

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

Date: June 11, 2019

Time: 7:03 p.m.

Present: Commissioners Tobin, Ford, Miller, Byrnes and Murphy; Judy Bayer, District Manager; Breann Parseghian, Treasurer; Acting Purchasing Director Steve Bonesteel and IAC Geoff Frey.

Guests: Bob Fox

Commissioner Miller stepped down as Chairman temporarily due to illness. Acting Chairman Mike Murphy presided over the meeting at 7:03 p.m.

Open to the Public:

No one came forward to speak.

Membership:

No new member applications.

Minutes:

19.06.11.148 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the minutes of May 14, 2019. **APPROVED.**

Claims:

19.06.11.149 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve payment of claims 019294- 019336 . **APPROVED.**

District Manager's Report:

Discussion:

- A discussion was held on a Training Room request for June 21, 2019.
- Judy commented on the date for the annual Inspection Dinner and requested approval for dinner, and related expenses.
- Judy commented that the annual lab draw, physicals and fit tests have been scheduled.
- Judy commented that a representative from the American Red Cross will be coming tomorrow to measure the training room to see if would work for a blood drive in the Fall. A discussion followed with a consensus to ask if it can be combined with a smoke alarm giveaway.
- Judy commented on her vacation schedule for the summer.

19.06.11.150 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve up to \$3000 for dinner, and related expenses, for the annual Inspection Dinner to be held on Nov. 15, 2019 at Ravenswood Pub. **APPROVED.**

19.06.11.151 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the annual lab draw for Aug. 13, 2019, physicals and fit tests on Aug. 21, 2019 and September 18, 2019. **APPROVED.**

19.06.11.152 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve an American Red Cross Blood Drive for the Fall of 2019 with the date to be determined. **APPROVED.**

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

19.06.11.154 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to enter into executive session at 7:10 p.m. to discuss matters leading to the employment of a person. **APPROVED.**

Bob Fox and Steve Bonesteel exit the meeting.

19.06.11.155 Commissioner Miller moved, and Commissioner Tobin seconded the motion to exit executive session at 7:19 p.m. **APPROVED.**

Bob Fox and Steve Bonesteel re-enter the meeting.

19.06.11.156 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the hiring of Nathaniel Fort as a part time maintenance worker at the rate of \$15/hr. effective June 17, 2019. **APPROVED.**

Commissioner Murphy commented that upon advice of our counsel, the Board should approve appointments of an Acting Purchasing Director, Acting Deputy Treasurer and Acting Vice-Chairman.

19.06.11.157 Commissioner Murphy moved, and Commissioner Byrnes seconded the motion to appoint Stephen Bonesteel as Acting Purchasing Director and Acting Deputy Treasurer effective immediately and approve a salary of \$25/hr. effective June 14, 2019. **APPROVED.**

19.06.11.158 Commissioner Murphy moved, and Commissioner Ford seconded the motion to appoint Commissioner Tom Tobin as Acting Vice Chairman of the Board until Commissioner Jim Miller returns to the Chairman position. **APPROVED.**

Purchasing Director's Report:

Discussion:

- A discussion was held on the old interior front warning lights from Car 36 with the consensus to dispose of it via proper means at the discretion of the Acting Purchase Director.
- A discussion was held on maintaining the swale piece of land behind Station 2 with the consensus to hire the lowest bidder for the project.
- A discussion was held on renewing the PM contract with Philips for the MRx monitors with the consensus to table a decision until the next Board Meeting. S. Bonesteel with contact Philips with questions about a shorter PM contract period.
- A discussion was held on selling the Troy Bilt riding lawn mower with the consensus to offer members the chance to buy it at \$400 and if not sold, to sell it on craigslist for \$500. Judy commented that she will send members an email and if we get multiple interest, we will have a lottery.
- Steve reported that all calibration and monthly checks have been completed and the multi gas meter off of R373 is out of service and sent to MSA for repair. He further commented that the meter from E361 has been relocated to R373.
- Steve commented that he is currently servicing the mowers.
- Steve commented that the new thermal imaging cameras have been delivered and inventoried and the Chiefs notified.
- A discussion was held on the glass issue on the overhead door at Station 2 with the consensus to double check with the manufacturer about the warranty for the glass. Steve indicated to would contact the manufacturer.
- Steve requested approval for a calibration station gas, and second regulator and card reader from MES at a cost of \$646.

- 19.06.11.159 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the appropriate disposal of the interior front warning lights from Car 36 at the discretion of the Acting Purchase Director. **APPROVED.**
- 19.06.11.160 Commissioner Tobin moved, and Commissioner Miller seconded the motion to approve Malta Asphalt to repair the swale piece of land behind Station 2 at a cost of \$4000.00. **APPROVED.**
- 19.06.11.161 Commissioner Miller moved, and Commissioner Tobin seconded the motion to offer to members the opportunity to buy the old Troy Bilt riding mower for \$400, and if there is no interest from members to post on craigslist for \$500. **APPROVED.**
- 19.06.11.162 Commissioner Murphy moved, and Commissioner Tobin seconded the motion to purchase calibration station gas, regulator and card reader setup from MES at a cost of \$646.00. **APPROVED.**
- 19.06.11.163 Commissioner Tobin moved, and Commissioner Ford seconded the motion to accept the Purchasing Director's and Acting Purchasing Director's Report. **APPROVED.**

Chief's Report:

Discussion:

- A discussion was held on the various training requests, and participation of apparatus and crew at Burnt Hills FD Wet Down and First Responder Week at the Smile Lodge.
- A discussion was held on placing a mobile radio in the old Chief's vehicle (new M367) with the consensus for Steve to get a price on a new mobile radio for Car 36.
- Commissioner Miller asked IAC Frey to see if the JVFC would purchase appreciation plaques for the RLFD for providing standby during our 100th Anniversary Celebration on May 18th. IAC Frey indicated he would do so.
- Commissioner Ford inquired about the extra challenge coins and Judy commented that she would reach out to A. Price.
- Commissioner Miller commented that perhaps we should change the time when food was served at drills to avoid eating too late. A brief discussion followed.

- 19.06.11.164 Commissioner Miller moved, and Commissioner Tobin seconded the motion to accept the Chief's Report. **APPROVED.**

Committee Reports:

Apparatus:

A discussion was held on the possible sale of 2008 Chevrolet with the consensus to sell the vehicle "as is" to Hobart and William Smith Colleges for \$4000.00.

- 19.06.11.165 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to sell the 2008 Chevrolet Tahoe to Hobart and William Smith Colleges for \$4000.00 in "as is" condition. **APPROVED.**

Audit/Budget/Insurance:

No Report

Building and Grounds:

- Commissioner Byrnes commented that the pear tree behind Station 1 is dying and recommends that it be cut down.
- Commissioner Miller commented that K. Lynch supplied the labor for the stone installation around the memorial statue at Station 1, and he would like to see a low wall installed and some flowering bushes. A discussion followed with the consensus for Commissioner Byrnes and Steve Bonesteel to coordinate. Commissioner Miller asked IAC Frey to ask the JVFC to consider a gift card for K. Lynch's generosity.

- A comment was made that the repair to the front pad at Station 2 is behind schedule as inclement weather has put Malta Asphalt a little behind.
- A discussion was held on replacing the gas stove in the kitchen at Station 1 with the consensus for Steve to provide quotes at the next meeting or if an appropriately priced stove is found under the spending approval limits, to purchase it. Judy volunteered to help Steve with the selection.
- Steve commented that he is looking for pavers to replace the cracked ones along the walk area in front of Station 2.

Capital:

No Report

Equipment:

No Report

Personnel:

Steve commented that he will supply the work schedules for himself, Kevin and Nate the Board as well as post them on “Iamresponding” to show when they are “on duty”. Steve further commented that Mike Dittmer will be placed on the schedule on an “as needed” basis.

Commissioner Miller commented that it was his opinion that weekly checklists should be done on the iPads. A discussion followed.

Policy & Procedures:

No Report

Treasurer’s Report:

Discussion:

- Breann requested a transfer of \$475 from account line A430 to A650 for audit expenses.
- Discussion was held on the recent annual audit with Breann commenting that there were only minor changes and that it was considered a “clean” audit.
- Breann commented that Fiscal Advisors requested a copy of the audit and they were fine with a draft copy. A discussion followed with the consensus to provide them with a draft copy.
- Breann reported that she coordinated with Chief Champagne and 2AC B. Dell’Anno and has scheduled the live webinar Sexual Harassment Training for Wednesday, Oct. 2, 2019 and further commented that there will be separate webinar for those who can’t make the live webinar training. Judy commented that she would put the date in the Jottings and Commissioner Murphy commented that we should test the connection prior to Oct. 2nd. A discussion was held on whether to accept sexual harassment training taken elsewhere.
- A discussion was held on who wanted to be part of the budget process. Commissioner Miller volunteered and commented that he will be available prior to July 15, 2019.
- Breann commented on the Recruitment and Retention grant that we were recently awarded and asked the Board if they were in favor of tweaking the grant narrative to include the purchase of a fire extinguisher tool. A discussion followed with the consensus to submit a request to change to the grant award to include a fire extinguisher tool.

19.06.11.166 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the transfer of \$475.00 from A430 to A650 in the 2019 budget. **APPROVED.**

19.06.11.167 Commissioner Miller moved, and Commissioner Ford seconded the motion to accept the Treasurer’s Report. **APPROVED.**

OLD BUSINESS:

None

NEW BUSINESS:

Commissioner Murphy asked the Board to consider adding a combi tool to the ETA362. A discussion followed.

Commissioner Murphy moved, and Commissioner Ford seconded the motion to adjourn the meeting at 8:54 p.m.
APPROVED.

Next meeting:

Board Meeting July 9, 2019 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 May 14, 2019 Board Meeting minutes

Correspondence Received:

1. 05-17-2019: \$200 check received from Tiburon Endurance Sports for donation thank you for FP traffic control for 5K race. Check turned over to the JVFC for memorial scholarship fund.

Correspondence Sent:

1. 05-17-2019: get well card sent to B. Czub .
2. 5-22-2019: sympathy card sent to A. Hunsinger on the loss of his mother.
3. 5-23-2019: sympathy card sent to E. Tremblay on the loss of his mother.
4. 5-31-2019 – sympathy card sent to M. McAvoy on the loss of his brother
5. 6-3-2019- get well card sent to B. Adams.
6. 6-5-2019 – get well card sent to J. Miller.
7. 6-7-2019: W-9 and invoice for sale of 2008 Chevrolet Tahoe sent to HWS Colleges.

Buildings & Grounds:

1. **Dan Sisto (retired state trooper) would like to use the Training Room for his son’s basketball banquet on June 21st. Needs a sponsor.**

Miscellaneous:

1. **Request approval to hold Annual Officer Inspection Dinner at Ravenswood Pub on Nov. 15, 2019 to include dinner, bar tab and Officer gifts at cost not to exceed \$3000.**
2. **FYI -Annual Physicals and Fit Tests scheduled for Aug. 21st and Sept. 18th and blood draw on Aug. 13th .**
3. **Red Cross blood drive request for fall 2019 – a rep is coming on June 12th to see if the room would work for them.**
4. **FYI - Summer Vacation schedule –July 3-11. August. 5-7.**

End of District Manager’s Report.

TREASURER’S REPORT:

Submitted for the June 11, 2019 Meeting

Financial:

1. Request to transfer \$475 to Audit Fees.
2. Audit update.
3. Sexual Harassment training update.
4. Grant update.
5. Budget preparation for 2020.
6. Petty cash reconciliation.

End of Treasurer’s Report.

Purchasing Director Report (B. Adams)

Informational/Discussion

1. work orders submitted over last month, all completed

2. What would the board like to do with the old interior front warning lights out of Chief car's? C-36 and C360

Items for Approval

1. **Maintain the swale piece of land behind Station 2**
 - a. **Malta Asphalt - \$4000**
 - b. **Adirondack Paving - \$4900**
2. **Philips MRx monitors PM contract - \$4921 - 5/15/19-5/14/2021**
3. **Sell red lawn tractor – Just needs a battery, Runs and cuts fine**

Acting Purchasing Director Report (S. Bonesteel)

Informational/Discussion

1. 26 work orders submitted over last month, 20 completed, 6 in progress
2. List of ongoing projects to be completed over the summer is ongoing – List made with Jim, Kevin, Bill and Myself.
3. All calibration and Monthly checks have been done, One Multi Gas meter off R373 is out of service gone back to MSA for repair. Chief Champagne is aware. The meter off E 361 is in its place.
4. Mowers in progress of being serviced by myself.
5. New Thermal imaging cameras are in. All three Chiefs were notified.
6. Working on overhead door issue at station 2, The glass has moisture between them. They are not warranty. They are working up a replacement price for us. I will keep you advised.

Items for Approval

1. Calibration Station gas and a second regulator and card reader set up is ordered- spoke with Mike Murphy and Tom Tobin.

Stephen Bonesteel

Acting Purchasing Director

Jonesville Fire District