

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

Date: December 12, 2017

Time: 7:15 p.m.

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

Guests: Bob Fox.

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

**OPEN TO THE PUBLIC:**

Bob Fox inquired as to who makes the rules of the Length of Service Award Program. Commissioner Tobin replied that New York State decides the policy with a little bit of latitude at the district level for minor changes.

**MEMBERSHIP:**

No new member applications.

**Minutes:**

17.12.12.271 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the Board Meeting minutes of Nov. 14, 2017 and the Special Meeting minutes of Nov. 16, 2017. **APPROVED.**

**Claims:**

17.12.12.272 Commissioner Miller and Commissioner Byrnes seconded the motion to approve payment of claims – 0175734 - 017636. **APPROVED.**

**District Manager Report:**

**Discussion:**

- Judy commented that there is an Advanced Commissioner Training course to be held on April 7, 2017 at the CPFDD and it is highly recommended for Commissioners and Chiefs to attend. A brief discussion followed.
- Judy requested the addition of TOCP Superintendent Dahn Bull to be added to the guest list for the 2018 Installation Banquet.

17.12.12.273 Commissioner Miller moved and Commissioner Ford seconded the motion to approve the attendance of five Commissioners and three Chiefs at the Advanced Commissioner Training to be held on April 7, 2018 at Clifton Park FD at a cost of \$250/each. **APPROVED.**

17.12.12.274 Commissioner Miller moved and Commissioner Ford seconded the motion to approve the addition of TOCP Superintendent Dahn Bull to the guest list for the 2018 Installation Banquet. **APPROVED.**

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

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

### **Discussion:**

- Bill Adams commented that Bulldog (KME) have increased their rates starting in 2018. A discussion followed with the consensus for Bill to check prices with other vendors and discuss at the January 2018 Board Meeting.
- Bill reported that the sealed bid for the sale of the 1991 Spartan Heavy Rescue Truck was opened on Dec. 7, 2017 at 3 p.m. and two bids were received with the following information:
  1. Paul Smiths – Gabriels Vol. FD Inc. \$31,589.00
  2. Greenwich Fire Department \$25,000.00

A discussion followed about the availability and release of the truck. Commissioner Tobin asked Judy Bayer to terminate the insurance policy once the turnover is complete.

17.12.12.276 Commissioner Murphy moved and Commissioner Byrnes seconded the motion to accept the bid of \$31,589.00 for the 1991 Spartan Heavy Rescue Truck from Paul Smiths – Gabriels Volunteer Fire Department Inc. **APPROVED.**

17.12.12.277 Commissioner Ford moved and Commissioner Miller seconded the motion to approve the Purchasing Director's Report. **APPROVED.**

## **Treasurer's Report:**

### **Discussion:**

- Breann commented on the year to date budget summary and estimated a surplus in the \$115K range. A discussion followed with the consensus to hold the surplus until February 2018 until the tax revenue check has been received.
- Due to transition to a new auditing firm, Breann requested to bring in consultant William C. Adams for extra hours to work on the end of the year review. A brief discussion followed.
- A discussion was held on which bank account to allocate the funds from the sale of the 1991 Spartan Heavy Rescue Truck with the consensus to put the funds in the Equipment Reserve Fund.
- Breann commented that the Petty Cash fund was reconciled.

17.12.12.278 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve up to \$600 for consulting fees for William C. Adams for the end of the year review. **APPROVED.**

17.12.12.279 Commissioner Miller moved and Commissioner Ford seconded the motion to approve the allocation of \$31,598.00 from the sale of the 1991 Spartan Heavy Rescue Truck to the Equipment Reserve Fund. **APPROVED.**

17.12.12.280 Commissioner Miller moved and Commissioner Byrnes seconded the motion to hold the transfer of any 2017 Budget surplus funds to a reserve fund until the 2018 tax revenue tax has been received. **APPROVED.**

17.11.14.281 Commissioner Miller moved and Commissioner Tobin seconded the motion to accept the Treasurer's Report. **APPROVED.**

## **Chief's Report:**

### **Discussion:**

- Discussion of three training requests with the consensus to include any 2018 Officer in the approval for the Company Officers Leadership Training Course.
- Commissioner Tobin thanked the Chief and crew for all the work getting the new R373 in service.

17.12.12.282 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the use of the Training Room for a Public Safety Wellness, Fitness and Rehab Awareness course on Jan. 30, 2018 from 6:30 – 10:30 p.m. **APPROVED**

- 17.12.12.283 Commissioner Miller moved and Commissioner Tobin seconded the motion to attendance of G. Frey for the Fireground Responsibilities of the Incident Commander on Feb. 10-11, 2018 in Guilderland. **APPROVED.**
- 17.12.12.284 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the attendance of Chief Champagne and any 2018 Officer at the Company Officers Leadership Training Course on Jan. 26-27, 2018 in Latham, NY at a cost of \$175/person. **APPROVED.**

JVFC Treasurer Bob Fox presented the slate of Chief Officers and Company Officers elected at the JVFC Meeting on Dec. 6, 2017:

Chief - Patrick Champagne  
1st Assistant Chief - Geoffrey Frey  
2 Assistant Chief - William Dell'Anno

President - Robert Boss  
Vice President - Kaleb Stores  
Secretary – David Stores  
Treasurer – Robert Fox

- 17.12.12.285 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the slate of Chief Officers and Company Officers. **APPROVED.**

Chief Champagne commented that he met with 1AC Elect Geoff Frey and 2AC Elect Bill Dell'Anno to discuss the selection of 2018 Officers on Dec. 9, 2017, and submitted the list to the Board for acceptance.

- 17.12.12.286 Commissioner Miller moved and Commissioner Byrnes seconded the motion to accept the 2018 Officers list submitted by the Chief. **APPROVED.**
- 17.12.12.287 Commissioner Tobin moved and Commissioner Miller seconded the motion to approve the Chief's Report. **APPROVED.**

### **Committee Reports**

#### **Apparatus:**

Commissioner Ford inquired if the logo on the back of R373 will be bigger and Bill Adams replied that the logo will be bigger and installed by Vital Signs.

Bill commented that he will continue to update the status of work orders via an online system.

Commissioner Tobin commented that in 2018 we will consider the future replacements of the Rehab truck, engines and MED trucks.

#### **SCABIT:**

No Report

#### **Building and Grounds:**

Commissioner Byrnes inquired when the new HVAC system will be installed, and Bill Adams replied that the work will start on Monday, Dec. 18<sup>th</sup>.

Commissioner Miller inquired if a thermostat would be installed to control the heat tapes on the roof at Station 1 and Bill Adams said he would call Seamless Gutters.

#### **Capital:**

No Report

**Equipment:**

Commissioner Ford inquired about the status of the elliptical machine in the Fitness Room at Station 2 and Bill Adams replied that the part is ordered and will be installed this Thursday. A brief discussion followed about the frequent use of the machine and subsequent breakdown/repairs and the consensus was to do some research on possibly replacing it. Commissioner Ford inquired if the Honda generator was repaired and Bill Adams replied that Steve Bonesteel was able to repair it.

Chief Champagne commented that 2AC Elect Bill Dell' Anno would like to install red lights and sirens on his truck. A brief discussion followed with the consensus that it was up to the Chief's discretion to approve requests like this.

**Personnel:**

No Report

**Policy & Procedures:**

Commissioner Murphy commented that the review the social media/cell phone policy and tablets are included in the verbiage.

**Old Business:**

No old business

**New Business:**

Judy commented that she received a call from Karen LaVine of ICOM notifying us that they will no longer be able to host our website effective March 1, 2018. Judy further commented that since the website is 14 years so, perhaps we should consider have a new website design. A discussion followed with the consensus to form a committee to include a Commissioner, staff member and two members of the fire department to research and come up with a plan. Commissioner Murphy and Bill Adams agreed to serve on the committee. Chief Champagne commented he knew a person who designs websites professionally and will pass along the information to Judy.

Commissioner Miller commented that he would like the deadline for the Treasurer to provide the financial reports for the Board meetings extended to the Monday before the Board Meeting instead of the Friday before. Commissioner Miller further commented that he was fine with Tuesday morning and asked if there were any objections. No one objected.

Commissioner Miller commented that Scott Earl may possibly build some condominiums and apartments at the corner of Rt. 146 and Rt. 146A and is waiting for approval from the Town of Clifton Park and Planning Board. A discussion followed with the consensus for Judy to get dates when the proposal will be on the agenda at a Planning Board meeting and for Commissioner Miller to attend and advocate for affordable housing in the Jonesville Fire District boundaries.

Commissioner Miller also commented that he will reach out to Scott Earl.

Commissioner Byrnes moved and Commissioner Miller seconded the motion to adjourn the meeting at 8:32 p.m.

**APPROVED.**

Next meeting Board Meetings:

January 9, 2018            Annual Organizational Meeting            7:15 p.m.            Station 1

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer  
District Manager

### **District Manager REPORT:**

Previously distributed October 10, 2017 Board Meeting minutes

### **Correspondence Received:**

1. 11-17-2017: petition received from Jim Miller with 25 signatures of registered voters who reside in the Jonesville Fire District.
2. 12-6-2017: resignation letters from R. Shea and K. Rischbieter.

### **Correspondence Sent:**

1. 11-27-2017: get well card sent to Robert Riddle Jr.
2. 12-7-2017: resignation acceptance letters sent to R. Shea and K. Rischbieter from Chief Champagne.
3. 12-11-2017: District invitations send to Installation Banquet.

### **Buildings & Grounds:**

### **Miscellaneous:**

1. **Approval request for Commissioner and Chief attendance at Advanced Commissioner Training present by Mark Butler and Terence Hannigan on April 7, 2018 at CPFD at cost of \$250/each.**
2. **Approval to add TOCP Highway Superintendent Dahl Bull and guest to Installation Banquet Guest list.**
3. **Staff will be off on Dec. 22<sup>nd</sup> for Christmas Eve Holiday.**
4. **FYI – I will be on vacation Dec. 28, 2017 – Jan. 2, 2018**

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

## Purchasing Director Report

### Informational

1. Bulldog/KME have increased their rates starting in 2018. This is the first increase in 4 years.

### Items for Approval

1. Sale of R-373
  - a. Paul Smith's FD - \$31,589
  - b. Greenwich FD - \$25,000

**TREASURER'S REPORT:**

Submitted for the December 12, 2017 Board Meeting

**Financial:**

1. Year-to-date budget summary and expected outlook for 2017.
2. Request for Bill C. Adams to assist with year-end review.
3. Check from sale of truck.
4. Petty cash.

**Training:**

**Correspondence Received:**

1. BSNB, the District's bank, is moving it's Clifton Park branch from 256 Ushers Road to 1714 Route 9 effective February 22<sup>nd</sup>.

**Miscellaneous:**

**End of Treasurer's Report.**

## **Chief's Report for December 12, 2017**

### **Informational**

Congratulations to Bonnie Westlake and Ben Hogan as Firefighter of the Month for November. They recently completed the Basic Exterior Firefighting Operations course.

Thank you to those who participated in the Toys for Tots Convoy.

Thank you to those who participated in the Quick Response Santa Playland detail.

New SCBA's are in-service on each apparatus.

Thank you to everyone for your assistance during the 2017 firematic year.

The in-house Firefighter Survival drill that I held on 11/19/17 was a success.

Thank you to everyone for your assistance during the 2017 firematic year.

### **Training/Events**

Request to reserve and utilized the community room for Tuesday, January 30, 2018 to hold the course "Public Safety Wellness, Fitness and Rehab Awareness" from 6:30-1030pm.

Request for Geoff Frey to attend the Fireground Responsibilities of the I.C. on February 10 and 11, 2018 in Guilderland. There is no fee for the course.