

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: December 10, 2019

Time: 7:00 p.m.

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

Guests: Bob Fox.

Commissioner Jim Miller presided over the meeting at 7:06 p.m.

Open to the Public:

No one came forward to speak

Membership:

Three new member applications were discussed.

19.12.10.284 Commissioner Byrnes moved, and Commissioner Tobin seconded the motion to approve the membership applications of Justin L'Amoureux, Michael Healy and Sean Murphy. **APPROVED.**

Minutes:

19.12.10.285 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the Board Meeting minutes of Nov. 12, 2019. **APPROVED.**

Claims:

19.12.10.286 Commissioner Ford moved, and Commissioner Tobin seconded the motion to approve payment of claims 01958-019634.. **APPROVED.**

District Manager Report:

Discussion:

- Discussion held on hosting another Red Cross Blood Drive, approval of guest list for 2020 Installation Banquet and use of Training Room by Timber Creek HOA.
- Approval requested to appoint Michael Cinadr as an election official for Dec. 10, 2019 election.

19.12.10.287 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve a Red Cross Blood Drive to be held March 5, 2020 at Station 1. **APPROVED.**

19.12.10.288 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the submitted guest list for the 2020 Installation Banquet plus three additional guests. **APPROVED.**

19.12.10.289 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the use of the Training Room at Station 1 by the Timber Creek HOA on an as needed basis and if available. **APPROVED.**

19.12.10.290 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the appointment of Michael Cinadr as an election official for the Dec. 10, 2019 annual election. **APPROVED.**

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

Purchasing Director's Report:

Discussion:

- Discussion held on holding CPR classes for the public in our Training Room at Station 1 in conjunction with Clifton Halfmoon Ambulance Corps.
- Discussion on the M367 out of service status due to aftermarket remote shorting out.

19.12.10.292 Commissioner Tobin moved, and Commissioner Ford seconded the motion to allow the use of the Training Room at Station 1 to hold CPR classes in conjunction with Clifton Park Halfmoon Ambulance Corps. **APPROVED.**

19.12.10.293 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the Purchasing Director's Report. **APPROVED.**

Chief's Report:

Discussion:

- Chief Champagne thanked David Ford for his service as Commissioner.
- Training requests
- On behalf of the Board of Fire Commissioners, Commissioner Miller thanked Chief Champagne for a good year with much accomplished.
- Discussion held on the delivery date of the new engines.

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

19.12.10.295 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the attendance of R. Ritter at the Fire Police Course starting Jan. 7, 2020 at Carman FD in Rotterdam. **APPROVED.**

19.12.10.296 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the attendance of M. Mayo the Basic Exterior Firefighter Operations Course starting Jan. 20, 2020 at Porters Corner FD. **APPROVED.**

19.12.10.297 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the Utilization of E371, R373, M368 and Car379 for the recruitment videos to start filming in early 2020. **APPROVED.**

19.12.10.298 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to accept the Chief's Report. **APPROVED.**

Treasurer's Report:

Discussion:

- Breann commented that the mandated cancer insurance documents were submitted to OFPC by the Dec. 1, 2019 deadline.
- Discussion was held on whether to continue with a third-party cancer insurance coverage by Willis Watson Insurance Company with the consensus to approve renewal of the policy and approve payment of up to \$6800.00 upon receipt of invoice.
- Discussion was held on the Recruitment and Retention Grant:
 - Breann commented on balance left in each category.
 - Reimbursement form to NYS Comptroller's Office submitted.
 - Auditors are okay with opening a bank account for grant reimbursement purposes.
- Discussion was held on upcoming Records Management Grant:
 - Breann and Commissioners Miller and Murphy met with Alicia Jettner about using her services as a grant writer to include associated fees of \$2K upfront, and all other fees to be to be included as part of the grant proposal.
 - A discussion held on the scope of the project and advance preparation for the grant application. Commissioner Miller commented the plan was to apply for a limited scope this year and reapply every year until our record management needs are met.
- Breann requested the Board adopt the AUD Report in lieu of the Treasurer's Report.
- A brief discussion was held on the custody holdings verification from Key Bank.
- Petty cash was reconciled.
- Discussion on apparatus purchase and bond date

19.12.10.299 Commissioner Miller moved, and Commissioner Tobin seconded the motion to renew cancer Insurance policy with Willis Watson for 2020 at a cost not to exceed \$6800.00 and approve payment upon receipt of invoice. **APPROVED.**

19.12.10.300 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve more training videos and related services, and tabletop popup at a cost not to exceed \$3500.00. **APPROVED.**

19.12.10.301 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the Adoption of the AUD Report in lieu of the Treasurer's Report. **APPROVED.**

19.12.10.302 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the hiring of Alicia Jettner as a grant writer for the Records Management Grant at a cost of \$2K upfront fees with the remainder fees to be included in the grant proposal. **APPROVED.**

19.12.10.303 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve to lock in a bond rate not to exceed a \$2.69 rate with the Bank of Greene County for engine apparatus financing, contingent on an agreed upon contract received from Toyne Fire Company. **APPROVED.**

19.12.10.304 Commissioner Miller moved, and Commissioner Ford seconded the motion to encumber \$108,000.00 to be used for down payment on the engine apparatus purchases. **APPROVED.**

19.12.10.305 Commissioner Miller moved, and Commissioner Byrnes 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:

No Report

Policy & Procedures:

No Report

OLD BUSINESS:

None

NEW BUSINESS:

Commissioner Miller commented that he would like to see a framed recognition at both stations to include the newspaper article and photo of 1AC Geoff Frey to honor his lifesaving measures at a call in the spring of 2019. Judy commented that she will work on something in early 2020.

On behalf of the Board of Fire Commissioners. Commissioner Miller thanked Commissioner David Ford for his seven years of tenure as a Fire Commissioner and commented that it was an honor to have served with him.

19.12.10.306 Commissioner Miller moved, and Commissioner Tobin seconded the motion stating that the Board of Fire Commissioners of the Jonesville Fire District hereby resolve that it be known that David G. Ford faithfully served the Jonesville Fire District as Fire Commissioner for the past seven years. The Board extends their gratitude to David G. Ford for his time and devotion spent on behalf of the Jonesville Fire District. The Board further resolves to extend their thanks and appreciation to David G. Ford for his dedication and loyalty while serving the District and Community. **APPROVED.**

The Jonesville Volunteer Fire Company presented their list of 2020 Chief Officers for Board approval.

19.12.10.307 Commissioner Miller moved, and Commissioner Ford seconded the motion to approved the 2020 Chief Officers: **APPROVED.**

- Chief Patrick Champagne
- 1AC Geoffrey Frey
- 2AC William Dell'Anno.

19.12.10.308 Commissioner Ford moved, and Commissioner Tobin seconded the motion to approve the 2020 Jonesville Volunteer Fire Company Officers and Board of Directors: **APPROVED.**

- President Kaleb Stores
- Vice President Bonnie Westlake
- Secretary David Stores
- Treasurer Robert Fox
- Assistant Treasurer John Axten

Board of Directors:

- Allan Atwell
- Charles Fannucci
- Richard Forgea
- Christopher Fox
- Craig Lewis
- William Mackesey

Chief Champagne commented he will present the list of 2020 Officers at the Chief's Drill and provide a list to the District and Bill Adams.

Chief Champagne submitted the Investigation Committee Report to the Board on the MVA with ETA 362.

Commissioner Ford moved, and Commissioner Tobin second the motion to adjourn the meeting at 8:40 p.m. **APPROVED.**

Next meeting:

Board Meeting	January 7	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

Purchasing Director Report

Informational/Discussion

1. 30 work orders submitted over last month, 20 completed
2. CPR Classes – JVFD can do CPR classes for the public. \$35 per person for classes that need a card to prove certification. Hands-Only can be as many classes as they want. All classes must go through CPHM

Dec. 10, 2019

District Manager REPORT:

Previously distributed Nov. 12, 2019 Board Meeting minutes

Correspondence Received:

1. 11-14-2019: petition received from L. Casper to place his name on the ballot for the Dec. 10, 2019 Annual Commissioner Election. Signatures verified.
2. 11-20-2019: petition received from B. Boss to place his name on the ballot for the Dec. 10, 2019 Annual Commissioner Election. Signatures verified.
3. 12-10-2019: FOIL request for fire report at 45 Beechwood Court.

Correspondence Sent:

1. 11-18-2019: thank you letters sent to 4 people who donated \$225.00 in memory of P. Ruzicka.

Buildings & Grounds:

Miscellaneous:

1. Approval for Red Cross to hold a blood drive on March 5, 2020.
2. Approval for Chief's and District's guest list for 2020 Installation Banquet. See list below.
3. Approval for Timber Creek HOA to hold meetings in Training Room in 2020 as space allows. 1st date is Jan. 30th.
4. Approval to appoint Michael Cinadr as an election official for the Dec. 10, 2019 commissioner election.

End of District Manager's Report.

Chief's Guests:

1. Sheryl Reed
2. John Van Chance - CPFD Chief
3. VFFD Chief KEN BOWMAN
4. Frank Mazza - RLFD Chief
5. Rexford FD Chief AARON COTE
6. BLFD Chief - FRED ROSS
7. Hillcrest FD Chief - Mark Butler
8. Stephen Bonesteel -West Crescent FD Chief
9. Alan Bell - Executive Director - CPHM Ambulance
10. Eric Hanchett - Rebus Consulting
11. Phil Barrett - TOCP Supervisor
12. Michael Meier, President - BLEMS
13. Ed Tremblay - SC Fire Coordinator
14. Les Bonesteel - SC Deputy Fire Coordinator
15. Dr. William Fisher - Medical Director
- 16.. Sheriff Michael Zurlo
17. State Police rep.
18. Stan Delong
19. SC Dispatcher
20. Dahn Bull - TOCP Highway Superintendent

District Guests:

1. Kathy Laferte - former Administrator
2. Kevin Sarsick
3. Nate Ford
4. Tim Hannigan

TREASURER'S REPORT:

Financial:

1. Mandated cancer insurance documents were submitted to OFPC by December 1st deadline.
2. Third party cancer insurance.
3. Grant update.
 - a. Recruitment & Retention Grant
 - i. Contacted auditors regarding account opened for grant reimbursement purposes.
 - ii. Spending update.
 - b. Records Management Grant
 - i. Grant writer assistance proposal.
 - ii. Progress update.
4. Apparatus purchase update.
 - a. Contract.
 - b. Deposit.
 - c. Bond.
5. Request adoption of AUD Report in lieu of Treasurer Report.
6. Custody holdings verification.
7. Petty cash reconciled.

Training:

Personnel:

Correspondence Received:

Miscellaneous:

End of Treasurer's Report.

Chief's Report for December 10, 2019

Informational

Congratulations to the Toys for Tots Convoy crew as Firefighters of the Month for November.

Thank you to those that assisted at the annual Toys for Tots Convoy.

A personal thank you to Dave Ford for serving as a Commissioner and supporting me during his tenure.

Training/Events

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

Request for Rob Ritter to attend the Fire Police course beginning January 7, 2020 at Carman Fire Department in Rotterdam.

Request for Mike Mayo to attend the Basic Exterior Firefighting Operations course beginning January 20 at Porters Corners.

Request to utilize E371, R373, 368 and 379 for the recruitment video to take place sometime after the new year.

Apparatus/Chief's Vehicles/Equipment/Stations

ETA 362 final Safety Investigation report attached and provided.

Firematically yours,



Patrick J. Champagne
Chief – Jonesville Fire Department