

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: March 10, 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: Dave Meager, Aidan Ritter and Rob Ritter

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

Open to the Public:

No one came forward to speak

Membership:

One new member application was discussed.

20.03.10.087 Commissioner Miller moved, and Commissioner Tobin seconded the motion to accept the new member application of Thomas G. Hale. **APPROVED.**

Minutes:

20.03.10.088 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the Board Meeting minutes of Feb. 11, 2020. **APPROVED.**

Claims:

20.03.10.089 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the payment of claims:020125-020170. **APPROVED.**

District Manager Report:

Discussion:

- A discussion was held on the Shen Key Club's request to hold a car wash on May 17th at Station 1 with the consensus to approve it contingent on a member being present during the event. Commissioner Miller commented that he would do it if no other member volunteers.
- Judy commented that she posted the list of members qualifying

20.03.10.090 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the use of Station 2 facilities for a car wash sponsored by the Shen Key Club on May 17 from 10 a.m. to 2 p.m. **APPROVED.**

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

Purchasing Director's Report:

Discussion:

- A discussion was held on the JVFC Pavilion with the possibility of leasing versus buying from JVFC. Commissioner Miller commented that we need a professional to look at it and see what is needed to bring it up to code. Bill Adams commented that he met with TOCP Building Bldg. Supervisor Steve Myers about code issues and he indicated that projects would warrant a code update. A further discussion was held on the condition and location of the wires at the pavilion.
- A discussion was held on the shelving units at Station 2.
- A discussion was held on items requested for approval. A discussion was held on the two quotes on the gear dryers with the consensus to go with Ram Air because of their positive recommendations from local fire departments. A further discussion was held on funding of the gear dryers with the consensus to use funds from Equipment Reserve Fund that were earmarked for cancer self-insurance but no longer needed due to purchasing a cancer insurance policy.
- A discussion was held on ETA362 spring pin repair at Watkins Springs in Albany.

20.03.10.092 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the purchase and installation of shelving units at the north wall Station 2 at a cost of \$5559.00. **APPROVED.**

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Amsure Insurance Agent, Dave Meager, enters the meeting at 7:44 p.m.

A discussion was held on the renewal of Jonesville Fire District insurance policies and the following items were addressed:

- All insurance on vehicles is for guaranteed replacement.
- Discussion was held on ransom ware cyber insurance policy. Dave will check on options and get back with a quote.
- Discussion was held on increasing the death benefit on our Provident Policy with the consensus for Dave to check with our current policy holder as we do not want to make any changes that would negate the benefits included in our current policy.
- Commissioner Miller inquired if one of our insurance contractors, ESIP, used Target Solutions and if so, could they help pay for members to use it.

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- Dave commented that the District can add on the JVFC pavilion when the District decides to lease it.

Dave Meager exits the meeting at 8:41 p.m.

20.03.10.098 Commissioner Boss moved, and Commissioner Tobin seconded the motion to approve the cyber ware insurance policy at a cost not to exceed \$2000.00 effective upon receipt and acceptance of the premium quote. **APPROVED.**

Breann Parseghian enters the meeting at 9:00 p.m.

Chief's Report:

Discussion:

- A discussion was held on whether we wanted to update our Jonesville Fire District boundary signs with the consensus to buy some and replace as needed.
- A discussion was held on training and event requests.
- A discussion was held on the Sterling F4 emergency escape systems request with the consensus to hold off until 2021 and possibly had to our Assistance to Firefighters Grant applications. Bill indicated in the meantime; he will get prices.
- Rob Ritter has been released from probationary status to full-time active status.
- Rob Ritter has completed all his 2019 OSHA requirements and R. Klimkewicz has been granted an extension until March 31, 2020 to complete his 2019 requirements.

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20.03.10.106 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to accept the Chief'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:

Commissioner Tobin commented that he reviewed the Medical Monitoring Policy, Exposure Control Policy and the Drug Policy and commented on the following"

- Drug Policy was fine
- Exposure Control Policy should be reviewed by Chiefs and Officers.
- Medical Monitoring Policy seemed out of date. Judy indicated she should send him the most current policy for review.

Commissioner Miller asked Bill Adams to check with local fire departments as to whom they use for their annual physicals.

Aidan Ritter and Rob Ritter enter the meeting at 9:01 p.m.

OLD BUSINESS:

None

NEW BUSINESS:

Chair Yoga was discussed as a possible option for stress management and stretching exercises to benefit all members and target members who may choose to not participate in a more rigorous fit training. Judy commented the instructor is licensed and has insurance. A discussion followed with the consensus to try it on a trial basis and allow family members to attend as well with no cost to members or their family.

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Rob Ritter commented that he and Aidan Ritter represented Jonesville Fire District Explorer Post #36 at the Mohawk Council Awards Dinner where Chief Patrick Champagne was awarded the Flynt and Steel Award.

Commissioner Miller commented that the next Board Meeting is scheduled during spring break and several people have conflicts and suggested moving the April Board Meeting to April 7, 2020.

20.03.10.108 Commissioner Tobin moved, and Commissioner Boss seconded the motion to change the April 14, 2020 Board Meeting to April 7, 2020. **APPROVED.**

Judy indicated that she will send a legal notice to the newspapers notifying the public of the change and update our website as well.

Treasurer's Report:

Discussion:

- Breann commented that Alicia Jettner, our grant writer for the Records Management Grant, will not be invoicing us separately for her grant writing but will include fees for all grant writing services in the LGRMIF grant application.
- A discussion was held on payment of claims during a busy work week due to grant application deadlines with the consensus to approve payment the week after.
- A discussion was held on the Recruitment and Retention Grant funds and remaining balance in the leadership course and marketing categories.

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

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

Next meeting:

Board Meeting April 7 7:00 p.m. Station 1

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer
District Manage

District Manager REPORT:

Previously distributed Feb. 11, 2020 Board Meeting minutes

Correspondence Received:

Correspondence Sent:

1. 2-24-2020: Explorer Post renewal package sent.

Buildings & Grounds:

1. Request from Shen Key Club to hold a car wash at Station 2 from 10 am to 2 pm on Sunday, May 17th. Will need a firefighter to be on premise.

Miscellaneous:

1. 2-12-2020: 2019 List of Qualified Members for LOSAP posted at both stations and distributed via email to all members.
2. Approve Robert Ritter as Explorer Post Assistant Advisor and Erin Mackey as Explorer Post Committee Member. FYI – all adult members of Explorer Post have to sign a form agreeing to background checks, but they have the “opportunity to review and challenge any adverse information disclosed by the checks”.

End of District Manager’s Report.

Purchasing Director Report

Informational/Discussion

1. 30 work orders submitted over last month, 29 completed
2. Spoke with Steve Myers regarding pavilion
3. Plastic tubs with bath towels and soap placed in both stations. In Decon room at Station 2 and in shower in locker room at Station 1

Items for Approval

1. Shelving system with installation for north apparatus room wall at Station 2 - \$5559
2. Digital billboard on Rt. 9 - \$1550 for first 4 weeks, then at 12 weeks it will be 5% off, 24 weeks 10% off and 40 weeks at 15% off and for 52 weeks it would be 18% off
3. Mobile radio for C-36 \$3712
4. Online learning – Target Solutions \$6455.10 for 12 months service. EMS, Fire, Truck Checks, Work orders, etc.
5. Gear dryers – Ram Air \$7995 per unit Total \$15990 + \$995 S&H = \$16940

Williams Direct - \$6995 per unit \$-1000 + \$479.98 S&H = \$13469.98

Chief's Report for March 10, 2020

Informational

Congratulations to Brian Hodgdon as Firefighter of the month for February.

Safety Officers Lavigne will be doing a Safety walk-thru and answering any questions from the staff and residents at 579 Waite Road on March 15, 2020. I was contacted by the Manager who requested this.

Clifton Park Fire Department will be utilizing the bailout window at Station 2 on March 15 from 5-8pm

The Mayday Training previously approved, will be taking place on May 2, 2020 at Station 2 beginning at 8am.

I presented a proposal to the Company at this month's meeting to consider the pavilion as a potential on-site training building.

District boundary signs update?

Training/Events

Request for Dick Forgea, Mike Healey, Bob Leonard, Craig Lewis, Ross Byrnes, A.J. Baker, Pat Liddy and Gerry Richerter to attend the Saratoga County Fire Police Association Training Seminar on March 28, 2020 at Descrente's Dist./Training Center and to utilize M368 and M377.

Request for the Fire Police members and any necessary apparatus to attend the annual 5k at the Singlecut Brewery being held on May 2, 2020.

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Request for Chief Champagne to attend the NYS AFC seminar entitled, "Hoarder House Fires" on March 16, 2020 at Pittstown Rescue Squad.

Request for Brian Glick to attend the REMO EMT Challenge Refresher being held on April 14 at a cost of \$380.00 made payable to REMO. He has already registered to secure a spot.

Recommendation to have Rob Ritter and Erin Mackey approved as an associate advisor with the Explorer Post.

Apparatus/Chief's Vehicles/Equipment/Stations

Request to purchase ten (10) sets of Sterling F4 emergency escape systems.

TREASURER'S REPORT
Submitted for the March 10, 2020 Meeting

Financial:

1. 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.
2. Grant update.
 - a. Recruitment & Retention Grant
 - i. 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
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Training:

Personnel:

Correspondence Received:

Miscellaneous:

FYI - District will not be invoiced separately by Alicia Jettner for the grant writing services previously approved, as these fees are included as part of the LGRMIF grant application.

Request approval to pay bills the week of March 16th, in lieu of the grant application deadlines.

Request approval for vacation April 9th through April 17th

End of Treasurer's Report.

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