

**BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
October 10, 2017**

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

The following were present:

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

Chairman, L. Bonesteel asked if there were any errors or corrections to the September 12, 2017 minutes. There being none, M. Fowler motioned to accept the minutes as prepared, seconded by W. Bennett. Motion carried.

Chairman, L. Bonesteel asked if there were any errors or corrections to the September 26, 2017 minutes. There being none, L. Ramsey motioned to accept the minutes as prepared, seconded by T. Johnson. Motion carried.

Chairman, L. Bonesteel asked if there were any errors or corrections to the October 6, 2017 minutes. There being none, T. Johnson motioned to accept the minutes as prepared, seconded by L. Ramsey. Motion carried.

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

GENERAL FUND:

Checking Account	\$ 56,051.28
Savings Account	<u>1,898.62</u>
	57,949.90
Less Encumbered	<u>(6,840.00)</u>

TOTAL BALANCE - GENERAL FUND – 09/30/17	\$ 51,109.90
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FIRE ENGINE RESERVE FUND:

Savings Account	<u>\$ 266,230.74</u>
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TOTAL BALANCE - ENGINE RESERVE FUND – 09/30/17	\$ 266,230.74
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CVS FUND:

Checking Account	<u>\$ 206,966.94</u>
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TOTAL BALANCE - CVS FUND – 09/30/17	\$ 206,966.94
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BHFD LAND AND IMPROVEMENT FUND:

Savings Account	\$ 40,567.23
Checking Account	<u>8,947.45</u>

TOTAL BALANCE - LAND & IMPROV. FUND – 09/30/17	\$ 49,514.68
	=====

Motion by T. Johnson to approve the September Treasurer's Report as prepared, seconded by M. Fowler. Motion carried.

Treasurer, C.F. Merchant presented the Claims for approval to be paid from the General Fund Checking Account. Motion by T. Johnson to pay the Claims as presented, totaling \$2,728.17, seconded by L. Ramsey. Motion carried. (attached)

Treasurer, C.F. Merchant presented the Claims for approval to be paid from the Land & Improvement Account. Motion by L. Ramsey to pay the Claims as presented, totaling \$1,143.18, seconded by T. Johnson. Motion carried. (attached)

COMMUNICATIONS - WRITTEN:

Ford - Recall Notice = S. Peterson
Ag & Markets – Receipt of water extension letter and explanation of process = Bldg. Comm.
Fire District Affairs – Oct/Nov = Handed Out
Old Chief Vehicle Bids = New Business
Room Request Forms = File
Development Agreement with CVS = Copies to File, L. Ramsey & L. Bonesteel

COMMUNICATIONS - VERBAL:

R. Merchant stated, as requested by L. Bonesteel last month, he has gathered information on the dash cameras that Jonseville FD purchased. He gave L. Bonesteel enough packets for all members of the Board and Chief along with a purchase quote. L. Bonesteel passed out the packets and asked the members of the Board to review for next month. He thanked Rick for his research.

COMPANY REPORT – A. SCHADOW, PRESIDENT

No Report

CHIEF'S REPORT:

Pending 07/2016 - 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. **Update:** The grant check has been received.

Ass't Chief W. Crawford reported that several pagers have been sent to Pittsfield Communications for repair.

Ass't Chief W. Crawford reported that they have ordered Class B foam, \$673.40.

Ass't Chief W. Crawford reported that the County Air Bank is still down. He and L. Bonesteel are trying to get answers on when it will be repaired. Right now E. Glenville and Jonseville have air if we need it.

Ass't Chief W. Crawford reported that in the past East Glenville was on automatic mutual aid for the High School. He is trying to reinstate that. He will keep the Board informed.

COMMITTEE REPORTS

PERSONNEL SUPPORT – T. JOHNSON, CHAIRMEN

T. Johnson reported that the annual physical sign-up sheets are posted.

SERVICE AWARD PROGRAM – T. JOHNSON, CHAIRMAN

T. Johnson reported that the new Incident Forms are in use and going well.

BUILDINGS & GROUNDS – L. RAMSEY, CHAIRMAN:

L. Ramsey called Farrell Gas and got the \$6.00 annual fee credited.

The kitchen hood will be cleaned tomorrow.

EQUIPMENT & MAINTENANCE – M. FOWLER, CHAIRMAN:

172 - Hose reel was seized up. Greased it and it is fine.

171 – Hanging value.

Ass't Chief W. Crawford reported that the air pack service is due. He got a quote from Garrison for \$1,700.00 for the packs and masks. A motion was made by M. Fowler to have the service done, not to exceed \$2,000.00, seconded by T. Johnson. Motion carried.

WATER SUPPLY & INSURANCE – W. BENNETT, CHAIRMAN:

No Report.

FUTURE NEEDS – L. Bonesteel:

G. Bradtke reported the Board is going back out to bid October 16th. Doug Flynn will be doing the preload of the site. We need the NOI for DEC. Deb Hodgson is meeting with Julie. She is pursuing some money for the generator, etc. There was a question regarding the referendum which stated the project would not exceed \$2.6 million. It should have stated that the bond would not exceed \$2.6 million. This is being looked into by the bond attorney.

TRUCK COMM. – W. Crawford:

No Report

OLD BUSINESS:

None

NEW BUSINESS:

The Budget Hearing will be held on 10/17/17 at 7:00 PM.

Motion by L. Ramsey that any monies that have been paid out and any future expenses for the CVS project should come out of the CVS fund as well as reimbursing the Land & Improvement account for CVS expenses that have been paid, seconded by T. Johnson, motion carried.

Association of Fire District Training, November 11th, 8:00 AM – 1:00 PM, Boght FD at a cost of \$20 per person. T. Johnson, L Bonesteel, M. Fowler and W. Bennett are planning on attending. A motion was made by T. Johnson to approve, seconded by W. Bennett. Motion carried.

W. Bennett questioned if we were to get a sizeable donation from an individual for the new fire house are we planning to do something (plaque, brick, etc.) L. Ramsey sated that he is sure the Fire Dept. would do something.

Three sealed bids were received for the old chief's vehicle. Dale Pennings -\$200.00 + 1.50; Brandon Deming - \$278.00 and Eric Utermark - \$1,000.00. A motion was made by M. Fowler to accept the \$1,000.00 bid, seconded by L. Ramey. Motion carried. The Board will have the lettering removed and the receipt needs to state As Is.

Motion by M. Fowler to dispose of the broken chairs, seconded by L. Ramsey. Motion carried. T. Johnson offered to take them to recycling.

Motion by M. Fowler to dispose of the bad UPS, seconded by L. Ramsey. Motion carried.

L. Bonesteel reported that a few months ago, Treas. C.F. Merchant stated that she was no longer doing the inventory. L. Bonesteel requested a volunteer to take it over. M. Fowler volunteered. T. Johnson offered to help.

G. Bradkte requested a better computer at the North Station.

L. Bonesteel reported that as a result of the barn fire last Friday, the owner is interested in a stanchion pipe in their pond. We will need to get a pond release signed by them.

A motion was made by L. Ramsey to adjourn to an Executive Session at 8:48 PM to discuss a personnel issue, seconded by T. Johnson. Motion carried. The meeting reconvened at 9:06 PM. Interviews were conducted and no further action will be taken at this time. The Chief's Vehicle Policy will be revisited.

A motion was made by L. Ramsey to continue to contract with KB Engineering to oversee the CVS project (septic system, etc.), seconded by T. Johnson. Motion carried.

OTHER BUSINESS:

The Bank Reconciliation will be done by L. Ramsey and W. Bennett.

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, November 14, 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 9:17 PM, seconded by M. Fowler. Motion carried.

Respectfully Submitted,
Candy L. Merchant
Candy L. Merchant
District Secretary

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

Total ~ All FUNDS	\$ 580,662.26
Encumbered 2016	\$ (6,840.00)
Overall TOTAL	\$ 573,822.26

General Fund:	
CD's (GFCD)	\$ -
Checking (GFC)	\$ 56,051.28
Savings (GFS)	\$ 1,898.62
Total	\$ 57,949.90
Encumbered 2016*	\$ (6,840.00)
Overall Total	\$ 51,109.90

Fire Engine Reserve Fund	
Savings (FERS)	\$ 266,230.74
Total	\$ 266,230.74

CVS FUND	
Checking	\$ 206,966.94
Total	\$ 206,966.94

Land & Improvement Reserve Fund	
CD's (L&ICD)	\$ -
Checking (L&IC)	\$ 8,947.45
Savings (L&IS)	\$ 40,567.23
Total	\$ 49,514.68

Encumbered 2016 - B&G Projects: \$6,840 (\$3500 Blacktop Seal & \$2840 Landscaping @ Stations #1 & #2 Projects + \$500 Post Guards at Station #1)

MONTHLY ACTIVITY FOR EACH FUND:

General Fund ~ Checking at BSNB

Income	\$ 2.58
	\$ 1,500.00
	\$ 221.85
	<u>\$ 1,724.43</u>

MONTH Earned Interest
 NYS Grant ~ toward Firefighters Gear Purchased
 Employees Soc. Sec. + Medicare quarterly deductions payable to IRS

FY1 - (\$1,020 Due from Zarembo Group ~April 2017 Legal Fees paid by GFC on 05/09/17)

Expenses \$ 13,894.38

25 Checks Written

General Fund ~ Savings \$ 0.24

3rd Quarterly Interest Earned BSNB posted 09/30/17

CVS FUND Checking

Income	\$ 10.19
Expenses	\$ 88,050.52

Ck #

MONTH Earned Interest
 Motion 9/12/17 to reimburse FERS Temporary Loan of \$88,039.52 + \$11 (3 mo.INT)

Fire Engine Reserve Fund ~ Savings

Income	\$ 24.38
	\$ 88,050.52
	<u>\$ 88,074.90</u>

3rd Quarterly Interest Earned BSNB posted 09/30/17
 Paid Temporary Loan of \$88,039.52 + \$11 (3 mo.INT) from CVS FUND (New FD #2)

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

Income	\$ 0.40
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MONTH Earned Interest

Land & Improvement Reserve Fund ~ SAVINGS @ BSNB

Income	\$ 9.36
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3rd Quarterly Interest Earned BSNB posted 09/30/17

Attached:

10/5/2017 17:13

09/30/17 Budget Report + OCT 2017 Vouchers for Approval

EXCEL: BHFD DISTRICT >SEPT 2017 TREASURER'S REPORT

BHFD 2017 Budget ~ 09/30/2017 - Current Year:5
 1/1/2017 through 12/31/2017 Using BHFD- 2017 BUDGET - Adopted

10/4/2017

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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	32.39	0.00	32.39
CVS CA INT	17.46	0.00	17.46
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
GRANTS - NYS	1,500.00	0.00	1,500.00
SA INT-SAVINGS ACCOUNT INT	0.76	0.00	0.76
TOTAL INCOME	389,938.26	396,647.25	-6,708.99
EXPENSES			
A3410.1-PERSONAL SERVICES			
SECRETARY-SECRETARY	4,875.00	6,500.00	1,625.00
TREASURER-TREASURER	3,825.00	5,100.00	1,275.00
TOTAL A3410.1-PERSONAL SERVICES	8,700.00	11,600.00	2,900.00
A3410.2 EQUIPMENT-PURCHASE OF EQUIP...			
2017 Chief Car 16	4,023.43	0.00	-4,023.43
AED'S	1,000.00	0.00	-1,000.00
Air Cylinders	2,031.00	0.00	-2,031.00
Chief Car 16	3,839.00	0.00	-3,839.00
Core Cutters	8,682.00	0.00	-8,682.00
Firefighters Gear	11,999.01	0.00	-11,999.01
ID CARD SYSTEM	4,172.88	0.00	-4,172.88
Other A3410.2 EQUIPMENT-PURCHASE O...	696.04	38,000.00	37,303.96
TOTAL A3410.2 EQUIPMENT-PURCHASE ...	36,443.36	38,000.00	1,556.64
A3410.4-CONTRACTUAL & OTHER			
ASSOC. DUES-ASSOCIATION DUES	150.00	550.00	400.00
CONF,TRAV,TRAIN-CONF., TRAVEL & TR...	2,217.12	3,500.00	1,282.88
FIREHOUSE UTIL-FIREHOUSE-FUEL,ELE...	5,954.08	9,000.00	3,045.94
INSURANCE-INSURANCE-NO BLANKET A...	17,656.42	15,900.00	-1,756.42
INTEREST EXP-INTEREST EXPENSE	11.00	0.00	-11.00
LEGAL NOTICE-PUBLICATION,LEGAL NO...	41.93	200.00	158.07
MAINT-EQUIPMENT-MAINT.-EQUIPT.,GAS...			
Other A3410.4:MAINT-EQUIPMENT-MAIN...	27,733.90	32,150.94	4,417.04
TOTAL MAINT-EQUIPMENT-MAINT.-EQ...	27,733.90	32,150.94	4,417.04
MAINT.-B&G-MAINT.-BUILDINGS, GROUND...			
Other A3410.4:MAINT.-B&G-MAINT.-BUIL...	5,649.96	20,651.00	15,001.04
TOTAL MAINT.-B&G-MAINT.-BUILDINGS...	5,649.96	20,651.00	15,001.04
MAINT.-RADIOS & PAGERS	1,186.80	700.00	-486.80
MEDICAL-MEDICAL EXPENSES	844.00	9,000.00	8,156.00
MISCELLANEOUS-MISCELLANEOUS	416.61	2,000.00	1,583.39
OFFICE-OFFICE SUPP. & POSTAGE			
Other A3410.4:OFFICE-OFFICE SUPP. &...	3,729.06	6,500.00	2,770.94
TOTAL OFFICE-OFFICE SUPP. & POST...	3,729.06	6,500.00	2,770.94
PROFESSIONAL SERVICE-Attorney, Archite...	9,105.00	10,000.00	895.00
SEWER & WATER-SEWER & WATER-TAX ...	285.83	400.00	114.17
TELEPHONE-TELEPHONE & ALARM SYST...	1,629.94	2,400.00	770.06

BHFD 2017 Budget ~ 09/30/2017 - Current Year:5
 1/1/2017 through 12/31/2017 Using BHFD- 2017 BUDGET ~ Adopted

10/4/2017

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Category Description	1/1/2017 Actual	Budget	12/31/2017 Difference
WATER HYDRANT-WATER HYDRANT CO_	200.00	200.00	0.00
TOTAL A3410.4-CONTRACTUAL & OTHER	76,811.63	113,151.94	36,340.31
A9025.8 SAP-SERVICE AWARD PROGRAM	112,147.32	113,000.00	852.68
A9030.8 SS-SOC. SEC.,MEDICARE TAXES	665.55	880.00	224.45
A9040.8 WCOMP	43.38	600.00	556.62
A9785.6 Instalment Purchase Debt Princp	7,840.00	7,840.06	9.06
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
TOTAL EXPENSES	338,671.24	380,091.00	41,419.76
OVERALL TOTAL	51,267.02	16,556.25	34,710.77

B.H.F.D. ~ ALL ACCOUNTS BALANCE REPORT - As of 9/30/2017:45

(includes unrealized gains)

As of 9/30/2017

10/3/2017

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Account	5/31/2017 Balance	6/30/2017 Balance	7/31/2017 Balance	8/31/2017 Balance	9/30/2017 Balance
ASSETS					
Cash and Bank Accounts					
BHFD F.E.R. CD	0.00	0.00	0.00	0.00	0.00
BHFD FERS	266,164.23	178,155.84	178,155.84	178,155.84	266,230.74
BHFD GF CD	0.00	0.00	0.00	0.00	0.00
BHFD GFC	27,507.18	18,904.17	98,625.36	68,221.23	56,051.28
BHFD GFS	1,898.14	1,898.38	1,898.38	1,898.38	1,898.62
BHFD Land & Improvements Checking	19,899.14	19,900.63	8,946.25	8,947.05	8,947.45
BHFD Land & Improvements Reserve CD	100,000.00	0.00	0.00	0.00	0.00
BHFD Land & Improvements Reserve Savings	60,909.52	162,261.52	73,781.37	40,557.87	40,567.23
Burnt Hills Fire District CVS FUND	0.00	0.00	0.00	295,007.27	206,966.94
TOTAL Cash and Bank Accounts	476,378.21	381,120.54	359,387.20	592,787.64	580,662.26
TOTAL ASSETS	476,378.21	381,120.54	359,387.20	592,787.64	580,662.26
LIABILITIES					
Other Liabilities					
BHFD Encum	7,240.00	7,240.00	7,240.00	7,240.00	6,840.00
TOTAL Other Liabilities	7,240.00	7,240.00	7,240.00	7,240.00	6,840.00
TOTAL LIABILITIES	7,240.00	7,240.00	7,240.00	7,240.00	6,840.00
OVERALL TOTAL	469,138.21	373,880.54	352,147.20	585,547.64	573,822.26

57,949
49,514

2017 BHFV Vouchers for Approval

9/14/2017 through 10/10/2017

10/10/2017

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Date	Num	Description	Memo	Category	Amount
9/21/2017	14260	ACC Business	AUG 2017 Inv# 172 433 138	A3410.4:TELEPHONE	-20.68
9/21/2017	14261	Verizon	09/04/17-10/03/17 Acct 518 885-8322 934 243	A3410.4:TELEPHONE	-77.41
9/22/2017	14262	VERIZON	09/13/17-10/12/17 Acct 518 399-8912 893 24 8	A3410.4:TELEPHONE	-86.22
10/10/2017	Print	Michael Brooks	10 Caps for Fire Police - Reimbursement	A3410.2 EQUIPMENT Firefighte...	-120.00
10/10/2017	Print	Burnt Hills Hardware	24" PushBroom 19.99,+ Swivel Tap 3.99	A3410.4:MAINT.-B&G	-23.98
			(2) 3x6" (1ea) Flags + (2) Bungee Ball Pc	A3410.4:MISCELLANEOUS	-60.86
10/10/2017	Print	Garrison Fire & Rescue Corp.	Labor Repair SP10PC Pump (under warranty) Inv #56877	A3410.4:MAINT-EQUIPMENT	-194.30
10/10/2017	Print	Gi's Garage Inc.	Car 16-0 Shift Indicator Adjusted Inv #502215	A3410.4:MAINT-EQUIPMENT	-51.45
10/10/2017	Print	Gary Hastings	SEPT 2017 CLEANING	A3410.4:MAINT.-B&G	-275.00
10/10/2017	Print	MAIL 'N MORE	SEPT 2017 Binder, Sheet Protectors, Case Paper	A3410.4:OFFICE	-87.18
10/10/2017	Print	REPUBLIC SERVICES #864	OCT 2017 INV# 0864-000 914352	A3410.4:MAINT.-B&G	-74.41
10/10/2017	Print	RICOH, USA, Inc.	SEPT 2017 Copy Images Inv #5050 5/83 040	A3410.4:OFFICE	-144.48
10/10/2017	Print	Town of Ballston Highway Dept.	SEPT 2017 Gas & Diesel	A3410.4:MAINT-EQUIPMENT	-457.16
10/10/2017	Print	VANDER MOLEN FIRE APPA...	16-2 Headlight Switch Rocker Inv#3187	A3410.4:MAINT-EQUIPMENT	-255.56
10/10/2017	Print	VANDER MOLEN FIRE APPA...	16-1 New Dyer Purge Valve Reinstalled Inv#3188	A3410.4:MAINT-EQUIPMENT	-551.63
10/10/2017	Print	WELLS FARGO VENDOR FIN...	10/12/17-11/12/17 RENT- Copier Inv #99 42 33 62	A3410.4:OFFICE	-247.85
9/14/2017 - 10/10/2017					-2,728.17
TOTAL INFLOWS					0.00
TOTAL OUTFLOWS					-2,728.17
NET TOTAL					-2,728.17

2017 LAND & IMP. RESERVE FUND - Vouchers for Approval:5

10/1/2017 through 10/10/2017

10/10/2017

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Date	Num	Description	Memo	Category	Amount
BALANCE 9/30/2017					8,947.45
10/10/2017	Print	DAILY GAZETTE CO., Inc.	Special Meeting 9/26/17 - New FDI#2 Ref #2315733	[BHFV Land & Improvements Checking]	-10.26
10/10/2017	Print	Greg Bradtke	(12) Spec Drawings- Pre-load of New Fire Station Property	[BHFV Land & Improvements Checking]	-67.92
10/10/2017	Print	NAPIERALA Professional Engine...	Earthwork Plan-G grading&Erosion @ New FDI#2 Site Inv ...	[BHFV Land & Improvements Checking]	-1,065.00
10/1/2017 - 10/10/2017					-1,143.18