

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: September 10, 2019

Time: 7:00 p.m.

Present: Commissioners Murphy, Ford, Miller, Tobin and Byrnes; Breann Parseghian, Treasurer; and Bill Adams, Purchasing Director.

Guests: Bob Fox, Patrick Dell'Anno, Michael Burke, Hannah Mowry

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

Open to the Public:

Bob Fox stated that the Company expects to introduce the position of Assistant Treasurer.

19.09.10.202 Commissioner Byrnes moved, and Commissioner Ford seconded the motion to approve a Junior Civil Air Patrol car wash at Station 2 on Sunday, September 29th from 1-5 pm contingent on a JVFD member being present during the time frame. **APPROVED.**

Franz LaVigne and Alex LaVigne exit the meeting at 7:10 p.m.

Membership:

19.09.10.203 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to accept the membership application of Rick Lemire. **APPROVED.**

Minutes:

19.09.10.204 Commissioner Byrnes moved, and Commissioner Miller seconded the motion to approve the Board Meeting minutes of Aug. 13, 2019. **APPROVED.**

Claims:

19.09.10.205 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve payment of claims 019419- 019461. **APPROVED.**

District Manager Report:

Discussion:

- Requests to serve beer and/or wine at two social functions in the training room.
- Request from Shen Key Club to hold a car wash on Oct. 6 from 12 – 2 pm.
- Approval of slate of election officials for the special election to be held Oct. 1, 2019.
- Approval of up to \$4K for Halloween Open House expenses and up to \$3K for Officers' Inspection Dinner expenses.

- 19.09.10.206 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the serving of beer and/or wine at the Old Timer's Dinner on Sept. 28th and at a social event sponsored by FF R. Ritter on Oct. 19th in the training room at Station 1. **APPROVED.**
- 19.09.10.207 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve a car wash at Station 2 on Oct. 6, 2019 from 12-2 pm to be sponsored by the Shen Key Club contingent on a JVFD member present at during the time period. **APPROVED.**
- 19.09.10.208 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the slate of election officials for the special election to be held on Oct. 1, 2019. **APPROVED.**
- 19.09.10.209 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve up to \$4K for Halloween Open House expenses and up to \$3K for Officers' Inspection Dinner expenses. **APPROVED.**
- 19.09.10.210 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the District Manager's Report. **APPROVED.**

Purchasing Director's Report:

Discussion:

- Bill commented that of 25 work orders submitted over the last month, 23 have been completed.
- Bill commented that hose, pump and ladder testing has been completed and a list of the hose that have failed testing was given to Chief Champagne.
- A discussion was held on the gear inspection and Judy commented that Elliot Enterprises was sold to a local vendor but our dates for 2020 were secured for the same weeks.

- 19.09.10.211 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the renewal of Meraki security subscription for the computers at both stations for the period of 10/12/19-10/11/2020 at a cost of \$1750. **APPROVED.**
- 19.09.10.212 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the proper disposal of ten (10) pieces of turnout gear that is past its service life. **APPROVED.**
- 19.09.10.213 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the Purchasing Director's Report. **APPROVED.**

Judy commented on the recruiting committee meeting of Sept. 3, 2019 and their selection of recruiting supplies. She also provided a spreadsheet with the items, amount and costs. A discussion followed with the consensus to go forward with the purchases with funds from the Recruitment and Retention Grant or from the 2019 budget as previously approved. Judy further commented using grant funds to purchase FF of the Month gifts going back to the inception of the program in 2017 and passed around copies of the 2019 Fall Newsletter which she indicated will be mailed Sept. 11 or Sept. 12th.

Chief Champagne, Breann Parseghian and Commissioner Miller enter the meeting at 7:30 p.m.

Chief's Report:

Discussion:

- A discussion was held on the Rt. 146/146A roundabout shutdown and Chief informed the Board that VFFD will be activated for all structure fires, fire alarms, MVAs and CO with illness calls during the shutdown.
- A discussion was held on various training requests and apparatus requests.

- 19.09.10.214 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the attendance of B. Dell’Anno and K. Stores at the Leadership & Supervision course starting Sept. 16, 2019 at the SCFTC. **APPROVED.**
- 19.09.10.215 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the attendance of Z. Ahmad at the Basic Exterior Firefighting Operations (BEFO) course starting Sept. 17, 2019 at SCFTC. **APPROVED.**
- 19.09.10.216 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the attendance of K. Stores at the Vehicle Rescue Operation (VROL) course starting September 27, 2019 at RLFD. **APPROVED.**
- 19.09.10.217 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the attendance of S. Shost at the Firefighter Survival course starting Oct. 10. 2019 at SCFTC. **APPROVED.**
- 19.09.10.218 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the attendance of P. Champagne at the MacBoston training seminar on Sept. 21, 2019 at the SCFTC. **APPROVED.**
- 19.09.10.219 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the attendance of P. Champagne at the Tactical Tasks and Tips in Truck Work seminar on Oct. 11, 2019 at Queensbury Central FD. **APPROVED.**
- 19.09.10.220 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the attendance of B. Adams, M. Cecilione, G. Frey, Z. Wolfe and up to 3 additional EMTs at the Vital Signs EMS Conference in Buffalo, NY, Oct. 24-27, 2019 to include course fees, per diem, and use of Car 360 for transportation. **APPROVED.**
- 19.09.10.221 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the attendance of M. Cecilione at the Symposium for Trauma Care Providers on Oct. 16, 2019 at the Albany Marriott. **APPROVED.**
- 19.09.10.222 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the participation of E361 and crew for the Wet Down celebration at RLFD on Oct. 5, 2019. **APPROVED.**
- 19.09.10.223 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the participation of ETA 362 and crew at the Rotterdam Training Center on Sept. 24, 2019 for utilization at the Firefighter I course. **APPROVED.**
- 19.09.10.224 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve the Chief’s Report. **APPROVED.**

Commissioner Tobin enters the meeting at 7:45 p.m.

Treasurer's Report:

Discussion:

- Breann commented she authorized a wire transfer for the interest on the Station 2 bond on August 23, 2019 and is awaiting confirmation that it was received by the Depository Trust Company bank.
- Breann provided three (3) bond options for the apparatus bond for the Board's review. A brief discussion followed with the consensus to table discussion until after the special election.
- Breann requested approval to transfer \$500 from the A400 account line to the A650 account to cover increased audit fees.
- A discussion was held on the 2020 Proposed Budget. Breann commented that the proposed budget will exceed the 2% tax cap, but the Board approved that decision at the January Board meeting. Breann presented the spending limit calculations form and commented on the Public Hearing on the Proposed 2020 Budget which will be held on Oct. 15, 2019. Judy commented that the Board will need to approve a Special Meeting to follow the Public Hearing if they planned to approve the final Budget that night.
- Request for B. Parseghian to attend the NYS LGRMIF Grant Application Information Session on Nov. 19, 2019 in Saratoga Springs to include costs for travel and meals.
- A discussion was held on the Recruitment and Retention Grant that was recently awarded with the consensus not to request any additional amendments and to set up a new bank account for direct deposit of the funds.
- Commissioner Murphy commented on the upcoming NYS LGRMIF Grant and it is our intention to apply for a shared grant with the Jonesville Volunteer Fire company to benefit both organizations and improve our chances to be selected for a grant award.

19.09.10.225 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve the transfer of \$500 from the A400 account line to A650 to cover increased audit fees.

APPROVED.

19.09.10.226 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve a Special Election on Oct. 15, 2019 to follow the Public Hearing on the 2020 Proposed Budget.

APPROVED.

19.09.10.227 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve the attendance of B. Parseghian and up to 3 others at the NYS LGRDMIF Grant Application Information Session on Nov. 19, 2019 in Saratoga Springs to include travel and meal expenses.

APPROVED.

19.09.10.228 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the opening of a new bank account at BSNB to be designated for grant funds only. **APPROVED.**

19.09.10.229 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the Treasurer's Report. **APPROVED.**

Committee Reports:

Apparatus:

Tires were replaced on M378

Audit/Budget/Insurance:

No Report

Building and Grounds:

Oven purchase in Station 1 kitchen discussion tabled until next meeting.

Capital:

No Report

Equipment:

No Report

Personnel:

No Report

Policy & Procedures:

Breann commented that ideally, policies should be reviewed throughout the year and suggested the Board review 3-4 policies/month.

OLD BUSINESS:

none

NEW BUSINESS:

none

19.09.10.230 Commissioner Miller moved, and Commissioner Ford seconded the motion to enter into executive session at 8:16 p.m. to discuss a matter pertaining to the employment of a person.
APPROVED.

B. Adams, J. Bayer, B. Parseghian, P. Champagne and B. Fox exit the meeting.

19.09.10.231 Commissioner Miller moved, and Commissioner Ford seconded the motion to exit executive session at 8:54. **APPROVED.**

Commissioner Miller moved, and Commissioner Ford second the motion to adjourn the meeting at 8:55 p.m.
. APPROVED.

Next meeting:

Board Meeting	October 8, 2019	7:00 p.m.	Station 1
Public Hearing Proposed 2020 Budget	October 15, 2019	7:00 p.m.	Station 1
Special Meeting	October 15, 2019	to follow Public Hearing	

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer
District Manager

September 10, 2019

District Manager REPORT:

Previously distributed Aug. 13, 2019 Board Meeting minutes

Correspondence Received:

Correspondence Sent:

1. 8-14-2019: Adjustment Reports RS2050 sent to NYSLRS to correct error in past monthly reports,
2. 8-21-2019: First Report of Employee Injury on C. Fox sent to Corvel.
3. 8-28-2019: legal notice sent TU and Gazette for notice of special election on Oct. 1, 2019 for bond referendum vote. Posted on District website as well.
4. 8-28-2019: fall newsletter dropped off at Print Graphics. To be mailed Sept. 12, 2019.
5. 8-28-2019: First Report of Employee Injury form on F. LaVigne sent to Corvel.

Buildings & Grounds:

6. **Request from the Civil Air Patrol Squadron #415 (youth organization) to hold a car wash at Station 1 on Sept. 29th – times to be determined (sometime from 10 am to 3 pm). Safety Officer F. LaVigne will chaperone and be on premises during the event.**
7. **Approval to serve beer and/or wine at a social event in Training Room sponsored by R. Ritter on Oct. 19, 2019.**
8. **Request for Key Club Car Wash on Sunday, Oct. 6th.**

Miscellaneous:

1. **Approval of slate of election officials for Special Election on Oct. 1, 2019 annual Commissioner Election on Dec. 10, 2019.**
 - **Jan Holick – Chairman**
 - **Julie Holick – Station 1**
 - **Terry Bucci – Station 1**
 - **Matthew Cinadr – Station 2**
 - **Maureen Cinadr – Station 2**
9. **I will be on vacation from Oct. 7 – Oct. 18. Back in the office on Oct. 21st.**
10. 8-20-2019: Amendment added to the Purchasing Policy with the change of co-signer limit (\$5K or more).
11. **Request approval to spend up to \$4K for a Halloween Open House to include Dolan's Hot Dog Truck, Mr. Twisty, cookies, juice, cider donuts expenses.**
12. **Request up to \$3K for Officers' Inspection Dinner expenses.**
13. **JVFC request to serve beer and/or wine at the Old Timer's Dinner on Sept. 28th.**

End of District Manager's Report.

Purchasing Director Report

Informational/Discussion

1. 25 work orders submitted over last month, 23 completed
2. All hose, pump and ladder testing has been completed – List was given to Chief of failed hose

Items for Approval

1. Renew Meraki security subscription on computers for both stations 10/12/19-10/11/2020 - \$1750
2. Proper disposal of 10 pieces of old turnout gear – past service life

TREASURER'S REPORT:

Submitted for the September 10, 2019 Meeting

Financial:

1. 8/23/19 - Wire transfer for the interest payment on the bond on Station #2 was approved.
2. Grant update.
 - a. Request to open a checking account for grant reimbursement purposes.
 - b. Purchase update.
3. Presentation of bond options.
4. Request to transfer \$500 in funds from A400s to A650 to cover final costs of the AUD
5. Request for the 2020 Proposed Budget to be adopted. Spending Limit presentation.
 - a. Current proposed budget will exceed the 2% tax cap.
 - b. Budget vote on October 15th.

Training:

Request to attend LGRMIF Grant Application Information Session on Tuesday, November 19th (9:30AM – 12:30PM) in Saratoga, and approval of any associated costs for travel, meals, etc.

Personnel:

Correspondence Received:

Miscellaneous:

End of Treasurer's Report.

Chief's Report for September 10, 2019

Informational

Congratulations to Aidan Ritter as Firefighter for the month of August. He successfully completed the Firefighter I course.

Effective October 1, 2019, Vischer Ferry Fire Department will no longer be doing F.A.S.T.

Vischer Ferry Fire Department will be placed on 24 hour automatic mutual aid during the construction shutdown at the roundabout on September 20 – 22 and September 27 – 29. They will be activated for all structure fires, fire alarms, MVA's and CO will illness calls.

Training/Events

Request for Kaleb Stores and Bill Dell'anno to attend the Leadership & Supervision course beginning September 16, 2019 at the county training center.

Request for Zubair Ahmad to attend the BEFO course beginning September 17, 2019 at Clifton Park Firehouse

Request for Kaleb Stores to attend the VROL course beginning September 27, 2019 in Round Lake.

Request for Steve Shost to attend the Firefighter Survival course beginning October 10, 2019 in Round Lake

Request for Chief Champagne to attend the MacBoston training on September 21, 2019 at the county training center.

Request for Chief Champagne to attend the Tactical Tasks and Tips in Truck Work seminar on October 11, 2019 at Queensbury Central Fire Department

Request for Mark Cecilione, Geoff Frey, Zach Wolfe and Bill Adams to attend Vital Signs in Buffalo, NY October 24 – 27, 2019 along with approval for payment of registration and hotel reservations.

Request for Mark Cecilion to attend the Symposium for Trauma Care Providers on October 16, 2019 at the Albany Marriott.

Request to send E361 to the wet-down new station celebration at Round Lake on October 5, 2019.

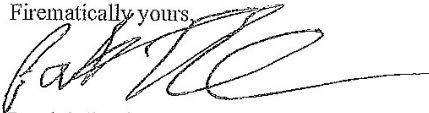
Request to send ETA 362 to the Rotterdam Training Center on September 24, 2019 to be utilized at the Firefighter I course; Erin Mackey is currently in.

Apparatus/Chief's Vehicles/Equipment/Stations

R373 has had the new Vista screen installed for the officers side of the cab.

M378 has four new tires

Firematically yours,



Patrick J. Champagne
Chief – Jonesville Fire Department

RECEIVED

SEP 11 2019

**CLIFTON PARK
TOWN CLERK**

**JONESVILLE FIRE DISTRICT
2020 Proposed Budget**

Appropriations for 2020	\$1,462,178
Less Estimated Revenues:	
Interest on Deposits	<u>\$2,000</u>
To Be Raised By Real Property Taxes	<u>\$1,460,178</u>
Tax Rate	\$1.51
Personnel Services	\$335,182
Equipment	\$160,250
Maintenance & Operating Expenses	\$612,830
NYS Employee Retirement	\$32,313
Social Security	\$19,000
Accident Insurance	\$7,000
Service Award Program	\$109,143
Administration Fees	\$7,000
Audit Fees	\$6,000
Bond Redemption	\$155,569
Contingency	\$0
Insurance Reserve	\$0
Apparatus Reserve	\$10,391
Building Reserve	\$2,500
Equipment Reserve	\$2,500
Repair Reserve	\$2,500
Total Budget	<u>\$1,462,178</u>
Town of Clifton Park 2018 Full Valuation	\$1,718,454,434