

TOWN OF ALLEGANY
BOARD OF FIRE COMMISSIONERS
186 West Main Street, Allegany, NY 14706

July 11, 2015

The monthly meeting of the Town of Allegany Board of Fire Commissioners was held at 7:00pm in the Commissioner's office of the Allegany Fire Hall, 186 W. Main Street, Allegany, NY 14706.

The meeting was called to order by Chairman Stan Hedden with the following members present: Frank Hall, Ron Lemon, Roy Rogers, Bob Wenzel and Jill Stady. Also present was Rick Stady, AFD Chief, Jerry Cummings of AREMS and Scott Reed of Buffamante, Whipple & Buttafaro.

The secretary read the minutes from the June 11th meeting. A motion to accept the minutes was made by Frank Hall and seconded by Bob Wenzel. Board carried.

The treasurer, Jill Stady reviewed the invoices stated below for July 2015.

The following invoices were audited by the members and presented for payment:

Knapp Creek	\$1,516.67
Robert Wenzel	\$400.00
Jill Stady	\$600.00
Austin Locksmithing& Security	\$81.90
National Grid	\$555.72
Emergency Reporting	\$198.00
BJ's Wholesale	\$50.00
ThyssenKrupp Elevator	\$300.00
Time Warner Cable	\$178.92
2 Brothers Patch and Seal	\$425.00
Worth W. Smith	\$85.14
Cattaraugus County Public Works	\$512.15
Portville Truck	\$213.18
Churchville Fire Equipment	\$1,573.06
Incident Response & Mitigation Services	\$333.48
Cardmember Services	\$670.54
Scott's Lawn & Landscape Services	\$388.40
Total	\$8,082.16

A motion to pay the invoices as presented and transfer the funds from the operating savings to the regular checking was made by Frank Hall and seconded by Roy Rogers. Board carried.

Jill also reported the following monthly bank account balances:

- Regular Checking - \$8,454.42
- Savings - Operating - \$265,772.61
- Savings – Building - \$195,459.50
- Savings – Equipment - \$104,397.04

A motion to accept the treasurer's report was made by Roy Rogers and seconded by Bob Wenzel. Board carried.

Jill provided the members with a 2015 Budget vs. Actual Report as of July 8th, 2015. She noted that the total for Knapp Creek should be less \$7,922.80 that was from the 2014 budget but paid in 2015. Members accepted.

Scott Reed presented the members with the 2014 External Audit report. Scott provided the members with several reports; Inventory list for 2014, Management Letter, Corrected Year End Report and Final Fiscal Report. Scott reviewed the information and provided the following summary. The current policies and practices in place are correct and compliant, Scott suggested the Procurement Policy be updated (1997). They didn't encounter and problems completing the audit. After speaking with Jill, they made some corrections to the 2014 AUD (detailed in the attached schedule). The final letter stated some recommendations. A suggestion to provide a budget vs. actual report monthly would provide the members with a fiscal report; Jill stated this is provided and she will send a copy to Scott. The letter also suggests that the Certificate of Deposit be added to the list of accounts on QuickBooks. Finally, Scott mentioned that we need to watch the year end bills that are paid in the next fiscal year. We will need to have a special meeting at the end of December to pay these bills or give a report to Scott to make adjustments. The members thanked Scott and Jill for another great report.

Jill provided the members with a new insurance policy. There are many new riders that are available. The members asked that Tom be invited to the next meeting to review the details. Jill also informed the members that the insurance information for Peterson Roofing was received and repairs to the roof can start when they are ready. Jill also suggested that the district adopt a records retention policy. Rick and Jill will review the sample provided from the NYS Officers Guide and report back our suggestions at the August meeting.

Rick provided several updates to the members. First, he asked for approval of Brendon Scott's application; a motion to accept his application was made by Frank Hall and seconded by Roy Rogers. Board carried. Rick stated that the tarps for the trucks are in and will be put on the trucks soon. Rick also mentioned that the ladder on Tower-169 will need inspection by year end. He stated that Weston's Mills and the City of Salamanca also need an inspection. It will be cheaper to schedule them together, he will work with the other departments to schedule then in September/October. He is also scheduling Tower-169 to be in service this month and the bill for service work from Portville Truck should be expected by the next meeting. Rick also stated that the NYS Department of Labor provided Officer's requirements. Rick provided them to the members for review. He is working on making each officer compliant as soon as possible. Rick also asked the members for approval to purchase a new computer for the chief's officer. A motion to approve purchase of a new computer was made by Bob Wenzel and seconded by Frank Hall. Board carried.

A motion to adjourn the regular meeting and move to executive session was made by Bob Wenzel and seconded by Roy Rogers. Board carried.

The next scheduled meeting is August 13th, 2015 at 7pm at the Commissioner's office at the Allegany Fire Hall.

Respectively Submitted,

Jill M. Stady, Secretary