

**JONESVILLE FIRE DISTRICT**  
**Board of Fire Commissioners Meeting**  
**Station #1**

Date: April 11, 2017

Time: 7:15 p.m.

Present: Commissioners Tobin, Miller, Ford, and Murphy; J. Bayer, District Manager; Breann Parseghian, Treasurer; Bill Adams, Purchasing Director, and Chief Patrick Champagne.

Guests: Bob Shea, Timothy Hannigan, Patrick Liddy, Bill Dell'Anno, Nick Buonanno and Lou Pasquarell.

Commissioner Miller called the meeting to order at 7:15 p.m.

**OPEN TO THE PUBLIC:**

No one came forward to speak

**MEMBERSHIP:**

Capt. Bill Dell'Anno commented that there are four new applications from Nick Buonanno, Lenny Diaz, Patrick Liddy, and Erin Mackey for membership in the Jonesville Volunteer Fire Department.

17.04.11.105 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the membership applications of Nick Buonanno, Lenny Diaz, Patrick Liddy, and Erin Mackey. **APPROVED.**

Nick Buonanno and Patrick Liddy exit the meeting. Commissioner Tobin enters the meeting and presided over the meeting at this point.

**SPECIAL PRESENTATION:**

Commissioner Tobin presented Safety Officer Bob Shea with his blue helmet and shield as appreciation and thanks for a job well done during this tenure at the Jonesville Volunteer Fire Department.

**Treasurer's Report:**

**Discussion:**

- Breann commented that she attended the NYS OSC Basic Accounting Seminar and will bring up some suggested changes after she discusses it with our auditors during our audit scheduled for May 4-5, 2017.
- Breann reported that we were notified that we did not get the Firehouse Subs grants.
- Discussion held on the LOSAP procedure manual. Breann commented that it was 95% completed. Bob Fox was commended for agreeing to coordinate the tally of LOSAP points starting next year.

17.04.11.106 Commissioner Miller moved and Commissioner Ford seconded the motion to approve the Treasurer's Report. **APPROVED.**

**Claims:**

17.04.11.107 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve payment of claims 017129- 017165. **APPROVED.**

### **INVITED GUESTS:**

Commissioner Tobin introduced the district's new attorney, Tim Hannigan, from Hannigan Law Firm. Tim commented that he had a chance to review the draft of the Video Event Recorder Policy and suggested a few changes. A discussion followed with the consensus for Tim to update the draft copy with his recommendations and forward the updated copy to the full Board prior to the next Board Meeting on May 9, 2017.

17.04.11.108 Commissioner Miller moved and Commissioner Tobin seconded the motion to enter executive session to discuss the employment of staff member at 7:54 p.m. **APPROVED.**

17.04.11.109 Commissioner Tobin moved and Commissioner Ford seconded the motion to exit executive session at 8:29 p.m. **APPROVED.**

No action taken

17.04.11.110 Commissioner Miller moved and Commissioner Ford seconded the motion to approve the pay rate of M. Cecilione to \$13/hour effective April 21, 2017. **APPROVED.**

### **Minutes:**

17.04.11.111 Commissioner Ford moved and Commissioner Miller seconded the motion to accept the March 15, 2017 Board minutes. **APPROVED.**

### **District Manager Report:**

#### **Discussion:**

- Discussion held on the Adult Easter Egg Event to be held at the pavilion on April 22<sup>nd</sup> with the consensus that the certificate liability insurance should include verbiage adding Jonesville Fire District as additional insured when renters will be using Jonesville Fire District grounds. JVFC Treasurer Bob Fox was present and indicated he would speak to the pavilion rental coordinator and ask that he update all certificates.

17.04.11.112 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the District Manager's Report. **APPROVED.**

### **Purchasing Director's Report:**

#### **Discussion:**

- Discussion held on upgrading memory cards in the dash cameras with the consensus to purchase four 64 GB SD cards.
- Discussion held on possible replacement of hand lights to smaller Stream light Vulcan LED with the consensus to purchase 24 for a cost of \$166.99/each.
- Discussion on PM contracts for Philip MRX monitors and station generators.
- Discussion on request to purchase single ear headsets for the engines and rescue truck.
- Request from Shen Key Club to hold a car wash fundraiser at Statin 2 on Sunday, April 30<sup>th</sup>. Bill Adams commented that he would be present during the event.
- Discussion on replace Breann's computer with the consensus to go with the OptiPlex 7440 AIO all-inclusive at a cost of \$1338.50 on state contract.
- Discussion on disposing of old monitors and broken pc with the consensus to have Bill Adams properly dispose of them. Commissioner Murphy commented that there is a company out of Rochester, NY that will destroy the hard drive and give you a certificate of destruction and he indicated that he would send the information to Bill.

17.04.11.113 Commissioner Miller moved and Commissioner Murphy seconded the motion to purchase four 64 GB SD cards for the dash cameras at a cost of \$60/each. **APPROVED.**

- 17.04.11.114 Commissioner Miller moved and Commissioner Murphy seconded the motion to purchase 24 Stream light Vulcan LED hand lights and chargers at a cost of \$166.99/each. **APPROVED.**
- 17.04.11.115 Commissioner Miller moved and Commissioner Murphy seconded the motion to purchase three handheld thermal imaging cameras from MES at a cost of \$1800.00. **APPROVED.**
- 17.04.11.116 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the renewal of a two-year PM maintenance program for the Philip MRX monitors as a cost of \$4921 and annual PM contract with Southworth Milton CAT for station generators at a cost of \$1190/both. **APPROVED.**
- 17.04.11.117 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the purchase of 3 single ear headsets for engines and rescue trucks at a cost not to exceed \$1000/three from Wireless Ventures. **APPROVED.**
- 17.04.11.118 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the proper disposal of a surplus damaged laptop computer and old monitors. **APPROVED.**
- 17.04.11.119 Commissioner Miller moved and Commissioner Murphy seconded the motion the use of Station 2 on April 30, 2017 for a Shen Key Club fundraiser from 10 am to 2 pm. **APPROVED.**
- 17.04.11.120 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the purchase of an OptiPlex 7440 AIO All-inclusive computer for the Treasurer at a cost of \$1338.50 from ABS Solutions on NYS contract. **APPROVED.**
- 17.04.11.121 Commissioner Miller moved and Commissioner Tobin seconded the motion to accept the Purchasing Director's Report. **APPROVED.**

### **Chief's Report:**

#### Discussion:

- Chief commented that he has requested Saratoga County to present the updated radio training to our membership on May 31, 2017.
  - Discussion held on various training requests and reimbursement.
  - Chief commented that he is transferring Firefighters J. Axten and J. Bruns from probationary status to regular active status and that he will be extending Firefighter B. Hogan probationary period an additional three months.
  - Bill Dell'Anno commented that he would like to encourage attendance at the RecruitNY Open House by offering an opportunity to win a fire truck visit for a child's birthday party. Discussion followed.
- 17.04.11.122 Commissioner Tobin moved and Commissioner Miller seconded the motion to reimburse B. Adams for online college course "Public Policy" fee of \$860.00. **APPROVED.**
- 17.04.11.123 Commissioner Tobin moved and Commissioner Miller seconded the motion to approve the attendance of Chief Champagne at the School Bus Rescue course to be held on June 26, 2017. **APPROVED.**
- 17.04.11.124 Commissioner Tobin moved and Commissioner Miller seconded the motion to approve the attendance, lodging and per diem for Lt. G. Braglia at the NYS AFC conference in June 2014. **APPROVED.**
- 17.04.11.125 Commissioner Tobin moved and Commissioner Ford seconded the motion to accept the Chief's Report. **APPROVED.**

## Committee Reports

### Apparatus:

No report

### Audit/Budget/Insurance/Training:

Judy commented that three representatives from VFIS stopped by and wanted to meet with the Board about their insurance plan offerings. A discussion followed with the consensus to not meet at this time.

### Building and Grounds:

- Commissioner Miller commented that he would like the old siren installed on the roof of Station 2 in the very near future. A discussion followed with the consensus for Bill Adams to contact someone about getting a lift to move the siren to the roof.
- A discussion was held on removing the coolers at both stations and adding a sink and vanity to the Station 2 hallway with the consensus to discuss further at another meeting.
- Judy commented that she may have a buyer for the training room divider.
- Bill Adams commented that our neighbor's fence south of Station 1 was damaged during snow removal duty and asked the Board to approve repairs not to exceed \$750.00.

17.04.11.126 Commissioner Tobin moved and Commissioner Murphy seconded the motion approve the fence repairs at the south side of Station 1 property line at a cost not to exceed \$750.00. **APPROVED.**

### Capital:

No Report

### Equipment:

Commissioner Murphy inquired about getting tablets with CAD software for the vehicles. A discussion followed with the consensus for the Chiefs and Capt. Dell'Anno to assess what they need, what's available and what's compatible and then come back to the Board and Purchasing Director with a model.

### Personnel:

No Report

### Policy & Procedures:

No Report

### Old Business:

Commissioner Tobin presented Past 1AC Bill Adams with an appreciation plaque for his service as Past Assistant Chief.

17.04.17.127 Commissioner Miller moved and Commissioner seconded the motion to honor Safety Bob Shea for his 28 years of years to the Jonesville Volunteer Fire Department. **APPROVED.**

Commissioner Miller moved and Commissioner Murphy seconded the motion to adjourn the meeting at 9:40 p.m.

Next meeting:

Board Meeting                      May 9, 2017                      7:15 p.m.                      Station 1

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

*Judith S. Bayer*

Judith S. Bayer  
District Manager

Bob Shea

Thank you for your 28 years of service

to the

Jonesville Volunteer Fire Department

**District Manager REPORT:**

Previously distributed March 15, 2017 Board Meeting minutes

**Correspondence Received:**

1. 3-22-17: notice of injury to B. Shea (back pain) when responding to a call. Corvel called and claim initiated.
2. 3-23-17: notice of injury to S. Hatalla (wrist) during drill on 3-22-2017 and M. Cecilione (cut on hand) during a call on 3-23-17. No medical attention sought at this time.
3. 4-4-17: return to duty clearance received for B. Shea.

**Correspondence Sent:**

1. 3-15-2017: membership application packaged given to A. Martuscello and JJ Martuscello.
2. **3-16-2017:** No Cancer Memorializing Resolution paperwork sent.
3. **3-17-17:** qualifying list for 2016 LOSAP sent to PenFlex Inc.
4. **3-16-17:** sent out email to membership and posted notice of First Responder Assistance Program through Provident.

**Buildings & Grounds:**

1. **Approval to allow Pepper Tree Rescue Fundraiser to use the district grounds by the pavilion for event on April 22<sup>nd</sup>. Insurance of liability of certificate has been provided.**

**End of District Manager's Report.**

**TREASURER'S REPORT:**

Submitted for the April 11, 2017 Board Meeting

**Financial:**

1. Training Summary.
2. Grant Update.
3. LOSAP Procedures Manual – WIP.
4. Petty cash reconciliation.

**Training:**

**Correspondence Received:**

**Miscellaneous:**

Reminder: SaxBST is expected to be here May 4<sup>th</sup> and 5<sup>th</sup> to perform our annual audit.

**End of Treasurer's Report.**

# Purchasing Director Report

## Informational

1. Upgrade memory card in dash cameras - \$20 per card to go from 32 GB to 64 GB SD Cards

## Items for Approval

1. Replacement of all hand lights on trucks to smaller Stream light Vulcan LED - \$166.99 X 48  
= \$8,015.52
2. Handheld TIC - \$600 X 3 for Chief cars = \$1800
3. 2-year maintenance program for Philip MRX monitors - \$4921 for both monitors total.
4. Renew PM Contract for Station generators – Milton Cat - \$1190 for 2017
5. Single ear headset for Engines and Rescue. \$320 per unit = \$960 for 3 + S&H Request \$1000
6. Shen Key Club looking to hold car wash fund raiser at Station 2 Sunday April 30<sup>th</sup> 10-2. Bill Adams will be JVFD Representative
7. Old Dell laptop found in closet. Screen doesn't work. Request to dispose of laptop in proper manner
8. Replace Breann's computer (quotes from ABS Solution – NYS Contract pricing)
  - a. Dell Latitude Laptop w/ docking station - \$1872.75
  - b. OptiPlex 7050 MFF Tower - \$1038.00
  - c. OptiPlex 7440 AIO All inclusive - \$1338.50

**Chief's Report for April 11, 2017**

**Informational**

Congratulations to Tom Dippert, Gary Braglia, Dave Ford and Dave Higgins as Firefighter of the Month for March. They did a fine job providing rehab services at the Twin Lakes fire in Clifton Park last month.

This month's weekend drill will be held on Saturday, April 23, 2017; 10a.m. at Station 2. Lieutenant Ceclione will be the officer in charge. Skill sheet 2 Hydrant Connection.

I have requested that the county present the updated radio training to our membership on Wednesday, May 31, 2017; pending confirmation from the fire coordinator.

Thank you to Bob Shea for his many years of service to the Jonesville Fire District, Fire Company, district residents and the surrounding communities. He has been a great asset and friend; I will miss him!

**Training/Events**

Request for Bill Adams to register and take the online course entitled "Public Policy" at a cost of \$860.00.

Request for Chief Champagne to attend the School Bus Rescue course on June 26, 2017 in Rock City Falls.

**Apparatus/Chief's Vehicles/Equipment/Stations**

New dash cameras have been installed on all district vehicles.

**Personnel**

I am removing John Axten and John Bruns from probation and transferring them to regular active status. Ben Hogan will remain on extended probation for an additional three (3) months.

Firematically yours,



Patrick J. Champagne  
Chief – Jonesville Fire Department