

Pine Hill Fire District #1
Regular Meeting Minutes
April 4, 2019

Meeting was called to order by Chairman Waddington at 7:30 P.M. Chairman Waddington led the salute to the flag and read the Open Public Meetings Act.

Roll Call: Commissioner Davis – *present*, Commissioner Hassett – *present*, Commissioner Waddington – *present*, Commissioner Wakeley – *present*, Commissioner Warrington – *not-present (vacation)*

Other Officials Present: Solicitor Carlamere, Chief Dukes, Vice-President Steve Rabchuk

Minutes: Chairman Waddington asked if there were any questions regarding the minutes for the regular meeting, closed session, and special meeting held in March. Also there was a correction to February's minutes. There were no questions. A motion to accept the minutes presented was made by Commissioner Davis and seconded by Commissioner Hassett. Motion passed with four yes votes.

Treasurer's Report: Chairman Waddington asked if there were any questions regarding the Treasurer's Reports submitted for the period of August 2018 through December 2018. There were none. A motion to accept the Treasurer's Reports was made by Commissioner Hassett and seconded by Commissioner Wakeley. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Waddington – yes, Commissioner Wakeley – yes. Motion passed with four yes votes.

Communications List: Chairman Waddington explained the communications listed on the agenda was from the Courier Post providing an affidavit that the Special Meeting held in March was published in their newspaper.

Old Business:

Committee Chair Reports:

- **Fire Equipment and Apparatus Liaison:**
 - There was a discussion regarding the trade-in value of the Chief's vehicle. The trade-in was appraised at \$1,500. Commissioner Wakeley offered his suggestion. A motion was made by Commissioner Davis and seconded by Commissioner Hassett to accept the trade-in amount offered. Roll call vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Waddington – yes, Commissioner Wakeley – no. Motion passed with three yes votes.
- **Community Relations Liaison:** Nothing to report
- **Information Technology and Equipment Commissioner:** Chief Dukes explained that Firehouse Software has been sold. Mike Hall started his own company to assist Fire Departments with this software and he will provide more information to the Commissioners when he receives it.
- **Insurance Fund Commissioner:** Nothing to report
- **Fire Prevention Commissioner:** Nothing to report

NEW BUSINESS: Chief Dukes informed the Commissioners that the firefighters need a computer workstation to do their work. Chairman Waddington said that there is a computer workstation in the office that he thought was being utilized by the firefighters. If another workstation is needed, we may have one in storage.

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Chairman Waddington asked if there were any questions regarding the payment of bills for March. There were none. Chairman Waddington asked for a motion to approve Resolution 19-11.

○ **Resolution 19-11: Approval and payment of bills**

- A motion to approve resolution 19-11, as the bills were in order, was made by Commissioner Hassett and seconded by Commissioner Davis. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Waddington – yes, Commissioner Wakeley – yes. Motion passed with four yes votes.

Chairman Waddington explained that Commissioner Warrington worked diligently on finding a provider for a much-needed Employee Assistance Program. Cooper Health Systems has provided the Fire District with a reasonable flat fee for services that will cover all fire department personnel, instead of paying a fee for each employee. Chairman Waddington asked if there were any questions regarding the proposal. There were none. Chairman Waddington asked for a motion to approve Resolution 19-12.

○ **Resolution 19-12: EAP Agreement with Cooper Health Systems**

A motion to approve Resolution 19-12 was made by Commissioner Davis and seconded by Commissioner Hassett. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Waddington – yes, Commissioner Wakeley – yes. Motion passed with four yes votes.

Chairman Waddington explained that Chief Dukes worked diligently on creating Administrative Procedure 2019-501 to provide guidance on handling issues with the Employee Assistance Program. Chairman Waddington asked if there were any questions regarding the administrative procedure. There were none.

○ **Resolution 19-13 – Administrative Procedure 2019-501**

A motion to approve Resolution 19-13 was made by Commissioner Hassett and seconded by Commissioner Davis. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Waddington – yes, Commissioner Wakeley – yes. Motion passed with four yes votes.

Chairman Waddington explained the need for a Weekend Duty Crew program that proved successful last year and asked if there were any questions. There were none. Chairman Waddington asked for motion to approve Resolution 19-14.

○ **Resolution 19-14: Weekend Duty Crew**

A motion to approve Resolution 19-14 was made by Commissioner Hassett and seconded by Commissioner Davis. Roll Call Vote: Commissioner Davis – yes, Commissioner Hassett – yes, Commissioner Waddington – yes, Commissioner Wakeley – yes. Motion passed with four yes votes.

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FIRE CHIEF'S REPORT: See attached report. Chief Dukes said that Firefighter Jim Gordon has done a lot of work on the apparatus. He is waiting for the parts to come in for repairs to the Ladder Truck, then the truck will be sent to Bud's for repairs.

Commissioner Hassett asked the Chief if the issue regarding the smoke detectors was resolved. Chief Dukes said yes, smoke detectors are on every truck.

FIRE OFFICIAL'S REPORT: See attached report.

FIRE DISTRICT ADMINISTRATOR'S REPORT: See attached report

Chairman Waddington asked for motion to approve all reports presented at tonight's meeting. A motion to approve all reports was made by Commissioner Davis and seconded by Commissioner Wakeley. Motion passed with four yes votes.

OPEN THE FLOOR TO THE PUBLIC: Chairman Waddington asked for a motion to open the floor to the public. A motion to open the floor to the public was made by Commissioner Davis and seconded by Commissioner Wakeley. Motion passed with four yes votes.

Walt Davis – 1 Franklin Ave. asked to address the commission.

1. Mr. Davis asked if the Treasurer's reports mentioned at tonight's meeting were in the budget. Chairman Waddington said no and explained what is contained in the Treasurer's reports.
2. Mr. Davis asked if he could OPRA the Treasurer's reports. Chairman Waddington said yes.
3. Mr. Davis asked about the status of the new hires. Chairman Waddington said that two new full-time firefighters were appointed at a special meeting last Thursday.
4. Mr. Davis asked what Captains' Morrison, Buchhofer and Rabchuk do for the Fire Department. Chairman Waddington explained their important roles.
5. Mr. Davis asked if these Captains are being compensated. Chairman Waddington said no, they are volunteers who do this work without pay.
6. Mr. Davis asked about the new industrial site and what types of businesses are opening. Chief Dukes explained. Chairman Waddington added that the site will contain warehouses and offices.
7. Mr. Davis asked what Chief Dukes was talking about tonight when he mentioned software. Chairman Waddington said that he was talking about computer software used by the fire department.
8. Mr. Davis said that he is having problems with Excel and asked if anyone could help him. Some items will not open. Chairman Waddington said that he may need to upgrade his program to the latest version because older versions may be incompatible.

CLOSE FLOOR TO THE PUBLIC: Chairman Waddington asked for a motion to close the floor to the public if there were no other questions. A motion to close the floor to the public was made by Commissioner Hassett and seconded by Commissioner Davis. Motion passed with four yes votes.

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CLOSED SESSION: Commissioner Hassett said that he needed a closed session to close out a personnel issue

Resolution 19-15: Closed Session

A motion to approve Resolution 19-15 and enter a closed session was made by Commissioner Wakeley and seconded by Commissioner Davis. Roll Call Vote: Commissioner Davis – no, Commissioner Hassett – yes, Commissioner Waddington – yes, Commissioner Wakeley – yes. Motion passed with three yes votes. Closed session began at 7:52 p.m.

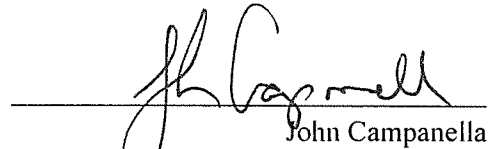
Outcome of Closed Session: The regular portion of the meeting resumed at 7:59 p.m. Chairman Waddington said that the personnel issue has been addressed and the matter is hereby closed. A motion to accept the outcome of the closed session was made by Commissioner Hassett and seconded by Commissioner Davis. Motion passed with four yes votes.

ADJOURNMENT: A motion to adjourn was made by Commissioner Davis and seconded by Commissioner Hassett. Motion passed with four yes votes.

The meeting was adjourned at 8:00 p.m.



Kenneth Davis
Commission Secretary



John Campanella
Fire District Business Administrator