

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: March 15, 2017

Time: 7:15 p.m.

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

Guests: Bill Dell'Anno, Arianna Martuscello, JJ Martuscello, Franz LaVigne, Bob Shea and Ken Graves.

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

OPEN TO THE PUBLIC:

Bob Shea commented that he would like to see the names of the 2007 Chief's Award recipients individually recognized instead of listed as "Driver Training Committee". A brief discussion followed with the consensus to have individual plates engraved. Judy indicated she would take care of it.

MEMBERSHIP:

Capt. Bill Dell'Anno commented that there are two new applications from Arianna Martuscello and Joseph Martuscello for membership in the Jonesville Volunteer Fire Department.

17.03.15.75 Commissioner Byrnes moved and Commissioner Murphy seconded the motion to approve the membership applications of Arianna Martuscello and Joseph Martuscello. **APPROVED.**

B. Dell'Anno exited the meeting.

INVITED GUESTS:

Bob Shea commented the list of members who qualified for 2016 LOSAP benefits was posted on Feb. 15, 2017 and Daniel Carson asked for a review of his points. Bob further commented that his attendance and training records were reviewed and he did qualify, and asked the Board to approve his addition to the list.

Bob Shea reported that the Jonesville Volunteer Fire Company voted to eliminate the dues requirement at the March 1, 2017 JVFC meeting and he commented that the Board will need to approve that change to the JVFC Bylaws. Commissioner Byrnes inquired why the change was made and Bob replied with the following reasons:

- It only generated \$100 of annual income.
- It was awkward for the membership committee to ask applicants to pay to join a volunteer organization.
- It was a cumbersome task for the Treasurer to oversee.
- It was inappropriate when a candidate for office is paying members' dues so they would be in good standing to vote in the JVFC elections.

17.03.15.076 Commissioner Byrnes moved and Commissioner Ford seconded the motion to approve the dues elimination change to the JVFC By-Laws. **APPROVED.**

Bob Shea commented that he would work with Judy to make the changes to the Constitution and Bylaws booklet.

Minutes:

17.03.15.077 Commissioner Murphy moved and Commissioner Ford seconded the motion to accept the Feb. 14, 2017 Board minutes. **APPROVED.**

District Manager Report:

Discussion:

- Request to serve beer/wine at a social event sponsored by D. Forgea on June 3, 2017 in the Training Room.
- 2016 Qualifying list for LOSAP.
- Request from B. Parseghian and R. Byrnes to attend 2017 NYS AFC conference in Verona, NY, June 14-17 to include per diem, lodging, seminar fees and mileage reimbursement. Chief Champagne commented that he will let the office know if he plans to attend.

17.03.15.078 Commissioner Ford moved and Commissioner Miller seconded the motion to approve the serving of beer and/or wine at a social event sponsored by D. Forgea in the training room on June 3, 2017. **APPROVED.**

17.03.15.079 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the 2016 qualifying member list for LOSAP and to include the addition of Daniel Carson. **APPROVED.**

17.03.15.080 Commissioner Ford moved and Commissioner Miller seconded the motion to approve the attendance of B. Parseghian and R. Byrnes at the 2017 NYS AFC conference June 14-17, 2017 to include seminar fees, lodging, per diem and mileage reimbursement. **APPROVED.**

Commissioners Tobin, Ford, Miller, and Murphy
Commissioner Byrnes

YES
ABSTAINED

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

Purchasing Director's Report:

Discussion:

- A brief discussion held on the damages for ETA 362 accident with the consensus for Judy to file a claim with our insurance company.
- Discussion held on purchasing dash cameras for all vehicles in the JVFD fleet with the consensus to go with the the lowest bid from Smart Witness and have the installation done on site by Boomer McCloud. Commissioner Tobin commented that he and Bill Adams will work on the "Use of Dash Camera" policy.
- A brief discussion was held on purchasing tablets and adding to the vehicles at the same time with the consensus to just go forward with the dash cameras for the time being.
- Approval for air quality tests for SCBA compressor.
- Discussion on replacing the benches in the standby areas at a both stations. Bill commented the current benches' support footings are bent and are a safety Hazard.

17.03.15.082 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the purchase of 14 dash cameras from Smart Witness and onsite installation by Boomer McCloud on 14 JVFD vehicles at a cost not to exceed \$6000. **APPROVED.**

17.03.15.083 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the air quality testing for SCBA compressor at a cost of \$2249 by TRI Air Quality Testing. **APPROVED.**

17.03.15.084 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the purchase of four futon/sofas for the standby areas at both stations at a cost of \$891.96 from Wayfair and to dispose of existing benches due to safety concerns. **APPROVED.**

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

B. Parseghian enters the meeting.

Treasurer's Report:

Discussion:

- Wire transfer for bond principal and interest payment was completed by March 1, 2017 deadline.
- Firehouse Subs grant was submitted by the March 2nd deadline
- Breann notified the Board that she will be taking vacation April 13 – 23, 2017.

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

Claims:

17.03.15.087 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve payment of claims 017082-017128. **APPROVED.**

Chief's Report:

Discussion:

- Chief provided the Board with a binder containing all the relevant Emergency Escape System Information. Judy indicated she would put in on the bookshelf in the Board Room
- Discussion held on various training and operations requests.
- Chief asked approval for a tablet for Car36. A discussion followed with the consensus for the purchasing director to obtain prices and report back at the April Board Meeting.
- Chief commented that he is removing Liam Gorby from probationary status and transferring him to regular active status.

17.03.15.088 Commissioner Tobin moved and Commissioner Ford seconded the motion to approve the attendance of IAC Graves at the following courses: PHTLS at Mohawk Ambulance at a cost \$150, Pediatric Education for Prehospital Professionals in Valatie at a cost of \$150, and the Safety course at Wilton Ambulance at a cost of \$100. **APPROVED.**

17.03.15.089 Commissioner Tobin moved and Commissioner Ford seconded the motion to approve the attendance of D. Carson and J. Carson at Firefighter Survival held in Albany County starting April 3, 2017. **APPROVED.**

17.03.15.090 Commissioner Tobin moved and Commissioner Ford seconded the motion to approve the attendance of Chief Champagne at the Basic Wilderness Medial & Technical Skills Course on March 25-26, 2017 in Lake Luzerne at a cost of \$250.00. **APPROVED.**

17.03.15.091 Commissioner Tobin moved and Commissioner Ford seconded the motion to approve the use of Car36 as transportation for Chief Champagne's attendance at the NYS Fire Services Weekend on April 29, 2017. **APPROVED.**

17.03.15.092 Commissioner Tobin moved and Commissioner Ford seconded the motion to approve the RecruitNY Weekend event on April 29, 2017 at both stations and up to \$2000 for marketing and related expenses. **APPROVED.**

17.03.15.093 Commissioner Tobin moved and Commissioner Ford seconded the motion to approve the presentation of fire safety and use of search dogs by Firefighter J. Miller to a BSA troop on April 2, 2017. **APPROVED.**

17.03.15.094 Commissioner Tobin moved and Commissioner Byrnes seconded a motion to enter into executive session at 8:00 p.m. to discuss a personnel matter involving damages to JVFD vehicle. **APPROVED.**

17.03.15.095 Commissioner Miller moved and Commissioner Ford seconded a motion to exit executive session at 8:30 p.m. **APPROVED.**

No Action Taken

17.03.15.096 Commissioner Tobin moved and Commissioner Byrnes seconded a motion to reinstate Firefighter J. Miller to full driver duties effective immediately. **APPROVED.**

Commissioners Tobin, Ford, Murphy, and Byrnes
Commissioner Miller

YES
ABSTAINED

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

Committee Reports

Apparatus:

A brief discussion was held on replacement of apparatus and Chief Champagne commented that the new "Bible" will be the NFPA 1901 and our ISO Rating will be contingent on how well we comply to NFPA 1901.

Commissioner Miller commented our current yellow flashlights are not effective anymore and they need to be replaced. Bill Adams commented that he will get quotes by the next Board Meeting.

Audit/Budget/Insurance/Training:

No Report

Building and Grounds:

Commissioner Byrnes commented that Lt. Miller will set up an EMS Coordinator work station in the former storage closet off the training room at Station 1. A discussion was held on the water fountains at both stations with the consensus to replace the two at Station 2 with a vanity and sink and to remove the one at Station 1.

17.03.15.098 Commissioner Tobin moved and Commissioner Byrnes seconded a motion to enter into executive session at 8:00 p.m. to discuss a personnel matter involving damages to JVFD vehicle. **APPROVED.**

17.03.15.099 Commissioner Miller moved and Commissioner Ford seconded a motion to exit executive session at 8:30 p.m. **APPROVED.**

No Action Taken

17.03.15.100 Commissioner Tobin moved and Commissioner Byrnes seconded a motion to reinstate Firefighter J. Miller to full driver duties effective immediately. **APPROVED.**

Commissioners Tobin, Ford, Murphy, and Byrnes
Commissioner Miller

YES
ABSTAINED

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

Capital:

No Report

Equipment:

Discussion held on hand held thermal imaging cameras with the consensus for purchasing director to get quotes at three of them.

Personnel:

No Report

Policy & Procedures: No Report

Old Business:

A discussion was held on CEAP policy with the consensus to cancel it effective March 31, 2017 since we have similar coverage through Provident.

17.03.15.102 Commissioner Byrnes moved and Commissioner Tobin seconded the motion to cancel CEAP policy effective March 31, 2017. **APPROVED.**

A discussion was held on what to do with the folding door partitions and track system from the Training Room with the consensus for Judy to attempt to sell them on craigslist for \$200 in "as is" condition and pick up only.

17.03.15.103 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the sale of the folding door partition and track systems for \$200.00 in "as is" condition. **APPROVED.**

New Business:

A discussion was held on amending the Use of Chiefs' Car policy with the consensus to table any action until the next Board Meeting.

A discussion was held on approving a resolution to support FASNY in their efforts to get the NYS State Assembly and Governor to pass the Cancer Presumptive Bill.

17.03.15.104 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve a memorizing resolution to compel the NYS Assembly and the Governor to pass the Cancer Presumptive Bill (Assembly Bill A711). **APPROVED.**

Commissioner Byrnes moved and Commissioner Murphy seconded the motion to adjourn the meeting at 8:57 p.m. **APPROVED.**

Next meeting:

Board Meeting April 11, 2017 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 Feb. 14, 2017 Board Meeting minutes

Correspondence Received:

1. 2-21-2017: pager, base and key fob returned by N. Hanagan

Correspondence Sent:

1. 2-14-2017: membership application package given to D. Cherko.
2. 2-15-2017: letter sent to N. Hanagan reminding him to return JVFD equipment.
3. 2-23-2017: letter sent to J. Manziano of CEAP with cancellation notice effective 3/31/2017.
4. 2-27-2017: sent sympathy card to the family of Wayne Conrad.

Building & Grounds

Miscellaneous:

1. Permission to serve beer/wine at a social event sponsored by D. Forgea in Training room on June 3rd.
2. Need Commissioners' approval (effective 3-17-17) and signatures for LOSAP paperwork.
3. Approval to attend NYSAFC Chief's Show June 14-17, 2017 for B. Parseghian and R. Byrnes to include Full Conference, Treasurer training seminars, per diem, mileage reimbursement and lodging.

End of District Manager's Report.

TREASURER'S REPORT:

Submitted for the March 15, 2017 Board Meeting

Financial:

1. Successfully submitted wire transfer for bond (principal + interest). Total due was \$63,971.88.
2. Transferred estimated 2016 surplus \$143,830.24 to the Apparatus and Building Reserve Funds.
3. Grant Updates – successfully submitted Firehouse Subs grant by March 2nd deadline.
4. LOSAP Procedures Manual – WIP.
5. Petty cash reconciliation.

Training:

1. FYI – will be at all day Governmental Accounting Standards training from March 21st – 23rd

Correspondence Received:

Miscellaneous:

1. Request for vacation from April 13th – 23rd

End of Treasurer's Report.

Purchasing Director Report

Informational

1. Damage estimate for ETA-362 - \$12,117.80

Items for Approval

1. Dash Cameras
 - a. Activegps.com - \$402.02 per camera, 32 GB SD Cards X 14 vehicles = \$5319.86
 - b. Carcamerashop.co.uk - \$373.97 per camera, 32 GB SD Cards X 14 = \$5228.08
 - c. Smart Witness - \$279.99 per camera, 32 GB SD Cards S&H X 14 vehicles = \$4544.72
 - i. Boomer McCloud to install - \$1190 if we bring all trucks to them, \$1430 if we have them come to the station to do the installs. \$5,974.70 Total for c + i
 - ii. \$85 per vehicle – if we want them to come to our station for install it will be \$80 per day extra and they need 3 days for the installs.
2. TRI – Air quality tests for SCBA Compressor. 1 year worth testing equipment and analysis - \$2249
3. Replacement of benches at Station 1 and 2 – Sofa - \$222.99 per piece X's 4 = \$891.96

Chief's Report for March 14, 2017

Informational

Congratulations to Bill Dell'anno as Firefighter of the Month for February.

This month's weekend drill was held on Sunday, February 12, 2017; 1p.m. at Station 2. Lieutenant Fox was the officer in charge. Skill sheets 6 & 7; Search and Rescue and Calling the Mayday.

I am providing the Board with a binder containing all the relevant Emergency Escape System information. I have also maintained a copy for my file.

Training/Events

Request for Ken Graves to register and attend the 2-day PHTLS course at Mohawk Ambulance on March 22 and 23, 2017. The cost is \$150.

Request for Ken Graves to register and attend the Pediatric Education for Prehospital Professionals course in Valatie on March 24 and 25, 2017. The cost is \$150.

Request for Ken Graves to register and attend the Safety course at Wilton Ambulance on April 8, 2017. The cost is \$100.

Request for Jack and Dan Carson to attend the Firefighter Survival course that is being held in Albany County on April 3, 5, 10 and 26.

Request for Chief Champagne to register and attend the Basic Wilderness Medical & Technical Skills Course on March 25 and 26, 2017 in Lake Luzerne. The cost is \$250.00.

Request for Chief Champagne to use C36 to attend the New York State Fire Services Weekend on April 7-9, 2017 at the New York State Fire Academy.

Request for \$2,000 to be used for marketing and expenses for Recruit New York Weekend on April 29-30, 2017.

Request to have Jim Miller do a presentation for Kiernan Lynch's son's scout troop on fire safety and the use of search dogs at Station 1 on April 2, 2017 at 2p.m.

Apparatus/Chief's Vehicles/Equipment/Stations


I would like to inquire into obtaining a tablet like the one C360 has in its vehicle.

M367 is back in-service.

Personnel

I am removing Liam Gorby from probation and transferring him to regular active status.

Firematically yours,


Patrick J. Champagne
Chief - Jonesville Fire Department