

Pine Hill Fire District #1
Regular Meeting Minutes
November 2, 2017

Meeting was called to order by Chairman Waddington at 7:32P.M. Mr. Waddington led the salute to the flag and read the Open Public Meetings Act.

Roll Call: Commissioner Davis – *present*, Commissioner Hassett – *present*, Commissioner Wakeley – *present*, Commissioner Warrington – *present* Commissioner Waddington – *present*

Other Officials Present: Chief Dukes, Deputy Chief Greer, President Rabchuk, Vice President Pfeiffer, and Solicitor Dave Carlamere

Approval of Minutes: Chairman Waddington asked for a motion to approve the October 2017 regular session meeting minutes

Motion to approve: Commissioner Davis, 2nd Commissioner Wakeley, All in favor: 5 Yes Votes

Approval of Treasurer's Report: Chairman Waddington asked for a motion to approve the Treasurer's Reports Month ending 10/31/17

Motion to approve: Commissioner Warrington, 2nd Commissioner Davis, Roll Call: 5 Yes Votes

Old Business:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:** Commissioner Wakeley shared the spec sheets on the potential FM Vehicles with the commission. He stated that the prices are all for White Ford F150s. He recommended the Extended Cab version. He then read the lease agreement and stated what the yearly costs would be to the budget. FM Cornforth stated he was waiting to see what 2018's budget looked like before they would start to outfit the vehicle. Commissioner Warrington asked for specs on lighting and lettering. FM Cornforth responded that the caps range in price from \$800-\$2,400 and he was waiting to see exactly what vehicle was ordered so they can price caps for that exact model vehicle. Commissioner Warrington asked about the different amounts in the budget so he could get a better idea on the costs and what the office needs to perform their job.
- **Community Relations Liaison:** no report
- **Information Technology and Equipment Commissioner:** Chairman Waddington stated we have received 2nd quotes for services and new equipment. He also stated that he would like to switch to J. Harte and Associates for the 2018 year with transition period of one month in December of 2017. Chairman Waddington also stated that he would like to purchase some new equipment that has already been included in the 2017 budget; part of the existing workstations will be used for the line officers and the other as a remote in computer server for the staff.
- *Motion to appoint J. Harte and Associates for 2018 Computer Maintenance and Support with a 1 month transition period in December of 2017. Commissioner Warrington, 2nd Commissioner Davis, Roll Call: 5 Yes Votes*
- *Motion to purchase 5 new computer workstations per the quotes provided from J. Harte and Associates. Commissioner Warrington, 2nd Commissioner Davis, Roll Call: 5 Yes Votes*
- **Insurance Fund Commissioner:** There was a discussion explaining how the elevator damage claim to the Glen Eyre development was denied by our insurance company. The district will wait on the bill from the elevator repair company and pay it when it is received.
- **Fire Prevention Commissioner:** Commissioner Hassett stated Fire Prevention night went very well.

NEW BUSINESS:

- **Resolution 17-51:** Approval and Payment of Bills
Motion to approve: Commissioner Davis, 2nd by Commissioner Hassett, Roll Call: 5 Yes Votes
- **Resolution 17-52:** Confirming Authorization of SCBA Grant Purchase
Motion to approve: Commissioner Hassett, 2nd by Commissioner Wakeley, Roll Call: 5 Yes Votes
- **Resolution 17-53:** Authorization of Transfers
Motion to approve: Commissioner Davis, 2nd by Commissioner Hassett, Roll Call: 5 Yes Votes

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- **Resolution 17-55:** Awarding of Contract Through HGAC Cooperative
Motion to approve: Commissioner Davis, 2nd by Commissioner Hassett, Roll Call: 5 Yes Votes
- **Resolution 17-56:** Awarding the Financing of a Vehicle through Ford Motor Credit
Motion to approve: Commissioner Davis, 2nd by Commissioner Hassett, Roll Call: 5 Yes Votes

FIRE CHIEF'S REPORT: Chief Dukes submitted an official report (please see attached)

1. Chief Dukes stated that the preventative maintenance testing for the ladder showed cracks in the cradle. This is a warranty issue and will be done at Fire and Safety.
2. Chief Dukes stated that he will contact Shindler the elevator company and get us a bill.
Motion to pay for elevator repairs out of the training line item: Commissioner Warrington, 2nd by Commissioner Wakeley, Roll Call: 5 Yes Votes
3. The Chief made a request to have a special meeting in the month of November for the reason of contracts/personnel. There was a discussion and it was established that the meeting would be held Monday November 13, 2017 at 7:30pm; Business Administrator Dawson will advertise the meeting as soon as possible.

FIRE OFFICIAL'S REPORT: Fire Official Cornforth submitted an official report (please see attached)

1. Fire Marshal Cornforth stated that the state increased their fees by 29%. He will follow-up when he received the official information.

FIRE DISTRICT ADMINISTRATOR'S REPORT: Fire District Business Administrator Jennifer Dawson submitted an official report (please see attached)

Motion to accept all of the reports: Commissioner Hassett, 2nd Commissioner Wakeley, All in Favor: 5 yes votes

OPEN THE FLOOR TO THE PUBLIC: Chairman Waddington asked for a motion to open the floor to the public.

Motion: Commissioner Davis, 2nd Commissioner Hassett, All in Favor: 5 yes votes

CLOSE FLOOR TO THE PUBLIC: Chairman Waddington asked for a motion to close the floor to the public.

Motion: Commissioner Davis, 2nd Commissioner Hassett, All in Favor: 5 yes votes

CLOSED SESSION:

- **Resolution 17-54:** Authorization to Enter into Closed Session for reason of Contracts
Motion to approve: Commissioner Davis, 2nd by Commissioner Hassett, Roll Call: 5 Yes Votes
- **Motion to resume open session at 9:13:** *Commissioner Davis, 2nd by Commissioner Hassett, Roll Call: 4 Yes Votes*

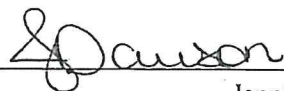
ADJOURNEMENT: Chairman Waddington asked for a motion to adjourn the meeting.

Motion: Commissioner Davis, 2nd Commissioner Warrington, All in Favor: 5 yes votes

The meeting was adjourned at 9:14 pm.



Kenneth Davis
Commission Secretary



Jennifer Dawson
Fire District Business Administrator