

**BOARD OF FIRE COMMISSIONERS
ORGANIZATIONAL MEETING
January 10, 2017**

The meeting was called to order by Secretary C.L. Merchant at 7:30 PM.

The following were present:

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

Secretary C. Merchant asked for nominations for Chairman for 2017. L. Ramsey nominated L. Bonesteel, L. Bonesteel accepted the nomination. There being no other nominations, M. Fowler motioned to close the nominations. T. Johnson seconded. Secretary, C.L. Merchant cast one ballot. Motion carried.

Chairman L. Bonesteel requested to the Board of Fire commissioners that the appointment of a Secretary is needed for the year 2017 at a salary rate of \$6,500.00 and a Treasurer is needed for the year 2017 at a salary rate of \$5,100.00.

Motion by T. Johnson that C.L. Merchant be appointed Secretary to the Burnt Hills Fire District and C.F. Merchant be appointed as Treasurer to the Burnt Hills Fire District. Seconded by M. Fowler. Motion carried.

Chairman, L. Bonesteel asked if there were any errors or corrections to the December 13, 2016 minutes. There being several, M. Fowler motioned to accept the minutes as corrected, seconded by W. Bennett. Motion carried.

Chairman, L. Bonesteel asked if there were any errors or corrections to the December 29, 2016 Year End Bill Paying Meeting minutes. There being a couple, M. Fowler motioned to accept the minutes as corrected, seconded by W. Bennett. Motion carried.

Treasurer, C.F. Merchant handed out and went over the Treasurer's Report for December 31, 2016 (attached)

GENERAL FUND:

Checking Account	\$ 7,966.48
Savings Account	<u>5,897.86</u>
	13,864.30
Less Encumbered	<u>13,790.00</u>

TOTAL BALANCE - GENERAL FUND – 12/31/16	\$ 74.34
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FIRE ENGINE RESERVE FUND:

Savings Account	\$ <u>191,136.25</u>
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TOTAL BALANCE - ENGINE RESERVE FUND – 12/31/16	\$ 191,136.25
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BHFD LAND AND IMPROVEMENT FUND:

Savings Account	\$ 97,500.16
Checking Account	50.18
Certificate of Deposit (Trustco)	<u>100,000.00</u>

TOTAL BALANCE - LAND & IMPROV. FUND – 12/31/16	\$ 197,550.34
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Motion by T. Johnson to approve the December 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 M. Fowler to pay the Claims as presented, totaling \$8,565.94, seconded by L. Ramsey. Motion carried. (attached)

Treasurer, C.F. Merchant presented Chairman L. Bonesteel with three Resolutions: 1. Encumbered Funds, 2. over spent budget categories; and 3. funds owed by Zaremba Group. L. Bonesteel read all three Resolutions. A motion was made by T. Johnson, seconded by M. Fowler to approve the Resolutions as read. Motion carried. (attached)

COMMUNICATIONS - WRITTEN:

Community Room Reservations ~ L. Bonesteel read through them = File
Association of Fire Districts ~ 2017 trainings = Posted
Pinsky Law Group ~ Fire & EMS Law & Management Conference = Posted
Gibby's ~ Fit Tests = File

COMMUNICATIONS - VERBAL:

E. Utermark spoke regarding the Charlton Road property. He feels it looks like a junk yard. Asked if it could be cleaned up. L. Bonesteel stated that right now that property is under lease contract. The guy owns a concrete business and he is storing a lot of equipment for the winter.

E. Utermark reported the signs that state Entering BH Fire Dist. are looking rusty. He offered to take care of replacing them with plastic ones. L. Bonesteel stated to get a count and price. J. Goddard stated there are probably 10-15 brand new metal ones in the shed that should be used before buying new ones. E. Utermark will use them and take care of it.

COMPANY REPORT – A. SCHADOW, PRESIDENT

A. Schadow presented an application for membership for Steven Mudge. A motion to accept into probationary membership upon completion of his physical was made by L. Ramsey, seconded by M. Fowler. Motion carried. Secretary, C. Merchant will send him a letter.

Pending 09/2016 - A. Schadow questioned lowering the age minimum to become a firefighter due to the increased resignations in the Company. J. Goddard will have the Board look into Jr. Membership again. He asked A. Schadow to get a list of current members who are will to run and oversee a Jr. Membership program if we created one. L. Bonesteel will check with our Insurance Company and Secretary C. Merchant will check with Saratoga County Self Insurance. **Update: 01/2017:** L. Bonesteel spoke to our insurance company and there is no minimum age requirement.

A. Schadow stated that a letter was received by the Company from a member. It was quite volatile. He asked if the Chairman of the Board and himself could reach out to the Fire District's Attorney as the letter did contain a threat. The letter outlined several complaints about the company, Chief and a couple Commissioners. It also stated that if the Board passes the pending By-Law change for the Company then he will vote no for any new applicants. A. Schadow stated this letter will be reviewed by the Review Committee and a report will be given at the next Company meeting. L. Bonesteel requested a copy of the letter to show the Attorney. W. Bennett asked a couple questions as he is new to the Board and unaware of the issues. A copy of the letter will be given to W. Bennett as well as he was not at the Company meeting when the letter was read. It was also stated that there have been other issues with this individual.

Chairman, L. Bonesteel requested copies of resignations in the future for the personnel files in order to keep a better paper trail.

CHIEF'S REPORT:

Pending 11/2016 - Chief S. Peterson presented quotes for new Holmatro tools:

Core cutters - \$6,729.00 less \$1,500 trade-in and Mini cutters - \$3,953.00 less \$500 trade-in for a total of \$8,682.00. J. Goddard stated that a second quote is needed per the Purchasing Policy. **Update: 12/2016:** S. Peterson received a second quote directly from Holmatro and the total would be \$10,682.00 and no trade-in. R. Merchant questioned keeping them versus trading them for what you are actually saving. There was a discussion about having two sets on 172. Motion by M. Fowler to purchase the upgraded tools from Garrison out of the 2017 budget and trade in the old ones, seconded by L. Bonesteel. Motion carried.

Pending 12/2016 - Chief S. Peterson stated that the Fire Police have requested barricades. He has spoken to a couple of the Fire Police to get their input. They would like the ones that go over the cones and expand 4'-7'. He obtained two quotes for 20. Traffic Safety Warehouse \$300.00 and Traffic Safety Store \$390.00. A motion was made by M. Fowler to purchase 20 from Traffic Safety Warehouse for \$300.00 out of the 2017 budget, seconded by L. Bonesteel. Motion carried. **Update: 12/2016:** Ordered, not it.

COMMITTEE REPORTS

PERSONNEL SUPPORT – L. BONESTEEL, CHAIRMEN

L. Bonesteel reported at this point there are 2 individuals that still need their physical and fit test, and 2 that need just a fit test.

SERVICE AWARD PROGRAM – L. BONESTEEL, CHAIRMAN

L. Bonesteel reported that beneficiary sheets have been handed out to all the members. There are additional copies in the radio room.

Secretary, C. Merchant asked for some clarification. It was her understanding that if someone had a question about their points, they were supposed to speak to a Chief officer first to look into it. If it was determined that there was a change and/or error, then the Chief officers would let Secretary C. Merchant know. However, she was approached by someone who had a question and was told to see Candy, she is the Secretary and entering the information. Chief S. Peterson said no, they need to approach the Chief officers first. C. Merchant thanked them for the clarification.

President A. Schadow, Chairman L. Bonesteel and Secretary C. Merchant will need to get together to audit the LOSAP before sending the final numbers in. It needs to be posted for 30 days so the members can check it.

BUILDINGS & GROUNDS – L. RAMSEY, CHAIRMAN:

Pending 02/2015 - L. Ramsey reported that the water drain at Station #2 is plugged. T. Johnson, R. Merchant and himself tried unplugging it. They looked for the end of the drain but are not sure where it drains. **Update 11/2015:** Odorless is going to run their camera down the drain to see if it goes to a drywell and where, late Nov.- early Dec. **Update 02/2016:** Odorless attempted to put their camera down the drain but it is plugged. C. Loukes suggested digging alongside the building to find the drain. L. Ramsey suggested waiting until spring and then deciding what the next step should be.

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 07/2016:** White split rail fence is \$142.00 a section. L. Ramsey will check with Ray Palmer for a price on installation and next month will have a total cost for project.

Pending 05/2016 - We still need to look at installing bollards to protect the gas meter at station #1.

Pending 12/2016 - L. Bonesteel requested stove pads for the oven which will keep the oven cleaner. They run @ \$10.00 each. Motion by M. Fowler to purchase four oven pads, not to exceed \$50.00, seconded by J. Goddard. Motion carried. M. Fowler will take care of this.

Pending 12/2016 - The microwave in the kitchen is dying. This was a donated one. M. Fowler suggested looking at a commercial grade. **Update 01/2017:** L. Ramsey will get prices.

EQUIPMENT & MAINTENANCE – M. FOWLER, CHAIRMAN:

M. Fowler reported that 161 and 162 need to go to Watkins for new spring clamps.

F172 – Looking into putting a switch on the pump panel (governor control)

M. Fowler stated that he needs to look over the recommendations from Vander Molen and prioritize what needs to be done.

WATER SUPPLY & INSURANCE – L. BONESTEEL, CHAIRMAN:

L. Bonesteel reported that the city water district may be enlarging and if the new station passes at the Charlton Rd. property then a water line will need to be run from the Town Hall.

FUTURE NEEDS – J. Goddard:

G. Bradtke reported that the committee has met with Bivens and they have received preliminary drawings. There are now 4 commissioners on the Committee. Now all Building Comm. Meetings will be public meetings and they must be publicized. Any meeting that consists of 3 or more commissioners is considered a public meeting under the Public Meeting Law. G. Bradtke spoke to Mr. Freeman, Office of Public Meetings. If there is a quorum it is considered a meeting. No such thing as a workshop. For the Building Comm. Meeting last week, 2 commissions removed themselves from the meeting as to not violate the open public meeting law. Secretary C. Merchant spoke to Bill Young, Assoc. Of Fire Dist. Attorney who stated the same thing. All special meetings have to be sent to the paper as a notification of a special meeting with the date, time and location specified. G. Bradtke stated that one RFP for civil engineering has been returned. March 21st is the target date to go to bond. T. Johnson contacted the Board of Elections regarding the voter list. He has gone over the complete list and purged those who are not in our fire district. He is waiting to hear from the Commissioner of the Board of Elections to see what can be done about this or can we use the revised list.

TRUCK COMM. – W. Crawford:

On hold.

OLD BUSINESS:

Pending 10/2016 - J. Goddard stated that replacing the Chief Vehicle was put in the 2017 budget and the Lease Quote expires 12/31/16. \$10,000.00 was put in the budget to cover the first year's lease payment of \$7,849.06 plus lettering and lights, etc. This is a four-year lease with a \$1.00 buy out at the end. A motion was made by M. Fowler to lease a new Ford to replace a Chief's vehicle, seconded by L. Bonesteel. Discussion. L. Ramsey questioned trading in the old one. Thoughts of keeping it for parts, keeping it for a spare vehicle. L. Ramsey questioned using it if there is an EMS assist call for lifting assist instead of taking a fire truck. R. Merchant stated that Bill Lewis, Eagle Matt Lee FD may be interested as he is looking for a Chief Vehicle that they can afford. Motion carried. **Update 01/2016:** No signed contract yet. L. Bonesteel received an email with a total price of \$29,400.00 for a 2017 Ford Explorer. He is getting prices for lettering.

Pending 12/2016 - J. Goddard stated that the District has received a written complaint by a member regarding alcohol in the Fire House. The letter has been read by the Burnt Hills Fire District Attorney who has no recommendation. The complaint was in writing and falls under attorney-client privilege. J. Goddard stated members have said that if the beers goes they will quit and others have said if the beer stays they will quit. What does the Board want to do? S. Peterson questioned if the Board was considering disciplinary action or discussing the policy. W. Crawford questioned if this letter is the result of an incident. J. Goddard stated the letter refers to people being at the fire house drinking and then cannot respond to a call due to having been drinking. M. Fowler had the letter and gave a general summary of the contents of the letter. It was reiterated that the bar should be closed as soon as the pager goes off. If that was violated, then that is another issue. L. Bonesteel stated that we are only one of the few departments that has alcohol freely available and the insurance company strongly advised against having it. S. Peterson stated that he is not in favor with having it locked up and then someone has to be there to unlock it and relock it. W. Crawford stated that if we think we don't have a problem then our heads are in the sand. There are people down here at 2:00 PM and doing nothing but drinking. W. Bennett questioned if it was a problem to only have alcohol available after calls, drills, etc. C. Thurnau stated that he has been a member here for many, many years and this has never been an issue. He suggested bringing this up to the Company and see how they feel. R. Merchant stated that he is not a beer drinker. He may have a beer here a couple times a year. He feels there are other ways to deal with it. If there is an issue with an individual, maybe that individual needs to be addressed and then if it continues address that versus penalizing the whole Company. It should be okay to stop after work and have a beer and socialize. It is not any different if someone goes home after work and has a couple beers and the pager goes off, they are still not going to respond, or at least shouldn't. E. Utermark stated he does not care either way, but for someone to say they will quit if the beer goes then they are not needed. C. Thurnau questioned the insurance. J. Goddard stated the premium went up \$3,000.00 due to the beer. M. Fowler stated at the least, everyone should be reminded of the policy. L. Bonesteel stated that if another complaint is turned in then stronger implications will come. W. Crawford stated the Company knows the policy. J. Goddard feels the Company needs to be reminded of the policy, remind them to be responsible and if another complain is turned in then the beer will be removed. W. Bennett stated it is like talking to your kids, they know it, but sometimes they need to be reminded. He agrees with bringing it back to the Company and if it happens again deal with it. J. Goddard suggested copies of the Alcohol Policy be handed out at the next Company meeting and it be discussed. W. Bennett stated that the Company should also be told that there is an increase in the insurance premium and carelessness puts the District and new Fire House at risk. **Update 01/2016:** L. Bonesteel requested an Executive Session at the end of the meeting as a decision needs to be made on how handle this.

Pending 12/2016 - W. Crawford stated that a couple weeks ago, A. Schadow, R. merchant, T. Johnson and L. Bonesteel responded to the North End Station due to the siren consistently blowing. He had it looked at and the siren controller is bad. He has a quote from Pittsfield Communications for a new controller, \$901.80 plus \$285.00 labor. Motion by L. Bonesteel to have Pittsfield repair the siren, seconded by W. Bennett. Motion carried. **Update 01/2017:** Controller is on order.

NEW BUSINESS:

Motion by T. Johnson and seconded by M. Fowler that the Treasurer be authorized to pay in advance of the meeting, claims for Electric, Gas, Telephone, Water, Postage, Fuel, and the salary's for the Secretary and Treasurer before the regular meeting. Motion carried.

Motion by L. Ramsey and seconded by W. Bennett that the Ballston Spa National Bank be designated as the official depository for the General Funds, the Fire Engine Reserve Funds and the Building Reserve Funds for the year 2017 and that any other commercial bank which the Board may chose at a later date in order to receive the highest interest return on Fire District Funds. Motion carried.

Motion by M. Fowler, seconded by T. Johnson that the Daily Gazette be designated as the official newspaper for the Fire District's legal notices for the year 2017. Motion carried.

Motion by L. Ramsey, seconded by T. Johnson to hold the monthly meetings on the second Tuesday of the month. Motion carried.

Motion by L. Ramsey to approve allowing firefighters to attend classes in any county within New York State, seconded by M. Fowler. Motion carried.

Chairman L. Bonesteel read over a retainer from Lavelle & Finn (letter of engagement) who we have been using as the District Attorney. A motion was made by T. Johnson to sign the letter and send them the \$3,000.00 retainer, seconded by L. Ramsey. Discussion. It was noted that this firm has been very responsive to the District. Motion carried.

Chairman L. Bonesteel presented a contract from Bivens & Assoc. (\$175,000.00) \$15,000.00 to go to bond. Motion by T. Johnson to sign the contract contingent on no negatives from the District Attorney, seconded by M. Fowler. Discussion. T. Johnson stated this is the firm that the Building Comm. recommended to the Board so we should contract with them. Motion carried.

Chairman L. Bonesteel has a meeting with Matt Spataro on Sat. 01/14 at the fire house at 9:00 AM to go over the insurance policy renewal. He asked W. Bennett to also attend.

Chairman L. Bonesteel questioned what should be done if there is a fire call during a Commissioners Meeting now that 4 of the 5 Commissioners are firefighters? It was decided that the meeting should be suspended until the type of call, etc. is determined. Then the meeting can be reconvened or be rescheduled. L. Bonesteel feels this should be written in a policy.

L. Ramsey questioned the Joint Application from the Army Corps of Engineers between CVS and BHFD. It was stated that it needs some revisions and then it can be signed. L. Ramsey stated there also is a new set of drawings that he will post tonight.

Secretary C. Merchant requested a copy of the New York Fire District Officers Guide which includes more than 260 forms and resolutions and answers to day-to-day operating and legal question, etc. She would like the print version for \$224.00. The book was recommended to her by Bill Young, Assoc. Fire Dist. Attorney. A motion was made by T. Johnson to purchase the print version, seconded by M. Fowler. Discussion. T. Johnson stated that in his experience you can never have too much reference material. Motion carried.

Treas. C.F. Merchant stated that an additional person needs to be named for opening and closing accounts. She gave Chairman L. Bonesteel two Resolutions to be voted on. One for Ballston Spa National Bank and one for Trustco Bank. (attached)

Resolution #1 – Motion by L. Ramsey and seconded by T. Johnson to authorize L. Bonesteel and M. Fowler in addition to C.F. Merchant to open and close account at Ballston Spa National Bank. Motion carried.

Resolution #2 – Motion by L. Ramsey and seconded by T. Johnson to authorize L. Bonesteel and M. Fowler in addition to C.F. Merchant to open and close account at Truscto Bank. Motion carried.

The Board discussed who to appoint as Vice Chairman. The decision was made to appoint M. Fowler.

A motion was made by T. Johnson to adjourn to an Executive Session at 9:26 PM to discuss a personnel issue, seconded by L. Ramsey. Motion carried. The meeting reconvened at 9:50 PM. The Board dealt with a personnel issue and the alcohol policy. This will be brought up at the company drill on 01/16/17 – Best Practices.

Chairman L. Bonesteel asked for any other verbal communications from the floor.

G. Bradtke stated that on January 2nd there was a structure fire. Burnt Hills had 12-13 people show up. We called in mutual aid. Several of our members were standing back while members from the other companies did the work. We have 30 Class A firefighters. There are a large number of 20-30 year olds in this company who are not showing up. There are quite a few members who are getting a little older and tired. He does not know the answer but they need to be encouraged to show up. L. Bonesteel asked the Chief to say something at the next company meeting encouraging members to show up. Ass't Chief W. Crawford stated that this is why we need more members, even if they are not Class A.

J. Goddard asked who was going to take care of the LENS program. After a discussion L. Bonesteel stated he would take care of it. After the meeting J. Goddard will take him through it.

OTHER BUSINESS:

The Bank Reconciliation will be done by M. Fowler and L. Ramsey.

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, February 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 L. Ramsey to adjourn at 9:57 PM, seconded by M. Fowler. Motion carried.

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

01/16/17

Burnt Hills Fire District ~ Treasurer's Report ~ December 31, 2016

Assets	\$ 402,550.93
Encumbered	<u>\$ (13,790.00)</u>
Overall TOTAL	<u>\$ 388,760.93</u>

GRAND TOTAL of the (3) BHFD FUNDS

General Fund:		Fire Engine Reserve Fund		Land & Improvement Reserve Fund	
CD's (GFCD)	\$ -	CD's (FERCD)	\$ -	CD's (L&ICD)	\$ 100,000.00
Checking (GFC)	\$ 7,966.48	Checking (FERC)	\$ -	Checking (L&IC)	\$ 50.18
Savings (GFS)	\$ 5,897.86	Savings (FERS)	\$ 191,136.25	Savings (L&IS)	\$ 97,500.16
Total	<u>\$ 13,864.34</u>	Total	<u>\$ 191,136.25</u>	Total	<u>\$ 197,550.34</u>
Encumbered 2016*	<u>\$ (13,790.00)</u>				
Overall Total	<u>\$ 74.34</u>				

B&G Projects: \$7,490.59 (Blacktop Seal & Landscaping @ Stations #1 & #2 Projects + Post Guards at Station #1)
 EQUIPMENT: \$6,550.00 (1000 ft of 5" Fire Hose)

MONTHLY ACTIVITY FOR EACH FUND:

General Fund ~ Checking at BSNB \$7,966.48

Income	\$ 0.70	Month Earned Interest (YTD \$28.47)
	\$ 50,000.00	Transfer from Savings for bills
	<u>\$ 210.38</u>	Employee payroll deductions payable to IRS
	<u>\$ 50,211.08</u>	
Expenses	\$ 50,042.39	47 Bills Paid

General Fund Savings at BSNB \$5,897.86

Income	\$ 6.07	(YTD \$26.99)
Transfer to GFC	\$ 50,000.00	

Fire Engine Reserve Fund ~ Savings at BSNB \$191,136.25

Income	\$ 24.02	4th Quarter Earned Interest (YTD \$88.16 @ .05%)
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Land & Improvement Reserve Fund

Land & Imp.Reserve CD @ TRUSTCO ~ \$100,000 CD

(20 mo CD @ .80% maturing 06/19/17) Earned Interest \$938.88 as of 12/19/16)

Land & Improvement Reserve Fund ~ CHECKING @ BSNB \$50.18 (\$2.29 YTD Earned Interest @ .05%)

Income	\$ -	Month Earned Interest
Expense	\$ -	

Land & Improvement Reserve Fund ~ SAVINGS @ BSNB \$97,500.16

Income	\$ 12.17	4th Quarter Earned Interest @ BSNB (\$44.05 YTD Earned Interest @ .05%)
Expense	\$ -	

Attached: 12/31/16 Budget Report + All BHFD Funds 12/31/16 Account Balances + Jan. 2017 Vouchers for Approval

1/10/2017 15:21

EXCEL: BHFD DISTRICT> DEC 2016 TREASURER'S REPORT

BHFD ~ 2016 BUDGET ~ 12/31/16 w/Encumbered & CVS Owes BHFD - 2016.2
 1/1/2016 through 12/31/2016 Using BHFD ~ 2016 BUDGET Vote 7/12/16

1/10/2017

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Category Description	1/1/2016 Actual	Budget	12/31/2016 Difference
INCOME			
2016 Tax Levy	353,692.39	353,692.00	0.39
CA INT-CHECKING INTEREST	28.47	0.00	28.47
From Encumbered by Vote	0.00	8,120.00	-8,120.00
SA INT-SAVINGS ACCOUNT INT	26.99	0.00	26.99
TOTAL INCOME	353,747.85	361,812.00	-8,064.15
EXPENSES			
A3410.1-PERSONAL SERVICES			
SECRETARY-SECRETARY	6,200.00	6,200.00	0.00
TREASURER-TREASURER	4,800.00	4,800.00	0.00
TOTAL A3410.1-PERSONAL SERVICES	11,000.00	11,000.00	0.00
A3410.2 EQUIPMENT-PURCHASE OF EQUIP...			
Asst. Chief Car 16.0	78.00	0.00	-78.00
Chief Car 16	78.00	0.00	-78.00
Fire Hose	6,550.00	0.00	-6,550.00
Firefighters Gear	9,090.67	0.00	-9,090.67
Safety Harnesses	550.00	0.00	-550.00
Other A3410.2 EQUIPMENT-PURCHASE O...	11,094.34	34,000.00	22,905.66
TOTAL A3410.2 EQUIPMENT-PURCHASE ...	27,441.01	34,000.00	6,558.99
A3410.4-CONTRACTUAL & OTHER			
ASSOC. DUES-ASSOCIATION DUES	650.00	550.00	-100.00
CONF,TRAV,TRAIN-CONF., TRAVEL & TR...	491.00	4,000.00	3,509.00
FIREHOUSE UTIL-FIREHOUSE-FUEL,ELE...	6,931.73	10,500.00	3,568.27
INSURANCE-INSURANCE-NO BLANKET A...	15,743.19	15,000.00	-743.19
LEGAL NOTICE-PUBLICATION,LEGAL NO...	515.38	150.00	-365.38
MAINT-EQUIPMENT-MAINT.-EQUIPT.,GAS...			
Other A3410.4:MAINT-EQUIPMENT-MAIN...	36,831.59	32,000.00	-4,831.59
TOTAL MAINT-EQUIPMENT-MAINT.-EQ...	36,831.59	32,000.00	-4,831.59
MAINT.-B&G-MAINT.-BUILDINGS,GROUND			
Kitchen Stove	4,406.46	0.00	-4,406.46
Other A3410.4:MAINT.-B&G-MAINT.-BUIL...	13,715.80	22,000.00	8,284.20
TOTAL MAINT.-B&G-MAINT.-BUILDINGS...	18,122.26	22,000.00	3,877.74
MAINT.-RADIOS & PAGERS			
MEDICAL-MEDICAL EXPENSES	7,119.00	9,000.00	1,881.00
MISCELLANEOUS-MISCELLANEOUS	2,026.49	2,000.00	-26.49
OFFICE-OFFICE SUPP. & POSTAGE			
Other A3410.4:OFFICE-OFFICE SUPP. &...	5,686.57	6,500.00	813.43
TOTAL OFFICE-OFFICE SUPP. & POST...	5,686.57	6,500.00	813.43
PROFESSIONAL SERVICE-Attorney, Archite...			
SEWER & WATER-SEWER & WATER-TAX ...	321.59	400.00	78.41
TELEPHONE-TELEPHONE & ALARM SYST...	2,160.55	2,400.00	239.45
WATER HYDRANT-WATER HYDRANT CO...	200.00	200.00	0.00
TOTAL A3410.4-CONTRACTUAL & OTHER	103,130.11	112,170.64	9,040.53
A9025.8 SAP-SERVICE AWARD PROGRAM	108,399.36	108,399.36	0.00
A9030.8 SS-SOC. SEC.,MEDICARE TAXES	841.52	842.00	0.48
A9040.8 WCOMP	445.26	400.00	-45.26
CVS PROPOSAL	8,296.25	0.00	-8,296.25
FERF SAVINGS	75,000.00	75,000.00	0.00

BHFD ~ 2016 BUDGET ~ 12/31/16 w/Encumbered & CVS Owes BHFD - 2016.2
 1/1/2016 through 12/31/2016 Using BHFD ~ 2016 BUDGET Vote 7/12/16

1/10/2017

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Category Description	1/1/2016 Actual	Budget	12/31/2016 Difference
L & I SAVINGS	20,000.00	20,000.00	0.00
MAINT.-B&G.-BUILDING, GROUNDS			
Blacktop Seal	3,500.00	0.00	-3,500.00
Landscaping	3,240.00	0.00	-3,240.00
Other MAINT.-B&G.-BUILDING, GROUNDS	500.00	0.00	-500.00
TOTAL MAINT.-B&G.-BUILDING, GROUNDS	7,240.00	0.00	-7,240.00
TOTAL EXPENSES	361,793.51	361,812.00	18.49
OVERALL TOTAL	-8,045.66	0.00	-8,045.66

2016 Encumbered Projects:4
 12/15/2016 through 12/31/2016

1/10/2017

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Date	Account	Description	Memo	Category	Amount
BALANCE 12/14/2016					0.00
12/31/2016	BHFD Encum	2016 Encumbered	FIRETRAC 1000' Blue 5" Hose ...	A3410.2 EQUIPMENT:Fire Hose	-6,550.00
12/31/2016	BHFD Encum	2016 Encumbered	Post Guards - Station #1	MAINT.-B&G.-BUILDING, GRO...	-500.00
12/31/2016	BHFD Encum	2016 Encumbered	Seal Blacktop Station #1 & #2	MAINT.-B&G.-BUILDING, GRO...	-3,500.00
12/31/2016	BHFD Encum	2016 Encumbered	Landscaping - Station #1 & #235...	MAINT.-B&G.-BUILDING, GRO...	-3,240.00
12/15/2016 - 12/31/2016					-13,790.00
BALANCE 12/31/2016					-13,790.00
TOTAL INFLOWS					0.00
TOTAL OUTFLOWS					-13,790.00
NET TOTAL					-13,790.00

B.H.F.D. - ALL ACCOUNTS BALANCE REPORT - As of 12/31/2016:35

(Includes unrealized gains)

As of 12/31/2016

1/10/2017

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Account	9/30/2016 Balance	10/31/2016 Balance	11/30/2016 Balance	12/31/2016 Balance
ASSETS				
Cash and Bank Accounts				
BHFD F.E.R. CD	0.00	0.00	0.00	0.00
BHFD FERS	191,112.23	191,112.23	191,112.23	191,136.25
BHFD GF CD	0.00	0.00	0.00	0.00
BHFD GFC	22,054.26	12,280.63	7,797.79	7,966.48
BHFD GFS	55,891.79	55,891.79	55,891.79	5,897.86
BHFD Land & Improvements Checking	8,075.00	8,075.34	50.18	50.18
BHFD Land & Improvements Reserve CD	100,000.00	100,000.00	100,000.00	100,000.00
BHFD Land & Improvements Reserve Savings	96,487.99	96,487.99	97,487.99	97,500.16
TOTAL Cash and Bank Accounts	473,621.29	463,847.98	452,339.98	402,550.93
TOTAL ASSETS	473,621.29	463,847.98	452,339.98	402,550.93
LIABILITIES				
Other Liabilities				
BHFD Encum	15,950.00	15,950.00	15,950.00	13,790.00
TOTAL Other Liabilities	15,950.00	15,950.00	15,950.00	13,790.00
TOTAL LIABILITIES	15,950.00	15,950.00	15,950.00	13,790.00
OVERALL TOTAL	457,671.29	447,897.98	436,389.98	388,760.93

2017 BHFD Vouchers for Approval.2

1/1/2017 through 1/10/2017

1/11/2017

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Date	Num	Description	Memo	Category	Amount
1/9/2017	14040	Nationalgrid	11/18/16-12/20/16 Elec/Gas Station#1 Acct 09964-28105	A3410.4:FIREHOUSE UTIL	-549.58
1/9/2017	14041	Nationalgrid	11/18/16-12/20/16 Elec Station 2 Acct 48864-28107	A3410.4:FIREHOUSE UTIL	-94.51
1/9/2017	14042	Nationalgrid	11/18/16-12/20/16 Elec 330 Charlton Rd.Acct24407-35000	A3410.4:FIREHOUSE UTIL	-143.05
1/10/2017	1404...	Burnt Hills Hardware & Supply	Mop Head & Cleaner for icleaning cooler	A3410.4:MAINT-EQUIPM...	-11.98
			Ice Melt, Filters,	A3410.4:MISCELLANEO...	-63.96
			Pad Locks & Keys	A3410.4:MAINT.-B&G	-28.49
1/10/2017	14044	Gil's Garage Inc.	Car 16 Fuel System Leak, Fuel Filter #485306	A3410.4:MAINT-EQUIPM...	-129.63
1/10/2017	14045	Gil's Garage Inc.	Car 16 RF Tire Repair, Wheel Alignment #485762	A3410.4:MAINT-EQUIPM...	-25.90
1/10/2017	14046	Gary Hastings	DEC 2016 CLEANING	A3410.4:MAINT.-B&G	-275.00
1/10/2017	14047	Anne C. Hogue, Tax Collector	2017 Water#2 Real Property Tax Bill 004786	A3410.4:SEWER & WAT...	-198.29
1/10/2017	14048	Metropolitan Data Solutions M...	I.D. CARD SYSTEM Inv# 38688	A3410.2 EQUIPMENT	-4,172.88
1/10/2017	14049	Municipal Emergency Services...	100 Helmet Stickers - Cust.#C206123 Inv#IN1093498	A3410.2 EQUIPMENT	-385.00
1/10/2017	14050	REPUBLIC SERVICES #964	DEC 2016 Inv#0964-000 852 109	A3410.4:MAINT.-B&G	-70.87
1/10/2017	14051	Town of Ballston Highway Dept.	DEC 2016 Gas & Diesel	A3410.4:MAINT-EQUIPM...	-384.52
1/10/2017	14052	VFIS	LOSAP Group Term Life Ins -Combined Life Pol PT0647 L...A8025.8 SAP		-1,471.32
1/10/2017	14053	WELLS FARGO VENDOR FIN...	01/13/17-02/12/17 RENT- Copier Inv #9804 6371	A3410.4:OFFICE	-247.85
1/10/2017	14054	Assoc. of Fire Districts of the C...	2017 Annual Dues	A3410.4:ASSOC. DUES	-150.00
1/10/2017	14055	ACTION COMMERCIAL SERV...	Stove Gas Connection Repair Inv 164736	A3410.4:MAINT-EQUIPM...	-142.00
1/10/2017	14056	RICOH, USA, Inc.	DEC 2016 Copy Images Inv #504 632 9227	A3410.4:OFFICE	-21.11
1/1/2017 - 1/10/2017					-8,565.94

TOTAL INFLOWS 0.00

TOTAL OUTFLOWS -8,565.94

NET TOTAL -8,565.94

RESOLUTIONS to Encumber \$13,790

for General Fund 2016 Expenses as follows:

RESOLUTION #1 ~ that \$6,550 for 5" Fire Hose purchased from Firetrac be encumbered as an expense to the General Fund 2016 Equipment Budget.

RESOLUTION #2 ~ that \$3,240 for **Landscaping** at Station #1 & #2 be encumbered as an expense to the General Fund 2016 Maint. of Buildings & Grounds. (Shrubs planted at Station #2 cost \$260)

RESOLUTION #3 ~ that \$3,500 for **Blacktop Sealing** at Station #1 & #2 be encumbered as an expense to the General Fund 2016 Maint. of Buildings & Grounds

RESOLUTION #4 ~ that \$500 for Post Guards at Station #1 be encumbered as an expense to the General Fund 2016 Maint. of Buildings & Grounds.

RESOLUTIONS to Increase Over Spent 2016 Budget categories by using under spent categories without changing the \$353,692 adopted 2016 General Fund Budget as follows:

to apply the \$6,558.99 under spent 2016 Equipment category plus \$3,175.18 of the Conference, Travel & Training category (a total of \$9,734.17) to the following over spent categories:

Association Dues	100.00
Insurance	743.19
Legal Notices	365.38
Maint. of Bldg. & Grounds	3,622.26
Maint. of Equipment	4,831.59
Misc.	26.49
Workers Comp.	<u>45.26</u>
Total Over Spent	9,734.17

As of 12/31/16 there are ten under spent categories totaling \$17,788.91 and seven over spent categories totaling \$9,734.17.

RESOLUTION #2 ~ CVS Zaremba Group owes \$8,296.25 for payments made to Lavalie & Finn, LLP for legal services plus ballot inspectors services. The reimbursement when received is to be deposited to the General Fund.

BURNT HILLS FIRE DISTRICT
P. O. Box 315
Burnt Hills, NY 12027-0315

To: Ballston Spa National Bank

At a meeting of the Commissioners of the Burnt Hills Fire District held on January 10, 2017 a motion was made by Commissioner Lee Ramsey, seconded by Commissioner Thomas Johnson, for the following RESOLUTION. Motion passed.

RESOLVED: that District Treasurer **Catherine F. Merchant**, Chairman of the Board of Fire Commissioners **Les W. Bonesteel, Jr.**, and Fire District Commissioner **Michael Fowler** are authorized to open or close accounts, sign checks, make deposits and/or withdrawals for the following Burnt Hills Fire District accounts held at the Ballston Spa National Bank (Burnt Hills Branch):

Number of signatures required to conduct the business of the Burnt Hills Fire District is one (1).

205360062	<u>General Fund ~ Checking</u>	Ballston Spa National Bank (Burnt Hills Branch)
212098463	<u>General Fund ~ Savings</u>	Ballston Spa National Bank (Burnt Hills Branch)
212114509	<u>Fire Engine Reserve ~ Saving</u>	Ballston Spa National Bank (Burnt Hills Branch)
200231468	<u>Land & Improvement Reserve ~ Checking;</u>	Ballston Spa National Bank (Burnt Hills Branch)
205654079	<u>Land & Improvement Reserve ~ Savings;</u>	Ballston Spa National Bank (Burnt Hills Branch)

Date: 01/10/2017

District


Candy L. Merchant, Secretary, Burnt Hills Fire

Any questions: Phone: Catherine F. Merchant, Treasurer (518) 885-5475

BURNT HILLS FIRE DISTRICT
P. O. Box 315
Burnt Hills, NY 12027-0315

To: TRUSTCO
Fax: 399-0425

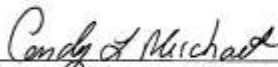
RESOLUTION

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Number of signatures required to conduct the business of the Burnt Hills Fire District is one (1).

5229202 **Land & Improvement Reserve ~ Certificate of Deposit:** TRUSTCO (Glenville Office)

Date: 01 / 10 / 2017



Candy L. Merchant, Secretary, Burnt Hills Fire District

Any questions: Phone: Catherine F. Merchant, Treasurer (518) 885-5475