

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

Date: Nov. 12, 2019

Time: 7:00 p.m.

Present: Commissioners Murphy, Ford, Miller, Tobin and Byrnes; Judy Bayer, District Manager, Breann Parseghian, Treasurer; Bill Adams, Purchasing Director and Chief Patrick Champagne.

Guests: Franz LaVigne, Mark Cecilione and Bob Fox.

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

Open to the Public:

Mark Cecilione commented that changes to the JVFC By-laws were approved at the Nov. 6, 2019 JVFC Meeting to include an associate membership. A discussion followed with the consensus to ask the JVFC to provide the District with specifics such as expectations and duties. Mark commented that he would provide a list.

Franz LaVigne inquired if the Board decided about the proposal that he brought up at a spring Board Meeting about increasing the LOSAP points for Safety Officers. A discussion followed. Judy Bayer commented that she thought it was too late to add any changes to the election as the deadline to publish in the District's designated newspapers is Nov. 13th, and a notice for the annual commissioner election only was already sent. She indicated she would check with our attorney for clarification.

Franz LaVigne commented that a thank you note was sent from the Civil Air Patrol regarding the use of Station 2 for a car wash.

19.11.12.261 Commissioner Miller moved, and Commissioner Tobin seconded the motion to add the proposal of increasing LOSAP points for Safety Officers from 15 to 20 points on the ballot at the Dec. 10, 2019 Election. **APPROVED.**

Membership:

Ten new member applications were discussed.

19.11.12.262 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve the membership applications of Jason DeWald, Joseph Esposito, Joseph Family, Michael Jimenez, Michael Mayo, Gabriel Moronta, Logan Prager, Jeffrey Schmitz, Frederick Smith and Adam Stark. **APPROVED.**

Minutes:

19.11.12.263 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the Board Meeting minutes of Oct. 8, 2019 and the 2020 Budget Public Hearing and Special Meeting minutes of October 15, 2019. **APPROVED.**

Claims:

19.11.12.264 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve payment of claims 019522 – 019583.. **APPROVED.**

District Manager Report:

Discussion:

- Discussion on the Chief's Drill.
- Discussion on fees from PenFlex Inc. for LOSAP management fees.

19.11.12.265 Commissioner Byrnes moved, and Commissioner Tobin seconded the motion to approve up to \$2000.00 for Chief's Drill Expenses. **APPROVED.**

19.11.12.266 Commissioner Byrnes moved, and Commissioner Tobin seconded the motion to approve the Penflex Inc. Standard Services fee to include the LOSAP Audit package and GASB 73 package fee at an estimated cost of \$7245.00. **APPROVED.**

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

Purchasing Director's Report:

Discussion:

- Bill commented that 20 out of 22 work orders submitted in October were completed.
- A discussion was held on various purchase requests with the consensus to table the request for the gear dryer.

Franz LaVigne exits the meeting at 7:30 p.m.

19.11.12.268 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the change to Target Solutions for online CME services at a cost of \$89.95/user plus \$395 annual maintenance fee for a total cost of \$2353.00 for 22 users. **APPROVED.**

19.11.12.269 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the purchase of a new mobile radio for Car36 and to transfer the old radio from Car 36 to M367 at a cost of \$3299.75 from Pittsfield Communications. **APPROVED.**

19.11.12.270 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve a 1-year contract with Philip's for MRx heart monitors at a cost of \$3062.50. **APPROVED.**

19.11.12.271 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the purchase of 20 gloves, 5 SCBA masks, 5 helmets and 10 pairs of boots to restock inventory at a cost not to exceed \$8500.00. **APPROVED.**

19.11.12.272 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the lawn services from TruGreen for the 2020 season at a cost of \$1033.44 for both stations. **APPROVED.**

19.11.12.273 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the purchase of 10 pagers at a cost not to exceed \$3500.00. **APPROVED.**

19.11.12.274 Commissioner Byrnes moved, and Commissioner Ford seconded the motion to approve the purchasing Director's Report. **APPROVED.**

Chief's Report:

Discussion:

- A discussion was held on various training requests, and apparatus requests.
- Chief Champagne commented that the Toys for Tots convoy will be on Nov. 24th.
- A brief discussion held on the driving incident involving ETA 362 with a report from a Safety Officer to follow.

19.11.12.275 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the attendance of K. Stores and B. Dell'Anno at the Company Training Community Risk Reduction course that started Nov. 4, 2019 at the SCFTC. **APPROVED.**

19.11.12.276 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the attendance of K. Stores at the Planning & Emergency Response course starting Dec. 11, 2019 at SCFTC. **APPROVED.**

19.11.12.277 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the participation of an ETA and crew for traffic control for Quick Response Holiday Lights event on Dec. 13-14, 2019. **APPROVED.**

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

Treasurer's Report:

Discussion:

- Breann commented that the adopted budget was delivered to the TOCP and property tax cap was submitted.
- A request to transfer funds to line A628 (NYS Retirement) because budget amount was slightly under the actual invoice charge.
- Breann updated the Board with Cancer Insurance and mentioned that NYS ID numbers are needed for all eligible members and a request was sent to NYS for ID numbers for those who do have one issued.
- A discussion was held on the mandatory sexual harassment training with the consensus to waive the requirement for those members classified as Admin.
- Breann provided an update on the Recruitment & Retention Grant and the Records Management Grant. A discussion followed on the possibility of hiring a grant writer for the Records Management Grant. Breann commented on the need for approval to spend additional funds for gear. Commissioner Murphy inquired if new gear would be covered under the grant parameters since we have had an increase in membership. Breann replied that gear is not a category listed but she would ask. Breann further commented to JVFC Treasurer Bob Fox that she will provide him with proof that the JVFD was incorporated which will be needed for the Records Management shared grant application.

- A discussion was held on the apparatus bond and Breann commented that the bank will not provide a schedule until contract information is provided. Breann further commented she would like a contract by Dec. 9, 2019 so the District can lock in rates for two month and start payment on March 1, 2020. Commissioner Miller commented that we should tell VRS Sales that we need a contract by Dec. 1, 2019. or we will go out to bid on the trucks. Commissioner Miller also mentioned that it was advised that we should not take delivery of the trucks during the winter.
- Breann updated the Board on our custody holdings agreement verification process and will include a monthly report going forward.

19.11.12.279 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the transfer of funds to A628 NYS Retirement line. **APPROVED.**

19.11.12.280 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the waiver of sexual harassment training for all JVFD members who are classified as Admin. **APPROVED.**

19.11.12.281 Commissioner Tobin moved, and Commissioner Miller seconded the motion to approve \$5000.00 for outstanding purchases under the Recruiting & Retention Grant parameters. **APPROVED.**

19.11.12.282 Commissioner Miller moved, and Commissioner Tobin seconded the motion to hire a grant writer for the Records Management Grant at a cost not to exceed \$2000.00. **APPROVED.**

19.11.12.283 Commissioner Miller moved, and Commissioner Ford seconded the motion to accept 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:

Commissioner Miller commented that P. Dell'Anno will be filling for 4 days while K.Sarsick and N. Fort are on active duty for two weeks with the USANG.

Policy & Procedures:

No Report

OLD BUSINESS:

None

NEW BUSINESS:

Commissioner Miller commented that he attended the AFDCA workshop on Nov. 9th and mentioned the following:

- In regard to the Cancer Insurance Program, Commissioner Miller discussed some preventive basic habits that we can stress such as hand washing, gear washing, wiping down helmets and air packs.
- Authorized staff can only open the Knox Box when we are on a call and we cannot open even for a police department.
- Only authorized medical facilities are allowed to clear firefighters for duty, not their personal physicians.
- Associate members should be treated as active members in regard to arson and sexual offender background checks.
- A response to a FOIL request should be made within five business days.
- Volunteer firefighters can be covered under the District’s health insurance plan, but they would have to pay 100% of the premium.

Commissioner Tobin commented that the Santa Patrol will be held Dec. 6,7,13 and 14 and asked that Judy put it on the website and sign board.

Commissioner Miller moved, and Commissioner Tobin second the motion to adjourn the meeting at 8:47p.m.

APPROVED.

Next meeting:

Board Meeting	Dec. 10, 2019	7:00 p.m.	Station 1
Commissioner Election	Dec. 10, 2019	6-9 p.m.	Both Stations

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted

Judith S. Bayer
District Manager

District Manager REPORT:

Previously distributed Oct. 8, 2019 Board Meeting minutes

Correspondence Received:

1. 10-22-2019: notice of injury received from K. Sarsick. No medical attention sought at this time.
2. Various donations received in memory of D. Horstman and P. Ruzicka. Checks passed along to the JVFC for the Memorial Scholarship Fund. Thank you notes written to the donors and letter will be send to the family notifying them of the donations.

Correspondence Sent:

1. 10-22-2019: sympathy card sent to the family of Dick Horstman.
2. 10-31-2019: photos sent to the family of Dick Horstman.
3. 10-31-2019: notice of passing of D. Horstman and R. Ruzicka sent to PenFlex Inc. for LOSAP updates.
4. 11-6-2019: legal notice sent to TU and Gazette for annual commissioner election.
5. 11-8-2019: legal notice sent to TU and Gazette for Estoppel notice for bond purposes. Notice to be published 11/9/19 in the Gazette and 11/12/19 in the TU.

Buildings & Grounds:

Miscellaneous:

1. **Approval for fees for Chief's Drill on Dec. 18, 2019 for catering services from Tex's BBQ catering at a cost not to exceed \$2000.00.**
2. **Approval to accept Penflex Inc. Standard Services Fee schedule, LOSAP Audit package, and GASB 73 Package fees Estimate of \$7,245.00. Need signature from Chairman of the Board.**

End of District Manager's Report.

Purchasing Director Report

Informational/Discussion

1. 22 work orders submitted over last month, 20 completed

Items for Approval

1. Change from October's request for Centre Learn. Renew online CME service – Switch to Target Solution \$89.95 per user. 22 users JVFD - \$1958 Plus \$395 Yearly maintenance fee – Total \$2353 for 14 months of online training and payment of invoice
2. Mobile radio for M367 – New from Pittsfield Communication on State contract - \$3299.75
3. 1-year contract renewal for Philip's MRx heart monitors - \$3,062.50 12/15/19-12/14/20
4. Resupply of PPE pieces - gloves, mask, helmets, boots – Approx. \$8500
5. Gear dryer – Approx. \$9000 quote from 12/18
6. Lawn services for 2020 Tru-Green \$1033.44 both stations

7. 10 Pagers – Approx. \$350 each - \$3500

TREASURER’S REPORT:

Submitted for the November 12, 2019 Meeting

Financial:

1. Adopted Budget delivered to TOCP and posted on website.
2. Property Tax Cap submitted.
3. Request for transfer of funds to line 628 (NYS Retirement)
4. Cancer insurance update.
 - a. Safety bulletin.
 - b. NYS ID numbers.
 - c. Attestation documents due December 1, 2019.
5. Sexual Harassment training must be completed by October 9, 2019.
 - a. Certificates printed and filed.
 - b. Outstanding issues.
6. Grant update.
 - a. Recruitment & Retention Grant
 - i. Separate checking account opened at BSNB for grant reimbursement purposes.
 - ii. Registered with SFS to received electronic reimbursement to date.
 - iii. Spending update.
 - iv. Request for approval for 4Q19 spending.
 - v. 3Q19 Report was filed with DHSES.
 - vi. Next report to be filed with DHSES by January 30th.
 - b. Records Management Grant
 - i. Requested NFPC 1402 incorporation letter.
 - ii. Progress update.
7. Apparatus bond update.
8. Fall Training Workshop update.
9. Custody holdings verified.

Training:

Personnel:

Correspondence Received:

Third party custodial agreement between BSNB, Key Bank, and JFD.

Miscellaneous:

Vacation request for December 23rd, 26th, 27th, 30th, and 31st.

End of Treasurer’s Report.

Chief's Report for November 12, 2019

Informational

Congratulations to Mike Mendrysa as Firefighter of the Month for October.

Thank you to those that assisted at the annual Open House.

Thank you to those that assisted with Fire Prevention.

Thank you to everyone for your patience and perseverance with the Roundabout project. There are no anticipated shutdowns to take place.

Training/Events

Kaleb Stores and Bill Dell'anno are currently attending the Company Training Community Risk Reduction course that began November 4 at the county training center.

Request for Kaleb Stores to attend the Planning & Emergency Response course beginning December 11 at the county training center.

Quick Response has requested an ETA for traffic control on both December 13 and 14 from 4:30pm - 8pm. Bill Dell'anno will be the contact person coordinating this as the date approaches.

Toys for Tots convoy is scheduled for November 24. Lineup will take place at 9am at the Ballston Spa Central School Campus at 220 Ballston Avenue.

Apparatus/Chief's Vehicles/Equipment/Stations

Request to have a mobile radio installed in the current 367.

ETA 362 scrape on the driver's side pump panel roll-up door due to a driving incident. Safety Officer report is almost complete.

Firematically yours,



Patrick J. Champagne
Chief – Jonesville Fire Department