

# CHARLTON FIRE DISTRICT

## Meeting Minutes: February 2009

**February 7, 2009**

Meeting called to Order: 9:11

Present: Dave Milne, Doug Sargent, Kevin O'Connor, Duane Rabideau; Bill Heilman

Absent: None

Next meeting: March 14<sup>th</sup>, 2009 9:00am

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### **REGULAR MEETING**

#### **I. Minutes from previous month:**

Kevin O'Connor made a motion accepting the minutes from January with the following changes: short pike poles are on 184, changing on other trucks, Kevin O'Connor made the motion regarding the Green's and delete note , Duane Rabideau 2<sup>nd</sup>, motion carried.

#### **II. Correspondence**

- Mod Space: renewal for the trailer
- First Responder Renewal notice
- Ken Almay requesting use of firehouse for an AMBIT meeting; whatever date is acceptable for the fire district/dept.

#### **III. Treasurer's Report**

Interest for the month of January \$57.44, bill paid totaled \$17,617.70. The computers are up and running with EDP and District Finance, the update bill to Professional Innovative Programs will be paid. Kevin O'Connor made the motion to accept the treasurer's report, Dave Milne 2<sup>nd</sup> the motion, motion carried.

#### **IV. Chief's Report**

Calls for January – 19

EMS	10
Electrical Emerg	1

Structure	3
C/O Alarms	1
MVA	2
Mutual Aid	2

- Charlton Fire will be hosting a state class on 2/17, 2/18, 2/23 & 2/24. One is on a Monday night, the drill will be held in another location. 45 people for the class, opening for five from CFD.

- A FOIL request was received, Dave Milne asked if a meeting should be called to review the Chief's report. The official report from the Chief cannot be changed. Should the fire district send a note that the information is coming? Dean stated he is not completely finished with the report, when it is, he can then show the commissioners for review. The Foil request is from the insurance investigators. The report the chief has includes his worksheet and report regarding the tavern fire. The secretary mentioned that pictures no longer need to be FOILED. Dean will get the information and the board will review.

- FEMA forms for Ice Storm received, Dean is working with FEMA to submit directly. Dave Milne stated that Kathy Milne says there is confusion. Bill Heilman noted that Kathy works for SEMO which is the state not FEMA which is federal, the forms are being turned into FEMA. Paperwork was submitted to FEMA.

- Warranty work on C 18 completed 2/6. This was under the warranty, the lights/ bars and electrical checked.

- New gloves were ordered. 10 large and 10 extra large.

- Awaiting quote on break away vests quote should be in by Monday.

- Will be ordering EMS supplies to replenish stock.

- Nozzle on 181 – need to order new, the one on the truck was broken at the scene. Dave Milne asked if the Chief was ordering straight tip or smooth

board, the Chief stated MNB has three that they can try out prior to ordering. The Chief is waiting for better weather.

· Dave Milne asked if a letter was sent to Crystal Clear. The Chief stated that the secretary told him that the address is still listed as Saratoga Road; he is attempting to get a present address. Bill Heilman stated that the Better Business Bureau should be contacted and a complaint filed. The Chief has left numerous messages. MNB has picked up all warranties.

## **V. Old Business**

Dave Milne stated that he made a procedural error at the last meeting concerning the cleaning bid. Bid requests were not announced and there was no prior notification that bids would be accepted in January. Dave Milne stated that they can either say oops we made a mistake or go with what happened or rebid the contract. Dave would like the contract rebid and handled correctly. Dave Milne and Kevin O'Connor disagreed regarding how to handle this, Kevin O'Connor insisted it stay with the oops we made a mistake. Dave Milne stated the next time someone calls collusion, preferential treatment, and lying, Kevin O'Connor can answer the questions. Bill Heilman said he would go along with oops we made a mistake this time. Dave Milne stated all future bids will have to be received to the secretary by the date and time announced. Doug Sargent brought in a contract that the church has regarding cleaning. Kevin O'Connor stated when Dick Jevitt and himself cleaned all they did was sweep, mop and empty the garbage. Kevin O'Connor stated they can use the contract in the future. Duane Rabideau stated that the problem should be contained in the future with the bids coming in by the time they are specified.

Ceiling Tiles/Lights: Dean stated the lights are here; the ceiling tile amount was not approved nor was the dumpster. Dean had various prices for the ceiling tiles from Friends Lumber, Lowes and Kamco. Lowes came in the lowest. The dumpster cost is \$300 from Allied Waste. The dumpster is a two ton construction dumpster. A bunch of firemen already offered to help change the lights. Bill Heilman made a motion approving \$1000 for ceiling tiles and \$400 for the dumpster.

Tyler : Dean will review the bill and other items to be turned into insurance.

John Pennock; the secretary has not received a response from Mr. Pennock. Dave Milne asked the board if we should write him a letter, Bill Heilman stated he thought a letter went out. The secretary stated she did not send Mr. Pennock a letter.

Construction Manger: the secretary had sent an email regarding this. The question was whether or not the board should review a few different CM's. The board will take this up after the break.

**The meeting was put on hold at 10:15am so the board could meet with CT Male and a potential construction manager.**

**The meeting resumed at 11:45am.**

The secretary looked up information on FOIL requests during the break. FOIL request have to be acknowledged within 5 days and answered within 20 days. A list of all materials should be available to the public stating whether or not it is allowed under FOIL. The board will hold the request until Dean finishes his paperwork.

Blog – Bill Heilman asked the secretary if the webmaster could put up a blog on the website for question and answers. The webmaster wanted to know if this would be permanent or temporary. The board stated temporary.

Doug's cleaning list reviewed, Bill Heilman had a draft of the cleaning contract that he reviewed with Pete. The secretary will type up the changes made to the list. Bill Heilman asked for a motion approving the list changes, Kevin O'Connor 2<sup>nd</sup> the motion.

## **VI. New Business**

The secretary/treasurer would like to go to a class that is coming up. The class is 2 ½ days. Duane Rabideau made a motion approving this, Kevin O'Connor 2<sup>nd</sup>, motion carried.

1<sup>st</sup> responder is up for renewal, does the board want one year or two year renewal? Kevin O'Connor made a motion for a two year renewal, Doug Sargent 2<sup>nd</sup> the motion, motion carried.

Mod Space, the trailer renewal is due. Doug Sargent made a motion to renew the trailer contract for two years. Bill Heilman 2<sup>nd</sup> motion carried.

Ken Almay would like use of the firehouse. Ken wants to use the firehouse for a meeting; there was some discussion on use of the firehouse. Kevin O'Connor made a motion approving Ken's request, Duane Rabideau 2<sup>nd</sup> the motion, motion carried.

Insurance; the secretary went to a meeting at Brown & Brown with ESIP. The insurance proposal was reviewed. In reviewing the present policy with Selective it was noted that the trailer contents were not listed and the contents of the firehouse was at \$43,000. The insurance companies recommended updating this figure to \$125,000 on the contents and include the trailer contents. The trucks should also be looked at, ESIP recommended \$325,000. The board reviewed the quotes from ESIP and Selective; ESIP came in cheaper and has training material available for the Chief. Bill Heilman made the motion to accept ESIP's quote and raise the figures per the recommendations. Kevin O'Connor 2<sup>nd</sup> the motion. Motion carried.

The inspection dinner will be held on 3/14. Dave Milne made a motion to allow for purchasing required for the banquet and the cost of the banquet. Kevin O'Connor 2<sup>nd</sup> the motion, motion carried.

Doug Sargent wants to scrap the old computer since it is fried. Bill Heilman thought he was speaking of the one in the firehouse, the one in the firehouse is fried but it is owned by the fire company. Doug was speaking of the old desk top that was located in the trailer. Doug Sargent made the motion, Kevin O'Connor 2<sup>nd</sup> the motion, motion carried.

Review of resolutions:

2007-2; a control was put in place. This resolution was not updated. Bill Heilman stated that the insurance companies reviewed alcohol in the firehouse and while they will not deny insurance at this time, they may if something happens in the future. The insurance companies stated that the fire district is responsible for anyone who leaves and has an accident.

Kevin O'Connor does not believe a control needs to be put into place; he stated the firemen are self policing and that no control is needed. Kevin does not see a problem. Duane Rabideau stated he did not want to see a problem develop. Bill Heilman stated that the resolution needs to be updated, Kevin said to take out items #1 and #2 and take out the two hours. Dave Milne stated that the Company needs to be reminded of the use of alcohol during events. Bill Heilman feels the need for a policy. Bill made a motion changing the resolution by taking out items #1 and 2 also removing the two hours. Dave Milne 2<sup>nd</sup> the motion, motion carried.

Resolution 2004-20: update to NBT bank

Resolution 2005-22: change, no signature at Bank for Bill Whipple, Dave Milne is the second signature.

Resolution 24-2005: no change

Resolution 2005-25: ok

Resolution 2007-43: no free rein on personnel records. This needs to be updated with comptrollers ruling.

Resolution 2007-46: list

The board of fire commissioners interviewed John Bishop for the position of construction manager. This is for phase one and up to \$15,000 to bill billed as warranted. Kevin O'Connor made a motion accepting John Bishop as CM, Duane Rabideau 2<sup>nd</sup> the motion, all in favor yes, motion approved.

The secretary needs to get another fire proof cabinet; she will have prices for one of the upcoming meetings.

**VII. Privilege of the Floor:** Dean mentioned an item in the Governors' budget that would eliminate firemen without a CDL from driving fire trucks. Many fire companies have started writing letters to public officials regarding this. The board will also have letters sent to the respective

representatives regarding this issue. This would put undue burden and cost on a fire district.

**VIII. Meeting Adjourned: 12:22 pm**