

**BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
July 11, 2017**

The meeting was called to order by Chairman L. Bonesteel at 7:30 PM.

The following were present:

Commissioners:	L. Ramsey	Chief:	S. Peterson
	M. Fowler	Ass't Chief:	W. Crawford
	T. Johnson	President:	A. Schadow
	W. Bennett	Secretary:	C.L. Merchant
	L. Bonesteel	Treasurer:	C.F. Merchant

Chairman, L. Bonesteel asked if there were any errors or corrections to the June 13, 2017 minutes. There being none, M. Fowler motioned to accept the minutes as presented, seconded by W. Bennett. Motion carried.

Treasurer, C.F. Merchant went over the Treasurer's Report for June 30, 2017 (attached)

GENERAL FUND:

Checking Account	\$ 18,904.17
Savings Account	<u>1,898.38</u>
	20,802.55
Less Encumbered	<u>(7,240.00)</u>
 TOTAL BALANCE - GENERAL FUND – 06/30/17	 \$ 13,562.55 =====

FIRE ENGINE RESERVE FUND:

Savings Account	\$ <u>178,155.84</u>
 TOTAL BALANCE - ENGINE RESERVE FUND – 06/30/17	 \$ 178,155.84 =====

BHFD LAND AND IMPROVEMENT FUND:

Savings Account	\$ 162,261.52
Checking Account	<u>19,900.63</u>
 TOTAL BALANCE - LAND & IMPROV. FUND – 06/30/17	 \$ 182,162.15 =====

Motion by T. Johnson to approve the June Treasurer's Report as prepared, seconded by L. Ramsey. Motion carried.

Treasurer, C.F. Merchant presented the Claims for approval to be paid from the General Fund Checking Account. Motion by W. Bennett to pay the Claims as presented, totaling \$2,417.77, seconded by T. Johnson. Motion carried. (attached)

Treasurer, C.F. Merchant presented the Claims for approval to be paid from the Land & Improvement Account. Motion by M. Fowler to pay the Claims as presented, totaling \$10,955.86, seconded by L. Ramsey. Motion carried. (attached)

Treasurer, C.F. Merchant stated that she is very concerned about the account balances. In the next couple of months, she will have no money to pay bills. Plus, we have a lease to pay for the new Chief vehicle. She is very stressed about this and needs answers tonight on how we are going to handle this. Approx. \$261,000.00 has been paid out towards the new fire house from borrowed accounts in anticipation of the Bond check. Treas. C.F. Merchant handed out a report of expenses paid. L. Bonesteel suggested the Board sit down and go over the report and come up with a plan. The suggestion

was made to take \$100,000.00 from the Land & Improvement Fund and deposit it in the General Fund to pay that account back and cover any upcoming expenses. The Fire Engine Reserve Fund will need to be paid back by the end of the year. M. Fowler, T. Johnson and C.F. Merchant will sit down and go over the numbers.

Treasurer C.F. Merchant stated that she would rather only transfer to the General Fund the actual amount borrowed from the General Fund. That would put that account back to where it was and that will cover us to the end of the year for all budgeted items. Motion by T. Johnson to transfer \$88,500.15 to the General Fund from the Land & Improvement Fund to cover expenses paid for the new Fire House, seconded by L. Ramsey. Motion carried

COMMUNICATIONS - WRITTEN:

Community Room Reservations ~ M. Fowler read them = File
J&J Superseal = L. Ramsey
Physical form for T. Murphy = T. Johnson

COMMUNICATIONS - VERBAL:

C. Thurnau spoke regarding the transparency between the Fire District and the Fire Company as far as meetings, etc. He does feel that there has been more transparency with the new Fire house but not so much regarding CVS.

C. Thurnau questioned why the Board had to pay for the printing of the drawings? That should have been included in the fees.

C. Thurnau questioned how Car 16-0 got hit. The Board explained that a citizen pulled out of a driveway and hit Car 16-0.

R. Merchant feels the Board should have requested more from the tax payers, \$3.2 – 3.4 million. He thinks that \$2.6 million was too low considering Jonesville FD was \$2.4 million several years ago and they used part of their existing fire house. He questioned the Bond check and if the Board is accepting it in order to pay off all these expenses related to the new fire house. He also would hate to see the new fire house have to be downsized as he thinks it is a decent size and layout. L. Bonesteel stated that the Board hired Heuber-Breuer as the professionals and that is the amount they came up with. The Bond council recommended not taking the Bond check until we are actually ready to build as the tax levy for the tax payers will increase at that time.

E. Utermark questioned the Room Reservation for a Catalog party as the room is not supposed to be used for money making events. L. Bonesteel will check into it.

J. Goddard re-requested that the Board minutes be posted on the Fire Dept. website.

COMPANY REPORT – A. SCHADOW, PRESIDENT

A. Schadow questioned the list of members from Saratoga County Insurance. There are a couple Regular members not on the list. Secretary, C. Merchant will send the names to Wendy and have them added.

CHIEF'S REPORT:

Pending 06/2016 - Chief S. Peterson requested authorization to purchase 5 sets of turn out gear: B-Lann \$2,396.50 each; FireTrac \$2,065.80 each. A motion was made by T. Johnson to purchase 5 sets from FireTrac for a total of \$10,329.00, seconded by W. Bennett. Discussion. T. Johnson questioned spare gear. S. Peterson stated that they keep 6 sets of spare gear. T. Johnson questioned replacement plan. S. Peterson stated that the State says every 10 years. They have been replacing 6 sets every year to

keep a rotation. T. Johnson agrees that replacing on a rotating schedule is a good idea. Motion carried.
Update 06/2017: Ordered

Pending 06/2016 - Chief S. Peterson requested approval to purchase 10 new baseball caps for the Fire Police at \$14.00 each from Walton's. A motion to approve by T. Johnson, seconded by L. Ramsey. Motion carried.

Chief S. Peterson requested Michael Bonesteel be moved to Active Status as he has completed all the probationary requirements. A motion to approve by T. Johnson, seconded by M. Fowler. Motion carried. Secretary C. Merchant will send him a letter.

Chief S. Peterson reported that the NYS DEC \$1,500.00 Grant he applied for was accepted. This money will be used towards the new turn out gear that has been ordered.

Chief S. Peterson requested authorization to purchase a new Chief Helmet for \$359.95 including shipping from FireTrac. Motion to approve by M. Fowler, seconded by W. Bennett. Motion carried. S. Peterson stated that this is a new helmet with a retractable shield. They are also sending a black demo helmet to try.

Chief S. Peterson requested authorization to purchase a pair of Black Diamond boots for one of our new firefighters in the amount of \$170.00 from FireTrac. Motion to approve by T. Johnson, seconded by L. Ramsey. Motion carried.

COMMITTEE REPORTS

PERSONNEL SUPPORT – T. JOHNSON, CHAIRMEN

No Report

SERVICE AWARD PROGRAM – T. JOHNSON, CHAIRMAN

Pending 07/2015 - T. Johnson stated that M. Fowler, C. Merchant and himself sat down to go over and revise the Incident Form. M. Fowler stated that the new form will have all the signatures on the front and the reverse will be for fire reporting. He is finalizing the form and then we will put in use. It will probably need some adjusting once we start using it. **Update 07/2017:** M. Fowler is working on it.

BUILDINGS & GROUNDS – L. RAMSEY, CHAIRMAN:

Pending 07/2015 - L. Ramsey stated that trucks (County & firefighters) have been driving over the new septic system at Station #2. He did stop and mention it to the County guys. We still need to look into a fence or something to deter this. **Update 07/2017:** Being installed next week by Superior Landscaping.

Pending 05/2016 - We still need to look at installing bollards to protect the gas meter at station #1. **Update 05/2017:** A. Schadow is very concerned that this has still not been done. He does not feel waiting for the new landscape from CVS is acceptable. A motion was made by T. Johnson to purchase a concrete barrier from Grandview Block or Palette Stone, not to exceed \$200.00, seconded by M. Fowler. Motion carried. **Update 07/2017:** A. Schadow is not happy that nothing is being done. He feels it is a safety issue and has been put off far too long. L. Bonesteel asked L. Ramsey to put something there for now.

EQUIPMENT & MAINTENANCE – M. FOWLER, CHAIRMAN:

161 – Stanchion light needs to be replaced.

161 and 162 need to go to Watkins for new spring clamps. T. Johnson offered to assist getting them there if needed. They won't pass inspection at this point and that is a concern.

161 - Needs an alignment.

WATER SUPPLY & INSURANCE – W. BENNETT, CHAIRMAN:

Car 160 has hit in the driver's side door area on 06/06/17 by a civilian. The State Police took a report and the other driver was issued a traffic citation. At this point the insurance companies are working it out.

FUTURE NEEDS – L. Bonesteel:

L. Bonesteel reported that the Fire House bids were opened on 06/29/17. All bids were \$300,000 - \$400,000 over budget. It is felt this is due to the following reasons: Short bid period; short construction period, the time of the year, and bad spring weather. The waterline extension also has not been approved by the Town Board yet. L. Bonesteel has sent another letter to the Town encouraging them to approve this request. The Building Committee unanimously recommended to the Board that the bids be rejected. The Board is looking at going back out to bid in the fall with a start date in the spring. The Board does need to formally reject the bids. A motion was made by T. Johnson to reject all bids received, seconded by L. Ramsey. Discussion. T. Johnson is concerned about proceeding until the waterline extension is approved and he sees it on paper. Motion carried. W. Crawford has been working with National Grid on extending gas to the Town Hall, Town Garage, Fire House and commercial properties. This would be a \$75,000.00 shared expense.

TRUCK COMM. – W. Crawford:

No Report

OLD BUSINESS:

Pending 04/2017 - New Chief Vehicle - Chairman L. Bonesteel stated that the new Chief vehicle has been ordered. 8-12 week delivery. It will then need to go to Pittsfield Communications to have the radios, lights, etc. installed and AJ Sign for the lettering. **Update: 07/2017:** L. Bonesteel stated he has filled out all the paperwork. Now waiting for approval. Our auditor has also been in contact with them to request the report that he needs. Once received it will need to be scheduled for lettering, radio and light installation, etc.

CVS – They have submitted an application to the Planning Board for a building permit. The Fire Dist. has not signed the final agreement yet due to some questions. **Update: 07/2017:** L. Ramsey stated the closing is set for July 14th. All concerns have been addressed. At this point the money (\$295,000.00) is in escrow. The Board needs a copy of the construction phase schedule.

Pending 05/2017 - M. Fowler reported that the battery backup for the computers died today. It has already been serviced twice. Motion by M. Fowler to purchase a new UPS battery backup, not to exceed \$150.00, seconded by T. Johnson. Motion carried. **Update: 07/2017:** Ordered, not in.

NEW BUSINESS:

Treasurer C.F. Merchant questioned if Heuber-Breuer applied for any grants as they stated they would at the meetings? T. Jonson stated, No. They did nothing. L. Bonesteel is looking in to this.

Purchasing Policy – There was a discussion regarding the policy and the fact that the Chief can only spend up to \$150.00 without Board approval. Several Board members feel this needs to be increased as that does not even cover a pair of turn-out boots. A motion was made by W. Bennett to increase the amount to \$250.00, seconded by T. Johnson. Motion carried.

R. Merchant suggested putting GPS systems in the Chief vehicles. Then there would be no question if they are being used inappropriately or not. L. Bonesteel thanked Rick for his suggestion.

OTHER BUSINESS:

The Bank Reconciliation will be done by T. Johnson and M. Fowler

Committees & Chairmen for 2017

Personnel Support: T. Johnson
Service Awards Program: T. Johnson
Buildings & Grounds: L. Ramsey
Equipment & Maintenance: M. Fowler
Water Supply & Insurance: W. Bennett
Future Needs: L. Bonesteel
Building Comm.: G. Bradtke

The next Regular Meeting of the Board of Fire Commissioners will be held on Tuesday, August 8, 2017 at 7:30 P.M.

It was agreed that the minutes be prepared and placed in each Commissioner's mail slot at the firehouse or e-mailed to them for review and approval at the next Regular meeting.

Motion by T. Johnson to adjourn at 9:13 PM, seconded by L. Ramsey. Motion carried.

Respectfully Submitted,

Candy L.

Merchant

Candy L. Merchant
District Secretary

Burnt Hills Fire District ~ Treasurer's Report ~ JUNE 30, 2017

Assets	\$ 381,120.54
Encumbered	\$ (7,240.00)
Overall TOTAL	\$ 373,880.54

General Fund:

CD's (GFCD)	\$ -
Checking (GFC)	\$ 18,904.17
Savings (GFS)	\$ 1,898.38
Total	\$ 20,802.55
Encumbered 2016*	\$ (7,240.00)
Overall Total	\$ 13,562.55

Fire Engine Reserve Fund

CD's (FERCD)	\$ -
Checking (FERC)	\$ -
Savings (FERS)	\$ 178,155.84
Total	\$ 178,155.84

Land & Improvement Reserve Fund

CD's (L&ICD)	\$ -
Checking (L&IC)	\$ 19,900.63
Savings (L&IS)	\$ 162,261.52
Total	\$ 182,162.15

B&G Projects: \$7,240 (\$3500 Blacktop Seal & \$3240 Landscaping @ Stations #1 & #2 Projects + \$500 Post Guards at Station #1)

MONTHLY ACTIVITY FOR EACH FUND:

General Fund ~ Checking at BSNB

Income	\$ 0.93	Month Earned Interest
	\$ 55.89	JAF Development, LLC MAY 2017 Electric
	\$ 221.85	Payroll Deductions for Social Security & Medicare ~ 2nd Quarter
	\$ 278.67	FYI ~ (\$1,020 Due from Zarembo Group ~ April 2017 Legal Fees paid by GFC on 05/09/17)
Expenses	\$ 8,603.01	25 Bills Paid
General Fund Savings	\$ 0.24	2nd Quarterly Interest Earned BSNB posted 06/30/17

Fire Engine Reserve Fund ~ Savings

Income	\$ 31.13	2nd Quarterly Interest Earned BSNB posted 06/30/17
Withdrawal	\$ 88,039.52	Temporary Loan to L & I Checking for New Fire Station #2 Bills

LAND & IMPROVEMENT RESERVE FUND:

Land & Imp. Reserve CD @ TRUSTCO ~ CLOSED OUT \$100,000 CD 20 Mo. @.80% matured 06/19/17

Income	\$ 1,342.20	Interest Earned on Matured 20 Month CD at Trustco
Withdrawal	\$ 101,342.20	Board Vote to Close & Deposited to Land & Improvement Reserve Savings Account

Land & Improvement Reserve Fund ~ CHECKING @ BSNB Earned Interest @ .05%

Income	\$ 1.49	Month Earned Interest
Temporary Loan	\$ 88,039.52	From FERS to pay June 2017 bills for New Fire House
Expense	\$ 37,293.00	1029 Hueber-Breuer Const.Co. Pre Construction Phase ~ Payt 1+2 of 3 New Fire House
	\$ 40,000.00	1030 Bivens & Assoc. Architects ~ Construction Documents ~ New Fire House
	\$ 8,407.30	1031 Napierala Prof. Engineer ~ Site Plan Development ~ New Fire House
	\$ 2,000.00	1032 Earth Care Plus ~ Tree Take-Down @ 330 Charlton Rd. Site
	\$ 330.00	1033 Lavelle & Finn, LLP ~ Legal Services Re: New Fire House
	\$ 9.22	1034 Greg Bradtke ~ Reimbursement EZ Pass to Syracuse Meeting
	\$ 88,039.52	Ck #

Land & Improvement Reserve Fund ~ SAVINGS @ BSNB

Income	\$ 9.80	2nd Quarterly Interest Earned BSNB posted 06/30/17
	\$ 101,342.20	Board Vote to Deposited to Land & Improvement Reserve Savings Account
	\$ 101,352.00	

Expense

\$ -

Attached: 06/30/17 Budget Report + JULY 2017 Vouchers for Approval (GFC & L&I)

EXCEL: BHFD DISTRICT > JUNE 2017 TREASURER'S REPORT

BHFD 2017 Budget 06/30/17 - Current Year
 1/1/2017 through 12/31/2017 Using BHFD- 2017 BUDGET - Adopted

7/3/2017

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Category Description	1/1/2017 Actual	- Budget	12/31/2017 Difference
INCOME			
2017 Tax Levy	380,091.40	380,091.00	0.40
CA INT-CHECKING INTEREST	25.22	0.00	25.22
CVS Reimbursement	8,296.25	9,316.25	-1,020.00
Encumbered 2016 Blacktop Sealed	0.00	3,500.00	-3,500.00
Encumbered 2016 Landscaping	0.00	3,240.00	-3,240.00
Encumbered 2016 Post Guards	0.00	500.00	-500.00
Reimburse New Fire Station #2 Loan	0.00	88,500.15	-88,500.15
SA INT-SAVINGS ACCOUNT INT	0.52	0.00	0.52
TOTAL INCOME	388,413.39	485,147.40	-96,734.01
EXPENSES			
A3410.1-PERSONAL SERVICES			
SECRETARY-SECRETARY	3,250.00	6,500.00	3,250.00
TREASURER-TREASURER	2,550.00	5,100.00	2,550.00
TOTAL A3410.1-PERSONAL SERVICES	5,800.00	11,600.00	5,800.00
A3410.2 EQUIPMENT-PURCHASE OF EQUIP...			
Air Cylinders	2,031.00	0.00	-2,031.00
Core Cutters	8,682.00	0.00	-8,682.00
Firefighters Gear	1,111.97	0.00	-1,111.97
ID CARD SYSTEM	4,172.88	0.00	-4,172.88
Other A3410.2 EQUIPMENT-PURCHASE OF...	536.05	38,000.00	37,463.95
TOTAL A3410.2 EQUIPMENT-PURCHASE ...	16,533.90	38,000.00	21,466.10
A3410.4-CONTRACTUAL & OTHER			
ASSOC. DUES-ASSOCIATION DUES	150.00	550.00	400.00
CONF,TRAV,TRAIN-CONF., TRAVEL & TRA...	2,177.12	3,500.00	1,322.88
FIREHOUSE UTIL-FIREHOUSE-FUEL,ELEC...	4,408.61	9,000.00	4,591.39
INSURANCE-INSURANCE-NO BLANKET AC...	17,414.42	15,900.00	-1,514.42
LEGAL NOTICE-PUBLICATION,LEGAL NOT...	41.93	200.00	158.07
MAINT-EQUIPMENT-MAINT.-EQUIPT.,GAS...			
Other A3410.4:MAINT-EQUIPMENT-MAIN...	17,973.25	32,150.94	14,177.69
TOTAL MAINT-EQUIPMENT-MAINT.-EQU...	17,973.25	32,150.94	14,177.69
MAINT.-B&G-MAINT.-BUILDINGS,GROUNDS			
Other A3410.4:MAINT.-B&G-MAINT.-BUIL...	2,965.85	20,651.00	17,685.15
TOTAL MAINT.-B&G-MAINT.-BUILDINGS...	2,965.85	20,651.00	17,685.15
MAINT.-RADIOS & PAGERS	1,186.80	700.00	-486.80
MEDICAL-MEDICAL EXPENSES	464.00	9,000.00	8,536.00
MISCELLANEOUS-MISCELLANEOUS	105.05	2,000.00	1,894.95
OFFICE-OFFICE SUPP. & POSTAGE			
Other A3410.4:OFFICE-OFFICE SUPP. & ...	2,649.88	6,500.00	3,850.12
TOTAL OFFICE-OFFICE SUPP. & POST...	2,649.88	6,500.00	3,850.12
PROFESSIONAL SERVICE-Attorney, Archite...	4,580.00	10,000.00	5,420.00

BHFD 2017 Budget 06/30/17 - Current Year
 1/1/2017 through 12/31/2017 Using BHFD- 2017 BUDGET - Adopted

7/3/2017

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Category Description	1/1/2017 Actual	- Budget	12/31/2017 Difference
SEWER & WATER-SEWER & WATER-TAX ...	235.47	400.00	164.53
TELEPHONE-TELEPHONE & ALARM SYST...	1,083.62	2,400.00	1,316.38
WATER HYDRANT-WATER HYDRANT CON...	100.00	200.00	100.00
TOTAL A3410.4-CONTRACTUAL & OTHER	55,536.00	113,151.94	57,615.94
A9025.8 SAP-SERVICE AWARD PROGRAM	112,147.32	113,000.00	852.68
A9030.8 SS-SOC. SEC.,MEDICARE TAXES	443.70	890.00	446.30
A9040.8 WCOMP	0.00	600.00	600.00
A9785.6 Instalment Purchase Debt Princp	0.00	7,849.06	7,849.06
CVS PROPOSAL	1,020.00	0.00	-1,020.00
FERF SAVINGS	75,000.00	75,000.00	0.00
L & I SAVINGS	20,000.00	20,000.00	0.00
NEW STATION #2 LOAN	88,500.15	0.00	-88,500.15
TOTAL EXPENSES	374,981.07	380,091.00	5,109.93
OVERALL TOTAL	13,432.32	105,058.40	-91,624.08

2017 BHFD Vouchers for Approval:4
6/19/2017 through 7/11/2017

7/12/2017	Date	Num	Description	Memo	Category	Amount	Page 1	
	6/19/2017	14186	ACC Business	MAY 2017 Inv# 171 513 138	A3410.4:TELEPHONE	-20.70		
	6/19/2017	14187	VERIZON	06/13/17-07/12/17 Acct 518 399-8912 893 24 8	A3410.4:TELEPHONE	-83.99		
	6/19/2017	14188	Verizon	06/04/17-07/03/17 Acct 518 885-8322 934 243	A3410.4:TELEPHONE	-75.71		
	7/11/2017	Print	TODD AXTON	Reimbursement ~Gas for Statopm #2 Equip	A3410.4:MAINT-EQUIPM...	-26.46		
	7/11/2017	Print	Burnt Hills Fire Department AU...	Reimbursement ~ Food for Firefighters @ Cook Rd. Fire	A3410.4:MISCELLANEO...	-140.86		
	7/11/2017	Print	Gary Hastings	JUNE 2017 CLEANING	A3410.4:MAINT.-B&G	-275.00		
	7/11/2017	Print	REPUBLIC SERVICES #964	JULY 2017 INV# 0964-0008 94060	A3410.4:MAINT.-B&G	-74.41		
	7/11/2017	Print	RICOH, USA, Inc.	JUNE 2017 Copy Images Inv #504 923 8235	A3410.4:OFFICE	-52.91		
	7/11/2017	Print	S & J Enterprises	(4) 4/1 Gal Earth Soap Inv 73000	A3410.4:MAINT-EQUIPM...	-73.76		
	7/11/2017	Print	Town of Ballston Highway Dept.	JUNE 2017 Gas & Diesel	A3410.4:MAINT-EQUIPM...	-241.20		
	7/11/2017	Print	WELLS FARGO VENDOR FIN...	07/13/17-08/12/17 RENT-Copier Inv #989 675 39	A3410.4:OFFICE	-247.85		
	7/11/2017	Print	Ballston Lake Emergency Squad2	Used AED's Life Pack 1000 Inv# 6	A3410.2 EQUIPMENT:AE...	-1,000.00		
	7/11/2017	Print	Burnt Hills Hardware	JUNE 2017 FLAGS Inv #199236	A3410.4:MISCELLANEO...	-64.92		
	7/11/2017	Print	Miranda Koster	On-Line FF1 Reimbursement	A3410.4:CONF,TRAV,TR...	-40.00		
	6/19/2017 - 7/11/2017						-2,417.77	
	TOTAL INFLOWS						0.00	
	TOTAL OUTFLOWS						-2,417.77	
	NET TOTAL						-2,417.77	

2017 LAND & IMP. RESERVE FUND ~ Vouchers for Approval:6

7/12/2017 through 7/11/2017

7/12/2017	Date	Num	Description	Memo	Category	Amount	Page 1	
	BALANCE 6/30/2017						18,900.83	
	7/11/2017	Print	DAILY GAZETTE CO., Inc.	Invitation to Bid - New Fire Station #2	[BHFD Land & Improvements Checking]	-113.43		
	7/11/2017	Print	NAPIERALA CONSULTING Prof...	Engineering Services 5/30-6/25/17 Firehouse Inv 7305	[BHFD Land & Improvements Checking]	-10,842.43		
	7/12/2017 - 7/11/2017						-10,955.86	
	BALANCE 7/11/2017						8,944.77	
	TOTAL INFLOWS						0.00	
	TOTAL OUTFLOWS						-10,955.86	
	NET TOTAL						-10,955.86	