January 26, 2009

On January 26th, 2009, the Monthly Meeting of the Board of Fire Commissioners of the Millwood Fire District was held at 7:30pm at Fire Station No. 2, located at 366 Croton Dam Road in the Town of New Castle. Present were: Chairman Hala Makowska, Commissioners: Angelo Indusi, Anthony Olenik, Fred Scheier, Alan Schapiro, Deputy Treasurer Rose Cohen, Joe Rod, Greg Santone, Jan Schwark, Secretary Paul Michael Marinello, FACT Committee Chair Mike Horan, Former Treasurer Urban Santone, Kurt and Dianne Klienmann, Gene Nadel and various New Castle Taxpayers.

UPDATE TO THE PUBLIC:

Chairman Makowska called the meeting to order. She briefly recapped the special meeting held January 12th, 2009 which discussed a smaller footprint and the possibility of an overall alternate plan.

Commissioner Scheier spoke briefly about the Station 1 repairs.

Commissioner Indusi spoke briefly about the sale of Engine 245 for the sum of $19,900.

Chairman Makowska mentioned the upcoming special meeting on February 12th with regard to the covenants on the Realis property. She also mentioned the committees and the committee chairs. She also mentioned the McNeil Bond issue concerning insurance on all Commissioners, Treasurers, Secretary and Firefighters. (The current bond is $300,000 per person, and an increase may be made to change the bond to $1,000,000 per person) and the creation of a master calendar.

PUBLIC COMMENT

Mrs. Dianne Klienmann, Chairman of the Millwood Task Force asked to have the 2009 meeting dates posted outside the Millwood Post Office. Secretary Marinello said he will have the notice posted in 1-2 days.

Mr. Kurt Klienmann spoke briefly to the Board about past monthly minutes which are promise don the web site for download and view. Secretary Marinello said he will post the missing minutes (October, November and December 2008 to the web site as soon as they are approved by the Board. Mr. Kleinmann asked about the special meeting (Realis property) covenants. Chairman Makowska told the public that she and Commissioner Schapiro plan on starting a conversation with residents of the area to see how they wish to proceed.

Mr. Gene Nadel addressed the Board about the Executive Session which was planned for this meeting and whether it could be moved to the beginning of the meeting. He also mentioned being pleased that Secretary Marinello is communicating regularly concerning minutes, agendas and general correspondence.

Commissioner Scheier mentioned that he and Commissioner Schapiro attended Commissioner's Training. He also mentioned using a sign in sheet for the Public if they wish to address the Board during Public Comment so that time allotted can be divided equally among those wishing to speak. (A copy of the sign in sheet is attached)

Mr. Leo Rotta addressed the Board with regard to the potential of getting federal funds with regard to the sewer systems in Millwood. He also mentioned possibly hanging drawings in the fire station with regard to the building plans for the new firehouse.

Commissioner Scheier made a motion to begin an Executive Session to discuss contracts, Seconded by Commissioner Olenik, All in Favor. The time was 8:11pm.

A discussion was held regarding architectural contracts.

At 8:40pm Commissioner Scheier made a motion to end the Executive Session, Seconded by Commissioner Olenik, All in Favor.

The Board reentered the public area briefly before retiring to the Board Room for a working session.

BOARD ROOM

Chiefs Report by Chief Schwark: (report attached)

- Discussed prior month's calls:
  8 Automatic alarms, 116 members attending
  1 Car accident/Extrication, 17 members attending
  3 Car accidents, 33 members attending
  3 Carbon Monoxide alarms, 35 members attending
  1 Mutal Aid, 15 members attending
  2 Public Assistance, 13 members attending
  1 Smoke investigation, 13 members attending
  1 Structure fire, 12 members attending
  1 Wires down/Burning, 6 members attending
  Total Alarms 21, Total members Attending 260
- Mention of John Deems who is critically ill
- AAA Training for bailout for Millwood, possibly future training for Briarcliff & Ossining

Commissioner Scheier made motion for bailout training (the need to fix the stone house windows') not to exceed $500, Seconded by Chairman Makowska, All in Favor. Chairman Indusi made mention of speaking to Robert Barber at McNeil & Associates with regard to insurance.

- New radios to be installed by MetroCom (power is in, antenna is up)
- Engine 245 Sold
- CPR Training March 3rd & 10th
- Approval for purchasing extrication gloves to be used during extrication training drills. Purchasing said gloves saves the district money because fire fighter gloves get torn during said drills.

Commissioner Olenik made a motion to purchase extrication gloves from the lowest bidder for $1320, Seconded by Commissioner Indusi, All in Favor.

- Rescue 36 sent for brake repair
- Tanker 15 needs alternator replacement for higher voltage
- Engine 247 has electrical short, charging system updated: A discussion was held with regard to the engine which was submerged in water after Hurricane Floyd. Commissioner Indusi and the company chief's were approved to review repair costs and question what the useful life of the Engine might be given this circumstance.
  End of Report

Chief Joe Rod spoke with regard to the LOSAP program, handed off paperwork to Commissioner Olenik.

The Commissioner's spoke about Red Alert software, how it will help both the residents of the fire district as well as the fire districts ISO rating (which keeps the tax down for residents).

Commissioner Indusi made a motion to purchase the software for $399, Seconded by Chairman Makowska, All in Favor.

Chairman Makowska referred to the Agenda (attached) with regard to the designated committees, the budgets for each committee and who is the chair for that committee.

Administrative – Chairman Makowska - $261,343
Buildings & Grounds – Commissioner Olenik - $89,100
Company Health & Welfare – Commissioner Olenik - $206,200
Firematic Investments – Commissioner Indusi - $107,100
Information Technology – Commissioner Schapiro - $15,500
Public Information – Commissioner Schapiro - $1,000
Legal, Contracts – Commissioner Scheier
ISO Ratings – Commissioner Indusi
Policies & Procedures – Commissioner Scheier
Station 1 Repair – Chairman Makowska - $450,000

Chairman Makowska mentioned the resident expert idea for the following categories: architecture, construction/engineering, administrative, grant writing, accounting/audit and real estate.

Chairman Makowska spoke with regard to resident experts: Tom Curly for Architecture and Phil Rice for Civil Engineering.

Chairman Makowska spoke with regard to overall records retention, possibly coming up with a timeline to create a master list of what documents we have.

Commissioner Makowska made a motion to purchase 2 personal computers; one for the chief, one for the Secretary, at a cost of approximately $950 each, Seconded by Commissioner Scheier, All in Favor.

Commissioner Makowska spoke about the district audits. The Commissioner's agreed that they need to review the contract as Waller & Fiorenza is late on delivering the audit and does not want to do the LOSAP audit. Attorney Bill Young supplied a list of recommended companies to do the LOSAP audit, listed below. Deputy Treasurer Rose Cohen said she would find a standard RFP for requesting bids and present it to the Board.

1. Bollan , Sheedy and Torani
   26 Computer Dr.
   Albany, New York
   518 459-6700
2. Teal, Becker, and Chiaramonte
   7 Washington Sq.
   Albany, New York
   518 456-6663
3. O'Connor, Davies, Munns & Dobbins
   One Barker Ave.
   White Plains, New York
   914 421-5600

Chairman Makowska made a motion to approve both the Organizational Meeting (1/7/09) and the Special Meeting Minutes (1/12/09). Organizational Meeting Minutes Seconded by Commissioner Scheier, All in Favor. Special Meeting Minutes Seconded by Commissioner Schapiro, All in Favor with Commissioner Indusi abstaining (he was not present for meeting).

Commissioner Makowska and Scheier spoke with regard to the Agenda for any meeting. The Agenda should be reviewed by the Commissioners 2 weeks before any meeting, and it should be distributed to the public 1 week before any meeting.

Commissioner Makowska made a motion to purchase a new Fire District's Handbook, Seconded by Commissioner Scheier, All in Favor. (Cost is $125)

Commissioner Makowska made a motion to change phone service from MetroCom to Verizon when the contract expires (June 28th, 2009), Seconded by Commissioner Indusi, All in Favor. (A phone in the bay can be removed)

Chairman Makowska made a motion to purchase the Red Alert Software system for $12,905, Seconded by Commissioner Scheier, All in Favor.

Chairman Makowska made a motion indemnifying the Board of Fire Commissioners, Seconded by Commissioner Olenik, All in Favor.

Chairman Makowska made a motion to increase the insurance on all firematic crew, Board of Fire Commissioners, Secretary and Deputy Treasurer from $300,000 to $1,000,000 per, according to the current blanket policy by McNeil & Associates, as well as insuring the Treasurer for an amount equal or greater to the total amount available in the districts accounts, Seconded by Commissioner Olenik, All in Favor.

Commissioner Scheier spoke with regard to the Ladies Auxiliary room in the new firehouse. He stated that it be larger than 150 square feet and suggested 300 square feet, citing they have a President, Vice President, Secretary, Treasurer, and committee heads. He stated that they save the district money though their volunteer efforts, and that this space will allow for these efforts to continue saving the district money.

Commissioner's Makowska and Chairman Makowska spoke with regard to the Vesche property, realignment of Allen Avenue and Schuman Road.

Chairman Makowska spoke with regard to a meeting and site review of potential Station 1 with AKRF and Bernard Lanza on January 23rd, 2009. Chairman Makowska spoke with regard to the new building supporting the possibility the functionality if it would go from volunteer to combo to paid staff an how that effects the DEIS.

Chairman Makowska made a motion to approach JLN for a proposal for a needs assessment study to answer questions with regard to changing from a volunteer to paid company, Seconded by Commissioner Olenik, All in Favor.

Chairman Makowska mentioned the Treasurer's Annual Report and year end statement and that it had been completed, a special thanks to Urban Santone.

Chairman Makowska read aloud a letter to the Fire Commissioners from Sara Brewster, former Chairman of the Millwood Task Force. (attached)

Chairman Makowska made a motion to pay Secretary Marinello for additional hours, one half of the hours continuing 2008 Secretarial duties, one half of the hours getting the District up to date, Seconded by Commissioner Olenik, All in Favor.

Chairman Makowska made a motion to adjourn the meeting, Seconded by Commissioner Olenik, All Favor.

Meeting adjourned 11:50pm.

Paul Michael Marinello
Secretary