

CLERMONT FIRE COMMISSIONERS  
FEBRUARY 15, 2016

The Clermont Fire Commissioners held their regular meeting on Monday, February 15, 2016 at 7:00 P.M. at the Town Hall. Those present were Chairwoman Susan Rifenburg, Commissioner Ronald Rifenburg, Commissioner Laurence Saulpaugh, Commissioner Ronald Miller and Commissioner Raymond Bauer. Also present were Peter Fingar of Fingar Insurance, Treasurer Denise Fiore, Chief Fred Gooderham, Firefighters Lloyd Kukon and Chris Ogden.

Peter Fingar went over the policy, which covers the Fire District, Clermont Fire Department and Fire Auxiliary. A breakdown of the payment amounts will be provided for the Auxiliary and Fire Department, which pay their own.

MINUTES: A motion was made by Commissioner Saulpaugh to approve the Organizational Minutes of January 18, 2016, seconded by Commissioner Miller.

Note: A notation will be added that all policies will be reviewed and any updates made at the organizational meeting. All in favor. So carried.

A motion was made by Commissioner Saulpaugh, seconded by Commissioner Miller to approve the minutes of the regular meeting on January 18, 2016. All in favor. So carried.

TREASURERS REPORT:

January invoices paid	\$3,573.81
Proposed February invoices	\$12,826.54 *
Paid February invoices	\$ 2,396.58
Total	\$15,223.12 *

\* Adjusted total

Reconciliation of Accounts:

The Bank of Greene County Balances	
Money Market Checking Balance	\$91,800.80
Checking Balance	\$ 1,113.00
Plus Deposit 2/12/16	\$ 2,000.00
Less Outstanding Checks	\$ 2,405.21
Checking Balance to Date	\$ 707.79
Money Market & Checking Account Total	\$92,508.59

Capital Reserve Fund	\$33,600.34
Reserve Fund Balance	\$29,665.87

A motion was made to approve the Treasurer's report by Commissioner Saulpaugh, seconded by Commissioner Bauer. All in favor. So carried.

CORRESPONDENCE:

- Fire District Affairs Newsletter for February/March.
- Received the signed Milan Contract for 2016.

- Certificate of Investment Powers to be completed for 2016.
- RBC Wealth Management Account Statement for January - \$294,689.79.
- RBC Wealth Management Annual Statement for 2015.
- Association of Fire Districts info about spring workshops and Annual Meeting.
- Physical for Joseph Scott.

#### BUILDINGS AND GROUNDS:

- **GENERATOR:** Commissioner Saulpaugh asked about purchasing an automatic generator for Station #1 that would run the heat, water and lights. He will get a price from Bob McCarthy for next month. Commissioner R. Rifenburg said that we have a lot of expenses this year, servicing all the trucks, etc. so it may be best to put this off until next year.
- **INSURANCE:**  
No Report
- **FIRE EQUIPMENT:**
  - Pump tests and service should be done on all the trucks. A bid package should be sent out for bids for both, getting three quotes.
  - VRS has Parts to repair hose on Truck #602.
  - Microswitch Control on Truck #603.
  - Changed the batteries on M60.

#### LOSAP:

- When filling out the forms on work details, and such, they should be putting down what the detail was for and the times in order to give proper credit for these details.

#### LAWS AND POLICIES:

- The Procurement Policy should be reviewed annually. A note will be added to the organizational minutes to review the policies at the meeting. Purchase orders were discussed. These should be filled out as soon as something is ordered and can then be attached to the invoice when it comes in. A motion was made by Commissioner R. Rifenburg, seconded by Commissioner Bauer to accept the Procurement Policy as is. All in favor. So carried.
- **RESERVE ACCOUNTS:** It is recommended that there be four accounts: Reserve for Equipment, Reserve for apparatus, Reserve for buildings and one for emergency repairs. We have a Capital reserve and a Reserve fund.  
It was discussed and more discussion will take place next month about setting up these accounts and planning as to how much goes into each account.  
Treasurer Fiore will be meeting with the accountant to discuss this also

#### LEGAL:

No report

#### OLD BUSINESS:

- **APPARATUS DRIVER/PUMP OPERATORS:** Following up on last months discussion regarding drivers being qualified pump operators, Chairwoman Rifenburg wrote up a policy, which would establish a training committee, set requirements for becoming an apparatus driver and a progress and knowledge checklist to be used by the committee upon satisfactorily completing the training. A note would also be added that company members having more than 5 years

experience in apparatus operation but are not EVOC and of AOP certified would have two years to complete the courses.

A motion was made by Commissioner Bauer; seconded by Commissioner Saulpaugh to adopt this as an amendment to the existing SOP'S on apparatus drivers/pump operators. All in favor. So carried.

NEW BUSINESS: Treasurer Fiore received the Annual Financial Report, Summary of Cash balances, cash receipts and disbursements for 2015 from the accountant, to be reviewed by the Commissioners next month.

CHIEF'S REPORT: There were four calls in January.

1/7/16 – Alarm Activation – 101 Mill Road

1/9/16 – AAPI – 408 Nevis Road

1/16/16 – AAPI – 1875 Route 9

1/31/16 – Brush Fire – 146 Nevis Road

DRILLS:

1/13/16 – Training – Air Pak Drill/Radio Procedure/Interior Search and Rescue

1/20/16 – Training – Rope Rescue/Knot Tying

1/25/16 – Drill at airport – 15 firefighters attended

1/31/16 – Drill Operation of Pressure Relief Valve/Pump operations – 16 Firefighters attended.

- The Chief reported that the helmets that were backordered have still not come in or the bunker pants.
- There was no fuel report for this month.
- The new numbering system for trucks will be going into effect very soon. There was discussion about how to change them.
- Lloyd Kukon has completed the inventory to be reviewed.
- The Chief and Lloyd Kukon went to a county meeting about having a Haz Mat course to possibly be started in April.
- The Chief will look into new foam for gasoline spills, etc.
- Chris Ogden, when a person get a ticket in Dutchess County, the district was notified within a few hours. He wants to know if this can be looked into in Columbia County.

A motion was made to pay the bills as adjusted by Commissioner Saulpaugh, seconded by Commissioner Bauer. Commissioner R. Rifenburgh abstained. Motion passed.

A motion was made to adjourn at 9:00 P.M. by Commissioner Saulpaugh, seconded by Commissioner Miller.

Respectfully Submitted,

Mary Helen Shannon  
Secretary