

The Cuba Joint Fire District held its regular monthly meeting at 7:00 P.M. on Tuesday, July 12, 2016 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-excused; Tab Loftis-present; Doug Rettig Sr.-present; Treasurer Marlene Doyle-present; Secretary Richard Seigel Sr.-present.

Also Present: Chief Dave Hardman, 1st Asst. Nick Sweet, Pres. Lewy Kratts, Captain Roger Bell, Treas. Chris Carrier, Dave Gowdy.

Motion by Mike Johnson 2nd by Wayne Butts to dispense with the reading of the June minutes and approve them. Motion carried by a vote of 4-0.

Chairman Rettig noted that multiple simultaneous conversations during the discussion of the Portville Truck bills is the primary reason for the confusion with the bills. Therefore, from now on only one (1) person will have the floor to speak.

Treasurer's Report by Marlene Doyle:

Marlene reported that the audit is done starting with 2012 and that everything was O.K.

The current account codes are compatible with the State.

All financial information through May 2016 is in the District file cabinet.

Marlene has a list from the Comptroller's Office of departments who are delinquent in filing reports and that Cuba is not listed.

Presentation of the bill by Treasurer 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 pay the bills. Motion by Mike Johnson 2nd by Wayne Butts and all approved unanimously, it was resolved that the Board of Commissioners, following an audit and approval to pay the bills (vouchers 16-EC#97 thru #16-1637-d) in the amount of \$13,362.93 and allow payment of such bills and order the Treasurer to pay the bills as corrected. Motion carried by a vote of 4-0.

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

Motion by Tab Loftis 2nd by Mike Johnson to approve the audit. Motion carried by a vote of 4-0.

Chief's Report by Chief Dave Hardman:

The new air packs will be put into service after this month's training. We are still missing some items, but not important enough to stop us from putting them on the trucks.

The nomex hoods will be issued, marked and added to the inventory at this month's training meeting.

The new face wipes are on the trucks.

We are looking at something to put behind Cuba 6 so the new washer will not get damaged.

The annual hose and pump test is scheduled for August.

The new air tanks are on Cuba 6, the dash camera hookup has been moved so it goes off when the truck is shut down and the flashing lights are repaired at no cost.

Cuba 9 has had a pipe replaced.

A new door switch has been put on Cuba 1. Also a ground has been repaired for the interior lights.

The turnout gear washer is here, but no training has been setup for its use.
The officers would like to use money left from last year to purchase more air packs. The Board stated that this will be addressed after the inventory review has been completed.
The officers want to discuss the exceptions in the new truck bid.
Nick sweet stated that we had received the \$1,500.00 matching grant from DEC.

Membership:

Logan Wells has completed all the items on the application. He was approved last month on the stipulation that this be done.
Alex Deck was approved for membership by the Department. Motion by Tab Loftis 2nd by Wayne Butts that the Board approves Logan for membership. Motion carried by a vote of 4-0.

Incident Report for the month of June 2016:

6/03/16 05:44 Farnsworth Road Severe Weather Call
6/04/16 09:46 22 Maple Street Structure Fire
6/12/16 14:27 County Road 6 Severe Weather Call
6/12/16 22:41 83 South Street Structure Fire
6/21/16 01:42 4459 State Road 305 Lines Down
6/26/16 21:00 Prospect Street Controlled Fire
6/28/16 13:52 Stout Road Haz. Mat. Call
6/30/16 11:31 I86 Exit 28 MVA

Committees:

Tab Loftis stated that the equipment review by the commissioners has started.

Some Notes:

The condition of the equipment needs to be addressed.
The masks need to be carried properly. If the district needs to purchase proper bags to carry the masks, CFD should get quotes and present them to the district.
Need to attach inventory tags.
Wayne Butts stated that the Portville Truck bill has been resolved.

Old Business:

Pres. Kratts presented a list of job descriptions for fund raising tasks. He also requested permission to have a dice run in connection with the Rally in the Valley. He will be given the proper form for this request.

Chairman reported that work on the Capital Asset Policy is tabled in deference to the inventory review.
Mike Johnson requested that any discussion on the meeting between the District, the Department Officers and the Department Board of Directors be postponed until after an executive session.

New Business

Tab reported the turnout gear washer does a good job cleaning the gear. CFD needs to keep watch on the temporary drain and further review cost of the washer vs the results.
The question was raised about families riding on the equipment during parades etc. The district and CFD officers will meet to create a policy.
The subject of a procurement officer was discussed.
Motion by Tab Loftis 2nd by Mike Johnson to investigate the need for a procurement officer. Motion carried by a vote of 4-0.

The SCBA equipment to be traded in on new equipment needs to be declared surplus. Any equipment on a FEMA Grant cannot be sold. The equipment can be traded in on new equipment, but it must be declared surplus first.

There is a need to relabel equipment. The purchase of new turnout gear will have Velcro accountability tags for easy change when buying new. It may or may not be feasible to do this on current turnout gear. Doug Rettig Sr. stated that bi-weekly meetings will start shortly of the new budget.

Motion by Mike Johnson 2nd by Tab Loftis that the commissioners go into executive session on a personnel matter. Motion carried by a vote of 4-0.

The commissioners entered in executive session at 7:45 P.M.

Motion by Tab Loftis 2nd by Mike Johnson to return to the regular meeting from executive session.

Motion carried by a vote of 4-0.

The commissioners returned to the regular meeting at 8:01 P.M.

Open Forum:

The meeting between the District and CFD personnel will be addressed at a later date

Chief Hardman brought up the exceptions in the new truck bid, which have given the officers concern. A brief discussion was held and reasons for the exceptions were addressed.

Tab Loftis presented a list of items from the truck bid that seemed exorbitant. He felt a review was necessary to see if some of them were absolutely necessary. He also presented a list (with prices) for optional equipment on the new truck. He asked that this list be reviewed and discussed in August.

Motion by Tab Loftis 2nd by Mike Johnson to adjourn. Motion carried by a vote of 3-0. (Wayne Butts had been excused to go to work).

Meeting adjourned at 8:26 P.M.

Respectfully submitted,

Secretary
Cuba Joint Fire District.

CUBA JOINT FIRE DISTRICT AUDIT OF VOUCHERS AND ACCOUNTS VS MONTHLY STATEMENTS

- × Audit date: July 12, 2016
- × Month audited: June 2016 (Start Date: 5/18/16 – Closing Dates: 6/31/16).

Commissioners:

I compared the approved abstract from the March 2016 meeting to the March 2016 account statements, and reviewed the bank accounts and Credit Card Account statements for account activity.

Checks Outstanding: None

- ✓ The Five Star credit card statement: No activity.
- ✓ The Valero credit card statement dated June 16, 2016

As of the June 2016 closing dates:

Checking account ***7868	Starting Bal.	Payments processed		Deposits	Interest	Transfers out	Checks outstanding	Bank Balance
	\$226,916.40	12	\$3,162.92	\$0.00	\$3.71	\$0.00	\$0.00	\$223,757.27

	Start Bal.	Charges	Credits	Close Bal.	Chiefs Gals.(≤45)	All charges authorized?
Five Star Credit Card	\$0.00	\$106.00	\$0.00	\$106.00	XXXXXXXXXX	Y
Valero	\$115.85	\$101.04	\$115.85	\$101.04	Gal.: 44.908	Y

Money Market Account ***0057	Starting Bal.	Deposits	Interest	Transfers out	Balance
	\$33,139.85	\$0.00	\$0.55	\$0.00	\$33,140.40

Total interest earned this period: \$9.76 Total

Reserve Accounts	Starting Bal.	Deposits	Interest	Transfers out	Balances
Building Repair and Replacement ***0582	\$1,995.56	\$0.00	\$0.02	\$1,995.58	\$0.00
Equipment Repair and Replacement ***0590	\$38,513.77	\$0.00	\$0.63	\$0.00	\$38,514.40
General Capital ***8160	\$4,101.27	\$0.00	\$0.03	\$0.00	\$4,101.30
Apparatus Repair and Replacement ***8179	\$294,540.94	\$0.00	\$4.84	\$0.00	\$294,545.78

TD: \$50.61

- No unusual or unauthorized activity was detected.
- Chief's gas card usage is compliant.

Respectfully Submitted,

Douglas W. Rettig, Sr.

