

## FIRE COMMISSIONERS MEETING

JANUARY 21,2008

The Commissioners of the Clermont Fire District held their organizational meeting on Monday, January 21, 2008 at 7:00 PM at the Town Hall. Those present were Ronald Rifenburgh, Charles Larsen, Harry Harned, Brandon Seymour, Ronald Seymour, Larry Saulpaugh, Denise Fiore and Tracey Gallant.

Chairman Ronald Rifenburgh called the meeting to order at 7PM with the Pledge of Allegiance.

Treasurer Denise Fiore presided for initial resolution to nominate Chairman.

Resolution #1-08 - Appointment of Chairman

Commissioner Larsen nominated Ronald Rifenburgh. Nomination seconded by Commissioner Harned. No further nominations. All in favor. So carried.

Resolution #2-08 - Appointment of Vice Chairman

Chairman Rifenburgh made motion nominating Charles Larsen Seconded by Commissioner Harned. No further nominations. All in favor. So carried.

Resolution #3-08 - Appointment of Secretary

Commissioner Larsen made motion to nominate Mary Shannon seconded by Commissioner Harned. All in favor. So carried. Secretary salary to be \$2000. per year.

Resolution #4-08 - Appointment of Treasurer

Commissioner Larsen made motion to nominate Denise Fiore seconded by Commissioner Seymour. All in favor. So carried. Treasurer salary to be \$2000. per year

Resolution #5-08 - Official newspaper

Motion made by Commissioner Larsen to retain the Registrar Star seconded by Commissioner Harned. All in favor. So Carried.

Resolution #6-08 - Official Bank

Motion made by Commissioner Harned to retain First Niagara. Seconded by Commissioner Seymour. All in favor. So carried.

Resolution #7-08 - Location, Date and Time of Commissioner's regular monthly

meeting. Motion made by Commissioner Larsen to keep the 3rd Monday monthly, 7PM at the Clermont Town Hall. Motion Seconded by Commissioner Harned. All in favor. So carried.

Resolution #8-08 - Authorizing Prepayment of bills. Motion made by Commissioner Larsen that Utilities such as Fuel Oil, Electric, Phone and Rent can be paid prior to authorization from the Commissioners. Treasurer requested to include a note with the Fuel oil bill that it is made out to the Clermont Fire District. Motion seconded by Commissioner Harned. All in favor. So carried.

Resolution #9-08 - Appointment of Attorney  
Commission Harned made motion to appoint Andrew Howard with Freeman-Howard PC. Motion seconded by Commissioner Larsen. All in Favor. So carried.

Resolution #10-08 - Appointment of Accountant.

Resolution #11-08 - Appointment of Committees  
Motion made by Commissioner Harned that all appointments remain the same for 2008 as in 2007. Motion seconded by Commissioner Larsen. All in favor. So carried.

Motion made to adjourn organizational meeting at 7:07 P.M. by Commissioner Larsen. Motion seconded by Commissioner Harned. All in favor. So Carried.

## FIRE COMMISSIONERS MEETING

JANUARY 21, 2008

The Commissioners of the Clermont Fire District held their regular monthly meeting, following the organizational meeting, on Monday, January 21, 2008 at 7:00 PM at the Clermont Town Hall. Those present were Ronald Rifenburgh, Charles Larsen, Harry Harned, Brandon Seymour, Ray Bauer, Ronald Seymour, Larry Saulpaugh, Denise Fiore and Tracey Gallant.

The meeting was called to order by Chairman Rifenburgh at 7:10 PM.

Motion made by Charles Larsen to accept December's minutes as is. Motion seconded by Commissioner Harned. All in favor. So carried.

Report given by the Treasurer: Lockers are \$3200. Leaving a \$500.00 balance. The lockers have not arrived as of yet. Chief Saulpaugh will check on an expected delivery. These should be paid out of 2007 budget. Motion made by Commissioner Larsen that the bill is paid upon receipt of the lockers. Motion seconded by Commissioner Harned. All in Favor. So carried.

Motion made by Commissioner Harned to accept Treasurers report. Motion seconded by Commissioner Seymour. All in favor. So carried.

### COMMUNICATIONS:

Application for new membership received for Jeff Vucich. Application completed with vote from Fire Company by Commissioner Harned. Application approved by Fire Company. Chairman Rifenburgh read application to all commissioners present. Motion by Commissioner Larsen to accept application. Motion seconded by Commissioner Seymour. Secretary to send acceptance letter and physical form stating acceptance of active membership upon completion of physical.

BUILDINGS AND GROUNDS: Nothing to report

### EQUIPMENT:

604 rear scene lights being repaired. M60 repaired

### INSURANCE:

Commissioner Larsen met with Ms. Flanigan of VFIS to review policies. She will send a quote. Motion made by Commissioner Larsen that a 3 year policy is elected. Motion seconded by Commissioner Harned. Discussion: Gathering quotes on a yearly basis is very time consuming for commissioners Bauer and Larsen. A courtesy call should be made to Fingar insurance. All quotes will be reviewed. Insurance will need to be selected at the February meeting. Secretary to send Fingar Insurance, Kleeber Agency and VFIS request for proposal for 3 year policy. Can be reviewed every year, however, will not need to be changed every year. All in favor after discussion. So carried.

Commissioner Harned will need to contact Ms. Flanigan in regards to Firehouse Insurance.

MILAN FIRE: Clermont pays Milan to cover areas of district. Certificate of Insurance will be needed from them. Secretary to request copy from Milan. Commissioner Rifenburg will contact Livingston Fire commissioners in regards to Fire district areas, payments and taxing directly.

LOSAP: Information is supplied from the computer program by Harry. He enters the miscellaneous information.

Tom McCarthy has the call sheets. Larry to contact Tom to find the information so that it can be reported regularly. Original sheets for fires/drills/meetings should remain in Firehouse locked up. Copies may be used for data entry into system. Year end files should be given to commissioners for filing in cabinet.

Point system was explained to the commissioners as established by the Clermont Fire Department membership. Although the State minimum rules, Clermont adopted their own requirements as well. After 5 years you are fully vested. After 10 years Chairman Rifenburg thinks this should be reviewed to see that it is working and paying out appropriately. A lot of money has been paid out over the years and the commissioners want to see that the program is beneficial to the younger membership as well as the older. At this time the system does not seem to increase the number of drills and fire calls being made by members. Each commissioner is to review paperwork provided. Further comments will be heard at the February meeting.

#### LAWS AND POLICIES:

Fire commissioners training program; Ray Bauer is the first member to be required to take this class. Class being held in Copake for 4 hours on a Saturday. District will pay for participation. Secretary to complete paperwork for Ray Bauer's entrance to class. Each commissioner will be required to take this class upon election or re-election. A motion was made by Commissioner Larsen that a check be made out in advance and sent with the application in the amount of \$125.00. Motion seconded by Commissioner Seymour. All in favor. So carried.

#### OLD BUSINESS:

Drivers List—Training to be completed by next commissioner's meeting which will be held on February 18th. Any driver not completing training will be removed from driver's list until training is completed.

Lost pager- Don VanWagner has not located the lost pager. Per Commissioner Larsen a letter stating how the pager was lost will need to be submitted prior to receiving a replacement. Insurance will not replace without this letter and a receipt for replacement. Dennis Palazzo—Need equipment and pager by next meeting. Bruce Potts will attempt to get from Dennis.

Floyd Moore—Cannot locate pager.

State reports—Previously completed by Tom McCarthy. Call reports will now be entered by Commissioner Seymour's wife Brenda. Technical questions will be answered with assistance from Commissioner Seymour. She should be compensated for entering reports? Compensation to be taken from the Chiefs budget. Payment to be \$10.00 per state report, paid quarterly. Motion by Commissioner Harned. Motion seconded by Commissioner Bauer. Chief Saulpaugh to supply information to Treasurer for payment. A copy of the report to be supplied to the commissioners regularly. Commissioner Seymour will contact Tom McCarthy to get computer program. All in favor. So carried.

Chiefs report—No year-end report available at this time. Chief to get the information and supply at next months meeting.

Invoices and packing slips—Every bill must have packing slip or must be signed and noted what account to be paid from. Need a copy of the contract for rental.

Each month the treasurer is requested to put a running total of capital fund on her report.

#### NEW BUSINESS:

Treasurer requested petty cash in the amount of \$50.00 total for stamps etc. Motion made by Commissioner Larsen. Seconded by Commissioner Harned. All in favor. So carried. Treasurer to exchange receipts to replenish petty cash.

Audit—Germantown has used auditor Mark Fitzgerald from Stuyvesant. Treasurer given contact information and should contact auditor and schedule an appointment to review books. Discussion: The auditors fee is unknown at this time. Denise to ask about fee and accept \$1500. Any larger amount to be brought back to the commissioners for approval. This auditor supplies a very detailed report. Motion made by Commissioner Bauer, seconded by Commissioner Larsen. The Chairman will contact commissioners if the amount is set to exceed \$2000. All in favor. So carried.

Code of Ethics—Supplied to all commissioners— Every fire company also needs to adopt them by June 2007. [www.firedistnys.com](http://www.firedistnys.com) login:1266 Password c1266zc. To be read and approved or amended at February commissioners meeting. Secretary will fill in the blanks upon acceptance by commissioners.

Volunteer Firefighter Credit : NYS allows a \$200.00 credit for income tax.

## OFFICERS:

Letter from Fire company stating newly elected officers.

Chief Larry Saulpaugh

1st Assistant Chief Ron Seymour

2nd Assistant Chief Bruce Potts

1st Lieutenant Brandon Seymour

2nd Lieutenant Ted Blank

Captain Thomas McCarthy.

All positions accepted with exception of the captain's position. This will be discussed at February meeting in further detail.

Motion to accept by Commissioner Larsen, seconded by Commissioner Bauer. All in favor. So carried.

Joe Franco called in regards to borrowing gun from brush truck for Poughkeepsie. Asst. Chief Seymour will make a note on the board when it is loaned out. Approved by Commissioners with no objections.

Missing Chainsaw— What policy is in place for members borrowing equipment? There is no policy. There have been no problems in the past. New policy should be instituted. Minimum requirement that line officer needs to approve loan and should be signed out. Line officer will be responsible to see that it is returned in condition that it was loaned out in. Motion by Commissioner Seymour that this will be the policy effective immediately. Motion seconded by Commissioner Harned. All in favor. So Carried. Secretary to write policy which will be placed in the " New policy book"

All members to review past minutes make notes to address policies. These policies will also be instituted.

- Loaning tools/equipment etc
- Physicals

## CHIEFS REPORT:

Serious Automobile accident 2 weeks ago. Chief had portable radio problems. Sean Smith found problem with Chiefs antenna. Chief replaced two (2) antenna's. There is a need for additional strobe lights for helicopter landing. Four (4) strobe lights requested. No blankets were available at the scene. The Chief ordered two (2) boxes of disposable blankets. One box will be placed at each station. Gear racks are on order.

Service on Trucks for 2008—Commissioner's Bauer and Seymour will be responsible. Records to be kept on each truck at firehouse.

Pricing from 3 competitors. Ralphs—(Commissioner Bauer), MES (Commissioner Seymour ) and VRS(Chairman Rifenburg)

Pumpers: Service engine oil and transfer cases yearly. Service transmissions every other year. All Filters. Air filters if needed. Start fresh this year with all services on all

equipment. Reports back from each competitor by February meeting for pricing.  
Updated inventory to be supplied by the Chief at February's meeting.

New pagers: Two new pagers at \$350 each. \$100 Deductible per pager from insurance.

Red lights/siren for Assistant Chief Pott's car 3: \$450.00

Total requests ~ \$1200.00. Motion made to approve the above purchases by  
Commissioner Bauer, Seconded by Commissioner Larsen. All in favor. So carried.

Payment of monthly Bills: Motion to pay bills by Commissioner Larsen, seconded by  
Commissioner Bauer. All in favor. So carried.

Copy of Live Fire Training to be held at Town Hall. Only copy purchased. Copies will  
be made for Chief Saulpaugh and Assistant Chief Ron Seymour.

Motion to adjourn at 9:25 by Commissioner Larsen, seconded by Commissioner Bauer.  
All in favor. So carried.

Respectfully submitted,

Tracey Gallant  
In absence of Secretary