95
- One box of 20 count sterile abdominal pads - \$8.99 each
- Five adult adjustable collars - \$11.18 each

Motion #035 – 2022

- Mrs. Churchill made a motion, seconded by Mr. Beavers and approved the purchase of compact suction unit at a cost of \$589, including use of the credit card for payment.

Motion #036 – 2022

- Mr. Beach made a motion, seconded by Mrs. Churchill and all approved the purchase of three jump bags at a cost of \$130 each, including use of the credit card for payment.

Motion #037 – 2022

- Mrs. Churchill made a motion, seconded by Mr. Cook and all approved the following purchases, including use of the credit card for payment:

Stretcher Blanket, four 16.9 oz USP normal saline, six sterile burn sheet blankets, ten multi trauma sterile non- woven dressings, three pediatric size blood pressure cuff, two five pack adult cannula comfort plus 4” kink tubing, three oral airway emergency kits, three pediatric extrication cervical collars, two Inst glucose gel, four pack CPR training bag valve mask, two boxes of 12 paper adhesive tape, 11 EMT paramedic scissors, two immobilizing jackets with carrying case, pack of 24 stretch bandage gauze roll, box of four medical paper tape, two obstetrical kits, three stethoscopes, three packs of six disposable diagnostic penlights, two packs with 36 rolls of light compression stretch gauze 3”x 4.1 yards, one pack with 36 rolls of light compression stretch gauze 4’x 4.1 yards, oxygen face mask, two burn sheet blankets, two silk like cloth medical tape, two pack of three universal aluminum splint, three packs of six nasal airway kits, 100 pack of sterile gauze pads, three fingertip pulse oximeter blood saturation monitors, one box of 12 triangular bandages, occlusive chest seal non vented adhesive dressing, one box of 20 count sterile abdominal pads and five adult adjustable collars.

Motion #038 – 2022

Mrs. Churchill made a motion, seconded by Mr. Cook and all approved the District opening an account with EMP.

Mike left the meeting at 7:51 pm.

Fire Hall Construction Update

- Chris Beach noted that at a recent building committee meeting with Passero Associates and Christa Construction, the cost is now estimated at \$10,500,000 to construct the new fire hall.
- The building committee will meet to possibly remodel building design.
- Chris left the meeting at 7:43 pm.

Fire Commissioner’s Reports

- Mr. Dutton reported attorney Ray DiRaddo had reviewed the new lease agreement with the Village and has no concerns. Insurance requirements are covered presently in the District’s policies.

Motion #039 – 2022

- Mr. Beavers made a motion, seconded by Mrs. Churchill and all approved the 2022 lease with the Village of Caledonia and giving Mr. Dutton the authority to sign for the District.
- Mr. Dutton noted at recent fire commissioner training he attended it was discussed as a best practice to include in the monthly minutes which bank statements were reviewed and if there were any issues. The Board agreed to start the process and begin with the February meeting minutes.
- Mr. Cook requested clarification on who at the District inventoried the pagers. Deputy Chief Murray stated he is responsible.
- Mr. Cook stated he had reviewed bank statements ending 12/30/21 and reconciliations for the following bank accounts and noted no discrepancies:
 - Capital Equipment Apparatus Reserve Fund GML6G, account #9204 and 7774
 - Capital Building Reserve Fund GML 6G account #9855
 - Checking account #5829
 - Money Market account #7960

- Mr. Dutton inquired if the Fire Police have filed their oath of office with the town. Chief Churchill will follow up.
- Mr. Dutton noted the Ethics Policy will be sent electronically to the Board for their review and possible suggestions for any updating.

Secretary Treasurer's Report

- The District may want to review the policies for C11 and credit card policy due to an addition of a Deputy Chief vehicle and EMS services. The Secretary will bring drafts to the next meeting for review.

Motion #040 – 2022

- Mr. Dutton made a motion, seconded by Mrs. Churchill and all approved the renewal of the Kaspersky virus protection for two years at a cost of \$137.99 and use of the credit card to pay for it.

Motion #041 – 2022

- Mrs. Churchill made a motion, seconded by Mr. Cook and all approved payment to Tompkins Insurance for 2022 crime policies in the amount of \$656.

Motion #042 – 2022

- Mr. Beavers made a motion, seconded by Mrs. Churchill and all approved contracting Mengel, Metzger, Barr & Co to conduct the District 2021 audit at a cost of \$5,595 and authorizing Mr. Dutton to sign the letter of engagement.

Motion #043 – 2022

- Mr. Beavers made a motion, seconded by Mr. Beach and all approved the Treasurer's Report and payment of vouchers #12-31 totaling \$14,787.20.

Motion #044 – 2022

- Mrs. Churchill made a motion, seconded by Mr. Beach and all approved adjourning the meeting at 8:55 p.m.

Respectfully submitted,

Susan J. Carson
Secretary/ Treasurer