

The Cuba Joint Fire District held its regular monthly meeting on Wednesday, March 14, 2018 at 7:00 P.M. in the AAACC at 4 Green Street, Cuba, New York.

**The meeting was called to order by Chairman Clark:**

1. The meeting opened with the pledge to the flag.
2. **Roll Call:** Commissioners: Wayne Butts-present; Leroy Clark-present; Mike Johnson-present; Tab Loftis-present; Doug Rettig Sr.-present; Treasurer Carolyn Root-present; Secretary Richard Seigel Sr.-present.
  - Also present: Chief Nick Sweet, 1<sup>st</sup> Asst. Derek Clement, 2<sup>nd</sup> Asst. Aaron Appleby, CFD Vice Pres. Keith Perry.

**Reading of the Minutes from the previous meeting(s):**

1. The Secretary stated that there is a correction to the Feb. 14<sup>th</sup> minutes. The voucher number listed as 18-1898 should be 18-1899.

**Motion by Doug Rettig Sr. 2<sup>nd</sup> by Wayne Butts to approve the minutes from February 14 and 24, 2018 as corrected. Motion carried by a vote of 5-0.**

**Motion by Mike Johnson 2<sup>nd</sup> by Doug Rettig Sr. to dispense with the reading of the above minutes. Motion carried by a vote of 5-0.**

**Treasurer:**

**1. Treasurer's Report by Carolyn Root:**

- a. The Treasurer presented the abstract in the amount of \$2,771.70.
- b. We have received the fire tax money in the amount \$261,428.00 from the Town of Cuba.
- c. The AUD was filed on March 2, 2018 by our CPA.

**2. Presentation of the bills by Carolyn Root:**

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 Wayne Butts 2<sup>nd</sup> by Mike Johnson and all approved unanimously, it was resolved that the Board of Commissioners, following an audit and approval to pay the bills (Vouchers #18-1900 thru #18-1906) in the amount of \$2,771.70 and allow payment of such bills and order the Treasurer to pay the bills. Motion carried by a vote of 5-0.**

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

**Motion by Wayne Butts 2<sup>nd</sup> by Tab Loftis to approve the audit as presented. Motion carried by a vote of 5-0. A copy of the audit is filed in the district office with a copy of the March minutes...**

**Motion by Doug Rettig, Sr, Second by Tab Loftis, to authorize the District Treasurer to move the following funds from the General Fund to the listed Reserve Accounts:**

<b>To the Apparatus Repair and Replacement Reserve Account (8179)</b>	<b>\$66,212.00</b>
<b>To the General Capital Reserve Account (8160)</b>	<b>\$ 1,000.00</b>
<b>To the Equipment Repair and Replacement Reserve Account (0590)</b>	<b>\$ 8,000.00</b>

**To the Current Year Contingency Reserve Account (0057) \$ 1,000.00**  
**To the Building Repair and Replacement Reserve Account \$ 0.00**  
**Motion carried by a vote of 5-0**

**Chief's Report by Chief Nick Sweet:**

1. The annual air pack service was done in February.
2. Cuba 1 and Cuba 9 have been serviced and inspected.
3. The Chief gave the Commissioners quotes for turnout gear.
4. The Chief has a quote for a 6" double female adapter with rocker lugs for Cuba 7.
5. The officers would like to purchase an oil extractor for easier maintenance of small equipment.
6. Occustar physicals are scheduled for Thursday April 5, 2018 and Saturday April 21, 2018.
7. Training Night will be March 20<sup>th</sup> at 6:00 P.M. (traffic control s/u).
8. Equipment Night will be March 27<sup>th</sup> at 6:00 P.M.
9. All of the persons to attend the NYS weekend in Emmitsburg Md. have been approved.
10. We need to purchase meal tickets for the attendees.
11. Portville truck did a backflush on a truck while there. Chief was asked why we didn't do this. CFD will do.
12. Incident Report for the month of February 2018:  
2/01/18 13:20 4129 State Route 16 Mutual Aid to Hinsdale  
2/03/18 08:18 3 Bristol Street False Alarm  
2/06/18 15:36 Keller Hill Road MVA  
2/22/18 12:11 I-86 West MVA W/Injuries  
2/28/18 09:12 Bristol Street Smoke Alarm

**Motion by Wayne Butts 2<sup>nd</sup> by Tab Loftis to purchase the meal tickets for those going to NYS weekend.**  
**Motion carried by a vote of 5-0.**

**Motion by Tab Loftis 2<sup>nd</sup> by Mike Johnson to purchase (7) sets of Globe turnout gear.**  
**Motion carried by a vote of 4-yea 1-nay (Wayne Butts).**

**Motion by Wayne Butts 2<sup>nd</sup> by Mike Johnson to purchase an oil extractor at a cost of \$117.60.**  
**Motion carried by a vote of 5-0.**

**Motion by Tab Loftis 2<sup>nd</sup> by Wayne Butts to purchase a 6" double female adapter with rocker lugs at a cost of \$162.50. Motion carried by a vote of 5-0.**

**Communications:**

1. Membership: There were (2) new members Adam Cassata and Katrina Bromstead voted into the Department.
  - An approval vote was tabled until after an executive session.
2. Commissioner Rettig presented a proposed procedure for storing the minutes in the District computer and transfer to the minute book.

**Motion by Tab Loftis 2<sup>nd</sup> by Wayne Butts to approve the proposed procedure as presented.**  
**Motion carried by a vote of 5-0.**

**Committees:**

1. Commissioner Butts presented a letter (e-mail) from Mr. Don Wesley PHD stating feels he can help in writing a grant for equipment. (A copy of the e-mail is attached to the March minutes in the file).

***Motion by Doug Rettig Sr. 2<sup>nd</sup> by Tab Loftis to have Wayne follow up with Mr. Wesley using the list of equipment that Mike Johnson has. Motion carried by a vote of 5-0.***

2. Commissioner Loftis reported that sometime the week of April 16, 2018 the pickup truck will be built. The estimated delivery is the middle of June 2018.

#### **Old Business:**

1. Chairman Clark reported that Lee James has confirmed that we are covered by insurance when responding to the Seneca Nation. He has also heard from the Allegany County Emergency Coordinator that we are covered under the workman's compensation law regardless of the property owner.
2. Commissioner Loftis stated that the defective length of hard suction has not been picked up yet.
3. Commissioner Butts stated that we are still pursuing truck titles.
4. Chairman Clark reviewed current policies with the following results:

***Motion by Tab Loftis 2<sup>nd</sup> by Mike Johnson to leave the Air Bottle Policy as is.***

***Motion by Wayne Butts 2<sup>nd</sup> by Tab Loftis to adopt the Travel Policy with the earlier proposed changes.***

***Motion by Wayne Butts 2<sup>nd</sup> by Tab Loftis to adopt the Rules and Regulations Policy with the earlier proposed changes.***

***Motion by Tab Loftis 2<sup>nd</sup> by Mike Johnson to adopt the Procurement Policy with the earlier proposed changes.***

**All of the above motions were carried by a vote of 5-0 except the Rules and Regulations Policy which was carried by a vote of 4-yea 1-nay (Doug Rettig Sr.).**

#### **New Business:**

1. Lee James will attend the April meeting to review our insurance.
2. Chairman Clark reminded all of the importance of attending meetings. All motions require a majority vote regardless of the number of Commissioners in attendance (a minimum of 3 votes is required to pass motions).

***Motion by Doug Rettig Sr. 2<sup>nd</sup> by Tab Loftis to enter into executive session on a personnel matter.***

**Motion carried by a vote of 5-0.**

Entered in to executive session at 8:05 P.M.

***Motion by Wayne Butts 2<sup>nd</sup> by Mike Johnson to return to the regular meeting.***

**Motion carried by a vote of 5-0.**

Returned to the regular meeting at 8:09 P.M.

***Motion by Tab Loftis 2<sup>nd</sup> by Wayne Butts to approve Adam Cassata and Katrina Bromhead for membership.***

**Motion carried by a vote of 5-0.**

3. Chief Sweet presented the slate of officers nominated for the following year:

Chief Nick Sweet  
1<sup>st</sup> Asst. Derek Clement  
2<sup>nd</sup> Asst. Aaron Appleby  
Captain Justin sweet  
1<sup>st</sup> Lt. Michael Pendleton  
2<sup>nd</sup> Lt. Dominic Cassata  
Capt. Fire Police Robin Valeri

***Motion by Tab Loftis 2<sup>nd</sup> by Mike Johnson to approve the nominated officers as they are all running unopposed.***

**Motion carried by a vote of 5-0.**

***Motion by Wayne Butts 2<sup>nd</sup> by Mike Johnson to adjourn.***

**Motion carried by a vote of 5-0.**

Meeting adjourned at 8:25 P.M.

Respectfully Submitted,

Richard L. Seigel  
Secretary