

**BOARD OF FIRE COMMISSIONERS MEETING  
MONTHLY MEETING MAY**

The regular monthly meeting of the Board of Fire Commissioners of the Pleasant Valley Fire District was held on Tuesday, May 12<sup>th</sup>, 2020 at the Pleasant Valley Fire Station #1, 1619 Main Street. The meeting was called to order at 1930 hours by C/JA with a salute to the flag.

Commissioners present:           C/ALBRECHT (JA)  
  C/JOHNSON (EJ)  
  C/LUBY (KL)  
  C/LAWLOR (ML)  
  C/GEERLINGS (WG)

Other District Staff:            T/MURPHY (JM) -Absent  
  S/BROAS (JB)

**Minutes from the Previous Meeting** – Motion by C/KL made a motion to accept minutes from both the March and April meetings it was seconded by C/JA. Passed by all.

**Bills** – Attached is a list of the monthly bills for May that totaled \$32,152.38 for the general fund. Motion by C/KL seconded by C/EJ to pay the bills if found correct. Passed by all.

**Open Meeting to the Public -**  
None

**Close Meeting to the Public**  
None

**Communications:**

- Cancellation notices for Utica Insurance Policies
- Emergency Plans for Hyde Park, need to be reviewed and sign off on.
- Letters from MTO Murphy regarding FF Tuller driving recommendations
- Fire District Affairs

## **Membership**

None

## **Committee Reports – Equipment & Apparatus Committee:**

- Working on warranty issues with 56-55
- 56-24 got inspected
- Frank from Concept Printing is working on changing 56-68 to 56-69 per DC/Hickman
- Lights on 56-1 and 56-2 are still an issue
- 56-11 is getting the ladder repaired at Garrison and having pump testing done while there.

## **Monthly Maintenance Report – Attached.**

### **Buildings & Grounds – Station #1**

- S/JB would like permission to purchase flowers for the flower pots out front. She will spend no more than \$250.00. If the Girl Scouts can plant them while social distancing that will happen otherwise she will take care of it. C/JA made a motion to purchase the flowers and it was seconded by C/ML all were in favor.
- Elevator has hydraulic leak parts are on order.
- FF Murphy asked if we were allowing vendors into the buildings for service. Yes as long as someone is there for temperature check and social distancing is being done. All vendors must wear a mask as well.
- Update on the water softener at station 1

### **Building & Grounds – Station #2:**

- C/WG made a motion to spend \$1436.00 for driveway sealing and repair and painting of lines. C/KL seconded the motion and all were in favor. C/KL also mentioned we might want to check with the Town to make sure they have no plans for repairs.
- DC/Hickman said that Rose Sutter called him regarding the flower pots. He told her to check with P/Cady.
- Discussion about the construction work being done at station 2. Need to get an electrician up there immediately. They unhooked the

hose dryer; C/JA asked DC/Hickman if he was aware of that? He was not aware of that. It was decided that when the Governor reopens the state then the construction can start. DC/Hickman will talk to Matt Cady since it was brought up in his meeting.

**Insurance Committee:**

- No report

**Service Award Committee:**

- Meeting will be Thursday night at 7pm to go over the information we have received from the lawyer and Penflex regarding the pandemic.

**Rules & Regulations:**

- Being worked on

**Safety:**

- No report

**Officer's Reports – District Chief Hickman reported the following:**

- Purchasing Director Harmuth is doing a fantastic job on all the Covid-19 purchases and all the reports he has been submitting.
- We can't let our guard down at this point
- Thank you to FF Murphy for getting FF Tuller qualified on almost every piece of equipment since the academy has been put on hold.
- The training committee met last week to see where we are and where we should be going. The online training should be very helpful for all our mandatory training that needs to get done. 60 people still need bloodborne.
- We need to purchase parts for the dry hydrants. We can spend \$5252.15 for schedule 40 or we can spend \$5663.65 on schedule 80. C/JA made a motion to spend \$5663.65 for schedule 80 and it was seconded by C/KL all were in favor.
- I have talked with P/Murphy about dedicating a wall in the ready room at station 1 as a wall of honor. We will hang up some nice pictures on the wall.
- Discussed the wish list last night

- We are able to get most of the EMS calls covered right now. If you hear tones for manpower to the scene please go help them.
- Talked to the membership about fire calls and needing help to cover them.

**1<sup>st</sup> Assistant Chief –AC/Cosenza reported the following:**

- We had a webinar with G3 coding today; DC/Hickman, myself and 2 captains were present. There is a lot of data that needs to be entered for all of this. Emails, names, addresses, medical information. In the meeting today he mentioned he hasn't been paid as of yet. He sent the invoice to AC/Cosenza again today he will forward it along. He didn't say where it had been sent to. It was discussed today about using it for inventory which we didn't purchase that module. If we are going to use it for inventory he would like us to purchase that module before the information is uploaded. It does include the 16 vehicles and 2 supply closets. We want to have all data entry back to him in 30 days which is very aggressive but we don't want this to be like any other software and not get our full potential from it. We have already had it for 2 months he is being nice enough to extend the warranty for a few months. If we sit on it, it does us no good. We need to get him the data on every member, all apparatus, compartments on the apparatus and inventory of the apparatus, plus supply closets. A discussion was held about C/WG being part of the committee but not being included in today's meeting which he could have done virtually. They will include him next time. The firehouse inventory is not included; gear is not included but could be. SCBA module is being added to what we have. DC/Hickman said this is a lot of work but it will be fantastic moving forward. I don't think the line officers should be responsible for entering all the data into the system. There is so much room for us to grow in this system but someone needs to help us. Chiefs, Captains and LT's will have a huge burden put on them if they have to enter all of this information. Someone needs to enter the personal data and help with the other data entry. 56-55 will be the easiest piece of apparatus to get the information on since it is the newest we figure there is 400 pieces of equipment on it. We will send the rig check sheet to him for set up. C/ML will

review all notes from the first meeting regarding the inventory and get back to you on it. Once all information is given to G3 it should only take about 10 days to get the system up and running.

- Waiting on Goosetown. Survey on the town and checking our current repeater to see what the problem is with the frequency.
- What is the status with the antenna on Pine Hill Rd? We can't get a call back. Will with the Town on this. American Tower is a problem everywhere.

**2<sup>nd</sup> Assistant Chief –AC/Luby reported the following:**

- Birthday Runs are going well. Big thank you to the career staff for the help during the day.
- Working with the Captain's to look into our gear situation.
- Wish list is being worked on.

**Captain Rescue Squad – Rescue Captain Martin reported the following:**

- Going well with calls lately
- Modification on decon on vehicles to stop the buildup.
- EMT in charge can start making the call if it is a COVID patient or not.
- Working on login sheet for the stations. I have passed it along to AC/Cosenza for review.
- Starting to do driving training again to start to alleviate the current stress of drivers.

**MTO Murphy – reported the following:**

- Training has been quiet
- Class is starting June 1 for FF Tuller. We are not sure of the location as of yet. It might be virtual; if that is the case he will be in the classroom.
- We are almost done with driver training with FF Tuller.
- VFIS sent reports for the completed Bloodborne class. 2<sup>nd</sup> assignment will be sent tonight HAZMAT Part 2.

**Unfinished Business:**

- C/WG would like ½ the money up front for lettering, it is expensive and we already approved \$3050.00 C/WG will talk with T/Murphy to

get the check written. Discussion on the logo's being changed was done.

**New Business:**

- The Director of Purchasing job description was brought up for discussion; C/KL brought up the wording on the job description and what it means that the person will work directly for and under the Board of Fire Commissioners. DC/Hickman would like to know if he can go to the Director of Purchasing before the Board approves the purchases for pricing and info. Yes, that is fine. Discussion on what the Director of Purchasing is doing for a job. DC/Hickman said that data entry is a huge amount that needs to be entered and the Chief and Captains don't have time for this. C/JA said that the Director of Purchasing is not hired as a data entry clerk. The Board of Fire Commissioners can only appoint a District Secretary, a District Treasurer and a Director of Purchasing. Discussion was had about changing the job title which was instructed to be done by the State.
  - C/JA made a motion to accept the Director of Purchasing job description and it was seconded by C/ML and roll call was taken
    - C/KL – aye
    - C/EJ – aye
    - C/WG – aye
    - C/ML – aye
    - C/JA – aye
    - The job description was approved 5 to 0 and passed
- C/KL doesn't feel we need a policy on Birthday Drive Bys, we just need to have it stated, it is working fine. We went over the details of what was in the policy. The question was also asked if the Career Staff actually wipes down the rigs when they are finished with the engines. FF Murphy stated that they wipe down the engines when they are done. C/JA asked why the ambulance isn't allowed on the birthday runs? Since DC/Hickman is running this District Operationally it is only going to be 1 piece of apparatus. C/ML doesn't agree with this. Please understand this is only a temporary policy, this will go away when we are at the new normal. Timing should be changed it will now be stated "under the jurisdiction of the

Chief in charge”. This will count as driver training and requalification. C/ML made a motion to accept the Temporary Birthday Run Policy it was seconded by C/JA with the time change. Roll call was taken

- C/KL – present
  - C/WG – aye
  - C/EJ – aye
  - C/ML – aye
  - C/JA – aye
  - This policy was passed 4 to 1.
- Policy on web-based training, discussion was held on this and changes need to be made that the Chief can approve training before the, Board of Fire Commissioners. We can use the zoom training that is offered through DC 911, Ulster 911 and Rockland 911. C/JA made a motion to accept the Web Based Training with the corrections being made, it was seconded by C/ML and roll call was taken
    - C/KL – aye
    - C/EJ - aye
    - C/WG – aye
    - C/ML- aye
    - C/JA – aye
    - Policy passed 5 to 0
  - Discussion was held on the Rescue Squad bill that was submitted for reimbursement. C/JA explained to Captain Martin that this needs to be addressed, we have a Director of Purchasing that needs to be done properly, was it shopped around for was it necessary? There is a chain of command that needs to be followed AC/Cosenza should have been aware of this. DC/Hickman said that the money can come out of his account if need be. C/JA explained this is not the first time this has happened. The Rescue Squad needs to have it explained again about the chain of command. The Rescue Squad will pay the invoice. DC/Hickman will call C/JA and discuss this.
  - C/KL would like to schedule a meeting with the Rescue Squad. C/JA said we will meet with President Sauer, Captain Martin and the Chief Staff at Wednesday workshop at the Firehouse at 7pm.
  - A discussion needs to be had at the workshop regarding the shed. The shed is falling apart. C/WG is still working on getting pricing. DC/Hickman thinks a discussion needs to be had on a 1 year, 5 year

- and 10-year plan for inside and outside the building prior to purchasing anything. P/Murphy also needs to be consulted on this.
- C/JA made a motion to extended physicals thru June for anyone that was due a physical between March and June due to the pandemic C/WG seconded the motion and roll call was taken.
    - C/KL – aye
    - C/EJ – aye
    - C/WG – aye
    - C/ML – aye
    - C/JA – aye
    - Motion passed 5 to 0
  - We have no idea how June physicals will be handled. TEK will be doing them at their office. Discussion on yearly dates for FIT, etc. was discussed.
  - C/ML gave an update on what Chris Maeder has been working on; AGS grant is being working on with FF Murphy and Director of Purchasing Harmuth. He is also working on 2 or 3 other grants. FFM Global Grant will be released next week and due at the end of June. He will be contacting Gillebrand’s office regarding the mill pump.
  - C/WG have you gotten anywhere with Con-Ed on the electric motor? DC/Hickman discussed contacting Peckham about this as well.
  - DC/Hickman asked C/JA if he could talk to Councilwoman Albrecht and get a copy of the Dutchess County plan to re-open, so we can move forward with reopening.
  - Board of Commissioners and Chief Staff need to meet once a month to communicate and start being on the same page. Next Wednesday they will be meeting.

**Open Meeting to the Public for Comments:**

None

Board, motion by C/JA seconded by C/WG to executive session for an issue regarding Employment history of 1 individual as it relates to medical that the meeting be adjourned. Passed by all. The Meeting was adjourned at 2157 hours to executive session. The meeting was reopened at 2232 hours, and with no further business coming before the Board C/WG made a motion to adjourn at 2232 and it was seconded by C/ML, all were in favor.

Respectfully submitted,



Jennifer Broas  
District Secretary