

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: August 13, 2019

Time: 7:04 p.m.

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

Guests: Mark Cecilione and Tim Hannigan

Commissioner Jim Miller presided over the meeting at 7:04 p.m.

Membership:

No new member applications.

Minutes:

19.08.13.182 Commissioner Byrnes moved, and Commissioner Ford seconded the motion to approve the Board Meeting minutes of July 9, 2019. **APPROVED.**

Claims:

19.08.13.183 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve payment of Claims 019372 - 019418. **APPROVED.**

District Manager Report:

Discussion:

- Request from Town of Clifton Park to use parking lot and bathrooms at Station 1 for TOCP Annual Bike Ride on Saturday, Oct. 12, 2019.
- Judy informed the Board that we received notice of an increase in annual retainer fees (\$3500 to \$4000) for legal services from Hannigan Law Firm effective January 1, 2020.
- Change B. Parseghian status from salaried to hourly.

19.08.13.184 Commissioner Byrnes moved, and Commissioner Murphy seconded the motion to approve the use of Station 1 parking lot and bathrooms for the TOCP Annual Bike Ride on Oct. 12, 2019. **APPROVED.**

19.08.13.185 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the annual retainer fee of \$4000 for Hannigan Law Firm effective January 1, 2020. **APPROVED.**

19.08.13.186 Commissioner Murphy moved, and Commissioner Ford seconded the motion to approve B. Parseghian compensation status from salaried to an hourly rate of \$34/hr. effective Aug. 9, 2019. **APPROVED.**

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

Tim Hannigan enters the meeting at 7:15 p.m.

Acting Purchasing Director's Report:

Discussion:

- A discussion was held on the quotes for the brush style door seals for the overhead doors at Station 2 with the consensus to go with the lowest responsible bidder.
- Steve commented that the AC condenser in Car 360 was repaired under warranty at Northstar Chevrolet.
- The security camera on the rear pad was replaced with approval by Commissioner Brynes.
- A sprinkler at Station 1 has been redirected from the Memorial Statue and aimed toward the grassy areas.
- Chief Champagne office phone and internet issue has been repaired.
- A discussion was held on the quotes received for the sealing, hot crack repairs and re-stripping project at Station 1 and Station 2 with the consensus to go with the lowest bidder but not to include the driveway in front of the pavilion.

19.08.13.188 Commissioner Ford moved, and Commissioner Brynes seconded the motion to approve the purchase and installation of brush style door seals at Station 2 at a cost of \$2510 from Leo's Overhead Doors. **APPROVED.**

19.08.13.189 Commissioner Miller moved, and Commissioner Brynes seconded the motion to approve Malta Asphalt to seal, hot crack repairs as needed, and restripe the main driveways at Station 1 and Station 2 at a cost of \$3580 for Station 1 driveway and \$5000 for Station 2 driveway. **APPROVED.**

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

Chief Patrick Champagne – is included in conversation via mobile phone.

Chief's Report:

Discussion:

- Commissioner Miller commented that there is a need to replace the two engines and the apparatus committee has gathered quotes on their specifications and we now need to finance it. Commissioner Miller commented on two possible financing options: bond versus a purchase plan and discussed the pros and cons of each. A discussion followed. Tim Hannigan commented that he prefers going the bond route via purchase plan through the Houston Galveston Area Coalition over the purchasing plan route. Further discussions was held on the following:
 1. Date to hold election for public referendum to approve the bond.
 2. Increasing the 2020 budget to allow for the bond payment.
 3. Whether to purchase one truck or two trucks.

19.08.13.191 Commissioner Murphy moved, and Commissioner Ford seconded the motion to approve the purchase of two (2) Custom Pumpers built on Spartan Gladiator chassis with Toyne stainless steel bodies from Shakerly Fire Truck Sales through the Houston Galveston Area Coalition at a cost of \$1,262,486.00 contingent on the passing of a bond referendum. **APPROVED.**

Judy commented that she will need some verbiage for the Fall Newsletter in regard to purchasing the two trucks. Chief Champagne indicated that he would provide it.

Breann Parseghian, Steve Bonesteel and Mark Cecilione exit the meeting at 8:35 p.m.

19.08.13.192 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to enter into Executive Session at 8:36 p.m. for discussing matters leading to the employment of a person. **APPROVED.**

19.08.13.193 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to exit Executive Session at 9:03 p.m. **APPROVED.**

Chief Champagne ends phone conversation at 9:03 p.m. B. Parseghian and M. Cecilione re-enter the meeting at 9:04 p.m.

19.08.13.194 Commissioner Miller moved, and Commissioner Ford seconded the following motion:

WHEREAS, pursuant to Section 30 of the Local Finance Law, the Jonesville Fire District (“Fire District”) may issue serial bonds or statutory installment bonds (hereinafter collectively referred to as “serial bonds”) for expenditures for the purchase of fire fighting apparatus; and

WHEREAS, pursuant to Town Law Section 176, the Fire District may procure fire fighting apparatus and may purchase fire fighting apparatus for the extinguishment and prevention of fires and for the purposes of emergency rescue and first aid; and

WHEREAS, the Board of Fire Commissioners of the Fire District hereby determines there exists a need to purchase a specific fire fighting apparatus, to wit, two engines, to best serve the residents of the Fire District; and

WHEREAS, the maximum estimated cost of such 2020 fire engines is approximately \$1,262,486.65; and

WHEREAS, the projected prevailing rate of interest at such time that serial bonds may be issued pursuant to this resolution is reasonably calculated to be approximately 2.69 percent and that calculations based upon aforesaid assumed rate of interest project the average annual bond payment to be \$81,242 per year and be substantially level or declining for fifteen (15) years after which the serial bonds are issued and reach maximum maturity with projected total interest payments amounting to approximately \$1,218,616.46.

NOW THEREFORE BE IT RESOLVED THAT:

1. Pursuant to Title 3 of the Local Finance Law, the Treasurer of the Fire District is hereby authorized to issue serial bond or bonds of the Fire District in an amount not to exceed \$995,000.00 at the prevailing rate of interest at the time of closing.
2. That the period of probable usefulness for said apparatus pursuant to Local Finance Law Section 11(27) is 20 years.
3. That it is hereby determined that the plan for financing the cost of the said fire apparatus is as follows:
 - a. By the issuance of serial bonds in an amount not to exceed \$995,000 issued at the actual prevailing rate of interest on the date of issue and the same are hereby authorized to be issued pursuant to the provisions of the Local Finance Law, such

amount to be offset by any federal, state, county, and/or local funds received; and

- b. By the expenditure of up to \$268,000, approximately \$108,000 from current revenue and \$160,000 from the District's Apparatus Capital Reserve Fund, which monies were hereby appropriated therefore pursuant to resolution.
4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the serial bonds herein authorized, including renewals of such notes, is hereby delegated to the Treasurer, the chief fiscal officer. Such notes shall be of such term, form and contents, and shall be sold in such manner, as may be prescribed by said Treasurer, consistent with the provisions of the Local Finance Law.
5. All other matters, except as provided herein relating to such bonds including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the Fire District by the facsimile signature of the Treasurer, providing for the manual countersignature of a fiscal agent or of a designated official of the Fire District), the date, denominations, maturities and interest payment dates, place or places of payment, and also including the consolidation with other issues, shall be determined by the Treasurer. It is hereby determined that it is to the financial advantage of the Fire District not to impose and collect from registered owners of such serial bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by section 52.00 of the Local Finance Law, as the Treasurer shall determine.
6. Such bonds shall be in fully registered form and shall be signed in the name of Jonesville Fire District in the Town of Clifton Park, Saratoga County, New York, by the manual or facsimile signature of the Treasurer and a facsimile of its corporate seal shall be imprinted or impressed thereon and may be attested by the manual or facsimile signature of the Fire District Secretary.
7. The full faith and credit of Jonesville Fire District in the Town of Clifton Park, Saratoga County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year. There shall annually be levied on all the taxable real property of said Fire District a tax sufficient to pay the principal of and interest on such bonds as the same become due and payable. The annual installments shall be payable over a period of fifteen (15) years from the year of issuance of the bonds.
8. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no moneys are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

9. The validity of such bonds and bond anticipation notes may be contested only if:
- 1) Such obligations are authorized for an object or purpose for which said Fire District is not authorized to expend money, or
 - 2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within 20 days after the date of such publication, or
 - 3) Such obligations are authorized in violation of the provisions of the Constitution.
10. This resolution is adopted subject to approval at a Special Election of said Fire District to be held on October 1, 2019, the details of which shall be provided in a separate resolution of this Board of Fire Commissioners. The proposition presented at the Special Election shall read substantially as follows:

Proposition Number 1

Shall the bond resolution adopted by the Board of Fire Commissioners of the Jonesville Fire District, in the Town of Clifton Park, Saratoga County, New York on August 13, 2019 authorizing the acquisition of two fire engines including incidental equipment and expenses in connection therewith at an estimated maximum cost of \$1,262,486.65; authorizing withdrawal of a sum not to exceed \$160,000 from the District's Apparatus Capital Reserve Fund; authorizing payment from current revenues of approximately \$108,000 or as otherwise determined by the Board of Fire Commissioners in order to effect the acquisition of the two engines; authorizing the issuance of serial bonds of said Fire District at the prevailing rate of interest at the time of closing in an amount not to exceed \$995,000 to pay a portion of the costs thereof, such amount to be offset by any federal, state, county, and/or local funds received; pledging the faith and credit of said Fire District for the payment of the principal of and interest on said bonds; determining the probable usefulness thereof is twenty (20) years; determining that the maximum maturity of serial bonds will be fifteen (15) years; authorizing an annual levy on the taxable properties in the Fire District to pay the principal and interest on such bonds; delegating the power to authorize and sell bond anticipation notes and to fix the details of and to sell serial bonds or statutory installment bonds; containing an estoppel clause and providing for the publication of an estoppel notice, be approved?

11. The Fire District has complied in every respect with applicable federal, state, and local laws and regulations regarding environmental matters including compliance with the New York State Environmental Quality Review Act ("SEQRA") pursuant to Article 8 of the Environmental Conservation Law and in connection therewith, duly determined this matter to be a Type II action pursuant to 6 NYCRR 617.5(c)(31) and therefore, no further action under SEQRA is necessary.
12. The Secretary is hereby authorized and directed to file notice of said mandatory referendum at a Special Election in accordance with Town Law Sections 175 and 175-c.
13. Upon this resolution taking effect, it shall be published in summary abstract or in full in *The Times Union* and the *Daily Gazette*, the official newspapers having a general circulation in said

Fire District, together with a notice of the Fire District Secretary in substantially the form provided in Section 81.00 of the Local Finance Law.

Adopted and Approved by the Board of Fire Commissioners on the 13th day of August 2019.

Breann Parseghian, Secretary
Jonesville Fire District

19.08.13.195 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve a special Election on Tuesday, Oct. 1, 2019 at both stations from 6 – 9 p.m. for the purpose of voter approval for a bond referendum in the amount of \$995,000.00 for purchase of two engine pumpers. **APPROVED.**

Open to the Public:

As a member of the Recruitment Committee, Lt. Mark Cecilione commented that he would like the Board to approve three (3) training videos aimed at recruiting Explorer Post members and JVFD members, and a video showing training requirements. A discussion followed and B. Parseghian reminded the Board that we received a Recruitment and Retention Grant and she has \$17K earmarked for a marketing campaign.

19.08.13.196 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve up to \$3K for videos from W. Beyer Creative and payment of claim upon receipt of invoice. **APPROVED.**

19.08.13.197 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve up to \$7.5K for media and marketing expenses for recruiting and retention purposes. **APPROVED.**

Lt. Cecilione also commented on the need to expand our social media outreach and include Next Door app and More postings on Facebook and Instagram. A discussion followed with the consensus to increase social media outreach as long as someone is overseeing it, and everyone posting is following our social media guidelines.

Lt. Cecilione commented that he plans to bring up an associate member category to the Jonesville Volunteer Fire Company to allow a category for a person to help out in role that does not involve firefighting duties. A brief discussion followed.

Lt. Cecilione exits the meeting at 9:34 p.m.

Treasurer's Report:

Discussion:

- Breann commented that the contract for the Recruitment and Retention Grant we received has been approved, and we can start purchasing the items approved under the grant award parameters. Breann also commented the Records Management Grant application period will start soon and she will be applying.
- Breann asked that the Board table the bank interest rate discussion until January 2020.
- Breann commented on our internal dual control check co-signing policy, and a discussion followed with the consensus to amend the limit to \$5K for a second signature.
- Commissioner Miller commented that the draft of the proposed 2020 budget was tweaked after the draft was emailed to the Board members, and he will speak to each Commissioner about the proposed changes. He further commented that currently draft reflects an 8% increase in the budget with the tax rate going from \$1.40 to \$1.51.
- Breann asked the Board to approve a six-month contract with Philips for the MRX equipment at a cost of \$1650.00.

- 19.08.13.198 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to amend the limit For co-signature on checks to \$5K, and authorize Treasurer Breann Parseghian, Deputy Treasurer William G. Adams and Acting Deputy Treasurer Stephen Bonesteel as primary signers of checks, and Commissioner Jim Miller and Commissioner Mike Murphy as co-signers on checks \$5K or above. **APPROVED.**
- 19.08.13.199 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve a six month PM contract with Philips for the MRx defibrillator at a cost of \$1642.41 and payment of claim. **APPROVED.**
- 19.08.13.199 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the Treasurer's Report. **APPROVED.**

Committee Reports:

Apparatus:

No report

Audit/Budget/Insurance:

No Report

Building and Grounds:

No Report

Capital:

No Report

Equipment:

No Report

Personnel:

No Report

Policy & Procedures:

No Report

NEW BUSINESS:

A discussion was held on the lifting of weights portion of our protocol for our annual physicals with the consensus to discontinue that requirement effective immediately. A further discussion was held on giving the option of PSA testing for male members.

- 19.08.13.199 Commissioner Byrnes moved, and Commissioner Ford seconded the motion to approve the discontinuation of the lifting of weights from our protocol for annual physicals effective immediately. **APPROVED.**
- 19.08.13.200 Commissioner Byrnes moved, and Commissioner Miller seconded the motion to include optional PSA testing for male members effective January 1, 2020. **APPROVED.**

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

Commissioner Byrnes moved, and Commissioner Miller seconded the motion to adjourn the meeting at 10:09 p.m. **APPROVED.**

Next meeting:

Board Meeting	September 10, 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 July 9, 2019 Board Meeting minutes

Correspondence Received:

1. 6-24-2019: check for \$4K received from Hobart and William Smith Colleges for sale of 2008 Chevrolet Tahoe.
2. 7-11-2019: thank you card from Mike McAvoy.

Correspondence Sent:

1. 6-24-2019: bill of sale and signed title for 2008 Chevrolet Tahoe sent to M. Corbett, Hobart and William Smith Colleges.
2. 7-1-2019: 2008 Chevy Tahoe removed from vehicle insurance rolls at Amsure.
3. 7-2-2019: termination letter sent to J. Rybak.
4. 8-2-2019 : termination letter sent to P. Issacson.

Buildings & Grounds:

1. Request from TOCP Park & Recreation for use of parking lot and bathroom at Station 1 from 12:30 – 4 pm for a bike ride on Sunday, Oct. 12th.

Miscellaneous:

1. Approve increase in Attorney fees (Hannigan Law Firm) for 2020 from \$3500 to \$4000.
2. Approve change from salaried to hourly rate of \$34/hr. for B. Parseghian effective Aug.9, 2019.

End of District Manager's Report.**TREASURER'S REPORT:**

Submitted for the August 13, 2019 Meeting

Financial:

1. Grant update.
2. Banking update.
3. Credit card policy update.
4. Budget update.
 - a. 2020 Budget must be adopted on or before September 24th
5. Claims
 - a. Seasons Supply claim for \$70.00 was \$115.80.
 - b. Approval for Philips MRx contract
6. Petty cash reconciliation.

Training:**Personnel:****Correspondence Received:****Miscellaneous:**

Budget vote – October 15th

End of Treasurer's Report.

Purchasing Director Report

Informational/Discussion

1. 29 work orders submitted over last month, 26 completed, 3 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.
4. Tile floor in hallway by training room has been replaced.
5. New Tics have been installed on apparatus, Except-R 373
6. Malta Asphalt has not completed Station 2 back driveway repair yet – Working on it.
7. Overhead door seals (Brush style) like station 1 have received 2 estimates for station 2.
 - Leo's - \$2510.00 – Albany OHD \$2207.90
8. AC Frey Tahoe went to North star Chevy for no AC and found a bad condenser was replaced under warranty.
9. New security camera has been replaced by 368 for rear pad – Approved by Commissioner Byrnes.
10. R-373 is going to Garrison starting August 12th 2019 for 3 days.
11. Stephen Bonesteel will be on Vacation from August 19th 2019 to the 25th 2019. I will have my phone if I am needed.
12. Sprinklers have been moved away from monument and into the grass area. – Zone 6- Thanks to AJ Baker.
13. Chief Champagne's Phone and internet in his office has been repaired.

Items for Approval

1. Door seals for Station #2
2. Black Top Seal Coating both Stations

Stephen Bonesteel

Station Keeper/ Deputy Purchasing Director

Jonesville Fire District

Chief's Report for August 13, 2019

Informational

Congratulations to Erin Mackey as Firefighter for the month of July. She successfully completed the BEFO course and has started the IFO portion.

Thank you to those that attended and participated in the National Night Out.

Thank you to everyone who assisted during the several storm calls and fatality on Route 146 and Miller Road.

Training/Events

Request for Bonnie Westlake to attend the Fire Service Women's Weekend at the State Fire Academy from September 27 – 29, 2019. Registration forms have been provided with this report.

Request for Chief Champagne to attend the Flashover training on September 14, 2019 at Porter Corners. *and fees and payment of claim.*

Request for Brad Bowers, Zubair and Uzair Ahmad to attend the BEFO/IFO course beginning September 9, 2019 in Wilton.

Request for use of both MEDs on September 29, 2019 for the Annual Nick's Fight To Be Healed from 10am – 3pm.

Apparatus/Chief's Vehicles/Equipment/Stations

We will continue with our current maintenance program for the Lifepaks.

R373 will be at Garrison from August 13 – 16 for installation of the additional Vista screen for the officers side of the cab. Round Lake Fire Department will be activated for all motor vehicle accidents and confirmed structure fires within our district.

Personnel

Rob Ritter probation extended an additional three months pending him registering for a Fire Police course.

Pascal Isaacson has been removed from the District rolls and a letter sent due to non-activity.

Firematically yours,



Patrick J. Champagne
Chief – Jonesville Fire Department