

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: February 11, 2020

Time: 7:00 p.m.

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

Guests: none

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

Open to the Public:

No one came forward to speak

Membership:

Two new member applications were discussed.

20.02.11.058 Commissioner Miller moved, and Commissioner Murphy seconded the motion to accept the new member applications of Brian Glick and Paul Notar. **APPROVED.**

Minutes:

20.02.11.059 Commissioner Tobin moved, and Commissioner Miller seconded the motion to approve the Board Meeting minutes of Jan. 7, 2020. **APPROVED.**

District Manager Report:

Discussion:

- A discussion was held on various training room requests.
- A brief discussion was held on the list of members qualifying for 2019 LOSAP.
- A brief discussion was held on contribution to JVFC for 2020 Installation Banquet.
- Chief Champagne commented that he would like approval to hold a NYSAFC Flashover Course in the Training Room and grounds of Station 1 on Oct. 10-11, 2020.

Commissioner Byrnes enters the meeting at 7:13 p.m.

20.02.11.060 Commissioner Murphy moved, and Commissioner Miller seconded the motion to approve the Town of Clifton Park Parks & Rec. Department requested events in the Training Room for 2020. **APPROVED.**

20.02.11.061 Commissioner Murphy moved, and Commissioner Miller seconded the motion to approve a Shen LAX meeting to be held in the Training Room on Feb. 13, 2020 to be sponsored by T. Tobin. **APPROVED.**

Commissioners Murphy, Miller, Boss and Byrnes
Commissioner Tobin

YES
ABSTAINED

- 20.02.11.062 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the list of members qualifying for 2019 LOSAP contingent on posting for thirty (30) days for appeal purposes. **APPROVED.**
- 20.02.11.063 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve a contribution of \$7500 to the JVFC for 2020 Installation Dinner expenses. **APPROVED.**
- 20.02.11.064 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve Ladies Auxiliary events in the Training Room for 2020. **APPROVED.**
- 20.02.11.065 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the serving of wine and/or beer at two social events: March 21, 2020 event sponsored by D. Stores and an April 19, 2020 event sponsored by K. Stores. **APPROVED.**
- 20.02.11.066 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the use of Training Room and grounds at Station 1 for a NYSAFC FLASHOVER Training Course on Oct. 10-11, 2020. **APPROVED.**
- 20.02.11.067 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the District Manager's Report. **APPROVED.**

Purchasing Director's Report:

Discussion:

- Bill commented on a quote from First Light for internet and phone service at Station 1. A discussion followed with the consensus for Bill to gather more information
- A discussion was held on the Winnebago repair bill to relocate the generator switch with the consensus to send the bill to Winnebago and ask for reimbursement due to the design flaw.
- Bill commented that he received the WEX credit cards, done a test purchase and the process went smoothly, he will notify all drivers and put the cards in service.
- A discussion was held on turnout gear and Bill Adams provided figurers for budget purchases. Bill also commented that Garrison and B-Lann are our local vendors. Commissioner Murphy commented whether we should provide an extra set for interior firefighters. Commissioner Tobin commented that would do not have storage place and if we purchase new washers and dryers that may alleviate the OOS issues with our turnout gear. Consensus was to include turnout gear as a lower priority on the AFG Grant.
- Bill commented that due to last minute changes to the specifications for Breann's computer, the quote is now \$1379.00 more than the Board approved (Res. #20.01.08.040) at the last Board Meeting.
- A brief discussion was held on possible installation of Rockland cabinets in Car360 and Car369 and installation of new mobile radio for Car36 with the consensus to table any action at this time due to including them in the AFG Grant.
- A discussion was held on 2020 hose, ladder and pump testing with the consensus to get quotes from other vendors.
- A discussion was held on online learning options because CenterLearn will be dissolved into Target Solutions with a substantial increase in fees. Commissioner Tobin commented that he needs more information and would like a demo of the app. Bill Adams said he would arrange that, and Commissioner Boss commented that he was interested in learning more about the app.
- A brief discussion on the renewal of HVAC PM Contract with Eastern Heating and Cooling.
- Bill Adams requested air pack maintenance training for station keepers, N. Fort and K. Sarsick at a cost of \$50.00/person through MES to include training with CPFD and WCFD station keepers if they are

interested and with the condition, they would pay the fees for their own training.

- A discussion was held on the pinhole leak repair quote in the radiator tank in R373. Commissioner Miller asked Bill to get a quote to replace the radiator tank because of concerns that other leaks my surface. Bill indicated he would do so. Bill also commented that he has Board approval to spend up to \$3500 for repairs and if the new radiator tank quotes comes in under that amount, he can authorize the replacement. The consensus of the Board was to go with that plan
- A discussion was held on the gear dryers for both stations. Commissioner Tobin inquired if there are specifications to build our own dryers and Bill commented that its approximately \$1200-1500/unit but that they are made with PVC pipes and he has durability concerns. Commissioner Miller commented that he wants to apply for the AFG Grant for the gear dryers and with the deadline of March 13th hopefully, we will have an answer in April. Further discussion was held on carcinogen issues involving turnout gear.

20.02.11.068 Commissioner Murphy moved, and Commissioner Byrnes seconded the motion to amend resolution # 20.01.07.040 to read \$9379.00 instead of \$8000.00. **APPROVED.**

Claims:

20.02.11.069 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the payment of claims:020057-020124 and amend resolution #: 19.12.10.299 to read \$7800.00 of \$6800.00. **APPROVED.**

20.02.11.070 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the renewal of HVAC PM contract with Eastern Heating and Cooling for a two-year period at a cost of \$4036 for 2020-2021 and \$4200 for 2021/2022. **APPROVED.**

20.02.11.071 Commissioner Tobin moved, and Commissioner Brynes seconded the motion to approve air pack maintenance through MES at a cost of \$50/person for N. Fort and K. Sarsick and to include station keepers from CPFD and WCFD at their own expense. **APPROVED.**

20.02.11.072 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the replacement of the radiator tank on R373 by VRS Sales at cost not to exceed \$3500.00. **APPROVED.**

20.02.11.073 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to accept the Purchasing Director's Report. **APPROVED.**

Chief's Report:

Discussion:

- A discussion was held on various training requests and events
- A discussion was held on new member application deadline issues, and on members who are OSHA delinquent for 2019
- A discussion was held on possibly purchasing the pavilion building from the Jonesville Volunteer Fire Company. Chief Champagne commented that he will address his training ideas for the pavilion at the March 4, 2020 Company meeting.

- 20.02.11.074 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the attendance of R. Craver, B. Boss, E. Mackey, B. Bowers, PJ Champagne and B. Dell'Anno to attend the NYSAFC Flashover Training to be held Oct. 10-11, 2020 at JVFD at \$100/person to include other members and station keepers at a cost not to exceed more than \$3K. **APPROVED.**
- 20.02.11.075 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the attendance of E. Mackey and R. Ritter at the Traffic Incident Management course on March 28, 2020 at Rotterdam Junction FD in Rotterdam, NY. **APPROVED.**
- 20.02.11.076 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the use of Car36 by P. Champagne for transportation to the Fire Academy in Montour Falls, NY March 27-29, 2020. **APPROVED.**
- 20.02.11.077 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the attendance of J. Family and J. L'Amoureux at the Basic Exterior Firefighter Operations (BEFO) course at Porters Corner FD starting Jan. 20, 2020. **APPROVED.**
- 20.02.11.078 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the attendance of fire police members to attend the Saratoga County Fire Police Association Training being held on March 28, 2020 in Mechanicville, NY. **APPROVED.**
- 20.02.11.079 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the use of necessary apparatus, equipment, personnel and grounds at Station 1 for the Flashover training being held the weekend of Oct. 10-11, 2020. **APPROVED.**
- 20.02.11.080 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve participation of Jonesville apparatus and crew to the current BEFO course being held at Porters Corner FD for the following dates: April 27, May 4 and May 9, 2020. **APPROVED.**
- 20.02.11.081 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve an offer of \$50K for the purchase of the JVFC Pavilion to include payments of \$5K/year for a ten year period. **APPROVED.**
- 20.02.11.082 Commissioner Tobin moved, and Commissioner Byrne seconded the motion to accept the Chief's Report. **APPROVED.**

Treasurer's Report:

Discussion:

- Commissioner Miller gave the Treasurer's Report in the absence of Treasurer Breann Parseghian.
- Commissioner Miller commented that our 2020 tax revenue check was received and deposited.
- A discussion was held on the monthly review of various policies and Commissioner Tobin offered to to review the Exposure Control, Medical Monitoring and Drug and Alcohol policies.
- A discussion was held on the recruitment & retention grant balance with hope that the Flashover Training fees will be covered, and training videos will be completed. Bill Adams commented that he checked into renting the billboard in our fire district and it is not available. Commissioner Boss commented that he will look into some social and print media options.

- A discussion was held on the Records Management Grant and utilizing e-biz docs for the majority of the scanning work. Commissioner Murphy commented that we should contract with e-biz docs to do as much as they can do, and we will do the review.
- A discussion was held on the Assistance to Firefighter Grant with the consensus to apply and ask for four items with the priority being the gear dryers.
- Commissioner Miller commented that the 2019 Budget surplus estimate is around \$105K and Breann will have a more accurate figure by the March meeting.
- Chief Champagne inquired if the Board had any objection if our station keepers who are CPR instructor and fire extinguisher trainer qualified can train employees during the day at Vinyl Max Windows on Pierce Road. A discussion followed with the consensus that station keepers who are qualified to do the training be allowed to do so.

20.02.11.083 Commissioner Miller moved, and Commissioner Tobin seconded the motion to accept the Treasurer's Report. **APPROVED.**

Committee Reports:

Apparatus:

Commissioner Miller commented that VRS Sales will have a meeting for questions and specifications for the Engines to review on Feb. 13th at 2 p.m.

Audit/Budget/Insurance:

No Report

Building and Grounds:

No Report

Capital:

No Report

Equipment:

No Report

Policy & Procedures:

No Report

OLD BUSINESS:

None

NEW BUSINESS:

Commissioner Tobin commented that a group of firefighters have been meeting at Station 2 to work out and they would like to expand to include all members, but they need more equipment. Commissioner Tobin provided a list of suggested items. A discussion followed with concerns about storage with some options.

20.02.11.084 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the purchase of exercise and related storage equipment at a cost not to exceed \$15K. **APPROVED.**

Personnel:

20.02.11.085 Commissioner Miller moved, and Commissioner Murphy seconded the motion to enter into executive session at 9:01 p.m. to discuss the employment of a person. **APPROVED.**

20.02.11.086 Commissioner Byrnes moved, and Commissioner Murphy seconded the motion to exit executive session at 9:25 p.m. **APPROVED.**

Commissioner Miller moved, and Commissioner Byrnes seconded the motion adjourn the meeting at 9:30 p.m.

Next meeting:

Board Meeting	March 12	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

February 11, 2020

District Manager REPORT:

Previously distributed Jan. 7, 2020 Board Meeting minutes

Correspondence Received:

1. 1-23-2020: resignation letter received from N. Kinkaid.

Correspondence Sent:

1. 1-14-2020: sympathy card sent to L. Pasquarell Jr.
2. 1-24-2020: resignation acceptance letter sent to N. Kinkaid.
3. 1-28-2020: claim filed with Amsure for broken cell phone C. Willoughby.

Buildings & Grounds:

1. Request from TOCP Parks & Rec. Department to use Training Room for the following:
 - May 11-12 RTE Recert 6-8 pm
 - May 14 CPR Recert 6-8 pm
 - May 16-17 New CPR Class 8 am – 4 pm
 - June 15,18,22 Basic First Aid 6-8 pm
2. Approval for Shen Lax to hold meeting in TR on Feb. 13, 2020 (sponsored by T. Tobin).

Miscellaneous:

1. 1-8-2020: oaths of office from B. Parseghian and B. Adams dropped off TOCP Town Clerk's Office.
2. Approve List of Members Qualifying for 2019 LOSAP.
3. Approve contribution of \$7500 to JVFC toward 2020 Installation Banquet and approval of claim payment.
4. 1-21-2020: 2019 NYS DOL Form SH-900.1 (summary of work-related injuries and illnesses) posted.
5. Approval use of Station 1 facilities for 2020 Ladies Aux events and meetings:
 - Meeting: 4th Monday of the month
 - Easter Party: April 5
 - Neighbor Night: Sept. 28
 - Election Day Bake Sale: Nov. 3
 - Sundaes with Santa: Dec. 6.
6. Approval to serve wine and/or beer at a social event sponsored by K. Stores on April 19, 2020 and at a social event on March 21, 2020 sponsored by D. Stores.
7. Approval to hold NYSAFC Flashover Hands on Training at Station 1 on Oct. 10-11, 2020.

End of District Manager's Report.

Purchasing Director Report

Informational/Discussion

1. 30 work orders submitted over last month, 30 completed
2. Changing to FirstLight for internet and phone service?
3. Contact Winnebago about \$1800 bill to relocate generator switch from underneath RV
4. WEX Fleet gas cards will be going in service. I will send an email with instructions to all drivers that have been included in the program
5. Gear cost \$2675 per set 1 year ago. We currently have approx.. 25 interior personnel for budgeting purposes - \$66875

Items for Approval

1. Replacement options for Breanne's computer
 - a. Dell Latitude 5501 Laptop - \$3190 – ABS Solutions
 - b. Dell Precision 5820 Tower - \$5704 – ABS Solutions
 - i. Online - \$5278.75 - Not able to configure exactly like ABS quote

\$1290 for setup and transfer of data and programs to whichever computer is purchased

Approval in January of up to \$8000. Change in equipment will change total to \$10184
2. Install Rockland cabinets in C-360 and C-369 - $\$6201.31 \times 2 = \12402.62 Upstate Plow and Truck is sole vendor for product.. Same unit as was installed in C-36
3. New mobile radio for C-36 Pittsfield communications \$3712. Previously approved \$3299.75 to be purchased after 1/1/2020. Price increase to \$3712
4. Hose, Ladder and Pump testing for 2020- Waterway \$6455.10
5. Online learning – Target Solutions EMS, Fire, Work Orders, Truck Check, OSHA, Driver Safety all part of new platform. \$2353 was approved in Dec. for just CenterLearn, which will be dissolved into Target Solutions. New price for all firefighters will be \$6040.00 for 12 months
6. Renewal of HVAC contract for Station 1 Eastern Heating – 2020-2021 \$4036 2021-2022 \$4200
7. Air pack maintenance training for Nate and Kevin. Training to be done at JVFD \$50 per guy. \$100 total. Will be in conjunction with CPFD and WCFD station keepers.
8. Upper radiator tank leaking in R-373. Found when doing warranty work on DEF System. Truck will be OOS for approx. 1 week. \$810.67 Checked into warranty and repair will not be covered.
9. Gear Dryer – For both stations * There is an AFG grant available for gear dryers. Deadline is 3/13/20
 - a. Ram Air - TG4 - \$7995 each Total - $\$15,990 + \$995 \text{ S\&H} = \$16,940$
 - b. Williams Direct Dryer PS4R8 - \$6995 each Volume discount \$1000 Total $\$13,990 + \text{S\&H}$
 $\$479.98 = \$13,469.98$

Chief's Report for February 11, 2020

Informational

Congratulations to Rich Craver as Firefighter of the month for January.

Second Assistant Chief Dell'anno provided me with the 2019 OSHA training status.

Training/Events

Request for Rich Craver, Bob Boss, Erin Mackey, Brad Bowers, PJ Champagne and Bill Dell'anno to attend the Flashover training course being held the weekend of October 10 and 11, 2020 at Jonesville Station 1 along with any other interior firefighter interested in attending. Cost is \$100.00 per attendee.

Request for Erin Mackey and Rob Ritter to attend the Traffic Incident Management course on March 28, 2020 at Rotterdam Junction Fire Department in Rotterdam.

Request for Chief Champagne to use C36 to attend the annual Fire Service Weekend in Montour Falls on March 27 through 29. I will be instructing one of the courses.

Request for Joe Family and Justin L'Amoureux are attending the Basic Exterior Firefighter Operations course at Porter Corners Fire Department that began on January 20, 2020. They submitted their request after last month's meeting.

Request for any Fire Police member to attend the Saratoga County Fire Police Association Training Seminar being held on March 28, 2020 in Mechanicville.

Apparatus/Chief's Vehicles/Equipment/Stations

Request to utilize any necessary apparatus, equipment, personnel and grounds at Station 1 for the Flashover training being held the weekend of October 10 and 11 at Station 1.

Apparatus will be committed to the current BEFO course being held in Porter Corners on April 27, May 4 and May 9.

Status of prices on the request to purchase two (2) gear dryers.

Personnel

Extending Michael Jimenez's probation an additional thirty (30) days to complete his processing.

Release Jeffrey Schmitz, Jr. for non-activity during his ninety (90) day period.

Firematically yours,



Patrick J. Champagne
Chief – Jonesville Fire Department

TREASURER'S REPORT
Submitted for the February 11, 2020 Meeting

Financial:

1. 2020 Tax Revenue check deposited.
2. Request to amend resolution 19.12.10.299 for cancer insurance premium from \$6800 to \$7800.
3. Review of policies.
 - a. Any changes to the policies to be reviewed for this month?
 - b. Distribution of policies to be reviewed for next month.
4. Grant update.
 - a. Recruitment & Retention Grant
 - i. Spending update.
 - ii. Re-opened checking account and deposit 3Q reimbursement check.
 - iii. Submitted 4Q report.
 - iv. Mailed 4Q reimbursement request forms.
 - v. Reminder: grant period ends March 31st
 - b. Records Management Grant
 - i. Progress update.
 - ii. Deadline for submission is March 13th at 5:00pm.
 - c. Assistance to Firefighter Grant
 - i. Deadline for submission is March 13th at 5:00pm.
 - ii. Awarded April 30, 2020. One-year grant period begins May 2020.
 - iii. Possible considerations:
 1. Gear & SCBA needed, as membership increased significantly due to Recruitment Grant?
 2. Gear washer and gear dryer?
 3. Fitness equipment?
5. Social Media Records Management.
6. Petty cash reconciled.

Training:

Personnel:

Correspondence Received:

Miscellaneous:

End of Treasurer's Report.