

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: Oct. 8, 2019

Time: 7:00 p.m.

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

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

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

Open to the Public:

Bob Fox commented that the JVFC expects to introduce the position of Assistant Treasurer and a person has indicated interest in the position. The position is already included in the LOSAP point system. Bob Fox further commented that the social member status is also included in the LOSAP system.

Membership:

Three new member applications were discussed.

19.10.08.232 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve the membership applications of Jason Beach, Michael Burke and Hannah Mowry. **APPROVED.**

Minutes:

19.10.08.233 Commissioner Byrnes moved, and Commissioner Murphy seconded the motion to approve the Board Meeting minutes of September 10, 2019. **APPROVED.**

Claims:

19.10.08.234 Commissioner Byrnes moved, and Commissioner Ford seconded the motion to approve payment of claims 019462 - 019521. **APPROVED.**

District Manager Report:

Discussion:

- Request to approve correction to resolution #19.08.13.189 regarding cost of Station 1 driveway repairs by Malta Asphalt.
- Approval for slate of election officials for annual Commissioner Election.
- Discussion on request of D. Beaudoin to extend deadline for his physical to Dec. 31, 2019.

19.10.08.235 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the correction to resolution #19.08.13.189 to reflect a payment of \$3850 not \$3580.00. **APPROVED.**

19.10.08.236 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the Slate of Election Officials for the Annual Commissioner Election on Dec. 10, 2019. **APPROVED.**

19.10.08.237 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve an extension of Dec. 31, 2019 to D. Beaudoin to get his physical for 2019. **APPROVED.**

19.10.08.238 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 12 out of 14 work orders were completed.
- Bill commented that water level gauge on E361 does not have working lights and Bulldog Apparatus will be working on it, and the remote for the deck gun monitor on ETA362 was repaired.
- PMs on vehicles will start tomorrow.
- Discussion held on EMS CME services with the consensus to approve services for 25 EMTs.
- Discussion held on the crab apple trees and possible treatment with the consensus to leave the decision up to the Buildings & Grounds Committee. No action taken.

19.10.08.239 Commissioner Byrnes moved, and Commissioner Ford seconded the motion to approve the renewal of online CME services for up to 25 EMTs at a cost of \$1498.75. **APPROVED.**

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

Chief's Report:

Discussion:

- A discussion was held on various training requests, parades and apparatus requests.

19.10.08.241 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the attendance of E. Mackey at the Firefighter Survival course starting Oct. 24, 2019 at Porters Corner FD and any fees associated with the course. **APPROVED.**

19.10.08.242 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the attendance of Z. Wolfe at the Firefighter II course starting Oct. 8, 2019 at Burnt Hills FD any fees associated with the course. **APPROVED.**

19.10.08.243 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the Participation of an Engine and crew to the FFI course on Nov. 7th and Dec. 9th and an ETA and crew on Dec. 5th. any fees associated with the course **APPROVED.**

19.10.08.244 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve an Engine and crew to the BEFO course at the SCFTC starting November. 5th. any fees associated with the course **APPROVED.**

19.10.08.245 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the use of apparatus and crew at the Clifton Knolls/Mill Creek Civic Association Halloween Parade on Oct. 27, 2019 at 12 p.m. and any other parades that we get requests for. **APPROVED.**

19.10.08.246 Commissioner Ford moved, and Commissioner Miller seconded the motion to approve the Chief's Report. **APPROVED.**

Commissioner Tobin enters the meeting.

Committee Reports:

Apparatus:

Discussion held on paint chips for E361 and E371 with the consensus for B. Adams to contact Vital Signs for some options. The cooler on R373 was replaced.

Audit/Budget/Insurance:

No Report

Building and Grounds:

A discussion held on the drying, browning bushes by the walkway at Station 1 with the consensus to leave them for the winter and have them removed in the spring.

Capital:

No Report

Equipment:

No Report

Personnel:

The Recruitment and Retention Committee will be at Station 2 for a taping for videos, one of which will be members responding to an extrication drill. Estimates for the three videos will be in the \$5-6K range. A further discussion was held on reacting a live burn video to show at the Open House

Policy & Procedures:

A discussion was held on our annual physicals with the several options mentioned for the process next year. Bill Adams commented that Fit Tests are scheduled for next Wednesday.

OLD BUSINESS:

The Public Referendum Special Election held on Oct. 1, 2019 for the purchase of two new Engines passed 81-2 votes.

Emails were sent to members who did not take the Sexual Harassment Seminar on Sept. 4, 2019 with the opportunity to take in online through McNeil & Co.

NEW BUSINESS:

None

Commissioner Tobin enters the meeting

Treasurer's Report:

Discussion:

- Breann stated that the 2020 Proposed Budget were delivered to the Town of Clifton Park, posted on the Jonesville website, and hardcopies were made available in the District Office. She also commented that Notice of the Public Hearing for the 2020 Proposed Budget was published in the District newspapers, provided to the Town of Clifton Park for posting on their website and sign, and posted on both the Jonesville website and signboard.
- Breann requested that the Board of Fire Commissioners to amend resolution 19.03.12.093 to \$6,476.10 and to amend resolution 19.08.13.189 to \$3,850.
- Breann presented forms she received for requesting NYS ID numbers necessary for the mandated Cancer Insurance reporting, with the consensus to use form EOSB-601. Breann mentioned that she is attending the Fall Training Workshop, where one of the topics covered is the Volunteer Firefighter Cancer Benefit Program and will present any potential updates/changes to the mandates at the next Board Meeting.
- Breann commented that the deadline for the Sexual Harassment training, October 9th, and not everyone had taken the training. She noted she was working with IAC Dell'Anno to resolve this issue and will provide the Board with an update at the next Board Meeting.
- Discussion was held on the progress, filings, and necessary information needed for the Recruitment & Retention Grant. Breann commented that she opened a checking account for grant reimbursement funds at BSNB, with the consensus to ask the auditors if the account should be treated as a standard checking account or special account.
- Discussion was held on the progress, filings, and necessary information needed for the Records Management Grant. Commissioner Miller stated that he would meet with Breann on a plan for the grant. Breann noted that the Secretary should be appointed as the District's Records Management Officer. She also commented she was working with the District's attorney to verify the Department's incorporation status regarding NFPC 1402.
- Discussion was held on the options for the bonds for the two new fire engines, escrow accounts, and the contract negotiations. The Board also asked for Breann to report back at the next Board Meeting with a recommended bond.
- Breann commented that Petty Cash was reconciled.
- Breann requested to attend the Fall Training Workshop on Saturday, November 9th at the West Crescent Fire Station, along with any additional expenses for fees, mileage, etc.

19.10.08.247 Commission Tobin moved, and Commissioner Byrnes seconded the motion, to approve the amendment of resolution 19.03.12.093 to \$6,476.10. **APPROVED.**

19.10.08.248 Commission Tobin moved, and Commissioner Byrnes seconded the motion, to approve the amendment of resolution 19.08.13.189 to \$3,850.00. **APPROVED.**

19.10.08.249 Commission Miller moved, and Commissioner Byrnes seconded the motion, to appoint Breann Parseghian as the District's Records Management Officer. **APPROVED.**

19.10.08.250 Commission Tobin moved, and Commissioner Murphy seconded the motion, to purchase two custom pumpers through Shakerly Fire Truck Sales, on behalf of Toyne Fire Apparatus, for \$1,262,486.65. **APPROVED.**

- 19.10.08.251 Commission Murphy moved, and Commissioner Ford seconded the motion, to take out a bond, at the prevailing interest rate, for \$995,000 from the Bank of Greene County after the appropriate estoppel period. **APPROVED.**
- 19.10.08.252 Commission Miller moved, and Commissioner Ford seconded the motion, to approve of Commissioners, Chief and Staff at the Fall Training Workshop on Saturday, November 9th at the West Crescent Fire Station, along with any additional expenses for fees, mileage, etc. **APPROVED.**
- 19.10.08.253 Commission Miller moved, and Commissioner Byrnes seconded the motion, to approve the Treasurer's Report. **APPROVED.**
- 19.10.08.254 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the appointment of B. Parseghian as Records Management Officer. **APPROVED.**
- 19.10.08.255 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to purchase two (2) engine trucks from Toyne through VRS Sales at a cost of \$1,200,000.00. **APPROVED.**
- 19.10.08.256 Commissioner Murphy moved, and Commissioner Ford seconded the motion to take out a bond For \$995,000.00 from Bank of Green County after a twenty-day period. **APPROVED.**

Commissioner Miller moved, and Commissioner Ford second the motion to adjourn the meeting at 8:39 p.m. **APPROVED.**

Next meeting:

Board Meeting	November 12, 2019	7:00 p.m.	Station 1
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Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted from notes transcribed by Breann Parseghian,

Judith S. Bayer
District Manager

District Manager REPORT:

Previously distributed Sept. 10, 2019 Board Meeting minutes

Correspondence Received:

Correspondence Sent:

1. 9-11-2019: notice of special election for bond vote sent to TOCP for website posting and to TOCP Town Clerk for posting on bulletin board.
2. 9-12-2019: notice of special election posted on sign board at Station 2.
3. 9-18-2019: Baby Congratulations card send to T. Lemire.
4. 9-25-2019: notice of Public Hearing for 2020 Proposed Budget posted on website, and delivered to TOCP Town Clerk's Office
5. 9-25-2019: legal notice of Public Hearing for 2020 Proposed Budget sent to Albany Times Union and Daily Gazette.
6. 9-30-2019: B. Parseghian registered for the AFDCA Fall Workshop on Nov. 9th at WCFD.
7. 10-4-2019: Baby Congratulations card sent to Tim and Emily Hannigan.

Buildings & Grounds:

Miscellaneous:

1. **Approve correction to resolution #19.08.13.189 to read \$3850.00 to Malta Asphalt instead of \$3580.00 for Station 1 Driveway sealing, striping, repairs at Station 1.**
2. **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**
3. **Request from FF D. Beaudoin for an extension to 12/31/2019 for his annual physical due to work commitment outside of the district area.**

Purchasing Director Report

Informational/Discussion

1. 14 work orders submitted over last month, 12 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
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 - \$7500

TREASURER'S REPORT:
Submitted for the October 8, 2019 Meeting

Financial:

1. Proposed Budget delivered to TOCP for posting, posted on JVFD website, and hardcopies made available in the District Office.
2. Notice of the Public Hearing for the Proposed Budget was published in the newspapers, provided to the TOCP for posting on their website and sign, and posted on JVFD website and signboard.
3. Country Knolls Mill Creek Civic Association requesting JVFD at their annual Halloween parade on October 27, 2019 at 12:00 noon.
4. Request to amend resolution 19.03.12.093 to \$6,476.10.
5. Request to amend resolution 19.08.13.189 to \$3850.00 for Station #1 driveway.
6. Cancer insurance update.
 - a. NYS ID numbers.
 - b. Attestation document.
 - c. Potential changes in the law.
7. Sexual Harassment training must be completed by October 9, 2019.
8. Grant update.
 - a. Recruitment & Retention Grant
 - i. Filed paperwork with BSNB to open a checking account for grant reimbursement purposes. Checks?
 - ii. Spending update.
 - iii. Next report to be filed with DHSES by October 30th.
 - b. Records Management Grant
 - i. RMO appointment.
 - ii. NFPC 1402 incorporation.
 - iii. Progress update.
9. Presentation of bond options.
10. Petty cash reconciled.

Training:

Request to attend Fall Training Workshop on Saturday, November 9th at West Crescent Fire Station, as well as for fees, mileage, etc.

Personnel:

Correspondence Received:

Miscellaneous:

End of Treasurer's Report.

Chief's Report for October 8, 2019

Informational

Congratulations to Lenny Casper as Firefighter of the Month for September.

Thank you to those that assisted at the St. Edward's annual picnic and the Pet Fest & Home Show.

Thank you to those who assisted at the Nick's Fight To Be Healed event.

Round Lake station dedication and wet-down took place and was a successful event.

The next scheduled roundabout closure is set for October 18 -19. Route 146A and Vischer Ferry Road will be closed and Route 146 will remain open.

Training/Events

Request for Erin Mackey to attend the Firefighter Survival course beginning October 24 in Porter Corners.

Request for Zach Wolfe to attend he Firefighter II course beginning October 8 in Burnt Hills.

Request to send an Engine to the Firefighter I course on November 7 and December 9 and an ETA on December 5. Brad Bowers is currently in.

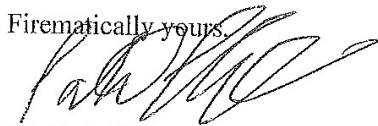
Request to send an Engine to the BEFO course being held at the county training center on November 5. Zubair Ahmad is a student in the course.

Request for apparatus to attend the Country Knolls Mill Creek Civic Association Halloween Parade on October 27, 2019 at 12p.m.

Apparatus/Chief's Vehicles/Equipment/Stations

Bond vote for the purchase of two twin Engines was successfully passed.

Firematically yours,



Patrick J. Champagne
Chief – Jonesville Fire Department