

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

Date: April 9, 2019

Time: 7:0 p.m.

Present: Commissioners Tobin, Ford, Miller, Byrnes and Murphy; Judy Bayer, District Manager; Breann Parseghian, Treasurer; and Chief P.J. Champagne.

Guests: Bob Fox, Rob Ritter, Aidan Ritter and Pascal Isaacson

Commissioner Jim Miller presided over the meeting at 7:00 p.m.

**Open to the Public:**

Commissioner Miller commented that former member K. Lynch has offered to donate materials and labor to landscape the area around the new memorial statue at Station 1.

**Membership:**

19.04.09.106 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the member applications of Pascal Isaacson and Aidan Ritter. **APPROVED.**

**Minutes:**

Judy commented that the draft of the minutes that she shared previously, did not include resolution “ #19.03.12.105 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the transfer of \$100,000 of 2018 surplus funds to the Apparatus Reserve Fund and \$62,275.00 of 2018 surplus funds to the Equipment Reserve Fund,” which was approved by not included in the draft minutes.

19.04.09.107 Commissioner Murphy moved, and Commissioner Byrnes seconded the motion to approve the Board Meeting Minutes of March. 12, 201 as corrected. **APPROVED.**

**Treasurer's Report:**

Discussion:

- Breann commented on the LOSAP portfolio allocations, and a brief discussion followed with the consensus to leave allocations as is.
- Discussion was held on apparatus financing options with clarification that a fire district can secure a bond but not a loan, and must get voter approval via a referendum, and a leasing option can also be considered.
- Breann commented that JFD was awarded a \$25K Recruitment and Retention Grant and a discussion followed with the consensus that Commissioner Tobin and Chief Champagne form a committee to come up with a list that falls with the parameters of the grant award.
- Breann requested Resolution #18.12.11.317 be amended to state up to \$975 be approved.
- Breann commented that the Continuing Disclosure information request from Fiscal Advisors will be completed by April 18, 2019.
- A brief discussion was held on Chase Bank's request to include our credit card account number for the payment check. A brief discussion followed with the consensus to check with our auditors about paying electronically. Breann commented that she would report back at the May Board Meeting with their recommendation.

19.04.09.108 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the amendment of Resolution #18.12.11.317 to state at a cost not to exceed \$975. **APPROVED.**

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

**Claims:**

19.04.09.109 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve payment of claims: (019167-09209). **APPROVED.**

**District Manager Report:**

**Discussion:**

- Judy commented that a guest at a July 15, 2019 social event at the pavilion will need use of a handicapped accessible bathroom and the JVFC Pavilion rental coordinator asked approval to have Station 1 bathroom be available for their use.
- A request to hold a car wash on May 19, 2019 at Station 2 from 10 am to 1 pm was received by BSA Troop 246. B. Adams will chaperone.
- Discussion held on the trimming of the poplar tree branches that hanging over the north fence line at Station 1. The consensus was to remove the branches hanging over the fence, and not to enter the neighbor's yard event with their permission.
- Approval for the attendance of Commissioner Byrnes and Secretary/Treasurer B. Parseghian at the NYSAFC Conference in Syracuse, NY June 12-15, 2019 to include conference fees, lodging, mileage and per diem.

19.04.09.110 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the use of Station 1 bathroom facilities for a social event held at the Pavilion on July 15, 2019. **APPROVED.**

19.04.09.111 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the use of Station 2 bay areas for a car wash for BSA Troop 246 on May 19, 2019 from 10 am to 1 pm, contingent on a firefighter being present during that time frame. **APPROVED.**

19.04.09.112 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the trimming of tree branches hanging over the fence line on the north side of Station 1 at a cost not to exceed \$1020.00. **APPROVED.**

19.04.09.113 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the attendance of Commissioner Byrnes and Secretary/Treasurer B. Parseghian at the NYSAFC Conference in Syracuse, NY June 12-15, 2019 to include conference fees, lodging, mileage and per diem. **APPROVED.**

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

**Chief's Report:**

**Discussion:**

- Discussion was held on various training requests.
- Discussion was held a RecruitNY event to be held at Station 2 on April 27 with a request to approve up to \$800 for food, marketing items and raffle items.
- Chief requested the Board to approve day passes to the NYAFC Conference for the exhibitions. A brief discussion followed where it was clarified no members have yet requested to attend any training classes.
- Chief Champagne commented that he polled his Officers and it was their recommendations to have a second control screen installed on the Officers' side of R373.
- Chief Champagne commented that he spoke with the SC Fire Coordinator regarding Saratoga County providing financial assistance toward the purchase of new radios, and he was told that it will be each Fire Department's responsibility to budget for any new replacements.

- Chief Champagne commented that the Apparatus Committee met with VRS rep. Nate Shakerly and reviewed the Engine specifications.
- Commissioner Miller commented that part time maintenance worker K. Sarsick has been cleared by the US Military to return to work.
- A lengthy discussion was held on the possible purchase of thermal imaging cameras.
- Chief Champagne commented that he received a respond from BLEMS regarding a call on Dec. 24, 2018.
- Discussion of paperwork needed for call sign WQKL279.

- 19.04.09.115 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the attendance of C. Fox, P. Dell’Anno and T. Dell’Anno at the Firefighter II Course starting at West Crescent FD on April 9, 2019. **APPROVED.**
- 19.04.09.116 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the attendance of B. Dell’Anno and B. Hodgdon at the Rescue Tech Basic Course at Mechanicville starting April 16, 2019. **APPROVED.**
- 19.04.09.117 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the attendance of J. Miller, S. Bonesteel and M. Murphy at the AMC EMS Education Day on May 20, 2019 at a cost not to exceed \$30/person. **APPROVED.**
- 19.04.09.118 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the use of Station 2 for RecruitNY events to include use of apparatus, equipment and possible junk car to be used for extrication demonstration and up to \$800 for purchase of food, marketing items and raffle items. **APPROVED.**
- 19.04.09.119 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve any member who wishes to attend the NYSAFC Conference June 12-15, 2019 on a day pass to view the exhibitions include mileage and per diem. **APPROVED.**
- 19.04.09.120 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the purchase of a control screen to be installed on the Officer’s side of R373 at a cost not to exceed \$4500.00. **APPROVED.**
- 19.04.09.121 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve a permissive referendum for the purpose of expending funds from the Equipment Reserve Fund for the possible purchase of five thermal imaging cameras at cost of \$32K. **APPROVED.**
- 19.04.09.122 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the purchase of five (5) FLIR K55 thermal imaging cameras at a cost not to exceed \$32K contingent on no contest to the permissive referendum. **APPROVED.**
- 19.04.09.123 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to accept the Chief’s Report. **APPROVED.**

### **Committee Reports:**

#### **Apparatus:**

Discussion held on the payment and conversion for the 2019 Chevrolet Tahoe and sale of M367 with the consensus not to trade in M367 and add a gear clear cabinet to the vehicle.

- 19.04.09.124 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to declare M367 surplus with a value of \$4K effective upon delivery of the 2019 Chevrolet Tahoe SSV. **APPROVED.**

- 19.04.09.125 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the purchase and installation of a “gear clear” cabinet on the new 2019 Chevrolet Tahoe SSV at cost not to exceed \$6100.00. **APPROVED.**
- 19.04.09.126 Commissioner Murphy moved, and Commissioner Tobin seconded the motion to amend resolution #19.03.12.089 to “at a cost not to exceed \$59K”. **APPROVED.**
- 19.04.09.127 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the payment of \$39,449.50 to Denooyer Chevrolet for the purchase of a 2019 Chevrolet Tahoe SSV. **APPROVED.**
- 19.04.09.128 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to pay \$16,795.21 to Denooyer Chevrolet upon delivery for the conversion work on 2019 Chevrolet Tahoe SSV. **APPROVED.**
- 19.04.09.129 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the payment of \$2375 to Vital Signs for conversion work on the 2019 Chevrolet Tahoe SSV upon receipt of the invoice. **APPROVED.**

**Audit/Budget/Insurance:**

Discussion was held on changing noncontributory to contributory status for DBL.

- 19.04.09.130 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the change from noncontributory to contributory status for all employees for DBL benefits at cost not to exceed more than \$0.60/week per employee. **APPROVED.**

**Building and Grounds:**

Reels were installed at Station 2.

**Capital:**

No Report

**Equipment:**

No Report

**Policy & Procedures:**

No Report

**NEW BUSINESS:**

A discussion was held on our Webmaster with the consensus to leave it as is. A further discussion was held on our domain renewal with the consensus to extend the renewal to a ten-year period.

A discussion was need on purchasing of non-ethanol gas for the chain saws and mowers with the consensus to use petty cash for the time being.

Commissioner Miller commented that he offered to host the Shen German Exchange Students for a tour of Station 1, and they will be coming on April 11<sup>th</sup>. He asked for approval for up to \$200 to provide light refreshment for the students and host parents.

- 19.04.09.131 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the use of Station 1 for a gathering and tour for the Shen German Exchange Students on April 11<sup>th</sup> and up to \$200 for Light refreshments. **APPROVED.**

Commissioner Miller commented that current member S. Warne is moving out of state and is selling his XMark zero turn lawn mower that only has 30 hours on it for \$2100. A discussion followed.

19.04.09.132 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the purchase of a used XMark Zero Turn lawn mower at a cost of \$2100 and payment of check upon delivery.  
**APPROVED.**

Commissioner Brynes moved, and Commissioner Murphy seconded the motion to adjourn the meeting at 9:23 p.m.  
**APPROVED.**

Next meeting:

Board Meeting	May 14, 2019	7:00 p.m.	Station 1
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Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer

District Manager

**District Manager REPORT:**

Previously distributed March 12, 2019 Board Meeting minutes

**Correspondence Received:**

1. 3-18-2019: \$100 donation from Mr. & Mrs. Michael Burns in memory of Dave Scott.
2. 4-2-2019: FOIL request from LexisNexis for fire report on Neets Auto Body fire.

**Correspondence Sent:**

1. 23-14-2019: List of members qualifying for Service Awards sent to Penflex Inc. for processing.
2. 3-14-2019: final acceptance letter sent to U. Ahmad.
3. 3-18-2019: Notice of First Report of Injury sent to CorVel re: B. Dell'Anno.
4. 3-18-2019: thank you letter sent to Mr. & Mrs. Michael Burns for donation in memory of Dave Scott.
5. 3-18-2019: Fire Report on Neets Auto Body Fire sent to LexisNexis.

**Buildings & Grounds:**

6. **Approval for handicapped guests at social event at the pavilion on July 15, 2019.**  
to use handicapped bathrooms at Station 1. B. Westlake to open and close building.
7. **Approval for BSA to use Station 2 for car wash on May 19, 2019 from 10 am – 1 pm. B. Adams will chaperone.**
8. **Quote for poplar tree trimming/removal on north side of Station 1.**
  - **Davey's Tree Service: \$1020.00 trimming/\$3600 removal (stump cut low)**
  - **Adirondack Tree Service: waiting**
  - **Advantage Tree Service: waiting**

**Miscellaneous:**

1. **Approval for attendance, lodging, travel, per diem for R. Byrnes and B. Parseghian for NYSAFC Conference June 12-15, 2019 .**

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

## **TREASURER'S REPORT:**

Submitted for the March 12, 2019 Board Meeting

### **Financial:**

1. LOSAP portfolio allocations.
2. Apparatus financing options.
3. DHSES grant award.
4. Request to amend resolution 18.12.11.317<sub>2</sub> and transfer funds to A650.
5. Petty cash reconciliation.

### **Training:**

Attending AFDSNY 2019 Annual Meeting and Training at Albany Marriott May 3<sup>rd</sup> and 4<sup>th</sup>

### **Personnel:**

### **Correspondence Received:**

Received the Continuing Disclosure information request (for the bond filing) from Fiscal Advisors, which needs to be completed by April 19<sup>th</sup>.

### **Miscellaneous:**

Annual audit May 1<sup>st</sup> – 3<sup>rd</sup>

Vacation April 19<sup>th</sup> – 26<sup>th</sup>

Training May 3<sup>rd</sup> and 4<sup>th</sup>

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

## Chief's Report for April 9, 2019

### Informational

Congratulations to Brian Hodgdon as Firefighter of the Month for March.

Clifton Park Fire Department will be using the bailout window on April 14

Bridge repair at Ashdown Road will take place over the railroad this Spring and last approximately five months

Laminated district maps for each station

Singlecut Beersmiths is now occupying the former Schmaltz's brewery. CO2 is on site.

Geoff Frey will be out of town from April 15 – April 19. Patrick Dell'anno will be utilizing his vehicle as C379.

### Training/Events

- ✓ Request for Chris Fox, Patrick Dell'anno and Tommy Dell'anno to attend the Firefighter II course that begins at West Crescent on April 9, 2019.
- ✓ Request for Bill Dell'anno and Brian Hodgdon to attend the Rescue Tech Basic course that begins in Mechanicville on April 16, 2019.
- ✓ Request for Jim Miller, Steven Bonesteel and Mike Murphy to attend the EMS Education Day at Albany Medical Center on May 20, 2019. *ZACH WOLFE*
- ✓ Request for Bonnie Westlake to attend the REMO EMT course beginning April 16, 2019 at a cost of \$330.00
- ✓ Request for use of Station 2, apparatus, equipment and a possible junk car on site to perform a vehicle extrication demo on Saturday, April 27, 2019 for Recruit NY. Also, would like to request \$800.00 for purchase of food, marketing items, CO/smoke detector and a fire extinguisher to raffle off.
- ✓ Request to issue a day passes to any member interested in attending the Chief's Show for viewing of exhibits, etc. that is taking place from June 12 - 15, 2019.

### Apparatus/Chief's Vehicles/Equipment/Stations

- ✓ The consensus among the officers was to have a second control screen installed on the officer's side of R373.
- ✓ Per my inquiry with the Fire Coordinator regarding his memo pertaining to the future replacement of the current radios, at this time, it will be each department's responsibility to budget for any new replacements.
- ✓ The apparatus committee met with Nate Shakerley last evening and reviewed the Engine spec to provide comments and questions to Nate.



- ✓ Request to purchase five (5) FLIR K55 thermal imaging cameras. Price quote has been provided to me by Bill Adams. At the March 27 fire suppression we experimented with the demo model provided to us and feedback was positive for the recommended purchase.

**Personnel**

Extending Rob Ritter's probation an additional three (3) months.

Firemanically yours,

A handwritten signature in black ink, appearing to read 'Pat Champagne', with a long horizontal flourish extending to the right.

Patrick J. Champagne  
Chief – Jonesville Fire Department