

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: January 8, 2019

Time: 7:00 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: Bob Boss

The meeting was called to order by District Manager Judy Bayer at 7:00 p.m.

19.01.08.001 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the appointment of Commissioner Jim Miller as Chairman of the Board. **APPROVED.**

Commissioner Miller asked Commissioner Murphy if he would like to serve as Vice- Chairman and Commissioner Murphy replied in the affirmative. **APPROVED.**

19.01.08.002 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the appointment of Commissioner Murphy as Vice-Chairman of the Board. **APPROVED.**

19.01.08.003 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to appoint Judith Bayer as District Manager. **APPROVED.**

19.01.08.004 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to appoint Breann Parseghian as Treasurer to include collateral duties. **APPROVED.**

19.01.08.005 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to appoint Breann Parseghian as Secretary. **APPROVED.**

19.01.08.006 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion appointing William G. Adams as Deputy Treasurer. **APPROVED.**

The Oaths of Office were administered by District Manager/Notary Judith Bayer to Commissioner Thomas Tobin, Treasurer/Secretary Breann Parseghian and Deputy Treasurer William G. Adams.

19.01.08.007 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to appoint the JVFC Nominees as 2019 Chief Officers per Town Law. **APPROVED.**

19.01.08.008 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion appointing William G. Adams as Purchasing Director. **APPROVED.**

19.01.08.009 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion appointing Judith Bayer as Records Access Officer, Public Information Officer, and Freedom of Information Officer. **APPROVED.**

19.01.08.010 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion appointing William G. Adams as Respiratory Program Administrator. **APPROVED.**

19.01.08.011 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion authorizing salary and benefits for: **APPROVED**

Judith S. Bayer: \$67,440.25/yr. for 35-hour work week, 4 weeks' vacation, 13 holidays, 12 sick/personal days. 80% of dental benefit paid by District, 20% by employee.

William G. Adams: \$63,592.38/yr. for 40-hour work week, 4 weeks' vacation, 13 holidays, 12 sick/personal days, 80% health/dental benefits paid by District, 20% paid by employee.

Stephen M. Bonesteel: \$48,877.62/yr. for 40-hour work week, 2 weeks' vacation, 13 holidays, 12 sick/personal days, 80% of medical benefit paid by District, 20% paid by employee.

Breann Parseghian: Treasurer/Secretary half-time position salaried at \$30,940.00/year.

Part-time Maintenance/office: hourly rate of \$11.10-15.00

19.01.08.012 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion designating the Daily Gazette and the Times Union as the official newspapers and www.jonesvillefire.org as the official website for the Jonesville Fire District. **APPROVED.**

19.01.08.013 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion acknowledging procurement of Treasurer's Bond/Insurance for B. Parseghian and W. Adams with the filing of the Bond or Declaration Page of Insurance Policy to be filed with the TOCP Town Clerk. **APPROVED.**

19.01.08.014 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion authorizing the Treasurer to sign checks for the Fire District and authorizing the Treasurer to use Ballston Spa National Bank for depository of General Fund checking account, Trust and Agency Funds and Reserve Fund checking; and that the Treasurer also be authorized to obtain certificates of deposits, money market certificates, treasury notes and savings accounts at area banks offering the best interest rates. Treasurer is authorized to use RBC Dain Rauscher as custodian for Service Award Funds. Deputy Treasurer is authorized for same in the absence of the Treasurer. **APPROVED.**

19.01.08.015 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion to adopt a sound investment policy as follows:

- I. This Investment Policy applies to all monies and other financial resources available for investment on its own behalf.
- II. The primary objectives of this Fire District's investment activities are, in priority order:
 - to conform with all applicable federal, state, and other legal requirements;
 - to adequately safeguard principal;
 - to provide sufficient liquidity to meet all operating requirements; and
 - to obtain a reasonable rate of return.
- III. The Board of Fire Commissioners' responsibility for administration of the investment program is delegated to the Fire District Treasurer.
- IV. The Fire District Treasurer shall act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Jonesville Fire District. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

- V. It is the policy of the Jonesville Fire District to diversify its deposits and investments by financial institution, by investment instrument and by mature scheduling.
- VI. It is the policy of the Jonesville Fire District for all funds coming into the hands of the Fire District Treasurer to be deposited or invested within ten (10) days of receipt.
- VII. The banks and trust companies authorized for the deposit of monies up to the maximum amounts are:
- | | |
|----------------------------|-------------|
| Depository Name | Maximum |
| Ballston Spa National Bank | \$4,000,000 |
- VIII. All deposits of the Jonesville Fire District, including certificates of deposits and special time deposits, more than the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:
1. By a pledge of “eligible securities” as defined by General Municipal Law Section 10;
 2. By an eligible “irrevocable letter of credit” as defined by General Municipal Law Section 10;
 3. By an eligible surety bond as defined by General Municipal Law Section 10.
- IX. Eligible securities used for collateralizing deposits shall be held by the depository named by the Board of Fire Commissioners subject to security and custodial agreements, all in accord with the applicable provisions of General Municipal Law Section 10.
- X. The Board of Fire Commissioners of the Jonesville Fire District authorizes the Fire District Treasurer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:
1. Special time deposit accounts.
 2. Certificates of Deposit.
 3. Obligations of the United States of America.
 4. Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
 5. Obligations of the State of New York.
 6. Obligations issued by any municipality, school district or fire district other than the Jonesville Fire District.
 7. Mutual funds or trusts investing in stocks, emphasis on US Blue Chips.
 8. Mutual funds or trusts investing in stocks, emphasis on US Chips allowed including Mid Cap, Small Cap, and Global International and other categories at the discretion of the Board of Fire Commissioners.

All investment obligations shall be payable or redeemable at the option of the Jonesville Fire District within such times as the proceeds for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Jonesville Fire District within two (2) years of the date of purchase.

- XI. The Jonesville Fire District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits as to the amount of investments, which can be made with each financial institution or dealer. The Fire District Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories and custodians. Such listing shall be evaluated at least annually. **APPROVED.**

- 19.01.08.016 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion authorizing per mileage allowance based on current New York State and Federal rates (currently at \$0.58 mile). **APPROVED.**
- 19.01.08.017 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the following Committees: **APPROVED**
- | | |
|---|---|
| Apparatus | Tobin (New Apparatus), Murphy (Maintenance) |
| Safety/Communications/ Audit/Budget/ Insurance/Training | Tobin |
| Building & Grounds (includes hydrants) | Byrnes (Station 1), Ford (Station 2) |
| Equipment..... | Murphy |
| Personnel..... | Miller/Murphy |
| Capital..... | All |
| Policy/Procedures..... | All |
- 19.01.08.018 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion appointing Hannigan Law Firm as attorney for the District at a retainer fee of \$3000 for the year 2019, with additional litigation work, etc. at \$305 per hour. **APPROVED.**
- 19.01.08.019 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion appointing Bryans & Gramuglia as Auditing Firm for 2019. **APPROVED.**
- 19.01.08.020 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion declaring the Official Records of the Jonesville Fire District will be Maintained in Paper Format. **APPROVED.**
- 19.01.08.021 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion to adopt Records Retention and Disposition Schedule MU-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all local officers in disposing of records listed therein.
- FURTHER RESOLVED, that in accordance with Article 57-A:
- a) only those records will be disposed of that are described in Records Retention and Disposition Schedule MU-1 after they have met the minimum retention period prescribed therein;
 - b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established time periods. **APPROVED.**
- 19.01.08.022 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion authorizing regular monthly meetings for the second Tuesday of each month at Station #1, 7:00 p.m. **APPROVED.**
- 19.01.08.023 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion designating front door of Station 1 as Public Location to be used for the Posting of Open Meeting Law Notices. **APPROVED.**
- 19.01.08.024 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion approving membership In the following associations: FASNY, AYSAFC, AFDSNY, AFDCA and any other association the Board deems appropriate. **APPROVED.**
- 19.01.08.025 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion approving the review, renewal and readoption of existing contracts to include: Bulldog Apparatus, Eastern Heating and Cooling, ABS Solutions and Occupational Medicine. **APPROVED.**

- 19.01.08.026 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion authorizing the following people to make purchases without prior approval of the Board; subject to monthly audit and with the understanding that it is necessary for any purchase to be assigned a purchase order number before purchase is made:
- Committee Chairman: to expend up to \$3500 for emergency repairs.
 - Chief to expend up to \$2500 for operational items, expendable firematic materials and replacement items.
 - Committee Chairman to expend up to \$2000 between meetings for emergency purchases, not to exceed budgeted amount of property maintenance supplies and repair for the year.
 - Purchasing Agent, to expend up to \$3500 for apparatus repairs, office supplies, postage, equipment, radio repair and maintenance supplies and hire part time workers within budget limits.
 - District Manager as deems necessary, office supplies, postage, equipment and maintenance supplies within Budget limits.
 - Station Keepers to expend up to \$1000 for purchases without Board or District Manager approval. Receipts and necessary paperwork still required.

APPROVED.

- 19.01.08.027 Commissioner Miller moved, and Commissioner Byrnes seconded a motion authorizing Chiefs' use of Car 36, Car 360, and Car 369 as per revised Rules and Regulations for Use of Chiefs' Cars and to take the vehicles to work if permission is granted by their employers to respond to alarms during working hours. **APPROVED.**

- 19.01.08.028 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to adopt the following plans. **APPROVED.**

- Code of Ethics
- Employee Handbook
- Defibrillator Program
- Exposure Control Plan
- Hazard Communication
- Medical Monitoring Program
- Drug & Alcohol Abuse Policy
- Purchasing Policies & Procedures
- Respiratory Protection Program (includes Accountability System)
- Rules & Regulations for Jonesville Firefighters
- Service Award Program
- Sexual Harassment Program
- Computer Use, Email and Social Media Policy
- Chiefs Car Use Policy
- Driver Training
- Credit Card Use Policy
- Cell Phone Use Policy
- Training Room Use Policy
- Security Camera Policy
- Uniform Policy
- Cyber Breach Policy
- Email Retention Policy
- Workplace Violence Policy
- Email Retention Policy
- Food Policy
- Funeral Procedure Policy
- Saratoga County Mutual Aid Policy
- Wire Transfer Policy

- Video Event Recorder
- Outside Service by Volunteer Firefighters.

- 19.01.08.029 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion declaring the Workplace Violence Policy was reviewed and no incidents were reported in 2018. **APPROVED.**
- 19.01.08.030 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion approving 2019 Chiefs to take Chief vehicles to work. **APPROVED.**
- 19.01.08.031 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion authorizing in advance the use of Jonesville Fire District equipment and apparatus for Use at Parades, Wakes, Fire Prevention Details and other Events upon approval of the Chief or his Designee. **APPROVED.**
- 19.01.08.032 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion acknowledging the Jonesville Fire District has obtained Enhanced Cancer Disability benefits by procurement of an approved insurance policy. **APPROVED.**
- 19.01.08.033 Commissioner Tobin moved, and Commissioner Byrne seconded the motion to approve Patrick J. Champagne as Explorer Post Advisor, Gary Coyle Sr. as Assistant Explorer Post Advisor and Michael Murphy, Judith Bayer, and Carol Coyle as committee members for 2019. **APPROVED.**
- 19.01.08.034 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to override the 2% Tax Cap for the 2020 Budget. **APPROVED.**

MEMBERSHIP:

No new member applications

OPEN TO THE PUBLIC:

JVFC President Bob Boss came forward and commented that he brought the Board's offer to not charge the JVFC for their share of the driveway repair contingent on permission for the Jonesville Fire District to use their portion of the driveway for parking, training and other uses as needed for the next 10 years. Bob further commented that the JVFC accepted with the conditions stated and thanked them for their offer.

- 19.01.08.035 Commissioner Tobin moved, and Commissioner Byrne seconded the motion to approve the minutes of the Dec. 11, 2018 Board Meeting. **APPROVED.**

District Manager Report:

Discussion:

- Judy provided the Board with the list of 2019 events planned by the Ladies Auxiliary and asked for their approval.
- Judy commented on the changes in personnel at PenFlex Inc. A discussion followed.
- Judy commented that one Commissioner was invited to the West Crescent FD Installation Banquet on Jan. 19, 2019. A brief discussion followed.

- 19.01.08.036 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve the following dates and use of the Training Room in 2019 by the Ladies Auxiliary. **APPROVED.**
- April 14 Easter Party
 - Sept. 23 Neighbor Night
 - Nov. 5 Election Day Bake Sale
 - Dec. 1 Sundaes with Santa
 - 4th Monday/month Monthly meetings

19.01.08.037 Commissioner Miller moved, and Commissioner Tobin seconded the motion to accept the District Manager's Report. **APPROVED.**

Treasurer's Report:

Discussion:

- Breann commented that the final 2019 Budget for the Jonesville Fire District is \$1,350,698 and the 2019 Spending Limit for the Jonesville Fire District is \$2,349,875.11.
- Breann commented that the required affidavit/attestation of cancer insurance coverage forms were mailed to the OFPC by their deadline. She further commented that we will need to file every year.
- Discussion on transfer of funds between accounts for 2018 Budget.
- Discussion was held on Fixed Assets with the consensus to track all assets, including those under \$10K, for the AUD.
- Breann commented that someone with the NYS Comptroller's Office called to say we passed our audit for property tax filing and official confirmation will be mailed.
- Breann commented she will be opening an Insurance Reserve Fund with BSNB per the results of the proposition approved at the Dec. 11, 2018 election.
- Breann commented that she was able to make changes to the equipment specification PDF with the new scanner.

19.01.08.038 Commissioner Miller moved, and Commissioner Tobin seconded the motion approving the transfer of funds between accounting lines for 2018 Budget if needed. **APPROVED.**

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

Claims:

19.01.08.040 Commissioner Ford moved, and Commissioner Byrnes seconded to the motion to approve payment of Claims: 019000-019051. **APPROVED.**

Purchasing Director's Report:

Discussion:

- Bill commented on various repairs and purchase requests. A discussion followed.

19.01.08.041 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion approving the repair to the light tower on ETA-372 for a cost not to exceed \$1,791.36. **APPROVED.**

19.01.08.042 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion approving the purchase of a Bullex Gas Trainer system at a cost on to exceed \$5,072.00. **APPROVED.**

19.01.08.043 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion approving the disposal of the old Training Room laptop computer in an appropriate disposal manner for electronics. **APPROVED.**

19.01.08.044 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion approving the purchase of the NYS Fire District Officer's Guide from James Publishing at a cost of \$239.00. **APPROVED.**

19.01.08.045 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion approving the purchase of 20 helmets from MES at a cost of \$300/each. **APPROVED.**

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

Chief's Report:

Discussion:

- Discussion on training requests.
- Discussion on various equipment purchases. Discussion held on the possible purchase of a Gas Trainer and Thermal Imaging Camera with the consensus for Bill Adams to provide quotes at the next Board Meeting.
- Chief commented that the next apparatus committee meeting will be held on Jan. 17th and Commissioners are welcome to attend in an observatory capacity.
- Chief passed around the new interview form for Officers for the Board's review.

- 19.01.08.047 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve C. Willoughby to take an EMT Refresher course in 2019 contingent on local availability. **APPROVED.**
- 19.01.08.048 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the attendance of Chief Champagne at a "Safe Operations at Basement Fires" at SUNY Adirondack in Queensbury on Jan. 19, 2019 at a cost of \$25.00 and use of a district vehicle. **APPROVED.**
- 19.01.08.049 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the attendance of Chief Champagne at "Basements and Cellar Attics and Cocklofts" at Elmsford FD on Feb. 2, 2019 at a cost of \$35 and use of a district vehicle. **APPROVED.**
- 19.01.08.050 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the attendance of Rich Craver at the Tactical Fireground Simulations course at WCFD starting Jan. 21, 2019. **APPROVED.**
- 19.01.08.051 Commissioner Miller moved, and Commissioner Tobin seconded the motion to accept the Chief's Report. **APPROVED.**

Committee Reports

Apparatus:

No Report

Audit/Budget/Insurance:

No Report

Building and Grounds:

No Report

Capital:

No Report

Equipment:

No Report

Policy & Procedures:

No Report

Old Business:

Commissioner Byrnes inquired about the status of the old siren at Station 2 and Commissioner Miller replied that we are still trying to locate a pole and the plan is to install it by the Morton Building.

New Business:

Commissioner Miller commented that former member K. Lynch has offered to donate his labor to landscape the area around the Memorial Statue at Station 1 and the District would only need to purchase any supplies.

Bob Boss, Bill Adams and B. Parseghian exit the meeting at meeting at 8:03 p.m.

Personnel:

- 19.01.08.052 Commissioner Miller moved, and Commissioner Tobin seconded the motion to enter into Executive Session at 8:04 p.m. for discussing matters leading to the employment of a person. **APPROVED.**
- 19.01.08.053 Commissioner Tobin moved, and Commissioner Ford seconded the motion to exit Executive Session at 8:40 p.m. **APPROVED.**
- 19.01.08.054 Commissioner Ford moved, and Commissioner Murphy seconded the motion to extend the suspension of T. Tobin until January 31, 2019. **APPROVED.**
- | | |
|---|-----------|
| Commissioners Miller, Byrnes, Ford and Murphy | YES |
| Commissioner Tobin | ABSTAINED |
- 19.01.08.055 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to removed Jason Beach the active rolls of the Jonesville Volunteer Fire Department for non-compliance with the annual physical and OSHA Training Requirement effective January 8, 2019. **APPROVED.**

Commissioner Murphy moved, and Commissioner Byrnes seconded the motion to adjourn the meeting at 8:45 p.m.

Next meeting:

Board Meeting February 12 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 Dec. 11, 2018 Board Meeting minutes

Correspondence Received:

1. 12-19-2018: \$500 donation received from Quick Response for service during their Holiday Lights event. Check passed along to JVFC for memorial scholarship fund.
2. 12-24-18: notice of injury to P. Dell'Anno during a call on 12-24-2018.
3. 12-31-2018: notice of resignation from K. Graves effective 1-2-2019.
4. 12-31-2018: notice of resignation from K. Scherer effective 12-31-2018.
5. 1-1-2019: notice of resignation from J. Reinemann effective 1-1-2019.

Correspondence Sent:

1. 12-20-2018: Thank you letter sent to Quick Response.
2. 12-26-2018: Notice of injury report on P. Dell'Anno sent to Corvel
3. 1-2-2019: resignation acceptance letters from Chief Champagne sent to K. Graves, J. Reinemann and K. Sherer.
4. 1-3-2019: Rules & Regulations for use of Chief's Car sent to 2019 Chiefs.
5. 1-7-2019; fire police registration for D. Forgea sent to NYS DCJS.

Buildings & Grounds:

Miscellaneous:

1. List of completed physicals – three delinquencies
2. Approval of use of Training Room by Ladies Aux for the following dates:
 - April 14, 2019 Easter Party
 - Sept. 23, 2019 Neighbor Night
 - Nov. 5, 2019 Election Day Bake Sale use of hallway
 - Dec. 1, 2019 Sundaes with Santa
 - Monthly meetings 4th Monday of the month
3. Update on PenFlex Inc. – T. Hill
4. Invitation to WCFD Banquet.

End of District Manager's Report.

TREASURER'S REPORT:

Submitted for the January 9, 2019 Board Meeting

Financial:

1. The Final 2019 Budget for the Jonesville Fire District is \$1,350,698 and the 2018 Spending Limit for the Jonesville Fire District is \$2,192,708.
2. Required affidavit/attestation of cancer insurance coverage forms were notarized and mailed to OFPC on 12/29/18.
3. Recording individual items in Fixed Assets.
4. Tax Cap update.
5. The IRS mileage rate has increased to 0.58 cents per mile for 2019 and the minimum wage to \$11.10.
6. Insurance Reserve Fund.
7. Request for an updated New York Fire District Officer's Guide – approximately \$239.
8. Engine specification book update.
9. Petty cash reconciliation.

End of Treasurer's Report.

Purchasing Director Report

Informational/Discussion

Items for Approval

1. Repair to light tower on ETA-372 - \$1,791.36
2. Bullex Gas Trainer system- \$5,072
3. Disposal off old training room computer
4. New York Fire District Officer's Guide - \$239 James Publishing
5. Replace 20 helmets
 - a. MES @ \$300 each = \$6,000
 - b. Firepenny.com @ \$390 each = \$7,800
 - c. Thefirefighting depot.com @ \$308.75 each = \$6,175

Chief's Report for January 8, 2019

Informational

Congratulations to Brian Hodgdon and Nathaniel Kincaid as Firefighters of the Month for December in successfully completing the Basic Exterior Firefighting Operations course.

Congratulations to Commissioner Tobin on his re-election.

Thank you to those who participated in the Santa Patrol and Quick Response Santa Playland details.

If anyone with a Blue Light needs a card, please see me.

Attached is the Volunteer Firefighter Enhanced Cancer Disability Benefits Program Attestation/Proof of Benefits forms provided to me from OFPC for the district to complete and provide.

Received notification from Ed Abele Builders that effective February 2, 2019, that the service monitoring for the commercial security system will terminate.

Requested the purchase of two small leaf blowers for drying of the apparatus after washing.

We have been approved to go online with CPAP. An in-service will take place at the January 23 EMS drill. A CPAP will be placed on each MED and R373 with a spare at each station.

Received a request from Second Assistant Chief Dell'anno to use the district Chief's vehicle to drive to work Monday – Friday located in Schenectady County.

Attached is the list of Chief Officers, Officers, and Special Services for 2019

Training/Events

Request for Charlie Willoughby to attend the EMT Refresher taking place in Malta and beginning January 2, 2019. Request for purchase of a textbook at a cost of \$135.00.

Request for Chief Champagne to attend the seminar "Safe Operations at Basement Fires" being held at SUNY Adirondack in Queensbury on January 19, 2019 at a cost of \$25.00 and use of the district vehicle.

Request for Chief Champagne to attend the seminar "Basements and Cellars Attics and Cocklofts" being hosted by the Elmsford Fire Department on February 2, 2019 from 9am – 1pm. at a cost of \$35.00 and the use of the district vehicle.

Request for Rich Craver to attend the Tactical Fireground Simulations course taking place at West Crescent beginning January 21, 2019.

Apparatus/Chief's Vehicles/Equipment/Stations

Slide out tray and tonneau cover have been installed on M377

Request for the purchase of pressure/flow meters; 2 - 1 1/2" and 2 - 2 1/2". Quotes have been provided to Bill Adams.

Request for the purchase of five (5) tool loops; specifications and pricing have been provided to Bill Adams.

Request for the purchase of a Gas Trainer; specifications and pricing have been provided to Bill Adams.

Requested Bill Adams to obtain quotes for the replacement of our Thermal Imaging Cameras. I provided him with specifications for the potential replacements.

Request for chevron reflective striping to be placed on the rear of M377. Bill Adams has sent out for price quotes.

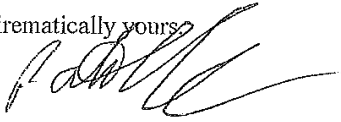
The next apparatus committee meeting is January 17, 2019 ✓ 7:00 PM

Personnel

Extending the probation of Rob Ritter an additional three (3) months.

Extending the probation of Arianna and JJ Martuscello and additional three (3) months.

Firematically yours



Patrick J. Champagne
Chief - Jonesville Fire Department

TO: Jonesville Board of Fire Commissioners
FROM: Chief Patrick J. Champagne
RE: 2019 Officers
DATE: January 8, 2019

Below are the names of the individuals that have been appointed as line officers for 2019.

Captains

Patrick Dell'anno - Training
Rich Craver – Operations
Tommy Dell'anno – EMS
Gary Braglia – Fire Police
Craig Lewis - Fire Police

Lieutenants

Chris Fox
Nick Buonanno
Mark Ceclione

Engineers

Chris Murman
Kaleb Stores

Safety Officers

Franz Lavigne
Mike Mendrysa

Special Services

Gary Coyle, Sr. – quartermaster
P.J. Champagne – Explorer Post 36
Mike Murphy - chaplain
Al Atwell – photographer
Bill Mackesey – Radio room operator