

The Cuba Joint Fire District held its regular monthly meeting on Wednesday, April 13, 2016 at 7:00 P.M. in the AAACC at 4 Green Street, Cuba, New York.

The meeting opened with the pledge to the flag.

Roll Call: Commissioners: Wayne Butts-present; Mike Johnson-present; John Lafever-present; Tab Loftis-present; Doug Rettig Sr.-present; Treasurer Marlene Doyle-present; Secretary Richard Seigel Sr.-present.

Also in Attendance: Chief David Hardman, 1<sup>st</sup> Asst. Nick Sweet, 2<sup>nd</sup> Asst. Aaron Appleby, Captain Roger Bell, 2<sup>nd</sup> Lt. Devin Bell, David Gowdy, P.J. Shaller, Jonas Perry, Seth Dunning, Thomas Feneran, Lee James.

Motion by Wayne Butts 2<sup>nd</sup> by Mike Johnson to dispense with the reading of the March minutes and approve them. Motion carried by a vote of 5-0.

Treasurer's Report by Marlene Doyle:

Bysiek CPA, PLLC has presented a proposal to audit our books. Marlene recommends that we take the option where she presents the books and Bysiek does the work. She feels she will still be asked for assistance during the audit. The cost of the audit is \$3,000.00. After the audit has been completed, we will still not be able to input the information into the Comptroller's report. The reason is that the State can't tell us how to go back to our beginning. Currently the system will not accept this information from 2012 to present.

Motion by Wayne Butts 2<sup>nd</sup> by Mike Johnson to accept Bysiek's proposal at a cost of \$3,000.00. Motion carried by a vote of 5-0.

NOTE: This will bring us up to date with our financial records and if and when the State can tell us what to do we will be ready.

Presentation of the bills by Marlene Doyle:

The Commissioners met prior to the meeting to audit the bills presented in voucher form by the Treasurer. Each of the bills presented in voucher form was audited and each Commissioner present placed their signature on each of the vouchers as their approval to have the Treasurer pay the bills. Motion by Mike Johnson 2<sup>nd</sup> by Tab Loftis and all approved unanimously, it was resolved that the Board of Commissioners, following an audit and approval to pay the bills (vouchers 16-EC#82 thru #16-1667) in the amount of \$22,870.84 and allow payment of such bills and order the Treasurer to pay the bills. Motion carried by a vote of 5-0.

Attached is the monthly audit of the accounts by Doug Rettig Sr.

Motion by Wayne Butts 2<sup>nd</sup> by Mike Johnson to approve the monthly audit. Motion carried by a vote of 5-0.

Chairman Rettig requested a motion to move funds from the general fund to the appropriate reserve account. Motion by Tab Loftis 2<sup>nd</sup> by John Lafever to have the Treasurer transfer monies from the General Fund into the appropriate reserve account as follows: Contingency Fund-\$100.00, General Capital-\$100.00, Equipment Repair-\$7,500.00 and Apparatus-\$92,498.00 for a total of \$100,198.00. Motion carried by a vote of 5-0.

Chief's Report by Chief David Hardman:

The nozzle on Cuba 9 has been repaired. The gears were rusted and should be lubricated and maintained at least every (2) years.

The fuel tank on Cuba 6 has been replaced.

The repair of Cuba 1 and the bill do not match, further explanation is necessary.

The CPR & AED class was done in March.

The cascade system has been serviced and the air bottles have been hydrostatically tested.

All the fire extinguishers have been serviced.

We have (5) new pager batteries and got a free battery.

The annual physicals are being done this month.

The officers would like to use the communication funds in the budget to purchase (1) new pager every year. Will address this in May.

The new equipment that we have received is: Generator and light for Cuba 7, (7) LED hand lights, a large trash pump, a vent saw, a small electric pump for Cuba 1 and an air bag for Cuba 6.

(4) Officers will be in Indianapolis for training April 23<sup>rd</sup> thru 25<sup>th</sup>.

#### Membership:

The Department approved Kyle Lyman for membership.

Motion by Mike Johnson 2<sup>nd</sup> by John Lafever to approve Kyle for membership. Motion carried by a vote of 5-0.

#### Incident Report for the Month of March:

03/02/16 10:10 7 Hardy Street Cellar Pump

03/02/16 14:06 2 Water Street CO detector

03/03/16 18:50 18 Genessee Street Assist Ambulance

03/04/16 20:32 Woodruff Street S/U Landing Zone

03/04/16 20:32 9762 County road 6 Assist Ambulance

03/07/16 06:59 State Road 305 Cancelled in Route

03/16/08 I-86 East Service Call

03/09/16 09:35 2 Water Street Gas Spill

03/09/16 13:25 3 Bristol Street Assist Ambulance

03/09/16 21:41 141 West Main Street CO detector

03/13/16 19:26 4557 State Road 305 Natural Gas Leak

03/16/16 09:26 69 East Main Street CO detector

03/18/16 21:25 272 County Road 7A Structure Fire

03/19/16 19:50 39 Medbury Avenue MVA

03/24/16 13:48 State Route 305 Cancelled in Route

03/24/16 21:18 5002 County Road 17 Mutual Aid to Friendship

03/27/16 18:49 9548 Lafever Road Mutual Aid to Clarksville

03/28/16 10:00 15 Elm Street Smoke Detector

03/28/16 19:47 9102 Bump Road Lines Down

03/31/16 15:29 North Branch Road Wind Damage

03/31/16 19:59 24 Elm Street False Alarm

#### Communications:

The Ryan Agency sent us a letter asking to be considered if we ever change insurance agents.

We received a postcard reminding us that their survey (US Census Bureau and the Dept. of Commerce) needed to be sent in. The survey has been sent ahead of the time it was due.

The Chief informed the Board that ISO has the information they needed to possibly reduce Cuba's insurance rating.

#### Committees:

Wayne Butts reported that most of the equipment ordered in February was here. (See Chief's Report for details).

Tab Loftis reported that Nick Sweet has contacted the vendor of our reporting system to tell them what other information we need from our system.

Tab Loftis reported that we need to include computer requirements in the 5, 10, 15, 20 year planning schedule. He also reported that our Wi-Fi System is extremely slow and we need to update it.

#### Old Business:

Chief stated that the siren should be working. The siren did not work when a test was run during the meeting. Further work is needed to make it work between the hours of 7:00 A.M. and 10:00 P.M.

The Board still needs a list of inactive members and non- members who will be assisting during fund raising events. (President Kratts will furnish this list)

Tab Loftis reported that after the April 1<sup>st</sup> meeting on the new truck, the CFD Committee recommended the KME bid as bid. There was some discussion on whether or not to go to a stainless steel body. One of the bidders would extend their warranty beyond the 10 years in the bid, but the other would not. The bids came down to KME and 4-Guys.

After considerable discussion, motion by Wayne Butts 2<sup>nd</sup> by Mike Johnson to send the information to our attorney to make sure all was legally correct. Chairman Rettig will make sure this process is a priority with our attorney.

#### New Business:

Lee James made a presentation on the insurance renewal due on June 1<sup>st</sup>. Lee passed out copies of the proposal. (A copy of the proposal is in the Board's file). Of special note is that the equipment value was increased. The insurance for the park and AAACC is broken out so that CFD can reimburse the Board.

The park and the AAACC are still under the Department. The total cost is \$14,703.00/year.

Doug Rettig Sr. passed out copies of the CAPITAL ASSET POLICY for the Commissioners to review.

The MEETING ATTENDANCE AND EXCUSED ABSENCE POLICY that was passed out last month was brought up for a vote. Motion by Wayne Butts 2<sup>nd</sup> by Tab Loftis to adopt the policy as revised 4/13/16.

Motion carried by a vote of 5-0.

Motion by Doug Rettig Sr. 2<sup>nd</sup> by Mike Johnson to go into executive session on a personnel matter.

Motion carried by a vote of 5-0.

The Commissioners entered into executive session at 8:20 P.M.

Motion by Tab Loftis 2<sup>nd</sup> by Mike Johnson to return to the regular meeting. Motion carried by a vote of 5-0.

The Commissioners returned from executive session at 8:41 P.M.

Motion by Wayne Butts 2<sup>nd</sup> by Tab Loftis to approve the chief officers (David Hardman-Chief, Nick Sweet-1<sup>st</sup> Asst. Chief and Aaron Appleby-2<sup>nd</sup> Asst. Chief) as elected at the annual meeting of CFD on April 5<sup>th</sup> and officially installed during the annual meeting and the annual dinner on April 9<sup>th</sup>. Motion carried by a vote of 5-0.

#### Open Forum:

John Lafever asked where we stood on getting a grant writer for equipment, especially for apparatus.

Marlene Doyle stated that we had someone in the community who she was sure would do this.

Wayne Butts stated that we need to bid truck maintenance again. Wayne along with Chief Hardman and 1<sup>st</sup> Asst. Nick Sweet will get quotes.

Motion by Wayne Butts 2<sup>nd</sup> by Mike Johnson to adjourn the meeting. Motion carried by a vote of 5-0.  
Meeting adjourned at 8:46 P.M.

Respectfully submitted,

Richard L. Seigel Sr.  
Secretary

