The Cuba Joint Fire District held its regular monthly meeting on Wednesday, September 14, 2016 at 7:00 P.M. in the AAACC at 4 Green Street, New York.

The meeting opened with the pledge to the flag.

Roll Call: Commissioners: Wayne Butts-present; Mike Johnson-present; John Lafever-present; Tab Loftis-present; Doug Rettig Sr.-present; Treasurer Marlene Doyle-present; Secretary Richard Seigel Sr.-present. Motion by Doug Rettig Sr. 2nd by Wayne Butts to excuse John Lafever from the July 2016 meeting. Motion carried by a vote of 3-0.

Also present: Chief David Hardman.

Motion by John Lafever 2nd by Wayne Butts to dispense with the reading of the August 2016 minutes and approve them. Motion carried by a vote of 4-0.

Treasurer's Report by Marlene Doyle:
The Treasurer presented the abstract with a note that she had changed (2) account numbers to put them in the proper account.

Presentation of the bills by Marlene Doyle:
The Commissioners met prior to the meeting to audit the bills presented in voucher form by the Treasurer. Each of the bills presented in voucher form was audited and each Commissioner present placed their signature on each of the vouchers as their approval to pay the bills. Motion by Wayne Butts 2nd by Tab Loftis and all approved unanimously, it was resolved that the Board of Commissioners, following an audit and approval to pay the bills (vouchers 16-EC#107 thru #16-1705) in the amount of $4,612.81 and allow payment of such bills and order the Treasurer to pay the bills. Motion carried by a vote of 4-0.

Attached is the monthly audit of the accounts by Doug Rettig Sr.
Motion by Tab Loftis 2nd by John Lafever to approve the audit. Motion carried by a vote of 4-0.

Chief's Report by Chief Dave Hardman:
Cuba 3 and 7 have been serviced and inspected
Cuba 1 has had the flat tire and brakes repaired. (Flat tire was due to the brake problem)
(2) 1 ¾" and (1) 4" hose failed the hose test
All the trucks passed the pump test
The ladder truck has been tested and a ground ladder needed an end cap
We have (6) members taking the Truck Company Operation course which started Tuesday, Sept. 7th in Cuba
We should look into buying new infrared cameras as ours needs to be repaired; they make air packs with the camera included
The officers need a decision of what to do with turnout gear
We currently have (29) masks and (20) need to be replaced
We need (2) more adapters so we can fill more than one bottle at a time which have the new quick connect
We need to declare the old masks as surplus and put the new ones in the inventory with the same inventory number but with new serial numbers

We do not have a Valero card to get ethanol free gas; getting from a vendor is expensive (Wayne Butts will setup an account with Story Block for this purpose

Some grant items to consider: turnout gear, masks, infrared cameras, and a washing machine

Motion by Wayne Butts 2nd by Tab Loftis to get the MSA camera repaired ASAP. Motion carried by a vote of 4-0.

Only Active CFD members are to park in front of the Fire Hall.

Membership:

Motion by Tab Loftis 2nd by John Lafever to approve Ashley Maynard for membership in CFD. Motion carried by a vote of 4-0.

Incident Report for August 2016;

8/01/16 12:38 8003 Johnson Hill Rd Mutual Aid to Clarksville
8/03/16 02:18 97 Genesee Street CO Detector
8/05/16 13:03 37 Orchard Street Cooking Fire
8/10/16 21:08 3 Bristol Street False Alarm
8/11/16 02:38 3 Bristol Street False Alarm
8/11/16 02:56 3 Bristol Street False Alarm
8/13/16 18:26 East Main Street Severe Weather Event
8/16/16 13:08 140 West Main Street Vehicle Fire
8/22/16 03:35 90 East Main Street CO Detector
8/23/16 08:54 3939 Pyke Road Mutual Aid to Hinsdale
8/24/16 13:58 8762 Hoyett Road Mutual Aid to Clarksville
8/27/16 04:49 18 Genesee Parkway Assist Ambulance
8/27/16 16:49 1 North Branch Road Assist Ambulance
8/27/16 20:42 County Road 7 Authorized Burn
8/29/16 08:41 Woodruff Street S/U Landing Zone
8/31/16 18:48 15 Elm Street Scorch Burns (No Ignition)

Communications:

The Commissioners received a letter from Tab Loftis informing them he had taken a position with Bob Cat of Olean and may have to abstain from voting on some dealings with Portville Truck as they are involved with Bob Cat. This letter is in reference to any possible conflict of interest that may arise, as required by our Code of Ethics Policy.

The Commissioners also received a letter from Treasurer Marlene Doyle informing them that she is resigning from that position effective October 31, 2016.

Committees:

Mike Johnson stated that he has been in contact with a possible grant writer. The grant writer will give Mike a list of those items that have the greatest chance of being approved. This a priority item to get a grant this year. Grant requests open October 18, 2016 and close November 18, 2016.

New Business

Any action on the purchase of new infrared cameras was tabled.

There will be a budget meeting on September 28, 2016 at 6:00 P.M. in the AAACC.

Open forum:
Tab Loftis reported that a group had visited 4-Guys to review the progress of the new truck. While there they saw a similar truck in production. We had (17) changes to present to them. One of the changes was to make the exhaust a vertical stack. Motion by Tab Loftis 2nd by Mike Johnson to approve the change to a vertical exhaust stack at a cost not to exceed $200.00. Motion carried by a vote of 4-0.

Executive Session:
Motion by Wayne Butts 2nd by Tab Loftis to go into executive session on a personnel matter. Motion carried by a vote of 4-0.
Entered into executive session at 7:33 P.M.
Motion by Tab Loftis 2nd by Wayne Butts to return to the regular meeting from executive session. Motion carried by a vote of 4-0.
Returned from executive session at 8:08 P.M.
Motion by Wayne Butts 2nd by Mike Johnson to appoint Carolyn Root to fill the remainder of Marlene's (3) year term as Treasurer. Motion carried by a vote of 4-0.

NOTE: The voting numbers show that Mike Johnson came during the executive session and that Wayne Butts left right after the executive session for work.

Motion by Tab Loftis 2nd by Mike Johnson to adjourn. Motion carried by a vote of 4-0.

Meeting adjourned at 8:23 P.M.

Respectfully submitted,

Richard L. Seigel Sr.
Secretary

Cuba Joint Fire District Audit of Vouchers and Accounts vs. Monthly Statements

❖ **Audit date: September 14, 2016**

❖ Month audited: August 2016 (Start Date: 7/18/16 – Closing Dates: 8/31/16).

Commissioners:

I compared the approved abstract from the August 2016 meeting to the August 2016 account statements, and reviewed the bank accounts and Credit Card Account statements for account activity.

Checks Outstanding: None

✓ The Five Star credit card statement: No activity.
✓ The Valero credit card statement dated August 17, 2016

As of the August 2016 closing dates:

Checking account ***7868	Starting Bal.	Payments processed	Deposits	Interest	Transfers out	Checks outstandin	Bank Balance
	$206,145.99	$53,621.59	$0.00	$3.32	$0.00	$0.00	$152,527.74

Five Star Credit Card	Start Bal.	Charges	Credits	Close Bal.	Chiefs Gals.(<=45)	All charges authorized?
	$0.00	$0.00	$0.00	$0.00		N/A
Valero	$101.04	$101.20	$101.04	$101.20	Gal.: 44.908	Y

Money Market Account ***0057	Starting Bal.	Deposits	Interest	Transfers out	Balance
	$33,140.92	$0.00	$0.60	$0.00	$33,141.52

Total interest earned this period: $9.60   Total

Reserve Accounts	Starting Bal.	Deposits	Interest	Transfers out	Balances
Building Repair and Replacement ***0582	$1,995.56	$0.00	$0.02	$1,995.58	$0.00
Equipment Repair and Replacement ***0590	$38,515.06	$0.00	$0.65	$0.00	$38,515.71
General Capital ***8160	$4,101.34	$0.00	$0.03	$0.00	$4,101.37
Apparatus Repair and Replacement ***8179	$294,550.78	$0.00	$5.00	$0.00	$294,555.78

TD: $70.07

- ➢ No unusual or unauthorized activity was detected.
- ➢ Chief's gas card usage is compliant.
- ➢ There appears to be some line item charge errors in the Monthly report that need further review and corrections prior to the yearend report. Totals expended seem correct.

Respectfully Submitted,

Douglas W. Rettig, Sr.