

MINUTES OF REGULAR MEETING
BOARD OF FIRE COMMISSIONERS
NORTH CASTLE FIRE DISTRICT NO. 2
Armonk, NY
May 13, 2019

Constituting a quorum ready to transact business, the meeting was called to order by Chairman Fisher at 7:00 p.m. with the following present:

Donald Dehmer	Commissioner
William Fisher	Commissioner
Joseph Gallagher	Commissioner
Douglas Ross	Commissioner
Edwin Schulz	Commissioner

Adam Ross	Treasurer
Bruce Wuebber	Secretary

Commissioner Dehmer made a motion to approve the minutes of the April 8th 2019 Regular Meeting. The motion was seconded by Commissioner Schultz. All were in favor.

Treasurer Ross reported expenses in the amount of \$322,171.60 for bills received. The attached bills were moved to be paid on a motion by Commissioner Schultz, seconded by Commissioner Gallagher. All were in favor.

Treasurer Ross presented his monthly Treasurers Report to the Board. His report is attached. He also reported that the final payment for Rescue 85 will be made this month.

COMMUNICATIONS

A letter was received from Junior member Alex Shapiro stating that he had resigned from the Fire Company

COMMITTEE REPORTS

House Committee:

- The Committee still needs to determine the type of door to replace the existing front door. The committee's review is ongoing.
- The annual HVAC cleaning by Air Solutions has been scheduled for May 30th.
- The hot water circulator in the Boiler room is no longer working and has been shut down. This circulator is for the in-floor heating. This item has been tabled until the HVAC contract is finalized. Commissioner Dehmer will find out what the contract calls for and report back at the next meeting.
- The relief valves in the Boiler room have not been inspected since 2014. The committee will ask Air Solutions to inspect.

Truck Committee:

- The committee reported that Tanker 9 had been repaired by Hudson Valley Fire Equipment. The committee reported that they did a good job. In addition to the body work they replaced some gaskets and the screws for the Dump Plate.

New Ambulance Committee:

The new ambulance has arrived and will be designated 51-B1. So far 16 drivers have been trained and are qualified to drive the new ambulance. The list is below:

Boyd	Fisher, W	Kornev	Sime
Carthy	Gagliardi, Mike Jr	Macellaro, R	Vataj
Dehmer	Goulet	Ross, D	Weise, T
Fenster	Greene	Schultz	Wuebber

There have been several items that need to be repaired or investigated including the Opticom (for switching traffic light) and exterior graphics. The ambulance will be put in service this evening (5/28/19).

New Apparatus Committee:

No additional information to report.

EMS Committee:

ePCR's will be discussed under new business.

Inspection Dinner Committee:

The 2019 Inspection dinner will be held at the Mount Kisco Country club on October 5, 2019 at 7:00pm.

CHIEFS REPORT

Summary is below, full report is attached

The Chief reported that during the month of April there were 43 fire calls and 51 ambulance calls for a total of 94 alarms. There were 24 false alarms for the month.

The Chief reported that 31 members attended 84 hours of training for the month.

The mileage on the 2021 car was 108,414 miles.

The mileage on the 2022 car was 77,898 miles.

The mileage on the 2023 car was not reported.

The Chief reported that the personal CO detectors for the 3 Chiefs have expired and he asked the Board to purchase three new ones at a maximum cost of \$244.59 each.

The Chief would like to purchase 25 rope bailout systems for \$540 each. *The Board advised the Chief that these bailout systems would be purchased in October, 2019.*

The Chief asked the Board to purchase two Pop-Up tents to use for Firefighter Rehabilitation. *The Board advised the Chief to use the ones that we already have.*

The Chief asked the Board to purchase 5 sets of EMS gear for EMT's that do not have gear, he also advised the Board that he plans on purchasing 10 (ten) sets of firefighter gear this year.

The Chief advised the Board that it would be in the best interest of the Department to start using ePCR's.

The Chief notified the Board that he will begin an overnight standby/sleepover one night per week.

The Chief advised the Board that the Hydrants in Windmill have not been flushed since they were installed. He stated that it was his understanding that the hydrants are to be maintained and flushed twice per year. *The Board advised the Chief that there is no language in the contract requiring periodic flushing. The Board further advised the Chief that the Water Department has plans to flush the hydrants in the Windmill District in the near future.*

Fire Company President Presentation

The Fire Company President, Mr. Alex Greene made a presentation to the Board concerning a recruitment sign in front of 400 Bedford Road (The Fire Department property). He presented the following:

- The proposed sign was shown to the Board
- He distributed a handout which shows the proposed location between the concrete sign and the wooden guardrail.
- The sign would measure six feet wide by (4) four feet high, would be in a V shape with 2 sides, supported by 4 inch by 4 inch pressure treated posts sunk into the ground. The bottom of the sign would be 12 to 24 inches above the surface of the ground.
- The expected lifetime of the sign is ten (10) years.
- The cost from EKS Design would be \$1,144 plus \$100 for the mock up already produced and \$400 for a third sign for a total of \$1,644.00. This price includes installation.
- The cost from Riot color was \$3,350.00

OLD BUSINESS

District Website – Commissioner Gallagher reported the process is moving forward.

Gear Washer and Dryer: We are still waiting for a permanent electrical installation being done by SkyLine Electric.

Air Packs – Pack 3 is still unaccounted for. Packs 11 and 14 need to be flow checked.

Thermal Imaging Camera - Installation in car 2021 is complete.

Damaged Nozzle – The damaged nozzle from Engine 286 has been repaired and put back in service

Rescue Squad members - The EMT recertification and grace period research regarding regulations and requirements for the District is ongoing.

Fire Ring – This project is ongoing.

Firehouse Care Taker – Secretary Wuebber will complete Westchester County Form LJ-3 and submit it to the Board for their review and changes.

Run Sheet Errors – The Board will continue using the existing run sheets.

Extrication Gloves – The Gloves were purchased and received.

North Castle Police Room use Request. - The Board received a certificate of insurance with Fire District 2 named as also insured from North Castle Police.

NY State Police use of Parking Lot – No additional use of the parking lot has been observed. If use is observed, we will get contact information and request they ask permission for use of the parking lot as well as supplying a certificate of Insurance naming the Fire District as also insured.

Physicals for 2018 – Secretary Wuebber reported that there are still six members that had not yet completed their required physicals for 2018. Secretary Wuebber will prepare and send them each a letter reminding them that in order to participate they must have a current physical, and that they were all currently in a suspended status.

Executive Session

In order to discuss a matter pertaining to a specific person or persons the meeting went into Executive session at 8:45pm. Executive session ended at 8:55pm.

NEW BUSINESS

Quick Books – Commissioner Fisher made a motion to update the Districts copy of Quick Books to the 2019 version, utilizing the Districts credit card for purchase. Commissioner Dehmer seconded the motion. All were in favor

Uniform, Ernie Lombardi – Commissioner Fisher made a motion permitting member Ernie Lombardi to purchase his class A uniform. Commissioner Gallagher seconded the motion, all were in favor.

CO Detectors- Commissioner Gallagher made a motion to purchase three (3) Carbon Monoxide (CO) Detectors for the Chiefs to wear. Commissioner Ross seconded the motion. All were in favor.

Bailout Equipment- Commissioner Dehmer made a motion to purchase 25 sets of new Bailout equipment in October, 2019. A discussion ensued indicating that there were no dates on the existing descenders and that the date the Board will use for age of the existing equipment is the date that it was purchased. Commissioner Schultz seconded the motion. All were in favor.

EMT Gear – Commissioner Ross made a motion to purchase any currently certified EMT's that do not have EMS gear a complete set which would include Jacket, Pants, Helmet, Boots and Gloves. Commissioner Schultz seconded the motion. All were in favor.

Firefighter Turnout Gear – Commissioner Gallagher made a motion to purchase seven (7) sets of Firefighter turnout gear in calendar year 2019. He further stated that if additional gear was needed after the seven were purchased they would be looked at on a case by case basis. Commissioner Schultz seconded the motion, all were in favor. Chief Goulet was advised of his limit to purchase 7 sets.

Spray Mister – Commissioner Gallagher made a motion to purchase a mister, (essentially a pump sprayer that will be filled with water) to aid in Firefighter Rehabilitation at fire scenes. Commissioner Ross seconded the motion. All were in favor.

ePCR's – The Board made the decision to take the next step with e PCR's. The Fire District's attorney will be asked to review the Fire Districts use of Westchester EMS's (WEMS) license for the purpose of the Armonk Fire Department using ePCR's on our ambulance calls. The Fire District will also ask our attorney what kinds of documents that need to be in place before the process can proceed.

Gear for non-EMT's- Commissioner Schultz made a motion for the Chief to purchase ten (10) EMS pants of various sizes to be made available for responding firefighters for ambulance calls so they can be protected. During discussion it was pointed out that members have the yellow rain jackets to protect their tops, and that if more jackets are needed they can be ordered. It was also pointed out that the Department of Health has advised the Board that as part of the Cancer prevention initiative, it would not be good practice to have members wearing their firefighter turnout gear in the ambulance. Commissioner Gallagher seconded the motion. All were in favor.

New Member Fontaine - Commissioner Ross made a motion to accept Junior Member Harrison Fountain as a member. Mr. Fontaine had turned 18 and submitted his application for membership. He has been interviewed by the Fire Company Membership Committee and been voted into the Fire Company as a member. He had previously passed his physical as a Junior member. Commissioner Dehmer seconded the motion. All were in favor.

Driver Training Policy Change – Commissioner Ross made a motion to change Driver Training Policy 16. The change involved the following located in *Driving Instructors*, Section IV (4):

Old: 4. Have no preventable accidents driving Fire District Apparatus in the last five (5) years

New: 4. Have no preventable accidents driving Fire District Apparatus in the last six (6) months

Commissioner Gallagher seconded the motion. All were in favor. Secretary Wuebber will update the Policy. Copy of Section IV, Driving Instructors is attached to these minutes.

Fire Company Sign: Commissioner Gallagher made a motion for the District to fund printing and installation of the Recruitment V shaped sign for the Armonk Independent Fire Company to be placed in the approved location in front of the firehouse at a cost of not to exceed \$1,750. Motion was seconded by Commissioner Schultz. All were in favor

There being no further business to transact, the Meeting stood adjourned on a motion by Commissioner Schultz, seconded by Commissioner Gallagher at 9:45 p.m.

Respectfully submitted

Bruce Wuebber
Secretary

Policy 16 – Driver Training

IV. DRIVING INSTRUCTORS

Driving instructors shall meet the following minimum requirements:

1. Through knowledge of the contents of this manual.
2. Checked out as a driver on the specific piece of apparatus that he/she will be training the trainee on.
3. Minimum of 1 year driving experience on the specific piece of apparatus that he/she will be training the trainee on.
4. Have no preventable accidents driving Fire District Apparatus in the last six (6) months.
5. Be able to demonstrate operation and explain use of each piece of equipment on specific apparatus.