

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: December 13, 2016

Time: 7:00 p.m.

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

Guests: Bob Fox, Ken Graves, Bob Boss, Jason Beach, Zach Wolfe, Chris Fox, Mark Cecilione and Tyler Lemire.

The meeting was called to order by Commissioner Tobin at 7:00 p.m.

MEMBERSHIP:

No new membership applications

MINUTES:

16.12.13.386 Commissioner Ford moved and Commissioner Miller seconded the motion to approve the Nov. 8, 2016 Board Meeting minutes. **APPROVED.**

District Manager Report:

Discussion:

- Judy commented that we will be discontinuing use of the desktop printers once the toners or ink jet cartridges are deleted because they are not cost effective and our new copiers should suffice. She asked approval to sell the 5 surplus printers once they become available.
- Judy commented that Allan Atwell and Tom Tobin's terms on the TOCP Emergency Services Advisory Board are up and they need to be reappointed to a three year term. Ken Graves commented that he thought his term was up as well.
- Request received to serve beer and/or wine at a social function in the alarm on Jan. 27th (B. Adams) and Feb. 11th (J. Bayer).
- T. Tobin requested an extension to get his physical by Jan. 31, 2017.
- A brief discussion was held on the medical clearance list.

16.12.13.387 Commissioner Miller moved and Commissioner Byrnes seconded the motion to sell the 5 surplus desktop printers. **APPROVED.**

16.12.13.388 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve Allan Atwell, Ken Graves, and Tom Tobin to the serve on the TOCP Emergency Services Board for a three-year term. **APPROVED.**

Commissioner Miller, Ford, Murphy, Byrnes	YES
Commissioner Tobin	Abstained

16.12.13.389 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the request to serve beer and/or wine at social events in the Training Room on Jan. 27, 2017 and Feb. 11, 2017. **APPROVED.**

16.12.13.390 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the extension to annual physical to Jan. 31, 2017 for T. Tobin. **APPROVED.**

Commissioner Miller, Ford, Murphy, Byrnes	YES
Commissioner Tobin	Abstained

16.12.13.391 Commissioner Tobin moved and Commissioner Ford seconded the motion to approve the District Manager's Report. **APPROVED.**

OPEN TO THE PUBLIC:

JVFC President Bob Boss commented that the JVFC appreciated the District's help with expenses for the Installation Banquet for 2016 and requested that they consider helping again for the 2017 Installation Banquet. A discussion followed.

16.12.13.392 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve payment of \$7500 to the JVFC for 2017 Installation Banquet expenses. **APPROVED.**

Bob Boss further commented that the JVFC extended an invitation to Margo Beighey and family to attend and that Margo, her daughter and son in law will be attending. A brief discussion followed on the Bill Beighey Scholarship fund and Commissioner Miller said he would contact Margo to discuss the recipients. Judy suggested awarding the scholarships at the banquet since Margo will be present.

Bob Boss reported on the 2nd vote for 2nd Assistant Chief with the results of 29 votes for Geoff Frey and 27 votes for Bill Adams. Bob commented that the election committee took the process very seriously and wanted to rectify the mistake made during the first vote for 2nd Assistant Chief as quickly as possible. Commissioner Tobin asked Bob if he would be formally presenting the slate for Chief Officers for 2017. Bob replied in the affirmative that he was and presented Patrick Champagne for Chief, Kenneth Graves for 1st Assistant Chief and Geoffrey Frey for 2nd Assistant Chief. A discussion followed where concerns were expressed if proper procedures were followed per the JVFC by-laws.

16.12.13.393 Commissioner Byrnes moved and Commissioner Murphy seconded the motion to enter into executive session at 7:30 p.m. to discuss a personnel matter regarding the Chief Officer slate. **APPROVED.**

16.12.13.394 Commissioner Byrnes moved and Commissioner Ford seconded the motion to exit executive session at 8:44 p.m. **APPROVED.**

16.12.13.395 Commissioner Tobin moved and Commissioner Murphy seconded the motion to change the date of the annual organizational meeting from Jan. 3, 2017 to Jan. 10, 2017. **APPROVED.**

Christopher Fox enters the meeting at 8:45 p.m.

Purchasing Director's Report:

Discussion:

- Bill Adams submitted his grades for an online class that he successfully completed.
- Bill asked for Board approval to renew online CME classes for 20 EMTs through Target Solutions at a cost of \$999.99.
- Bill asked approval to renew annual lawn maintenance treatments from TruGreen at both stations for 2017 at a cost of \$932.40 with a pre-payment discount of 3% for a total of \$904.43.

16.12.13.396 Commissioner Ford moved and Commissioner Murphy seconded the motion to approve the the renewal of online CME classes for 2017 through Target Solutions at a cost of \$999.99. **APPROVED.**

16.12.13.397 Commissioner Ford moved and Commissioner Murphy seconded the motion to renew the annual law maintenance contract at both stations with TruGreen at a cost of \$904.43. **APPROVED.**

16.12.13.398 Commissioner Miller moved and Commissioner Byrnes seconded the motion to accept the Purchasing Director's Report. **APPROVED.**

Claims:

16.12.13.399 Commissioner Byrnes moved and Commissioner Miller seconded the motion to approve payment of claims 016643-017017. **APPROVED.**

Treasurer's Report:

Discussion:

- Breann commented that she submitted the FEMA grant for SCBA equipment, and asked and received Congressional letters of support from Sen. Gillebrandt and Rep. Tonko. She further commented that no grant writing funds were approved in the 2017 budget.
- Breann commented that Judy will be sending out copies of the monthly reconciled bank statements to the Board.
- Breann commented that she and Judy review the bulletins from AFDCA and follow any findings from audits of other fire districts. She further commented that we need to be more diligent in not purchasing gifts although plaques and token awards for accomplishments are acceptable.
- A discussion held on the fund allocation to the Reserve Building Fund and a possible \$90K surplus with the consensus to decide at the January or February meeting which fund or funds to allocate the surplus.
- Breann commented that she and Judy will be working in William C. Adams on the AFRUD Report filing on Feb. 13th.

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

16.12.13.401 Commissioner Murphy moved and Commissioner Miller seconded the motion to accept the Patrick Champagne as Chief and Kenneth Graves as 1st Assistant Chief for 2017. **APPROVED.**

Commissioner Murphy asked the JVFC to have another election for the 2nd Assistant Chief position and commented that the Board was of the opinion that the JVFC By-laws were not followed during the 1st and 2nd vote. JVFC President Bob Boss commented that he offered the Board the nominations and Commissioner Murphy replied that the Board felt the JVFC was not in compliance with their by-laws and it was the Board of Fire Commissioners responsibility not to accept the result. A discussion followed.

Chief's Report:

Discussion:

- Chief Champagne asked approval for training requests. A discussion was held on Saratoga County EMS policy on starting EMT classes at age 18 or older.
- Chief commented that he will teaching a FAST course and asked for use of the Training Room on Jan. 12 and 19, 2017.
- All updates to the mobiles and portable radios have been completed.

16.12.13.402 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the request by IAC Adams to reimburse him \$860.00 for an online course "Emergency Response to Terrorism". **APPROVED.**

16.12.13.403 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the attendance, reimbursement of \$1653.85 to J. Reinemann for an EMT course at HVCC for Spring semester 2017, and mileage reimbursement for use of his personal vehicle with payment of EMT course fees contingent on his successful completion of the course per the District's Tuition Policy and if he is unable to register for the EMT-B course in Saratoga County. **APPROVED.**

16.12.13.404 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the attendance of J. Bruns, L. Gorby and J. Axten at the Basic Exterior Firefighting Operations course starting Jan. 3, 2017 at Wilton FD. **APPROVED.**

16.12.13.405 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the attendance of P. Dell'Anno and W. Dell'Anno at the Fire Instructor I course to be held at the Fire Academy in Montour Falls on Jan. 5-8 and Jan. 14-15, 2017. **APPROVED.**

16.12.13.406 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the use of the Training Room for a FAST course on Jan. 12 and 19, 2017. **APPROVED.**

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

Committee Reports

Apparatus:

Commissioner Byrnes inquired about the status of the new Chief's car and Bill Adams replied that in should be in service by the end of the year. A discussion was held on striping with the consensus to go with the red striping with size approval by the Chief and Bill Adams. Chief Champagne commented that he was comfortable with his current Chief's car and that the new 1st Assistant Chief can take the 2017 Chief's Car.

Audit/Budget/Insurance:

Commissioner Miller commented that we should have someone shadow Bob Shea and Lenny Casper when they compile the LOSAP data so we are not left in a bind if they are not around. A brief discussion followed with the consensus to have Breann work with them and write a systematic procedure for compiling the data.

Building and Grounds:

Discussion held on the heat tape roofing project. Bill commented that Star Roofing will be here within the week to complete the project and so far, he has been satisfied with their work.

Capital:

No report

Equipment:

Bill Adams commented that we were all set with the turnout gear order for 2016.

Policy & Procedures:

Commissioner Miller inquired about the sexual harassment policy and Judy commented that the Board approved bi-annual training and it will be required in 2017.

Personnel:

No report.

Old Business:

A discussion was held on the Dedication Award name change request with the consensus to change the name to the Pasquarell Dedication Award.

16.12.13.408 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to approve the Dedication Award name change to the Pasquarell Dedication Award effective for 2016.
APPROVED.

New Business:

Discussion was held on the district attorney vacancy with the consensus to hire Hannigan Law Firm at a cost of an annual retainer of \$3000 effective Jan. 1, 2017 and to invite a representative from their firm to the 2017 Installation Banquet. Judy suggested a nice appreciation plaque for our outgoing attorney.

16.12.13.409 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to approve Hannigan Law Firm as the District's attorney effective Jan. 1, 2017 at an annual retainer fee of \$3000. **APPROVED.**

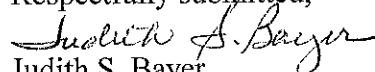
Commissioner Miller moved and Commissioner Murphy seconded the motion to adjourn the meeting at 10.02 p.m. **APPROVED.**

Next meeting:

Board Meeting Jan. 10, 2017 7:00 p.m. Station 1

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,


Judith S. Bayer
District Manager

District Manager REPORT:

Previously distributed Nov. 8, 2016 Board Meeting minutes

Correspondence Received:

1. 11-8-2016: petition to run for Fire Commissioner from Ross Byrnes
2. 11-30-2016: notice of change of address from Dave Stores and Kaleb Stores effective 12-7-2016.

Correspondence Sent:

1. 11-9-2016: legal notice for Commissioner petition deadline and info sent to Gazette and Times Union and posted on District website.
2. 11-21-16: 2017 Chevrolet Tahoe added to insurance rolls. Email sent to Adirondack Trust Insurance.
3. 11-29-2016: legal notice sent to Gazette and Times Union for Commissioner Election slate.
4. 12-9-16: claim sent to Adirondack Trust Insurance for reimbursement for clothing damaged during an alarm for K. Miller and D. Ford.

Building & Grounds

Miscellaneous:

1. Approval needed to dispose of surplus desktop printers (5 – Judy, Bre, Bill, Pete, and PJ) when toner or ink jet cartridges are depleted.)
2. Allan Atwell and Tom Tobin (alternate) terms to the TOCP ESAB will expire at the end of the year and will need to be reappointed for a two-year term.
3. Request by B. Adams to serve beer and /or win at a social event in Training Room on Jan. 27th and by J. Bayer to serve beer/wine at a social event in Training Room on Feb. 11th.
4. Extension requested to Jan. 31, 2017 for physical and fit testing for T. Tobin.
5. Medical clearance update.

End of District Manager's Report.

TREASURER'S REPORT:

Submitted for the December 13, 2016 Board Meeting

Financial:

1. Grant opportunities – update on FEMA grant.
2. Fire District newsletter updates.
3. Year-end/budget updates.
4. Reserve Fund transfer.
5. Petty cash reconciliation.

Training:

Personnel:

Correspondence Received:

1. Provided OSC with requested verification of District contact information.

Miscellaneous:

1. February 13th – WC Adams to review/assist with AFRUD Report filing.

End of Treasurer's Report.

Chief's Report for December 13, 2016

Informational

I was nominated and chosen as the firefighter of the Month for November. Thank you!

Thank you to those who attended and participated in the Toys for Tots convoy.

Thank you to those that assisted at the Quick Response site for lighting.

The refresher skills video's have been posted to our YouTube channel on the Chief's Corner portion of the department website.

The Mayday training was successful among those that attended.

Training for the annual and mandatory requirements for Hazmat Ops and Workplace Violence has been provided on multiple occasions to all members.

Training/Events

Chief Adams request for the district to cover the cost of the online course "Emergency Response to Terrorism"; \$860.00.

Request for Joe Reinemann to attend the EMT course at Hudson Valley beginning in the Spring semester at a cost of \$1653.85

Request for John Bruns, Liam Gorby and John Axten to attend the Basic Exterior Firefighting Operations course beginning January 3, 2017 in Wilton.

Request for Bill and Patrick Dell'anno to attend the Fire Instructor I course at the Fire Academy on January 5-8 and 14-15, 2017.

Apparatus/Chief's Vehicles/Equipment/Stations

Except for ETA362, Pittsfield Communications has updated all the mobile and portable radios.

Firematically yours,



Patrick J. Champagne
Chief – Jonesville Fire Department

Purchasing Director Report

Informational

1. Grade for online class

Items for Approval

1. Renew online CME for EMT's – $\$49.95 \times 20 = \999.99
2. Tru-Green - 6 Treatments Station 1 - $\$604.80$ for 2017
Station 2 - $\$327.60$ for 2017