

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

Date: January 7, 2020

Time: 7:00 p.m.

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

Guests: Geoffrey Frey and Bob Fox

The meeting was called to order by District Manager Judy Bayer at 7:00 p.m.

20.01.07.001 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the appointment of Commissioner Jim Miller as Chairman of the Board. **APPROVED.**

Commissioners Tobin, Byrnes, Boss and Murphy	YES
Commissioner Miller	ABSTAINED

Commissioner Miller asked Commissioner Murphy if he would like to serve as Vice-Chairman and Commissioner Murphy replied in the affirmative.

20.01.07.002 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the appointment of Commissioner Murphy as Vice-Chairman of the Board. **APPROVED.**

20.01.07.003 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to appoint Judith Bayer as District Manager. **APPROVED.**

20.01.07.004 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to appoint Breann Parseghian as Treasurer to include collateral duties. **APPROVED.**

20.01.07.005 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to appoint Breann Parseghian as Secretary. **APPROVED.**

20.01.07.006 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion appointing William G. Adams as Deputy Treasurer. **APPROVED.**

Judy commented that the Oaths of Office were administered by District Manager/Notary Judith Bayer to Commissioner Robert Boss and she will administer the oaths on Jan. 8, 2020 to Treasurer/Secretary Breann Parseghian and Deputy Treasurer William G. Adams.

20.01.07.007 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the JVFD 2020 Officers per Town Law. **APPROVED.**

20.01.07.008 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion appointing William G. Adams as Purchasing Director. **APPROVED.**

20.01.07.009 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion appointing Breann Parseghian as Records Management Officer. **APPROVED.**

20.01.07.010 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion appointing Judith Bayer as Records Access Officer, Public Information Officer, and Freedom of Information Officer. **APPROVED.**

20.01.07.011 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion appointing William G. Adams as Respiratory Program Administrator. **APPROVED.**

20.01.07.012 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion authorizing salary and benefits for: **APPROVED.**

Judith S. Bayer: \$68,798.18/yr. for 35-hour work week, 4 weeks' vacation, 13 holidays, 12 sick/personal days. 80% of dental benefit paid by District, 20% by employee.

William G. Adams: \$64,857.31/yr. for 40-hour work week, 4 weeks' vacation, 13 holidays, 12 sick/personal days, 80% health/dental benefits paid by District, 20% paid by employee.

Stephen M. Bonesteel: \$53,040.00/yr. for 40-hour work week, 2 weeks' vacation, 13 holidays, 12 sick/personal days, 80% of medical benefit paid by District, 20% paid by employee.

Breann Parseghian: Treasurer/Secretary half-time position salaried at an hourly rate of \$34.68. Three weeks' vacation, 13 holidays, and 12 sick/personal days at half-time. Dental benefits paid 50% by District, 50% by employee.

Nathaniel Fort: half-time Maintenance/Office Help salaried at an hourly rate of \$17.00. Two weeks' vacation, 13 holidays, and 12 sick/personal days at half-time.

Kevin Sarsick: half-time Maintenance/Office Help position salaried at an hourly rate of \$17.00. Two weeks' vacation, 13 holidays, and 12 sick/personal days at half-time.

20.01.07.013 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion designating the Daily Gazette and the Times Union as the official newspapers and [www.jonesvillefire.org](http://www.jonesvillefire.org) as the official website for the Jonesville Fire District. **APPROVED.**

20.01.07.014 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion acknowledging procurement of Treasurer's Bond/Insurance for B. Parseghian and W. Adams with the filing of the Bond or Declaration Page of Insurance Policy to be filed with the TOCP Town Clerk. **APPROVED.**

20.01.07.015 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion authorizing the Treasurer to sign checks for the Fire District and authorizing the Treasurer to use Ballston Spa National Bank and/or Bank of Greene County for depository of General Fund checking account, Trust and Agency Funds and Reserve Fund checking; and that the Treasurer also be authorized to obtain certificates of deposits, money market certificates, treasury notes and savings accounts at area banks offering the best interest rates. Treasurer is authorized to use RBC Dain Rauscher as custodian for Service Award Funds. Deputy Treasurer is authorized for same in the absence of the Treasurer. **APPROVED.**

20.01.07.016 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion to adopt a sound investment policy as follows:

- I. This Investment Policy applies to all monies and other financial resources available for investment on its own behalf.
- II. The primary objectives of this Fire District's investment activities are, in priority order:
  - to conform with all applicable federal, state, and other legal requirements.
  - to adequately safeguard principal.

- to provide sufficient liquidity to meet all operating requirements; and
- to obtain a reasonable rate of return.

- III. The Board of Fire Commissioners' responsibility for administration of the investment program is delegated to the Fire District Treasurer.
- IV. The Fire District Treasurer shall act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Jonesville Fire District. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.
- V. It is the policy of the Jonesville Fire District to diversify its deposits and investments by financial institution, by investment instrument and by mature scheduling.
- VI. It is the policy of the Jonesville Fire District for all funds coming into the hands of the Fire District Treasurer to be deposited or invested within ten (10) days of receipt.
- VII. The banks and trust companies authorized for the deposit of monies up to the maximum amounts are:
- | Depository Name            | Maximum     |
|----------------------------|-------------|
| Ballston Spa National Bank | \$4,000,000 |
- VIII. All deposits of the Jonesville Fire District, including certificates of deposits and special time deposits, more than the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:
1. By a pledge of "eligible securities" as defined by General Municipal Law Section 10.
  2. By an eligible "irrevocable letter of credit" as defined by General Municipal Law Section 10.
  3. By an eligible surety bond as defined by General Municipal Law Section 10.
- IX. Eligible securities used for collateralizing deposits shall be held by the depository named by the Board of Fire Commissioners subject to security and custodial agreements, all in accord with the applicable provisions of General Municipal Law Section 10.
- X. The Board of Fire Commissioners of the Jonesville Fire District authorizes the Fire District Treasurer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:
1. Special time deposit accounts.
  2. Certificates of Deposit.
  3. Obligations of the United States of America.
  4. Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America.
  5. Obligations of the State of New York.
  6. Obligations issued by any municipality, school district or fire district other than the Jonesville Fire District.
  7. Mutual funds or trusts investing in stocks, emphasis on US Blue Chips.
  8. Mutual funds or trusts investing in stocks, emphasis on US Chips allowed including Mid Cap, Small Cap, and Global International and other categories at the discretion of the Board of Fire Commissioners.

All investment obligations shall be payable or redeemable at the option of the Jonesville Fire District within such times as the proceeds for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Jonesville Fire District within two (2) years of the date of purchase.

XI. The Jonesville Fire District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits as to the amount of investments, which can be made with each financial institution or dealer. The Fire District Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories and custodians. Such listing shall be evaluated at least annually. **APPROVED.**

20.01.07.017 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion authorizing per mileage allowance based on current New York State and Federal rates (currently at \$0.575 mile). **APPROVED.**

20.01.07.018 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the following Committees: **APPROVED.**

Apparatus ..... Tobin, Murphy and Miller  
Safety/Communications/ Audit/Budget/  
Insurance/Training ..... Tobin and Murphy  
Building & Grounds (includes hydrants) .... Byrnes and Tobin  
Equipment..... Boss and Murphy  
Personnel..... Miller/Murphy  
Capital.....All  
Policy/Procedures..... All

20.01.07.019 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion appointing Hannigan Law Firm as attorney for the District at a retainer fee of \$3000 for the year 2020, with additional litigation work, etc. at \$305 per hour. **APPROVED.**

20.01.07.020 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion appointing Bryans & Gramuglia as Auditing Firm for 2020 plus additional funds for AUD review not to exceed \$1000. **APPROVED.**

20.01.07.021 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion declaring the Official Records of the Jonesville Fire District will be Maintained in Paper Format and/or Electronic Format. **APPROVED.**

20.01.07.022 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion to adopt Records Retention and Disposition Schedule MU-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all local officers in disposing of records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) only those records will be disposed of that are described in Records Retention and Disposition Schedule MU-1 after they have met the minimum retention period prescribed therein.
- b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established time periods. **APPROVED.**

20.01.07.023 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion authorizing regular monthly meetings for the second Tuesday of each month at Station #1, 7:00 p.m. **APPROVED.**

20.01.07.024 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion designating front door of Station 1 as Public Location to be used for the Posting of Open Meeting Law Notices. **APPROVED.**

- 20.01.07.025 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion approving membership in the following associations: FASNY, AYSAFC, AFDSNY, AFDCA and any other association the Board deems appropriate. **APPROVED.**
- 20.01.07.026 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion approving the review, renewal and readoption of existing contracts to include: Bulldog Apparatus, Eastern Heating and Cooling, ABS Solutions and Occupational Medicine. **APPROVED.**
- 20.01.07.027 Commissioner Tobin moved, and Commissioner Byrnes seconded a motion authorizing the following people to make purchases without prior approval of the Board; subject to monthly audit and with the understanding that it is necessary for any purchase to be assigned a purchase order number before purchase is made:
- Committee Chairman: to expend up to \$3500 for emergency repairs.
  - Chief to expend up to \$2500 for operational items, expendable firematic materials and replacement items.
  - Committee Chairman to expend up to \$2000 between meetings for emergency purchases, not to exceed budgeted amount of property maintenance supplies and repairs for the year.
  - Purchasing Agent, to expend up to \$3500 for apparatus repairs, office supplies, postage, equipment, radio repair and maintenance supplies and hire part time workers within budget limits.
  - District Manager as deems necessary, office supplies, postage, equipment and maintenance supplies within Budget limits.
  - Station Keepers to expend up to \$1000 for purchases without Board or District Manager approval. Receipts and necessary paperwork still required. **APPROVED.**
- 20.01.07.028 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to adopt the following plans. **APPROVED.**

- Code of Ethics
- Employee Handbook
- Defibrillator Program
- Exposure Control Plan
- Hazard Communication
- Medical Monitoring Program
- Drug & Alcohol Abuse Policy
- Purchasing Policies & Procedures
- Respiratory Protection Program (includes Accountability System)
- Rules & Regulations for Jonesville Firefighters
- Service Award Program
- Sexual Harassment Program
- Computer Use, Email and Social Media Policy
- Chiefs Car Use Policy
- Driver Training
- Credit Card Use Policy
- Cell Phone Use Policy
- Training Room Use Policy
- Security Camera Policy
- Uniform Policy
- Cyber Breach Policy
- Email Retention Policy
- Workplace Violence Policy
- Email Retention Policy
- Food Policy
- Funeral Procedure Policy
- Saratoga County Mutual Aid Policy
- Wire Transfer Policy

- Video Event Recorder
- Outside Service by Volunteer Firefighters.

- 20.01.07.029 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion declaring the Workplace Violence Policy was reviewed and no incidents were reported in 2019. **APPROVED.**
- 20.01.07.030 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion approving 2020 Chiefs to take Chief vehicles to work. **APPROVED.**
- 20.01.07.031 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion authorizing in advance the use of Jonesville Fire District equipment and apparatus for use at Parades, Wakes, Fire Prevention Details and other Events upon approval of the Chief or his Designee. **APPROVED.**
- 20.01.07.032 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion acknowledging the Jonesville Fire District has obtained Enhanced Cancer Disability benefits by procurement of an approved insurance policy. **APPROVED.**
- 20.01.07.033 Commissioner Tobin moved, and Commissioner Byrne seconded the motion to approve Patrick J. Champagne as Explorer Post Advisor, David Ford, Michael Murphy, Judith Bayer, and Carol Coyle as committee members for 2020. **APPROVED.**
- 20.01.07.034 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to override the 2% Tax Cap for the 2020 Budget. **APPROVED.**
- 20.01.07.035 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to file for extension of the Annual Update Document (AUD) if needed. **APPROVED.**

#### **MEMBERSHIP:**

A brief discussion was held on pending membership applications.

- 20.01.07.036 Commissioner Tobin moved, and Commissioner Boss seconded the motion to approve any new member application approved at the January 8, 2020 Jonesville Volunteer Fire Company Meeting. **APPROVED.**

#### **OPEN TO THE PUBLIC:**

1AC Frey commented that it is expected that the EMS PCRs will be required to go electronic by 2022 but it has not been approved yet.

Bob Fox commented on the attendance requirements of JVFC Officers and Board of Directors. A brief discussion followed with the consensus that it should be addressed at the JVFC Company level.

- 20.01.07.037 Commissioner Byrnes moved, and Commissioner Tobin seconded the motion to approve the minutes of the Dec. 10, 2019 Board Meeting. **APPROVED.**

#### **Claims:**

- 20.01.07.038 Commissioner Murphy moved, and Commissioner Tobin seconded to the motion to approve payment of claims: 020001-020057. **APPROVED.**

#### **District Manager Report:**

##### **Discussion:**

- Judy commented that an oath of office was administered to Commissioner Boss on Dec. 26, 2019.

- 20.01.07.039 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to accept the District Manager's Report. **APPROVED.**

## Purchasing Director's Report:

### **Discussion:**

- A discussion was held on adding WEX Fleet gas card as a fuel option with the consensus to add the option as well as continuing to use the TOCP Highway fuel station.
- Bill Adams commented on the reimbursement claim for damages from defective batteries that damaged several air packs.
- A discussion was held on replacing Breann's computer.
- Bill requested a uniform allowance for the half-time station keepers.

- 20.01.07.040 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to purchase a new Computer for the Treasurer at a cost not to exceed \$9379.00 to include setup, software and transfer of data. **APPROVED.**
- 20.01.07.041 Commissioner Murphy moved, and Commissioner Tobin seconded the motion to approve a \$400 annual uniform allowance for half-time maintenance employees. **APPROVED.**
- 20.01.07.042 Commissioner Miller moved, and Commissioner Murphy seconded the motion to accept the Purchasing Director's Report. **APPROVED.**

## Chief's Report:

### **Discussion:**

- Chief Champagne provided the Board a list of Chief Officers, Officers and Special Services for 2020.
- Chief Champagne commented on a draft of Operating Procedures pertaining to all Live Burn training that involves JVFD personnel and recommended the Board adopt.
- A discussion was held on training requests and events.
- A discussion was held on the possible purchase of two gear dryers with the consensus to get three quotes by the next Board meeting on Feb. 11, 2020.
- A brief discussion on the purchase of four sign tops.

- 20.01.07.043 Commissioner Miller moved, and Commissioner Tobin seconded the motion to accept the JVFD Officers and Special Services appointments for 2020. **APPROVED.**
- 20.01.07.044 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the attendance of R. Lemire at the Fire Police course starting Jan. 7, 2020 at Carman FD in Rotterdam. **APPROVED.**
- 20.01.07.045 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the attendance of C. Willoughby and K. Stores at the EMT-B Refresher course and related fees at Malta EMS starting Jan. 20, 2020. **APPROVED.**
- 20.01.07.046 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the attendance the P. Champagne at the Fire Attack 2020 Seminar at Elmsford FD on Feb. 1, 2020 at a cost of \$35.00 and use of a District vehicle for transportation. **APPROVED.**
- 20.01.07.047 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the attendance of L. Prager, A. Dewald and G. Moronta to attend the BEFO course at Porters Corner FD starting Jan. 20, 2020. **APPROVED.**
- 20.01.07.048 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the use of the Bailout Window at Station 2 by CPFD on Jan. 12, 2020. **APPROVED.**
- 20.01.07.049 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the payment of \$3,3950.00 to Capital Technical Rescue and Safety Consultants, LLC for the "Calling the MAYDAY" Training Course for up to 30 firefighters with a date in 2020 to be determined. **APPROVED.**

20.01.07.050 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the purchase of 4 sign tops at a cost not to exceed \$2500.00. **APPROVED.**

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

### **Treasurer's Report:**

#### **Discussion:**

- Breann requested a transfer of funds of \$2114.00 to the SS account (A633) due to unanticipated overtime.
- Breann requested a transfer of \$25K from the Insurance Reserve Fund to another Reserve Fund. A discussion followed with the consensus to transfer the funds to the Equipment Reserve Fund.
- Breann commented that she anticipates a surplus of 2019 funds in the \$100-110K range.
- Breann commented policies need to be reviewed annually. She established a monthly calendar, starting in February and distributed policies to the Board.
- Breann updated the Board of two grants:
  - A discussion was held on the balance of grant funds from the Recruitment & Retention Grant and possible purchases that would fall under the parameters of the grant guidelines.
  - A discussion was held on reopening an account with BSNB for grant funds.
  - A discussion was held on opening accounts with the Bank of Greene County.
  - Breann commented that application date for the Records Management Grant is still TBD and she provided the grant writer with the data box count for permanent records, budgets, audits, claims, vouchers and what information she could find from the JVFC and Ladies Auxiliary.
  - A discussion was held on the need for a new server if we are award the Records Management Grant with the consensus to purchase a new server contingent on the grant award. Breann commented that she would coordinate with ABS Solution to get specifications and pass those along to the Purchasing Director so he can obtain three quotes.
- Commissioner Miller commented that Toyne Trucks did not agree to a performance bond and Toyne suggested we not make a payment until the truck is delivered which they anticipated will be within 385 days. He further commented that it will be probably earlier than that but if not, Toyne Trucks will be assessed a \$100/day late fee. Commissioner Tobin commented that would make it a middle of winter delivery and that is cause for concern and we should consider future plans for an under-chassis washer.
- A discussion was held on the financing with the consensus to get a bond for \$995K at 2.3% interest rate from the Bank of Greene County. Breann commented that the Bank of Greene County will need to formally hear from our bond counsel.
- Commissioner Miller commented that a signed contract will need to be sent to Toyne Trucks.
- A brief discussion was held on the verification of the custody holdings at Key Bank.

20.01.07.052 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the transfer of \$2114 to account A633 Social Security for overtime expenses. **APPROVED.**

20.01.07.053 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the transfer of \$25K from the Insurance Reserve Fund to the Equipment Reserve Fund. **APPROVED.**

20.01.07.054 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve re-opening the checking account at BSNB for grant award reimbursement purposes. **APPROVED.**

20.01.07.055 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the opening of bank accounts with the Bank of Greene County. **APPROVED.**

20.01.07.056 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the purchase of a new server contingent on a Records Management Grant Award. **APPROVED.**

20.01.07.057 Commissioner Miller moved, and Commissioner Tobin 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

**Policy & Procedures:**

No Report

**Old Business:**

Commissioner Miller commented that he felt the Board needs to consider making an offer to buy the pavilion from the JVFC with the intention to use it as a training center but also keep it available for the Town of Clifton Park to use for their summer recreation day program. A discussion followed with the pros and cons.

**New Business:**

Commissioner Tobin commented that he recently participated in a fitness training session at Station 2 and he would like the Board to consider some future purchases for basic equipment supplies to enhance the sessions. Commissioner Tobin provided a spreadsheet with a proposal. Commissioner Miller commented that members who participated should fill out a green sheet for liability issues.

Breann Parseghian commented that she will not make the Feb. 11<sup>th</sup> due to conflicting plans.

Commissioner Byrnes moved, and Commissioner Miller seconded the motion to adjourn the meeting at 9:12 p.m.

Next meeting:

Board Meeting            February 11            7:00 p.m.            Station 1

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,



Judith S. Bayer  
District Manager

**District Manager REPORT:**

Previously distributed Nov. 12, 2019 Board Meeting minutes

**Correspondence Received:**

1. 12-12-2019: resignation letter from T. Dell'Anno
2. 12-16-2019: resignation letter from M. Dippert

**Correspondence Sent:**

1. 12-11-2019: Fire Report on 45 Casablanca Ct. sent insurance company FOIL.
2. 12-11-2019: letters sent to potential Explorer Members.
3. 12-11-2019: Commissioner election results dropped off to TOCP Town Clerk.
4. 12-11-2019: legal notice about organizational meeting sent to TU and Daily Gazette.

**Buildings & Grounds:**

**Miscellaneous:**

1. 12-26-2019: dropped off oath of office for Commissioner Elect Bob Boss to TOCP Town Clerk.

**Purchasing Director Report**

Informational/Discussion

1. 17 work orders submitted over last month, 15 completed
2. WEX Fleet gas cards – Can be used at any gas station. District gets a single bill from WEX Fleet and the taxes are removed by WEX prior to billing district
3. During annual flow test of air packs, several circuit boards were found to be damaged by battery corrosion. Claim has been filed with Duracell for reimbursement. Per MES tech, Duracell has been paying for damages. 10-12 weeks for reimbursement

Items for Approval

1. Replacement options for Breanne's computer
  - a. Dell Precision 5540 Laptop - \$3618 – ABS Solutions
    - i. Online - \$3594.86 – Not able to configure exactly like ABS quote
  - b. Dell Precision 5820 Tower - \$5704 – ABS Solutions
    - i. Online - \$5278.75 - Not able to configure exactly like ABS quote
  - c. Dell OptiPlex 7070 Tower - \$1888 – ABS Solutions
    - i. Could not replicate spec online for price

ABS - \$1290 for setup and transfer of data and programs to whichever computer is purchased
2. Uniform allowance for part time station keepers? We have bought items in past but never had a dollar figure for uniform purchases. Request up to \$200 annually for part time station keepers

## **TREASURER'S REPORT:**

Submitted for the January 7, 2020 Meeting

### **Financial:**

1. Request transfer of funds to Social Security (A633) due to unanticipated overtime.
2. Request to transfer funds from Insurance Reserve Fund to other reserve fund, due to third party insurance purchase.
3. Estimated 2019 surplus.
4. Review of policies.
5. Grant update.
  - a. Recruitment & Retention Grant
    - i. Grant fund checking account.
    - ii. Spending update.
  - b. Records Management Grant
    - i. Progress update.
6. Apparatus purchase update.
  - a. Contract.
  - b. Bond.
7. Custody holdings verification.
8. Petty cash reconciled.

### **Training:**

### **Personnel:**

### **Correspondence Received:**

### **Miscellaneous:**

B&G review of AUD will take place February 27<sup>th</sup> and 28<sup>th</sup>.

### **End of Treasurer's Report.**

Chief's Report for January 7, 2020

Informational

Congratulations to Commissioner elect Robert Boss.

Thank you to those who participated in the Santa Patrol and Quick Response Santa Playland details.

Blue Light cards will be issued to those authorized to have one.

Projected move into the new Public Safety Building is March 2020

Signage has been placed in both stations prohibiting entry beyond the apparatus bays while wearing PPC/PPE.

We will be activated for all calls within the Vischer Ferry Fire District on January 18, 2020 between the hours of 5 p.m. until 6 a.m. Sunday, January 19.

Attached is the list of Chief Officers, Officers, and Special Services for 2020

Firefighter Decontamination -- Attached is a draft Operating Procedure that I am recommending the district adopt pertaining to all Live Burn training that involves Jonesville personnel.

I am providing the district with a copy of a Firefighter Cancer Prevention and Education Guide. I will be providing a copy to all members.

Training/Events

Request for Rick Leaire to attend the Fire Police course beginning January 7, 2020 at Carman Fire Department in Rotterdam. He will be attending with Rob Ritter who was approved last month.

Request for Charlie Willoughby and Kaleb Stores to attend the EMT-B Refresher at Malta EMS beginning January 20, 2020.

Request for Chief Champagne to attend the Fire Attack 2020 seminar at the Elmsford Fire Department on February 1, 2020 at a cost of \$35.00 and to use the district vehicle for transportation.

Request for Logan Prager, Andrew Dewald and Gabriel Moronta to attend the Basic Exterior Firefighter Operations course at Porter Corners Fire Department beginning January 20, 2020.

Request to approve use of the Bailout Window at Station 2 by Clifton Park Fire Department on Sunday, January 12, 2020 from 8am - 12pm.

Request for the approval of payment in the amount of \$3,950.00 to Capital Technical Rescue and Safety Consultants, LLC for the "Calling the MAYDAY" training course; up to 30 interior firefighters. Training date to be determined at a future date in 2020. Invoice and details are attached.

Apparatus/Chief's Vehicles/Equipment/Stations

Request to purchase two (2) gear dryers. Literature attached.

Request to purchase the following supplies (list attached) for deconning at all Live Fire training drills.

Request to purchase four sign tops; two of each reading 1) ROAD CLOSED AHEAD 2) ROAD CLOSED. We do not need the sign bases.

Request to purchase cones; 5 for each apparatus.

Firematically yours,



Patrick J. Champagne  
Chief - Jonesville Fire Department

TO: Jonesville Board of Fire Commissioners  
FROM: Chief Patrick J. Champagne  
RE: 2020 Officers  
DATE: January 7, 2020

Below are the names of the individuals that have been appointed as line officers for 2020.

**Captains**

Patrick Dell'anno - Operations  
Rich Craver - Training  
Craig Lewis - Fire Police

**Lieutenants**

Chris Fox  
Nick Buonanno  
Mark Ceclione  
Pat Liddy

**Engineers**

Chris Murman  
Kaleb Stores  
Charlie Willoughby  
Zach Wolfe

**Safety Officers**

Franz Lavigne  
Mike Mendrysa

**Special Services**

Gary Coyle, Sr./Dave Ford - quartermaster  
P.J. Champagne - Explorer Post 36  
Mike Murphy - chaplain  
Al Atwell - photographer  
Bill Mackesey - Radio room operator