



EAST GREENBUSH FIRE COMPANY

OCTOBER MEETING

October 16, 2012

President Jeff Tooker called the October 2012 meeting to order at 7:05pm. A pledge of the flag, a moment of silence for our departed members, and roll call were all completed. Chris Linck makes a motion to accept the September 2012 meeting minutes. Nick Madore seconds the motion and the report is accepted by the membership. There were three separate special meetings since the September meeting. The second Audit and Finance committee special meeting minutes will be discussed under new business. Mike Memole makes a motion to accept the Executive Board meeting minutes. Nick Madore seconds the motion and the report is accepted by the membership. Anthony Prioux makes a motion to accept the Audit and Finance Committee meeting minutes. Tom Kennedy seconds the motion and the report is accepted by the membership.

REPORT OF THE FINANCIAL SECRETARY

Financial Secretary Nancy Baker reports there were 52 checks written for the month of September, 11 of the checks were written for over five hundred dollars. Chuck Hellmuth makes a motion to accept the report. Ed McCabe seconds the motion and the report is accepted by the membership.

MONTHLY VISA CARD REPORT

President J. Tooker reports the previous balance of \$895.88 was paid in full and received by Chase Bank on September 17th. The new balance is \$4,572.05. There were 6

purchases made for over two hundred dollars. The first purchase was for \$448.83 made at Price Chopper on September 9th for Life Members Day. The second purchase was for \$1,519.99 made at Wal-Mart on September 17th for the Golf Outing. The third purchase also made for the Golf Outing was for \$334.64 on September 19th. The fourth purchase was for \$321.82 on August 22nd for the Pavillion. The fifth purchase was for \$791.32 made on September 17th for the Fire Co. meeting (Chiefs and Commissioners Steak Bake food items). The final purchase was \$287.82 made at Hannaford on September 8th for Pizza Night. Bob Reineke makes a motion to accept the report, Jim Pendolino seconds the motion, and the report is accepted by the membership.

REPORT OF THE TREASURER

Treasurer Paul Benson reports the total income for the month of September is \$53,040.94. The total expenses for the month were \$33,228.06. The net income for the month is \$19,812.88. Pete Lehmann makes a motion to accept the report. Frank Jenkins seconds the motion and the report is accepted by the membership.

REPORT OF THE OFFICERS

Car 2- Assistant Chief Mike Prestipino reports that Car 1 and Car 4 are at CHFD for a Mayday training class along with some other members. Truck 11 is at KME for much needed service work. The Captains have the next couple of drills in the month of November and the last one at the end of this month. Mike Lansing received his certificate for completing NYS Firefighter 1 and Firefighter 2. Nick Goyer received his certificate for completing FAST Team, and Firefighter Survival along with Anthony Gullo. Rich Hendricks, Jeff Tooker, Bob Lehmann, Jake Hallenbeck, and Car 3 received certificates for their non-combustible class they completed.

Car 3- Assistant Chief Bob Lehmann reports that Chris Dick has been appointed Assistant Chief; he is now Car 4 on the air. No other changes have been implemented as of right now. Absolutely no members should be handing out gear or pagers. The department answered 34 calls for the month of September. So far this year the department has answered approximately 250 calls. Pub Ed has been in full swing, much thanks to the day crews handling the school details at the beginning of the month. There are some weekend programs upcoming, please check the website calendar. If a member is interested in attending a training class, the member must fill out the form and forward it to a member of the Chiefs office, preferably the member's

station Chief. If there are members that want to be added to the text messaging notification system (notifications of fire calls) a form must be filled out and that will then be sent to the Communications Center. The Fire District is not going to be paying for any of this. You must make sure your cell phone plan includes text messages. The Fire Company is also not responsible for any issues with texting of fire calls. The next line officer meeting will be on the 3rd Monday in November, which is November 19th. Any members age 18 are allowed to be structural firefighters. Anyone under the age of 18 is not allowed to be an interior firefighter; this is important due to many new members in our department. There will be new tags issued that'll indicate that. The Fire Commissioners have hired a consultant to complete the BOP's. The Fire Commissioners are also allowing for the purchase for a District Uniform. This will most likely be a special polo shirt to be worn at certain times. One shirt will be provided.

Ladies Auxiliary- Jeanie Mastin reports there have been many young members at the Pizza Nights. Many members of the Auxiliary are participating in the Making Strides campaign.

REPORT OF THE COMMITTEES

Buildings/Building Use Report- President Tooker reports the total income for all buildings for the month of September was \$4,321.08. The total expenses were \$1,118.00. The total profit for the month of September is \$3,203.08. Mike Memole makes a motion to accept the report, Rich Hendricks seconds the motion and the report is accepted. Chuck Hellmuth reports the Pavilion has been winterized and closed for the season.

Pizza Night- Linda Cook reports the total income for the night was \$3,683.50. The total expenses were \$1,787.17. The total profit minus a \$300.00 start-up bag is \$1,596.33. The Ladies Auxiliary profit of 25% is \$399.08. Nelson Williams makes a motion to accept the report. Frank Jenkins seconds the motion and the report is accepted by the membership.

Golf Outing- Past Chief Mike Benson Sr. reports the total income for the event was \$26,322. The total expenses were \$14,110.00. The total profit for the event is \$12,212.00. Mike Benson Sr. reports that for a bad economy there were businesses provided numerous funds for this tournament. A large sponsor was our partners at Becker's Farm. Tim Boel received from Wal-Mart the \$1,000.00 grant money. Sponsors are a major part of this event. Mike thanked all the members that participated in working this event from the golf course workers and the kitchen crew which was headed by Ed Wallace. Mike thanked his co-chairs Tim

Boel and Ed Wallace. Mike reports this appears to be one of the most significant profits for this event ever. Joe Winnicki makes a motion to accept the report, Mark Becker seconds the motion, and the report is accepted by the membership.

Fund Drive- Chairman Chris Lavin thanked his crew and all the members that assisted with the flyers.

Constitution and By-Law Changes- The change is from Article 3, section 2, paragraph #1. This discusses life members' status. Nelson Williams and Jim Cartright submitted the by-law change. The change is to have the word "*automatically*" removed. This will be voted on next month.

Nominating Committee- President Tooker appointed Kathy Miller as the Chairperson of this committee. Rick Williams is the representative from the Park Station. Need a member from the North Station and the Main Station.

Murder Mystery Dinner- Vice President Iorio reports the event is November 3rd. So far 40 tickets have been sold. A lot of help will be needed for this event for the food detail. The food to be served will be chicken parm, pasta, salad and rolls.

Installation Dinner- The date is January 19th.

Recovery Room- The Fire Co. made \$574.80. The money that was raised goes to the Barb Lehmann Scholarship Fund.

Pancake Breakfast- Jeanie reports on Kevin's behalf. He can't really do the Pancake Breakfast due to being Chief at this time. Kevin will assist if another member wants to be the Chairman.

Softball Team- Mike Benson Jr. reports the team competed in the Ed Witko Softball Tourney. The team finished with 8 wins, most in a long time. Mike thanked the members of the team for playing and he looks forward to managing the team next year.

PROPOSALS FOR MEMBERSHIP

Kathleen Perry residing at 28 Gilligan Road submitted an application for Code 100, Ladies Auxiliary. Lucas Palmer residing at 1A Mill Creek Drive submitted an application for active membership. He has fire experience from the Cobleskill Fire Department.

ELECTION OF NEW MEMBERS AND SIX MONTH PROBATIONARY REVIEW

James Alcombright submitted an application for active membership. He resides in the city of Rensselaer, but actively works in Schodack Center for Nausbaum Excavation. Jim previously had 16 years of active service in this fire department prior to moving. Jeremy Cook and Nick Goyer are both eligible to have their 6 month probationary status removed and be termed full fledged firefighters. Mike Benson Sr. makes a motion to bring back Jim Alcombright as an active member. Frank Jenkins seconds the motion. A hand-count was conducted and Jim Alcombright Sr. was voted back into active membership. Vote results were 30 in favor, 6 in opposition. Chris Linck makes a motion to have Jeremy Cook and Nick Goyer removed from 6 month probationary status and to be fully fledged firefighters. Jake Hallenbeck seconds the motion, and the motion carries. Christine Earing is also eligible to have 6 month probationary status removed. Ed McCabe makes motion to accept. Mary Miller seconds the motion and Christine is fully fledged member of Fire Company/Code 100. Ken Blodgett submitted a letter of resignation. He is moving back to the town of Colonie. He thanked the department for his service. R.P. Smith makes a motion to accept the resignation with regret. Mark Becker seconds the motion and the motion carries.

UNFINISHED BUSINESS

Mike Memole reported on flooring contracts for the member's lounge. The price he was quoted at was \$5,450.00. We would have to remove the furniture. The quote is good for 45 days. Nick Goyer reports that he has another vendor that can do the same work for \$2,400.00. President Tooker informs Nick to get an actual quote on paper so it can be reported on at the November meeting. Chuck Alger reports that he gave each member a copy of their updated LOSAP benefits.

NEW BUSINESS

President Tooker reports that all members were emailed the minutes from the most recent Executive Board and Audit and Finance meeting minutes. These meeting were convened due to the on-going issues with the Chief's Checking account. After investigating the Chiefs Checking account by the Treasurer and the President it was determined that several checks from this account were bounced. Immediately President Tooker noticed an unusual amount of money was written in a check to Time Warner Cable. A large bee's nest was discovered with Time Warner cable. President Tooker was informed by Time Warner that a check was written for over \$700 from the Fire Company Chief's Checking account. In particular besides Time Warner, President Tooker flagged another transaction made by Ed Di'Martino from the Chiefs Checking Account. The transaction was made at TGI Friday's for over one hundred dollars. Restitution has been received by the Fire Company from Ed Di'Martino in the amount of \$934.00. This is the money from TGI Fridays and the Time Warner Cable bill that was for Ed's own personal residence. It is quite clear to the President that Ed appeared to be approximately 5 or 6 months behind on his cable bill for it to equate to approximately \$734.00. President Tooker reports that in order to get the money to be paid back took some work. Ed did not return Jeff's call but an email was acknowledged. With the illicit transactions President Tooker authorized his Audit and Finance Committee to investigate the Chiefs Checking Account. The President asked Chairman Nelson Williams to fully conduct a bank reconciliation of the Chiefs Checking Account from the beginning of this year and 2011. Furthermore, President Jeff Tooker briefed the Fire Company membership that he had absolutely no knowledge of this account being managed in such a porous capacity. Jeff cleared the air that at no time did he take any money from the Fire Company. The accusations of the President "covering up" monies are completely false. This mismanaged account needs to be investigated and taken seriously.

Chairman of the Audit and Finance Committee, Nelson Williams reports that his Committee was asked to meet for the purpose of auditing the Chiefs Checking Account. Nelson and his staff report that there was no checkbook or check register used for the Chiefs Checking Account by Ed Di'Martino. Much of the information obtained was from visiting with the banks. Nelson reports the opening balance for the account on September 22, 2011 was \$1,803.36. There were deposits of \$17,870.63 for a final balance of \$19,673.99. The expenses that went out of the account were for \$18,440.33. The ending balance was \$1,233.66 which according to

Nelson matches the bank statements. Nelson reports there were many questionable uses of the account. Nelson informed all the members that this is a Fire Company account and the amount put into this account for an entire year, \$5,500.00. It is meant only for \$5,500.00 at all times. The following lists are deposits made into the account on certain dates and withdrawals (expenses). These are as follows: 10/5/11 a \$2,000.00 deposit, 10/31/11 a \$1,320.00 expense, 11/16/11: \$1,883.94 deposit, 11/30/11: \$1,557.69 expense, 12/5/11: \$4,057.74 deposit, 12/28/11: \$4,058.95 deposit, 1/31/12: \$4,322.71 expense, 2/29/12: \$1,674.50 expense, 3/19/12: \$290.00 deposit, 3/30/12: \$820.55 expense, 4/4/12: \$2,040.00 deposit, 4/30/12: \$1,939.00 expense, 5/31/12: \$702.331 expense, 6/6/12: \$2,000.00 deposit, 6/29/12: \$1,689.16 expense, 7/31/12: \$861.14 expense, 8/22/12: \$1,500.00 deposit, 8/29/12 \$40.00 deposit, 8/31/12: \$140.00 expense. Nelson reports \$17,870.63 in deposits. \$18,440.33 total money spent. Nelson reports that there are also some other discrepancies involved with this account such as \$480.00 spent at Ivy Spa in North Greenbush. Jeanie Mastin states that transaction was probably for the girlfriends/boyfriends/wives of all the Chiefs, a token of appreciation for supporting their spouses as Chief Officers, a lot of time spent away from home. That was given at the Installation Dinner. Regardless, Nelson states that the Chiefs Checking Account was closed out on September 19, 2012 by appointed District Chief Hitchcock.

Committee member Tom White also reports that he was told the meals were justified, however it does not appear to be that way based upon certain transactions made. There weren't fire company events on these dates when the money was spent at Capital District venues. Tom mentions a few of the transactions which were Alexis Diner on x-mas eve 12/24/11, New Years Eve 12/31/11 at Café Italia which was \$135.00. Graney's Bar for \$106.00 Applebee's is another location where there appears to be some consistent spending in the account for incorrect purposes. Tom's understanding is that the President has tried to talk to Ed, and that will barely talk to the President. \$5,500.00 is the amount for the year that is the amount for the Chief's Account. Tom then discusses the amount of money regarding the buses for the Port drill. \$6,100.00 and put back into the Chiefs Checking account. President Tooker points out to the membership that Tom White and David Becker were appointed to this Committee due to their interest and their experience in the business field. Tom White recommends that we contact the NYS Comptroller's Office for guidance and possible a forensic auditor to review this account and what was uncovered by the Audit and Finance Committee.

Bob Lehmann then reported to the Fire Company on the work that he and David Becker have been putting in to implement guidelines for the Chiefs Checking Account along with Rick Williams, Mike Memole, Marc Iorio, Marty Miller, Jim Cartright, Nelson Williams, and Tom White. There is no question that we lack a lot of criteria to determine if they were appropriate expenses or not from the Chiefs Checking Account. The following are two resolutions that were proposed by Bob Lehmann and Dave Becker. They are as follows: **Resolution 2012-5=** All funds received by a Chief Officer, Executive Officer or any member of the East Greenbush Fire Company will be handed over to the East Greenbush Fire Company, Inc. Financial Secretary for deposit in the appropriate account as designated by the Company President. **Resolution 2012-6=Chief's Checking Account Guidelines** =The East Greenbush Fire Company, Inc. (Company) established a checking account to be administered by the Chief, hereby known as the Chief's Checking Account. The Company Treasurer will make quarterly deposits into the Chief's Checking Account or at the request of the Chief and approval by the Company President and Treasurer based on a predetermined amount in the Company budget. The Chief's Checking Account will be maintained separate and outside of the Company's financial accounting system; therefore, the following controls and guidelines have been established as it relates to the Chief's Checking Account:

Disbursements:

- Purchases may be made at the discretion of the Chief and/or his designee.
- The Chief and/or his designee are prohibited from making cash withdrawals.
- The Chief cannot make purchases for District Expenses without the prior written approval of the Company President.
- The Chief and/or his designee are prohibited from using the Chief's Checking Account for personal use.
- Purchases using the debit card as tender, the Chief and/or his designee will not cause or allow any dollar amount to be more than the purchase price including tip, if applicable, of that transaction to be debited to the Chief's Checking Account.

Funds:

- The Chief's Checking Account will be funded on a quarterly basis or at the request of the Chief and must be approved by the East Greenbush Fire Company President and Treasurer.
- The East Greenbush Fire Company Treasurer will be responsible for all deposits into the Chief's Checking Account.

Monitoring:

- The Chief must be able to support all activity of the Chief's Checking Account. The Chief will be personally liable and must reimburse the Company for any unsubstantiated transactions.
- The East Greenbush Fire Company Treasurer will monitor the account and review the bank statements on a monthly basis.
- The East Greenbush Fire Company Audit and Finance Committee will review the Chief's Checking account on a random basis.

Bob Lehmann makes a motion to adopt both of the Resolutions. Dave Becker seconds the motion to adopt both of the Resolutions. Then there was some discussion. Dave Becker points out that the only person putting money into this account should be the Treasurer. It's important now obviously that the account is reviewed by the Treasurer. These guidelines establish some controls. We didn't have anything established previously, now there is criteria being established with the new guidelines for this account. The District Chief will be held personally liable for any transactions that he can't decipher. The Chief must re-pay the account. This is a start. Dave further mentions that there is still banking information that he's still reviewing. The Audit and Finance Committee still has some more meetings to attend to continue to track the activity of Ed Di'Martino. Chris Linck inquired about the reconciliation of the account and Bob re-read the section regarding the reconciliation of the account. After discussion the motion carried with no opposition.

Tom White reports that Ed Di'Martino had all checks, Dunkin Donuts transactions, and grocery purchase bills were all in exact dollars and exact cents. Meal purchases were all rounded off in whole numbers. Tom's original motion was to contact the Comptroller's Office for guidance. If no help there then the other avenue to pursue is a forensic accountant for no more than \$2,500.00 on a consultation basis. R.P. Smith seconds the motion. Bob Lehmann reports we can hire a forensic auditor. Bob states that we lack criteria. They need the criteria that we don't currently have in place right now. Bob's concern is spending more money now may not be the best scenario right now. Tom White states the amount of money spent vs. what was budgeted is a major issue. An audit outside of the fire company needs to be done Tom believes. Bob Lehmann reports that if it's not within 30 days, the vendor disperses the receipts at the establishments where Ed Di'Martino was and based on the transactions it's obvious that they will not have the receipts. Tom Kennedy reports that he is very disappointed with this whole Ed Di'Martino scenario. Tom Kennedy states that there is no criteria, no guidelines set-up. Tom Kennedy reports that the biggest disappointment is the Time Warner bill. Bob reports that day

to day at his full-time job he deals with this, there needs to be a "finding." An important element in a "finding" is criteria. We didn't have the criteria. Tom Kennedy reports that Ed admits his guilt and he paid his restitution. Tom White asks if there was issue with the Time Warner account, then why not the grocery bills? Anthony Prioux states shame on us on as a Company, we didn't have things in place at the time. We do now so it's a good step. Bob states the best way to deal with this is to do what we have done currently (establishing guidelines). Mike Memole reports that we accepted restitution, we have taken the money back, and no criminal charges would be in place since we accepted the restitution. Dave Becker reports that there is still money missing. Nelson Williams and Jim Cartright have been engaged in reviewing accounts daily for many hours. Dave Becker reports that they need to go back further to investigate further. Tom White's issue is that we need to show that we did something about this major issue with the account since our dirty laundry is out there. President Tooker authorizes the Audit and Finance Committee to go back further to investigate if that's what's necessary and it sounds as if it is based upon the numerous questioned transactions. President Tooker then read the Audit and Finance meeting minutes. Mike Memole makes a motion to accept, Kathy Miller seconds the motion and the motion carries.

Tom White makes a motion that Ed Di'Martino be suspended indefinitely pending the outcome of the audit by the accountant, or NYS Comptroller, and until the investigation is completed in a timely manner. Tom Kennedy seconds the motion. Mike Memole inquires to the President about the suspensions in the by-laws. President Tooker read the by-laws to answer Mike's question. All members were in favor of the suspension and the President authorized Chris Lavin to shut off Ed Di'Martino's key fob. The President reminds the membership that any member is welcome to the Audit and Finance Committee and the Executive Board meetings. He reminds the members that they have a voice, nothing is closed door, and it's a member's company. Tom Kennedy thanked the Audit and Finance Committee for all of their hard work.

GOOD OF THE ORDER

November 10th is the next Pizza Night. Chiefs Elections are December 6th. The Annual Dinner is December 7th. December 15th is the Children's Holiday Party at 2:30pm. The adult member Holiday Party is at 6:30pm on the same date, December 15th. January 19th is the Installation Dinner.

Chiefs letters are due at the November meeting.

Tom Kennedy makes a motion the Fire Company donate \$100.00 for the breast cancer walk. Dan White seconds the motion and the motion is carried.

The 50/50 winner of \$83.00 is Frank Jenkins. Food will be served at the November meeting by the Park Station members. Mike Memole makes a motion to adjourn the meeting. Ed McCabe seconds the motion and the meeting is adjourned at 8:47pm with 61 members present.

Respectfully Submitted,

Michael Benson Jr.

Recording Secretary