

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

Date: April 7, 2020

Time: 7:00 p.m.

Present:

Present at Station 1: Commissioner Miller, Murphy, Tobin and Chief Champagne. Present via phone: Commissioner Boss, Judy Bayer, District Manager; Bill Adams, Purchasing Director; and Breann Parseghian, Treasurer.

Guests: none

Commissioner Jim Miller presided over the meeting at 7:05 p.m. Commissioner Miller commented that this meeting is being held with the option of participating via phone conference and on the advice of NYS, it is not open to the Public due to internet security concerns. Notice of phone conference meeting option was posted on the District website with a message that all questions or comments be directed to the District Office by 4:30 p.m. April 7<sup>th</sup>. Judy Bayer and Bill Adams commented that they did not receive any comments or questions from the Public prior to the meeting.

**Membership:**

No new member applications.

**Minutes:**

20.04.07.112 Commissioner Murphy moved, and Commissioner Tobin seconded the motion to approve the Board Meeting minutes of March 10, 2020. **APPROVED.**

**Claims:**

A discussion was held on the payment of claims. Commissioner Miller asked that the following two claims be included:

- Laptop to include expense for remote access at a cost not to exceed \$3500.
- Fire End & Croker Corp for two Ram Air Dryers at a cost of \$16,940.00 to be paid no earlier than April 13<sup>th</sup> when permissive referendum 30-day period is up.

20.04.07.113 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the payment of claims:020161-020214. **APPROVED.**

## **District Manager Report:**

### **Discussion:**

- Judy commented that legal notices were sent out about the change in the April Board Meeting date and notice of permissive referendum for purchase of two gear dryers from funds from the Equipment Reserve Fund. She further commented the thirty-day period will end April 13, 2020.
- Judy commented that the list of members who qualified for 2019 LOSAP benefits were sent to PenFlex on March 11, 2020.

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

## **Purchasing Director's Report:**

### **Discussion:**

- Bill commented that the majority of requests were covered previously in the claim's discussion.
- Bill commented that the District will be sending apparatus on a rotating schedule to Quick Response who as generously offered to decontaminate our trucks at no charge. Bill further commented that he expects that the truck will be decontaminated once a week. Commissioner Miller asked that the sign board be changed to thank Quick Response.
- Bill commented that the two gear dryers have been delivered and the plan was to install one in the boiler room at Station 1 first, and then wait for a full crew to install the second one at Station 2 since it will be installed on the mezzanine and they need the manpower to get it up the steps.
- Commissioner Miller inquired on the price of a new gear washer and Bill replied that it will be approximately \$15-16K, but he is still waiting for a quote from a vendor.

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

## **Chief's Report:**

### **Discussion:**

- Chief Champagne commented that the majority of training events and meetings previously approved have been postponed or cancelled and he included the information on his report.
- Commissioner Miller commented that we got some surgical masks from Saratoga County Emergency Services and they are located behind the MED Trucks if anyone wanted to use them on calls whether or not the call is Covid19 related.

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

## **Treasurer's Report:**

### **Discussion:**

- Breann updated the Board about the bond for the purchase of the new Engines and commented that the interest rates have dropped twice, and she locked in a rate of 1.79% with closing to take place shortly. She further commented that the District does not have to make the first payment on the bond until 2021 and the drop-in interest rates will save approximately \$80K. A discussion followed on when to make the first payment, what account to hold the bond funds in, and where to direct the funds from the 2019 and 2020 budget that was earmarked for bond payments.
- Breann commented that our annual audit is scheduled for the end of April and our auditors would like to do a virtual audit electronically and needed paperwork to be boxed and hand delivered to their office. A discussion followed with concerns for electronic security issues with the consensus to transfer the files

to a portable hard drive and include that in the box with the needed paperwork. Breann commented that the deadline to submit the audit is June 30, 2020 but there may be an extension.

- Breann commented that there are new guidelines for filing GASB 84 that may affect how LOSAP information is filed and she plans to attend a webinar on the new mandates.
- A discussion was held on how frequent the Board would like to receive market watch updates from RBC Wealth Management.
- Breann commented that the applications for the Records Management Grant and Assistance to Firefighters Grant (AFG) were submitted by the deadline.
- A discussion was held on the new NYS SAFER Grant with the consensus not to apply since we are managing one grant award and have applied for two others.
- Commissioner Miller commented on the new FEMA COVID 19 Assistance offers money for salaries, electronics, meals for working staff, cleaning supplies, PPE, fuel etc., and the District may be eligible for reimbursement on some of these categories. A discussion followed with the consensus to purchase a laptop for remote access and a new gear washing machine as the one at Station 1 is over thirty years old and is being highly utilized during this pandemic.
- Commissioner Miller asked Bill Adams and Breann Parseghian to start tracking all expenses that may qualify for reimbursement. Breann commented that she needs to fill out a Request for Public Assistance for FEMA and needs two names of staff that will be responsible for gathering and filing the information. A brief discussion followed with the consensus to appoint Bill Adams and Breann Parseghian.
- Breann commented that due to working remotely, the petty cash has not been reconciled.
- A brief discussion held on training requests.

20.04.07.117 Commissioner Miller moved, and Commissioner Murphy seconded the motion to purchase a laptop to include remote access and set up fees at a cost not to exceed \$3500.00. **APPROVED.**

20.04.07.118 Commissioner Miller moved, and Commissioner Boss seconded the motion to replace the Gear washer at Station 1 at a cost not to exceed \$20K. **APPROVED.**

20.04.07.119 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the Following training requests: **APPROVED.**

- Secretary Training – April 9, 16 and 23, 2020 – webinar.
- GASB 84 Training – webinar
- NYS Retirement – Gold Certificate Training for NYSERS Reporting – webinar.
- NYS Archives – webinar on email essentials and social media official records

20.04.07.120 Commissioner Miller moved, and Commissioner Boss 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:**

2019 Budget surplus will be addressed at the April Board Meeting.

**Equipment:**

No Report

**Personnel:**

No Report

**Policy & Procedures:**

No Report

**OLD BUSINESS:**

Commissioner Miller commented that there is a \$36,711.08 2019 Budget surplus that needs to be transferred to a reserve fund. A discussion followed with the consensus to divide it equally between the Apparatus Reserve Fund and the Equipment Reserve Fund.

20.04.07.121 Commissioner Murphy moved, and Commissioner Tobin seconded the motion to approve the transfer of \$36,711.08 from the General Fund to the Apparatus Reserve Fund and the Equipment Reserve Fund in the amount of \$18,355.54 to each account. **APPROVED.**

Breann commented that there is also \$55K from the 2019 Budget that was earmarked for the bond payment for the new Engines that needs to be transferred to a reserve fund. A discussion followed with the consensus to table a decision until after reviewing various options.

**NEW BUSINESS:**

None

Commissioner Miller moved, and Commissioner Murphy seconded the motion adjourn the meeting at 7:58 p.m.

Next meeting:

Board Meeting                      May 12, 2020                      7:00 p.m.                      Station 1

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer  
District Manager

**April 7, 2020**

**District Manager REPORT:**

Previously distributed March 10, 2020 Board Meeting minutes

**Correspondence Received:**

**Correspondence Sent:**

1. 3-11-2020: legal notices sent to Times Union and Daily Gazette for permissive referendum on purchases of gear dryers and notice of April Board meeting date change. Published March 14, 2020.
2. 3-13-2020: list of members qualifying for 2019 LOSAP sent to Penflex for processing. List was posted for 30 days.

**Buildings & Grounds:**

**Miscellaneous:**

**End of District Manager's Report.**

**Purchasing Director Report**

**Informational/Discussion**

1. 16 work orders submitted over last month, 15 completed

**Items for Approval**

1. Shelving system with installation for north apparatus room wall at Station 2 - \$5559 Need to approve to pay the invoice.
2. Laptop computer to be used for remote access - \$2500 + \$750 for setup = \$3250
3. Pay \$16940 to Fire End for 2 – Ram Air Gear Dryers when 30-day period for referendum is up.

## **TREASURER'S REPORT**

Submitted for the April 7, 2020 Meeting

### **Financial:**

1. Apparatus purchase update.
  - a. Bond
  - b. Encumbered funds
  - c. Checking Accounts vs CDs
2. April audit update.
3. GASB 84 – potentially new reporting requirement.
4. Market Watch.
5. Grant update.
  - a. FEMA Grant
    - i. COVID19
  - b. Recruitment & Retention Grant
    - i. Requested an extension through September 30, 2020.
  - c. Records Management Grant
    - i. Successfully submitted March 13, 2020.
  - d. Assistance to Firefighter Grant
    - i. Successfully submitted March 16, 2020.
6. 2/26/20 – Wire transfer successful for bond principal and interest payment.
7. Key Bank holdings.
8. 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?
9. Petty cash not reconciled.

### **Training:**

*Request to attend the following virtual training sessions and/or webinars in April and May:*

Secretary training each Thursday evening during the month of April (9th, 16th, and 23<sup>rd</sup>)

GASB 84 Training – Office of the State Comptroller webinar on LOSAP Reporting

NYS Retirement Gold Certification Training – required for NYSERS Reporting

Webinar – NYS Archives Email Essentials (official records)

Webinar – NYS Archives Social Media (official records)

### **Personnel:**

#### **Correspondence Received:**

#### **Miscellaneous:**

FYI – No longer taking vacation April 9<sup>th</sup> through April 17<sup>th</sup>

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

## **Chief's Report for April 7, 2020**

### **Informational**

Congratulations to Chris Fox and Zach Wolfe as Firefighter of the month for March.

The March 15 requested Safety walk-thru at 579 Waite Road has been postponed.

I have postponed the Mayday Training previously approved and scheduled for May 2, 2020 at Station 2. I will advise when it is rescheduled.

I will be postponing any Explorer Post meetings until further notice due to the corona virus pandemic.

The Chief's have been communicating periodically regarding our week-to-week drills and trainings and they will remain cancelled until further notice. We are in the process of getting our online resources together and will distribute to the membership for completion of various coursework.

Last week at the training center, I picked up 5 additional masks and gowns that were offered up by the county to all agencies. Five was the limit for EMS agencies.

Per last Wednesday's conference call between the county chiefs and Mike McEvoy, the cardiac arrest protocol is expected to be rewritten. We will be doing weekly calls throughout the duration of the corona virus pandemic.

Quick Response has been going to various local fire stations to decontaminate their apparatus and stations. Is this something that we would like to consider?

### **Training/Events**

The NYSAFC seminar entitled, "Hoarder House Fires" on March 16, 2020 at Pittstown Rescue Squad has been postponed.

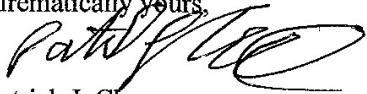
The Saratoga County Fire Police Association Training Seminar on March 28, 2020 at Decresente's Dist./Training Center was cancelled.

The Traffic Incident Management Course being held at Rotterdam Junction on March 28, 2020 has been postponed.

The annual 5k at the Singlecut Brewery scheduled for May 2, 2020 has been postponed.

All New York State fire training is postponed until at least May 3, 2020.

Firematically yours,



Patrick J. Champagne  
Chief – Jonesville Fire Department