

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

Date: July 9, 2019

Time: 7:07 p.m.

Present: Commissioners Tobin, Ford, Miller, and Byrnes; Breann Parseghian, Treasurer; Steve Bonesteel, Acting Purchasing Director; and Chief P.J. Champagne.

Guests: Bob Fox

Commissioner Jim Miller presided over the meeting at 7:07 p.m.

Open to the Public:

Bob Fox commented that the JVFC has not heard back from A. Jensen of Albany IT and the JVFC additions to the Jonesville Fire District website were to be done on June 9th and have yet to be done. Bob further commented that the JVFC would like to have their own website and was requesting permission on behalf of JVFC. Bob commented that he is looking for a security system for the pavilion to avoid lock box situations and to streamline the rental key accounting system. Steve Bonesteel suggested an individual FOB system.

The Board thanked Bob Fox and Ross Byrnes for their work on installing the low wall around the Memorial Statue at Station 1 and directed Steve Bonesteel to purchase a park bench to be placed within the statue area and work with the JVFC on getting a plaque installed on the bench.

Membership:

No new member applications.

Minutes:

19.07.09.168 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the Board Meeting minutes of June 11, 2019. **APPROVED.**

Claims:

19.07.09.169 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve payment of Claims 019337 – 019371. **APPROVED.**

District Manager Report:

No Report

Acting Purchasing Director's Report:

Discussion:

- Steve commented on the new wireless system for the sprinklers at Station 1. A brief discussion followed.
- A discussion was held on the driveway repairs at Station 1 and Station 2. Steve reported that due to the catch basin having to be replaced at Station 2 and extra concrete removal, the final invoice from Malta Asphalt was more than the initial estimate and Commissioners Miller, Murphy and Tobin were advised prior to job completion and approved the additional cost.
- Steve commented that 2 lightbulbs were burned out at Station 2 and 6 new ones ordered to replace the 2 bulbs the two bulbs that were out and to have a supply on hand.

- Steve commented on the ongoing gear inspection and that a few sets/pieces of gear were placed out of service. Steve will provide a tally at the next Board Meeting.
- Steve requested approval on the cracked tile replacement project at Station 1. The project will cost \$454.00 for tiles and labor with work to be done by Carpet Master.
- Commissioner Miller commented that we received a compliment from a vendor at Station 2 on the cleanliness of the building.

19.07.09.170 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approved up to \$500 for the tile replacement project at Station 1 with work to be done by CarpetMaster. **APPROVED.**

19.07.09.171 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the Acting Purchasing Director's Report. **APPROVED.**

Chief's Report:

Discussion:

- Discussion was held on training requests and use of apparatus requests.
- Chief Champagne commented that the intersection of Rt. 146 and Rt. 146A will be closed during the weekend for the roundabout construction and Commissioner Miller indicated he would contact Highway Superintendent Dahn Bull about allowing us to house one of our apparatus at the Town Garage so Station crews can respond to calls.
- A discussion was held on 9/11 event.
- Discussion on request to update Section VIII – Officers' Guidelines to add/revise for each officer position the following verbiage or changes:
 - 1.) Stand on Live Fire Training Evolutions 20108 Edition
 - 2.) Firefighter I or equivalent legacy training.
 - 3.) Engineer – revise to ICS 100/700
 - 4.) Fire Police Captain & Lieutenant – add Basic Exterior Firefighter Operations
 - 5.) Remove Section XX – Rules of use of Log Book (no longer applicable)
- Chief commented that VRS provided revised and final specs for the Engines. A discussion followed. Commissioner Miller commented that we will take the next 30 days to look at financing options. Breann commented that she will report back at the August Board Meeting with financing options for the engines as well as general banking interest rate information.
- Chief commented that he is awaiting information from CPHM Ambulance Corps regarding replacement options of the MRXs.
- Chief commented he is awaiting information from J.D. at MES for replacement options for Fire Police vests/jackets.
- Chief commented that Brad Bowers and Nathaniel Kinkaid have been removed from probation and placed on full active status and J. Rybak has been removed from the rolls of JVFD due to inactivity during his probationary period.
- Chief commented that FF D. Ford has requested Reserve Firefighter status for the remainder of 2019.
- Discussion was held on the old five thermal imaging cameras with the consensus to dispose of two of the TIC and keep three TIC for drill training purposes.

19.07.09.172 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the attendance of A. Ritter at the Summer Firefighter I course starting May 28, 2019. **APPROVED.**

19.07.09.173 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the use of apparatus at the Summer Firefighter I course on July 11, 18, 23 and 25, 2019. **APPROVED.**

19.07.09.174 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the use of one piece of apparatus on September 29, 2019 at St. Edward's Catholic Church for the Annual Home Show & Pet Festival. **APPROVED.**

- 19.07.09.175 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the following changes to the Rules & Regulations as requested by the Chief: **APPROVED.**
- Standard on Live Fire Training Evolutions 2018 Edition
 - Firefighter I or equivalent legacy training.
 - Engineer – revise to ICS 100/700
 - Fire Police Captain & Lieutenant – add Basic Exterior Firefighter Operations
 - Remove Section XX – Rules of use of Log Book (no longer applicable)
- 19.07.09.176 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the proper disposal of two old thermal imaging cameras at the Acting Purchasing Director’s discretion. **APPROVED.**
- 19.07.09.177 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the Chief’s Report. **APPROVED.**

Treasurer’s Report:

Discussion:

- A discussion was held on Sexual Harassment Interactive Webinar which will be held Sept. 4th at Station 1 at 6:30 p.m.
- Breann updated the Board about the Division of Homeland Security Recruitment and Retention Grant status.
- A discussion was held on NYS Archives Grant for records retention with the consensus to apply.

- 19.07.09.178 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the Treasurer’s Report. **APPROVED.**

Committee Reports:

Apparatus:

No report

Audit/Budget/Insurance:

No Report

Building and Grounds:

Commissioner Byrnes suggested that the dead shrubs at Station 1 building entrance be removed.

A discussion was held on seal coating the parking lots at both stations with a consensus to get an estimate from Malta Asphalt and two other vendors.

Capital:

No Report

Equipment:

No Report

Personnel:

No Report

Policy & Procedures:

No Report

OLD BUSINESS:

None

NEW BUSINESS:

None

- 19.07.09.179 Commissioner Miller moved, and Commissioner Ford seconded the motion to enter into Executive Session at 8:06 p.m. for discussing matters leading to the employment of a person. **APPROVED.**
- 19.07.09.180 Commissioner Tobin moved, and Commissioner Ford seconded the motion to exit Executive Session at 8:14 p.m. **APPROVED.**
- 19.07.09.181 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve effective Sept. 1, 2019 the following two health insurance plan options for all district employees eligible for health insurance: MVP EPO Gold 2 HDHP and MVP EPO Gold 7 HDHP with employees responsible for 20% of the premium and furthermore: if the health insurance plan is not taken, employees will be offered a medical buy back of \$850/quarter for full time employees or \$425/quarter for half-time employees. **APPROVED.**

Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to adjourn the meeting at 8:16 p.m. **APPROVED.**

Next meeting:

Board Meeting	August 13, 2019	7:00 p.m.	Station 1
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Note: All motions unanimously passed unless otherwise noted.

Minutes transcribed from notes taken by B. Parseghian.
Respectfully submitted,

Judith S. Bayer
District Manager