

## MINUTES

1. Motion was made to call the meeting to order at 6:30 PM by Joe Mazza, second by Ray McNamara. Present at the meeting was Debbie Casella, Pete Casella, Ron Broas, Joe Mazza, Ken Wilson, Ray McNamara, and Andi Broas
2. Pledge of Allegiance was recited
3. Proposed Executive Session

*Motion made to enter into Executive Session at 6:31 PM made by Debbie Casella, second by Joe Mazza; all in favor*

*Motion made to enter back into Regular Session at 6:47 PM made by Debbie Casella, second by Joe Mazza; all in favor*
4. Old business
  1. Approval of 2/6/20 District meeting minutes

*Motion made to approve the minutes of the 2/6/20 meeting by Debbie Casella, second by Ray McNamara; all in favor, so carried.*
  2. Annexation of State Hospital property; Pete was to review to see what monies are owed to the Fire District; Andi to put invoice on letterhead. Invoice was received by the City of Middletown on 11/1/19; no response as of yet. Will need to call them. Ron Broas will call the Mayor. **Ron called the Mayor's office on 3/5/2020; no answer; will call again**
  3. Board Docs discussion - tabled
  4. Pocatello district email – you can log on at mail.pocatellofiredistrict.com
  5. Board policies
  6. Mutual Aid agreement has not been received yet – **still don't have yet**
  7. Cancer bill – forms to be filled out this weekend; documents are in Board packet; needs to be reviewed w/Greg Townsend. Ken was to review. **Has not been reviewed yet.**
  8. LENS program – **we don't have everyone's drivers licenses**
  9. RFP for auditing services
  10. Close out documents from Butler Construction – **they are all squared away. Pete Casella has the payment app**
  11. Paint and Sip
5. Communications - public comments on the agenda items - **None**
6. Presentations - **None**
7. Consent agenda - Chief's report – **Joe Mazza has questions on the Chief's report:**
  - **Eng 153 front scene light, rear door blue light is out**
  - **Lt. Hassenmayer Car 7**
  - **Rescue 146 – air horn broken; wiper needs to be replaced**

Car #2 report

Car #3 report (LOSAP)

Medial report

President's report

*Motion to accept Car 2's report, Car 3's report, Medical report and the President's report made by Joe Mazza, second by Ray McNamara; all in favor, so carried*

*Motion to accept the Chief's report with questions made by Joe Mazza, second by Ken Wilson; all in favor, so carried*

8. New business –

- Treasurer's report  
**Ron Broas mentioned that the Rover tablets are installed. We can cancel Verizon tablets**  
***RESOLUTION: Be it resolved that the Pocatello Board of Fire Commissioners accept the Treasurer's report. Motion made by Joe Mazza, seconded by Ken Wilson; all in favor, so carried***
- Chief is requesting that the District consider donating our low-band radios to another out-of-county fire company, as our new radios should be installed the second week of March. **We are getting 9 or 10 portables; will eventually need spare batteries.**  
***Motion for the District to donate our low-band radios to another out-of-county fire company made by Debbie Casella, seconded by Joe Mazza; all in favor, so carried***
- Chief is requesting to bring one fire apparatus and two chief's vehicles to the parade in Port Jervis on 7/11/2020 and OCFVA parade in Montgomery on 9/26/2020.  
***Motion to bring one fire apparatus and two chief's vehicles to the Port Jervis parade on 7/11/2020 and the OCFVA parade in Montgomery on 9/26/2020 made by Debbie Casella, seconded by Joe Mazza; all in favor, so carried***
- Chief has a Department of Health update on the Coronavirus ... please keep yourself informed.
- Medical Officer is requesting permission for herself and Wayne Melton to donate their time at our firehouse to train Astor Services for Children's certified foster parents in CPR and First Aid. Pocatello is an ASHI training center through which Helena Grunwald and Wayne Melton are certified instructors in CPR/AED, First Aid, etc.  
***Motion to allow Helena Grunwald and Wayne Melton to donate their time at our firehouse to train Astor Services for Children's certified foster parents in CPR and First Aid made by Debbie Casella, seconded by Ray McNamara; all in favor, so carried***
- Medical Officer is requesting to file the proper paperwork for the use of a glucometer. This must include a letter from Dr. Basri supporting the request.  
***Motion to file the proper paperwork for the use of a glucometer (including a letter from Dr. Basri support the request) made by Ken Wilson, second by Joe Mazza; all in favor, so carried***

- The President is requesting to use the hall for the OCFVA bi-monthly meeting on 3/31/2020  
*Motion to allow OCFVA to hold their bi-monthly meeting in our hall on 3/31/2020 made by Ray McNamara, second by Joe Mazza; all in favor, so carried*
- The Events Committee would like to hold an Easter egg hunt for the children in our district on 4/4/2020.  
*Motion to allow the Events Committee to hold an Easter egg hunt on 4/4/2020 made by Joe Mazza, second by Ken Wilson; all in favor, so carried*
- The company is looking into getting a subscription to Microsoft 365, which would allow officers access to Microsoft Word, Excel, PowerPoint etc., for \$8.25 per person per month. Our documents would be stored in the Cloud. This is much cheaper than the firehouse having their own server and is just as safe. Would the commissioners like to join us? For 7 commissioners and 10 civil/line officers the cost would be \$140.25.  
**Debbie Casella asked if everyone needs this; answer was yes. Ray McNamara has concerns with item being stored to the Cloud. Could the fire department use a server? Cost for a server would be about \$10,000-\$15,000**  
*Motion for the company to get a subscription to Microsoft 365 at a cost of \$8.25 per person per month, including 7 Commissioners and 10 civil/line officers at a cost of \$140.25 per month made by Joe Mazza, second by Ken Wilson; Ron Broas and Debbie Casella voted in favor; Ray McNamara abstained*
- Opening for RFP's for auditing services  
**A representative from Washitz and Pavloff spoke with Ron Broas and said that if we use Quickbooks, price could possibly be lower. Also, if the work is done after tax season, price could still go lower**  
*Motion to move forward with a letter to proceed with Washitz and Pavloff CPA's made by Joe Mazza, second by Ken Wilson; all in favor, so carried*
- Paint and Sip insurance requirements for discussion  
*Motion to allow the Paint and Sip event made by \_\_\_\_\_, second by \_\_\_\_\_; all in favor, so carried.*  
**No motion ... Per Chief Wilson, they are looking elsewhere to hold the event**
- Code of Ethics discussion  
*Will come back at next month's meeting with candidates*  
*Motion to have a three-member Code of Ethics Board, which will consist of two members of the public and one member of the fire company or officer of the fire company, made by Ray McNamara, second by Joe Mazza; all in favor, so carried*
- Old tablets and cancel Verizon tablets
- Letter from the Attorney explaining the purchase of the new (to us) fire apparatus

- Fire District Affairs newsletter to be handed out

9. Committee reports:

Apparatus Committee – Joe Mazza, Ray McNamara, Ron Broas, Ken Wilson  
 Budget Committee – Pete Casella, Joe Mazza, Ken Wilson, Ron Broas, Ray McNamara  
 Buildings and Grounds Committee – Ken Wilson, Debbie Casella, Joe Mazza, Ron Broas  
**Ken Wilson said the culvert pipe is done and they did a good job**  
 Cancer Bill Committee – Ken Wilson, Joe Mazza, Ron Broas  
 Communication Committee – Joe Mazza, Ron Broas  
 Insurance Committee – Ken Wilson, Ray McNamara, Joe Mazza, Ron Broas  
 LOSAP Committee – Debbie Casella, Ken Wilson, Joe Mazza, Ron Broas, Ray  
 McNamara  
 Membership/HR Committee – Debbie Casella, Ken Wilson, Joe Mazza, Ron Broas  
*Motion to accept Martin Cody Jr. as a Junior firefighter made by Joe Mazza,  
 second by Ray McNamara; all in favor, so carried*  
 Policy Committee - Ken Wilson, Joe Mazza, Ron Broas, Pete Casella, Ray McNamara  
**Code of Ethics will be brought back at next month's meeting**  
 Records - Andi Broas  
 Website – Andi Broas  
 NYS Discovery Law – Ray McNamara, Ken Wilson, Joe Mazza, Ron Broas

10. Request for additions to the agenda

Board members may request additional agenda items, discussion items or requests for information. This will require a motion and a second with a majority approval.

*Motion to attend the Town of Wallkill Little League parade on April 4, 2020 at 10:00 AM made by Joe Mazza, second by Ken Wilson; all in favor, so carried*

**The Rock Hill Fire Department is holding a training day entitled “Hoarder Homes: Piles of Hazards” and “Aggressively Positive” on May 2, 2020 from 8:30 AM-4:30 PM at the Center for Discover Auditorium, 195 Lake Lousie Road, Rock Hill. Cost is \$15 per person**

*Motion to send six people to Rock Hill Fire Department's training session on 5/2/2020 at a cost of \$15 each, totaling \$90 made by Debbie Casella, second by Joe Mazza; all in favor, so carried*

**Joe Mazza will work on getting the white chief's vehicle ready to sell as-is and Andi Broas will put an ad in the newspaper**

*Motion to end the meeting at 7:46 PM made by Ray McNamara, second by Joe Mazza; all in favor*