

POINT PLEASANT FIRE DISTRICT

COMMISSION MEETING

APRIL 2ND, 2025

Meeting called to order at 6:30pm with a salute to the flag led by Chairman Kevin Doran,

Commissioners in attendance: K. Doran, S. Nichols, J. Nichols, M. Cummings

Employees in attendance: M. Thomas, M. Passero

Guests in attendance: Chief K. Viccaro, Attorney L. Micca

Reading of the minutes from the March 2025 meeting, motion made by Commissioner K. Doran and seconded by Commissioner J. Nichols to wave the reading of the minutes and accept such as have previously been communicated electronically to all Commissioners. Passed on a vote of 4-0

Communications: No communications received

Financial Report: Treasurer Mark Thomas presented the bills for the month and after review and on a motion by Commissioner J Nichols and a second by Commissioner M Cummings the bills were approved for payment on a vote of 4-0

Treasurer Thomas reported on financial account activity for the month and reported that all accounts for February have been audited as of 4/1/25. Treasurer Thomas reported on the recent Office of State Comptroller Training session that he attended and that there are some processes that will be updated which will be communicated over the next few months.

Chief's report: Chief Viccaro requested approval to appoint new member Conner Staples to the active list pending a positive physical result. Motioned by Commissioner K Doran and seconded by Commissioner S. Nichols, motion approved 4-0. Chief Viccaro mentioned that he will be presenting an award at the annual May Banquet for an active member who has gone above normal duties to better improve the Fire District operations. The Commission has approved up to \$150.00 for such an award. Chief Viccaro requested approval of SOP #10 Vehicle Maintenance Reporting after a minor change Commissioner K. Doran motioned to accept the SOP and Commissioner Nichols seconded the motion and it was passed on a vote of 4-0. Chief Viccaro

mentioned that he will be participating in a Zoom Meeting with NYS Representative Brouk regarding possible Grant Assistance. The Board thanked the Chief for not having an additional speaker thus keeping the meeting 30 minutes shorter.

District Administrator: Administrator: An update was also given on the recent repair issue with Engine 112. A representative for LED Signage will be onsite on April 8th to discuss our options. There is also a meeting with our General Contractor regarding the replacement of the fencing going down the South side of the road to the training grounds. I will be attending an educational seminar regarding NYS retirement in May at Brighton FD.

Commission Reports:

M. Cummings – No report

S. Nichols: Has been working on the addition of the Led Signage at Station Two

J. Nichols: No report

K. Doran – Made the following motions for purchase requests:

1. Key Fob System \$5,445.56 from Seibold Security (station one only). Sole source and preferred vendor. Commissioner S. Nichols seconded and motion approved 4-0.
2. Wireless wi-fi system for station two from Amazon \$270, seconded by Commissioner M. Cummings and approved on a vote 4-0
3. Camera System for Station Two from Amazon \$435, seconded by Commissioner M. Cummings and approved on a vote of 4-0.
4. Mini PC for Station two from Amazon \$450, seconded by Commissioner M. Cummings and approved by a vote of 4-0.

Old Business – None

New Business – Administrator Thomas requested approval on 2 new Policies Drafts

1. Non-Travel Related Refreshment and Meal Expenditure policy on a motion by Commissioner S. Nichols and a second by Commissioner J. Nichols the adoption was approved on a vote of 4-0.
2. Financial Reporting at Board Meetings Policy on a motion by Commissioner M. Cummings and a second by Commissioner J. Nichols the adoption was approved on a vote of 4-0

A letter was received from Drill Team Captain Michael Passero requesting permission for the team to participate in the 2025 NYS Drill Team season as well as use of the Squad, Trailer and an Engine during certain dates throughout June, July and August. On a motion by Commissioner K. Doran and a second by Commissioner J. Nichols the request was approved on a vote of 4-0.

Administrator Thomas requested that the Board move into an executive Meeting for a personnel matter. Chairman Doran called for the meeting at 7:45pm. After brief discussions among the Board, Chairman Doran requested to end the Executive Session and re-open the regular meeting at 7:56 pm.

With no further business at hand Commissioner K. Doran motioned to end the meeting which was seconded by Commissioner M. Cummings and on a vote of 4-0 the meeting was adjourned at 7:57pm.

Respectfully submitted,

Mark Thomas (on behalf of Secretary, Michelle Cummings)