

# DRAFT

McConnellsville Fire District

Commissioners Meeting

September 16, 2024

**Attendees:** Secretary: Peggy Darling

Treasurer:

**Commissioners:** Peggy Darling, Karen Edwards, Trisha Finen,  
Martin Handler

**Representatives from Fire Department:** Chief Finen

**Absent:** John Pavelock, Katrina Reed

**Public Attendees:**

**Guest:**

**Meeting:** called to order at 18:30.

Commissioners all acknowledge that they received the draft minutes of the August 12, 2024 mtg. Minutes for August 12, 2024 read and revised. Commissioner Finen made a motion to accept the revised minutes - 2<sup>nd</sup> by Commissioner Edwards. Commissioners polled. Commissioner Finen-Aye, Commissioner Edwards –Aye, Commissioner Darling – Aye, Commissioner Handler-Aye, Motion Carried.

**Correspondence:**

Snow plow bid from Liberty Seal Coat and publication from Poster Guard Plus

**Old Business:**

- A. Commissioner Pavelock made a motion to conduct our own fit testing rather than have specific department administer them. An agreement between neighboring departments would need to be made as to where to store the machine if purchased. Second by Commissioner Darling. All in favor.

**i. There is no update. Chief will report again next meeting on this matter.**

**ii. Chief reports that there is not enough interest from other departments to move forward**

B. A bid request will be submitted to the Queen Central to have the exterior of the Department painted

**i. This will be tabled until a treasurer is hired.**

**ii. This will be tabled until spring of 2025**

C. Commissioner Pavelock had previously requested a copy of the findings of the complaint against the district. No one has a physical finding-Comm. Pavelock was provided with the case number by the Chief and Comm. Pavelock will contact DHR to obtain the requested information.

**i. Commissioner Pavelock states that he has left several messages with McNeil Insurance and has had none of them returned.**

**ii Secretary will reach out to the lawyer to see if he has a copy.**

**iii Secretary received a copy of the findings of the complaint and spoke with the District's Attorney. Commissioner Pavelock is a member of the Board and the Board has already been notified of the findings. If Commissioner Pavelock would like to submit a FOIL request, as a public individual, he may do so.**

D. The Town of Vienna Codes Department completed their inspection. The building passed. The Codes Officer would like a down spout to be installed onto the hot water tank. Motion to buy materials for this at Bucks and Bolts made by Commissioner Finen, 2<sup>nd</sup> by Commissioner Edwards. All in favor. Chief Finen will obtain this and install it.

**i. Chief reports he will be installing this by Septembers' Meeting.**

**ii.Chief reports that this was installed**

E. Chief Finen presented quotes for new turn out gear to the Board. He will reach out to each distributor and see if a demo set can be obtained before deciding on the manufacturer. The decision will be tabled until next month.

**i. Chief will continue to reach out to distributors and report in Septemeber on this matter.**

**ii. Chief has not heard back from JPB in regards to demo set. Will move forward in October as Chief will submit an itemized list of what is needed.**

F. Motion was made by Commissioner Darling to extend the OSHA online training until June 30, 2024 due to the death of firefighter Michik. 2<sup>nd</sup> by Commissioner Finen . All in favor.

**i. A list of those who have not complied will be giving to the review board**

**ii. Chief will provide list to Commissioners at Octobers' meeting**

G. Commissioner Darling requested that Commissioner Pavelock resend the drafted format to record policies to all Commissioners.

**i. Commissioner Pavelock states that this was emailed to all Commissioners. All of the Commissioners acknowledged that they did not receive the e-mail. Commissioner Pavelock will resend before Septembers' meeting.**

**ii. Commissioners were polled and those present have not received an e-mail as of the date of this meeting from Commissioner Pavelock in regard to a format to record policies. Commissioner Darling will submit a draft at Octobers' meeting.**

H. Secretary Darling asked Commissioner Pavelock to provide a copy of his oath card at next meeting as the Town of Vienna cannot find their record of his oath.

**i. Commissioner Pavelock reports that this can now be obtained at the Town of Vienna's office as he just recently provided the Town with a copy of it.**

**ii. Secretary has requested that all Commissioners, Secretary and Treasurer provide her with a copy of their oath card and proof of filing with the Town of Vienna or Town of Annsville.**

I. Commissioner Pavelock will draft a policy for the next meeting in regard to which means will be utilized to adequately communicate with the Commissioners of the Board in between meetings.

**i. Commissioner Pavelock reported, at first, that this was done but would not send out via email until he received a copy of the DHR complaint. After some discussion Commissioner Pavelock will send this out to all Commissioners before Septembers' mtg.**

**ii. Commissioners were polled and all report that none have received an email regarding a communication policy. Commissioner Darling will draft and present at October's meeting.**

J. Secretary Darling will look into whether the District is supposed to be paying land/county tax as the District is a 501-C3.

**i. After speaking with Town Officials, the District is only paying the water tax on their tax bill.**

K. Discussion of physicals coming due in November 2024. Secretary Darling will reach out to Access and obtain some dates. An EKG will be completed on all interior, exterior, personnel over the age of 70 years, and anyone who Access recommends.

**i. Physicals have been scheduled for October 30, 2024 and Chief has sent out the first announcement in regard to the date and time.**

L. Motion was made by Commissioner Edwards to buy supplies for secretary and treasurer not to exceed \$25. Commissioner Pavelock 2<sup>nd</sup> the motion. Commissioners polled. Commissioner Edwards-Aye, Commissioner Pavelock-Aye, Commissioner Darling –Aye, Commissioner Finen-Aye, Commissioner Handler-Aye. All in favor motion carried.

**i. Supplies have been bought**

M. Motion was made to advertise for the 2024-2025 snow plow/lawn care bids. Secretary will run bid in paper for two weeks for sealed bids to be received by 9/13/2024 and opened at Septembers' scheduled meeting.

**i. One bid was received**

## **NEW BUSINESS:**

A. An application for a new member has been received, Joe Gillbert. The Department voted him in at their monthly meeting. A LENS report needs to be completed yet. Motion made by Commissioner Finen to approve Mr. Gillbert's membership –

pending a LENS clearance. Commissioner Edwards 2<sup>nd</sup> the motion.  
Commissioners polled. Commissioner Finen- Aye, Commissioner Edwards-Aye,  
Commissioner Handler-Aye, Commissioner Darling –Aye

- B. A motion was made by Commissioner Edwards that a policy will be written that when elected or appointed into a position that one needs to submit a copy of their oath card and proof of filing with the Town of Vienna or Annsville within 30 days of election/appointment. Motion 2<sup>nd</sup> by Commissioner Finen. Commissioners polled. Commissioner Finen-Aye, Commissioner Edwards-Aye, Commissioner Handler-Aye, Commissioner Darling-Aye. Motion carried.
- C. Treasurer Reed was absent due to the passing of her grandmother. Treasurer Reed submitted a report to be read and bills/invoices, and bank statements to be signed. Treasurer Reed submitted a proposed budget both with an increase of 4% and standard tax cap. The 2025 budget was discussed, and adjustments made. A motion was made by Commissioner Edwards to request/submit budget over the tax cap. The request is for 4%. Motion was 2<sup>nd</sup> by Commissioner Finen. Commissioners polled- Commissioner Finen- Aye, Commissioner Edwards-Aye- Commissioner Handler-Aye, Commissioner Darling –Aye
- D. A motion was made, by Commissioner Finen, to hold Octobers Commissioner’s meeting on the same night as the Public Hearing for the 2025 Budget. Motion was 2<sup>nd</sup> by Commissioner Edwards. Commissioners polled - Commissioner Finen- Aye, Commissioner Edwards-Aye-Commissioner Handler-Aye, Commissioner Darling – Aye. Secretary will have an announcement placed in the paper of the date change so that October's meeting will be a proper/legal meeting.
- E. Labor posters are due to be ordered. Two flyers were received by vendors and a motion was made by Commissioner Finen to purchase the automatic notifications from Poster Guard Plus. Commissioner Edwards 2<sup>nd</sup> the motion. Commissioners polled - Commissioner Finen- Aye, Commissioner Edwards-Aye- Commissioner Handler-Aye, Commissioner Darling-Aye
- F. Snow Plow/Lawn Care bid open. One was received from Liberty SealCoat. A motion was made by Commissioner Edwards to accept the bid for the lawn care and snow removal for the 2025 season, pending proof of insurance. Commissioner Finen 2<sup>nd</sup> the motion. Commissioners polled - Commissioner Finen- Aye, Commissioner Edwards-Aye-Commissioner Handler-Aye, Commissioner Darling-Aye.

Adjournment: Motion by Commissioner Edwards to adjourn at 19:26 .

Minutes Submitted

Peggy Darling

Secretary

September 23, 2024