

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

Date: July 11, 2017

Time: 7:15 p.m.

Present: Commissioners Tobin, Miller, Ross, and Murphy; Judy Bayer, District Manager; Breann Parseghian, Treasurer; and Chief Patrick Champagne.

Guests: Bill Dell'Anno and Franz LaVigne

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

**OPEN TO THE PUBLIC:**

No one came forward to speak.

**INVITED GUEST:**

Safety Officer Franz LaVigne was present to answer any questions about his safety report on the minor accident involving ETA-362 on July 4, 2017. A discussion followed with the consensus for Firefighter B. Fox to meet with the Driver Training Chairman, Lt. P. Dell'Anno, to review driver protocols before he resumes driving privileges. Chief Champagne commented that he will contact B. Fox and P. Dell'Anno. Commissioner Miller thanked SO LaVigne on submitting a prompt report with the perfect length.

Commissioner Tobin enters the meeting at 7:27 p.m.

**MEMBERSHIP:**

No new member applications

**Claims:**

17.07.11.175 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve payment of claims 017303 – 017349. **APPROVED.**

**Minutes:**

17.07.11.176 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the Board meeting minutes of June 13, 2017. **APPROVED.**

**District Manager Report:**

**Discussion:**

- Request to approve advance registration for 2018 NYSAFC Conference for three firefighters to include conference full term registration and lodging.
- Request to serve beer and/or wine at a social event in the training room sponsored by T. Houser on Aug. 13, 2017.

17.07.11.177 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the attendance and lodging of three firefighters at the 2018 NYSAFC Conference. **APPROVED.**

17.07.11.178 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the request to serve beer and/or wine at a social event in training room on Aug. 13, 2017. **APPROVED.**

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

### **Treasurer's Report:**

#### **Discussion:**

- Breann passed out some vehicle leasing information she gathered and consolidated from the training course she attended at the 2017 NYSAFC Conference. A discussion followed.
- The 2016 financial report was filed by BST and there were no significant issues in the management letter.
- The billing cycle for the District's Chase Visa credit card was changed to accommodate our schedule for claim's approval.
- Requests for Proposal (RFP) for Auditing services will sent out by July 14<sup>th</sup> to four local accounting firms experienced in auditing fire districts.
- Discussion on the 2018 Budget with the consensus to hold a budget workshop on Monday, July 24, 2017.
- Our 2017 DEC Grant application was not approved.

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

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

#### **Discussion:**

- Discussion held on training requests.
- Discussion held on possible iPad purchases will be addressed under the Purchasing Director's Report.

17.07.11.181 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the attendance of M. Mendrysa, C. Fannucci, P. Liddy and D. Forgea at the Fire Police course that starts Aug. 8<sup>th</sup> at Jonesville FD Station 1. **APPROVED.**

17.07.11.182 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the attendance of J. Axten at the Firefighter Survival course at the SCFTC that started June 29, 2017. **APPROVED.**

17.07.11.183 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the attendance of 2AC Frey at the Vital Signs 2017 EMS Conference in Rochester, NY Oct. 25-27 to include fees, lodging and use of Car369. **APPROVED.**

17.07.11.184 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the Chief's Report. **APPROVED.**

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

#### **Discussion:**

- Discussion was held on installing a flood light at the SE corner of Station 2 with the consensus not to go forward with it at this time.
- Capt. B. Dell'Anno commented that the Chief, Commissioner Murphy, and himself did some research on the purchase of iPads and auxiliary equipment and presented their recommendation which are listed in the Purchasing Director's report with quotes. A lengthy discussion followed on lifespan, street directory compatibility, tracking apparatus, and viewing restrictions with the consensus to move forward with items 2a, 3, 4, 5a or 5b, and 6 and establish a policy for use of the iPads similar to our cell phone policy. Chief Champagne thanked Bill Adams and Bill Dell'Anno for doing most of the research.
- Commissioner Miller commented that the operation of the siren on apparatus should be controlled by the driver. Chief Champagne commented that as long as the driver has two hands on the wheel and has the capacity to operate the siren, he would be open to a change.

- 17.07.11.185 Commissioner Miller moved and Commissioner Tobin seconded the motion to purchase and/or approve the following at a cost not to exceed \$19,500.00: **APPROVED.**
1. 12 iPad Pro units from Verizon to include glass screen protector and case.
  2. Recurring monthly 24GB service
  3. Additional software costs associated with planning the iPads in service
  4. Wireless access point (Cisco Meraki) at both stations
  5. Vehicle mounting hardware for fire apparatus.

### **Committee Reports**

#### **Apparatus:**

Commissioner Miller commented that it is his recommendations that the minor damages to ETA-362 be fixed inhouse and not sent out to be repaired professionally.

#### **Audit/Budget/Insurance/Training:**

No report

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

Commissioner Miller commented that he and Commissioner Tobin inspected the roof at Station 2 and it is their recommendations that the old siren should not be installed on the roof and instead, have it installed on the island in front of Station 2. A discussion followed about reaching out to local college students who are majoring in architecture or art and see if they would be willing to submit design proposals in exchange for the publicity and resume potential. The consensus was to move forward with the recommendation and reach out to Bob Fox for leads for local school programs.

#### **Capital:**

No Report

#### **Equipment:**

No Report

#### **Personnel:**

To be discussed in executive session

#### **Policy & Procedures:**

Commissioner Tobin commented that the Board will develop a policy for the new iPad Pros.

Breann commented the family of the honorary firefighters for the 4<sup>th</sup> of July Parade was very appreciative of everything that was done for them during the day.

Breann Parseghian, Bill Dell' Anno and Franz LaVigne exit the meeting

- 17.07.11.186 Commissioner Miller moved and Commissioner Tobin seconded the motion to enter executive session at 8:37 p.m. to discuss a personnel issue and health insurance options. **APPROVED.**

Chief Champagne exits the meeting at 9:07 p.m.

- 17.07.11.187 Commissioner Miller moved and Commissioner Tobin seconded the motion to exit executive session at 9:45 p.m. **APPROVED.**

No Action Taken

- 17.07.11.188 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the transfer to Brown & Brown of New York Inc. as our health insurance broker and approve the implementation of a Premium Only Plan (POP) for health insurance premiums and HSA contributions. **APPROVED.**

17.07.11.189 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the following health insurance plan options for full time employees: MVP Liberty Gold 2 or MVP Liberty Gold 7 plan at 80% employer paid premiums/20% employee paid premiums for Family plan or 100% employer paid premiums for Individual plan. **APPROVED.**

17.07.11.190 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve a one-time contribution of \$600 per employee enrolled in the District's health insurance plan for fiscal year Sept. 2017 to Aug. 2018. **APPROVED.**

Judy indicated she will ask Brown & Brown to put together a package for our full-time employees and inquire if a representative can meet with employees if they have any questions.

Breann Parseghian reenters the meeting at 9:46 p.m.

**Old Business:**

**No Report**

**New Business:**

Commissioner Miller commented that he was approached by RLFD Chief Mazza about their members being part of our EMT PILOT program and Lt. K. Miller is investigating whether we could include them. A discussion followed with the consensus that Chief Champagne will reach out to Lt. Miller.

Commissioner Tobin moved and Commissioner Murphy seconded the motion to adjourn the meeting at 9:55 p.m. **APPROVED.**

Next meeting Board Meeting:

July 24, 2017	7:00 p.m.	Station 1	Budget workshop meeting
Aug. 8, 2017	7:15 p.m.	Station 1	Board Meeting

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer  
District Manager

### **District Manager REPORT:**

Previously distributed June 13, 2017 Board Meeting minutes

#### **Correspondence Received:**

1. 6-16-17: notice of minor injury received from Lt. P. Dell'Anno during HOT course at NYSAFC Conference. Corvel notified and no medical attention sought at this time.
2. 6-16-17: \$50 donation received from Kim Lescault which was passed along to the JVFC for their annual memorial scholarship fund.
3. 6/26/2017: \$150 donation received from Tiburon Endurance Sports Inc. for providing traffic control for Chosen Run 5K. Check passed along to the JVFC for their annual memorial scholarship fund.
4. 7/5/2017: \$200 donation received from Mr. & Mrs. J. Coniglio for assistance at a call to 46 Redfield Park on Feb. 5, 2017. Check passed along to the JVFC for their annual memorial scholarship fund.
5. 7/6/2017: resignation letter from D. Stauber.
6. 7/10/2017: thank you note from the Jonesville Food Pantry for use of trucks, storage space and manpower to transport food donations from the USPS Food Drive.

#### **Correspondence Sent:**

1. 6-15-17: letter sent to 1AC Graves regarding use of Car360
2. 6-16-17: submitted report form to Corvel on P. Dell'Anno injury.
3. 6-16-17: legal notice sent to TU and Gazette for monthly Apparatus Committee meeting for the 3<sup>rd</sup> Tuesday of the month through 2017.
4. 6-26-2017: final acceptance letter sent to B.Westlake.
5. 7-6-2017: thank you note sent to Margo Beighey for lasagna dinner for 7-5-17 drill.
6. 7-6-2017: resignation acceptance letter sent to D. Stauber.

#### **Buildings & Grounds:**

1. 6-16-17: Old training room folding doors have been disposed. No offers from ad on craigslist.

#### **Miscellaneous:**

1. **Approval of 3 Conference Full Term registrations and 3 hotel reservations for 2018 NYSAFC Conference.**
2. **Permission to serve beer/wine at a social function in the training room on Aug. 13<sup>th</sup> sponsored by T. Houser.**
3. Will be on vacation the week of July 31 thru Aug. 4.

### **TREASURER'S REPORT:**

Submitted for the July 11, 2017 Board Meeting

#### **Financial:**

1. Leasing information.
2. FYE 2016 Financial Reports were filed. BST will provide copies to OSC on the District's behalf.
3. Billing cycle update.
4. RFP for professional services
  - a. Draft to go out by July 14<sup>th</sup>; responses due by 3PM on August 30<sup>th</sup>.
5. Budgetary review/planning for next year's budget
  - a. Proposed budget due by September 26<sup>th</sup>, budget presented at September 12<sup>th</sup> Board Meeting
6. Petty cash reconciliation.

#### **End of Treasurer's Report.**

# Purchasing Director Report

## Informational

### Items for Approval

1. Install flood light at SE corner of Station 2 - \$490
2. iPad's for vehicles – 12 units
  - a. Verizon – Ipad Pro
    - i. \$879.99 256 GB - \$10,559.88Tempered Glass Screen Protector - \$27.99 per unit = \$335.88  
Rugged iPad Pro Case \$27.99 per unit = \$335.88  
Total cost of project = 256GB units - \$11,231.64
  - b. Apple.com – Ipad Pro
    - i. \$1,029 256 GB per unit = \$12,348
  - c. Zagg.com – Tempered glass screen protector - \$64.99 per unit = \$779.88
  - d. I-blason.com – Rugged case \$28.00 per unit = \$336Totals cost of project = \$13,463.88
3. Reoccurring monthly costs to run iPad's on Verizon network
  - a. \$30 per month per unit = \$360 for 24 GB additional to phone pool
4. Unknown Additional software potential costs associated with iPad's - \$1,000
5. Wireless access point in apparatus rooms in both stations
  - a. Cisco Meraki - \$1432
  - b. XClaim - \$1082
6. Vehicle mounting hardware - \$250 apiece. Ram Mounts will be type and model will vary due to each vehicle being specific.
  - a. \$3000 max

Chief's Report for July 11, 2017

Informational

Congratulations to Ryan Klimkewicz as Firefighter of the Month for June. He recently completed his EMT.

Thank you to everyone who participated and assisted at all of the July 4<sup>th</sup> festivities.

This month's weekend drill was held on Sunday, July 9, 2017; 10a.m. at Station 2 by Chief Champagne. "Shorthanded operations – Single Firefighter Forcible Entry was demonstrated and performed.

Attached is a copy of the investigative report provided by the Safety Committee regarding the driving incident on July 4, 2017 with ETA 362.

Tonight, Mike Murphy, Bill Dell'anno and myself will report on our proposal/recommendation for the purchase of I-pads and auxiliary equipment.

Training/Events

Request for Mike Mendrysa, Chuck Fannucci, Patrick Liddy and Dick Forgea to attend the Fire Police course that begins on August 8 here in Jonesville.

John Axten is attending the Firefighter Survival course at the county training center that began June 29, 2017.

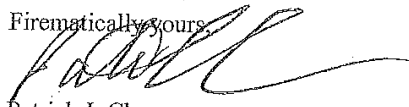
Request for Geoff Frey to attend the Vital Signs 2017 EMS Conference in Rochester, New York on October 25 – 29, 2017 to include housing and use of C369.

JJ and Arianna Martuscello withdrew from the summer FFI course.

Apparatus/Chief's Vehicles/Equipment/Stations

C36 check engine light and traction control light came on this morning and will be diagnosed tomorrow at Capitaland. I reported this to Bill Adams, Tom Tobin and Steve Bonesteel.

Firematically yours,

  
Patrick J. Champagne  
Chief – Jonesville Fire Department