

**BOARD OF FIRE COMMISSIONERS MEETING  
JONESVILLE FIRE DISTRICT  
953 Main Street  
Clifton Park, NY 12065**

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**February 9, 2021 Board Meeting Minutes**

The February 9, 2021, meeting of the Jonesville Fire District Board of Fire Commissioners was called to order at 7:01PM by Commissioner Miller.

Present were: Commissioner Boss, Commissioner Byrnes, Commissioner Miller, Commissioner Murphy, Commissioner Tobin, Chief Champagne, Secretary/Treasurer Parseghian, Purchasing Director Adams, and Station Keeper Bonesteel.

Guests present were: David Meager, Amsure (via Zoom)

**1. PAYMENT OF THE BILLS:**

**Resolution No. 65: BE IT RESOLVED TO approve the payment of Abstract #2 (voucher 021026 – 021080) from the General Fund, and any approved Reserve Funds, to include those bills listed on the agenda and any presented at the meeting.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

**2. APPROVAL OF THE MINUTES:**

**Resolution No. 66: BE IT RESOLVED TO approve the minutes of the January 5, 2021, Organizational Meeting.**

Motion: Miller

Second: Byrnes

ALL in favor; motion carried

### **3. PRESENTATION OF NEW MEMBERS:**

**Resolution No. 67: BE IT RESOLVED TO approve the new members as follows:  
Dennis Ballard Jr, Ryan Peruzzi, and Dominic Oddo.**

Motion: Tobin

Second: Byrnes

ALL in favor; motion carried

### **4. PRESENTATION OF THE CHIEF'S REPORT**

**Resolution No. 68: BE IT RESOLVED TO approve the attendance of Todd Johnson and Aidan Ritter to attend the BEFO/IFO course at Round Lake Fire station on February 23, 2021, payment of any fees, and use of vehicles.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

**Resolution No. 69: BE IT RESOLVED TO approve the attendance of 4 Jonesville Fire Department members at FDIC training in Indianapolis, IN from August 19<sup>th</sup> – 24<sup>th</sup>, payment of any fees, travel expenses, and use of vehicles.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

- There was a brief discussion on purchasing an A-frame or telescopic ladder for 373. No motion made.
- There was a brief discussion on radio upgrades for the new engines.

**Resolution No. 70: BE IT RESOLVED TO approve spending up to \$11,000 for the purchase of two (2) radios, including installation, for the new engines.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

- There was a brief discussion on physicals and the District medical facility. The decision was to table the discussion until next meeting.

- There was a brief discussion on an underground tank for the potential training facility. No motion made.
- There was a request to rotate the ETAs and engines between Station 1 and Station 2 to reduce wear and tear on the vehicles. A brief discussion followed with the consensus to leave the decision to the Chief.

**Resolution No. 71: BE IT RESOLVED TO approve the Chief's Report.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

**5. OPEN TO THE PUBLIC**

Dave Meager, Amsure Insurance, joins the meeting via Zoom at 7:30 PM.

- Mr. Meager commented that he found alternative insurance carriers/policies for the District with more competitive pricing and benefits than the current policies held by the District. He presented the old and proposed new insurance policies in detail, with the proposed new insurance policy saving the District over \$20,000. There was a lengthy discussion that followed.

**Resolution No. 72: BE IT RESOLVED the Jonesville Fire District has reviewed and renewed the District's insurance benefits by procurement of the approved policies and gives the Treasurer permission to pay the premiums, up to \$57,000, upon receipt of the invoice.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

Dave Meager, Amsure Insurance, exits the meeting via Zoom at 8:00 PM.

- Breann presented the potential list of members qualifying for 2020 LOSAP to be approved for posting.

**Resolution No. 73: BE IT RESOLVED TO approve the list of members qualifying for 2020 LOSAP contingent on posting sed list for thirty (30) days for member review and appeal purposes.**

Motion: Miller

Second: Murphy

ALL in favor; motion carried

## **6. PRESENTATION OF DISTRICT STAFF REPORTS**

### **Station Keeper Report**

- There was a brief discussion on the diagnostic engine scan tool.

**Resolution No. 74: BE IT RESOLVED TO approve spending up to \$1,000 for the annual update on the diagnostic engine scan tool.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

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

- The District medical facility annual contract is due for renewal. A brief discussion followed.

**Resolution No. 75: BE IT RESOLVED TO approve a one-year contract with Occupational Medicine for 2021.**

Motion: Tobin

Second: Boss

ALL in favor; motion carried

- The Target Solutions annual contract is due for renewal on March 17, 2021. The cost is \$6209.35.

**Resolution No. 76: BE IT RESOLVED TO approve the renewal of the Target Solutions annual contract for the year 2021, subject to savings from Utica insurance policy, at a cost not to exceed \$6209.35**

Motion: Tobin

Second: Byrnes

ALL in favor; motion carried

- The Waterway annual hose, pump, and ladder testing for 2021 is due. The cost is \$6925.40.

**Resolution No. 77: BE IT RESOLVED TO approve the annual hose, pump, and ladder testing by Waterway at a cost not to exceed \$6925.40.**

Motion: Tobin

Second: Byrnes

ALL in favor; motion carried

- The beverage cooler in the firefighter room needs replacement. Quotes were obtained for a Continental 1R-GD 20 cubic foot reach in glass door display refrigerator as follows:
  - US Foods \$3431.91
  - Online - \$3956.60
  - WebstaurantStore - \$4035.17

**Resolution No. 78: BE IT RESOLVED TO approve the purchase of a Continental 1R-GD 20 cubic foot reach in glass door display refrigerator from US Foods at a cost not to exceed \$3431.91.**

Motion: Tobin

Second: Byrnes

ALL in favor; motion carried

- Request for 10 new pagers to keep up with demand.

**Resolution No. 79: BE IT RESOLVED TO approve the purchase of ten (10) pagers at a cost not to exceed \$3425.00**

Motion: Tobin

Second: Byrnes

ALL in favor; motion carried

- Commissioner Miller requested the District begin compiling all the necessary paperwork to sell the old engines.

### **Treasurer's Report**

- The American Red Cross would like to use the Training Room at Station #1 for a blood drive on April 1, 2021 from 12:00 noon until 5:00PM.

**Resolution No. 80: BE IT RESOLVED TO approve the use of the Training Room at Station #1 for the American Red Cross Blood Drive on April 1, 2021.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

- The District received confirmation of its membership in the New York State Volunteer Firefighters Cancer Benefit Program for 2021. The estimated premium is \$9155.38, with a final invoice is coming in February. Treasurer Parseghian requested approval for payment of the premium upon receipt of the final invoice. She also noted that the state has extended the benefit to exterior firefighters with 5 or more years of service. She further noted that NYS expanded accepted proof of eligibility for interior firefighters with 5 or more years of service.

**Resolution No. 81: BE IT RESOLVED the Jonesville Fire District has obtained Enhanced Cancer Disability benefits by procurement of an approved insurance policy and gives the Treasurer approval for payment of the premium upon receipt of the final invoice at a cost not to exceed \$10,000.**

Motion: Tobin

Second: Boss

ALL in favor; motion carried

**Resolution No. 82: BE IT RESOLVED to add qualifying exterior member(s) to the Jonesville Fire District's Enhanced Cancer Disability insurance policy.**

Motion: Tobin

Second: Boss

ALL in favor; motion carried

- Request presented for Jim Miller to be approved as the Jonesville Fire District Explorer Post Executive Officer.

**Resolution No. 83: BE IT RESOLVED TO approve Jim Miller as the Jonesville Fire District Explorer Post Executive Officer.**

Motion: Byrnes

Second: Murphy

Abstained: Miller

ALL in favor; motion carried

- There was a discussion on the signatures and account access for the Jonesville Fire District accounts at Ballston Spa National Bank. The Chairman and Vice Chairman, for internal control purposes only, are the second signatures on checks \$5000 or more. As such, Ballston Spa National Bank requires the Chairman and Vice Chairman signatures be on file as authorized signers on the accounts. It is noted at the bank, and in these minutes, that neither the Chairman nor the Vice Chairman have privileges to withdraw or deposit money from the accounts at Ballston Spa National Bank nor to write checks on any of the Jonesville Fire District accounts.
- There was discussion on the correspondence received from Ballston Spa National Bank. As Commissioner Murphy is responsible for all monthly bank statement reconciliations, all correspondence from Ballston Spa National Bank will be mailed to his attention at the Jonesville Fire District. It is noted with Ballston Spa National Bank, and in these minutes, that Commissioner Murphy does not have an privileges to talk to Ballston Spa National Bank regarding any of the accounts held there , no was he given online access to sed accounts.

**Resolution No. 84: BE IT RESOLVED TO approve Jim Miller and Bob Boss as second signatures, for internal control purposes only, on checks of \$5,000 or more, and for Mike Murphy to be the recipient of hard copy correspondence from Ballston Spa National Bank.**

Motion: Miller

Second: Byrnes

ALL in favor; motion carried

- There was a brief discussion on alternate banking options for the District, with the consensus for the Treasurer to report back at a later date.
- There was a brief discussion on revisions to the FEMA PA Funding for COVID Award.

**Resolution No. 85: BE IT RESOLVED TO approve the District Staff Report.**

Motion: Tobin

Second: Murphy

ALL in favor; motion carried

**7. PRESENTATION OF COMMITTEE REPORTS:**

**Apparatus**

- There was a brief discussion on the new engines, with the consensus to have the detail work performed at Station 2.

**Buildings and Grounds**

- Commissioner Murphy provided an update on the status of the training building project. Next steps include approval by the Planning Board and preparing a bid packet. A lengthy discussion followed, which included recommendations for a Building Committee, types of buildings, and time frames.

**Capital**

- There was no report.

**Equipment**

- There was no report.

**Personnel**

- To be discussed in Executive Session.

**Policies and Procedures**

- The mandated policies, reviewed by the Personnel Committee, were presented for approval with noted comments and changes with the consensus to provide more time for review. Topic was tabled until March.
- There was a brief discussion on the outdated statutory limits in the Purchasing Policy.



**Resolution No. 86: BE IT RESOLVED TO change the limitations of the statutory exceptions in the Purchasing Policy to reflect the current statutory limits (i.e. purchase contracts over \$10,000 and public works contracts over \$20,000).**

Motion: Tobin

Second: Murphy

ALL in favor; motion carried

**SCABIT**

- There was a discussion VFBL benefits provided to firefighters who are providing assistance outside the boundaries of the Jonesville fire district.

**Resolution No. 87:**

RESOLUTION OF THE JONESVILLE FIRE DISTRICT  
Resolution No. 86 February 9, 2021

**TO AUTHORIZE THE APPLICABILITY OF VFBL BENEFITS PROVIDED BY THE JONESVILLE FIRE DISTRICT TO FIREFIGHTERS WHO ARE INJURED WHILE PROVIDING ASSISTANCE OUTSIDE THE BOUNDARIES OF THE JONESVILLE FIRE DISTRICT BEFORE AN OFFER TO ASSIST IS ACCEPTED BY A COMMAND OFFICER PURSUANT TO GENERAL MUNICIPAL LAW SECTION 209-i(1-b)**

**WHEREAS,** it is the policy and responsibility of the Jonesville Fire District to maintain Volunteer Firefighter Benefit's Law (VFBL) insurance coverage for volunteer firefighters of the Jonesville Volunteer Fire Company, Inc. ("Fire Company"), and

**WHEREAS,** active members of the Jonesville Volunteer Fire Company, Inc. generally are not needed to provide assistance at emergency scenes in other jurisdictions or for other fire departments unless the Jonesville Fire District is dispatched to the call, and

**WHEREAS,** contingencies may sometimes arise where an active volunteer firefighter of the Fire Company comes upon the scene of an emergency in another jurisdiction and renders aid before a Commanding Officer of the responsible

jurisdiction is on scene and able to accept an offer of assistance from a Fire Company firefighter as set forth in General Municipal Law §209-i(1), and

**WHEREAS**, the Fire District wants to encourage its firefighters to lend assistance where appropriate, and in addition, to afford VFBL protection to Fire Company firefighters who render assistance in the event they are injured while rendering aid before having the opportunity to make an offer of assistance to the Commanding Officer of the fire department of the responsible jurisdiction.

**NOW, THEREFORE BE IT RESOLVED**, that in the event that an active volunteer firefighter of the Fire Company comes upon an emergency scene in another jurisdiction within New York State and renders assistance, the firefighter is expected to follow the protocols for fire suppression, emergency rescue, and emergency medical assistance the firefighter has been trained to perform as if operating within the Fire District, and

**BE IT FURTHER RESOLVED**, that in the event that an active volunteer firefighter of the Fire Company renders emergency assistance at the scene of an emergency within the State of New York outside of the boundaries of the Fire District and before the firefighter's services are accepted by a Command Officer in the jurisdiction where the emergency exists, the active volunteer firefighter of the Fire Company shall be entitled to insurance coverage under the VFBL insurance maintained by the Fire District, as provided for in General Municipal Law § 209-i(1-b), and

**BE IT FURTHER RESOLVED**, that if an active firefighter of the Fire Company does stop and render assistance at an emergency scene in another jurisdiction, the firefighter is to submit a written report to the District Chief as soon as possible following completion of such assistance. At a minimum the report shall provide;

- a. the date, time and location (jurisdiction) of the emergency,
- b. the nature of the emergency,
- c. the nature of the assistance the firefighter rendered,
- d. the name of the fire department that responded to the emergency,
- e. the name and rank of the jurisdictional officer in command at the scene,
- f. whether the firefighter's assistance was accepted or declined by the jurisdictional officer in command after arrival,
- g. the action if any taken by such person after the firefighter's services were accepted or denied,

- h. the date and time that the firefighter's services were completed,
- i. whether or not the firefighter sustained an illness or injury as a result of such service,
- j. the nature of such illness or injury, and
- k. whether or not such illness or injury was reported to the command officer of fire department that responded to the scene.

Motion to approve the Resolution made by Commissioner Murphy

Seconded by Commissioner Tobin

and duly put to a vote which resulted as follows:

	AYE	NAY	ABSENT
Chairman Jim Miller	X		
Vice-Chairman Bob Boss	X		
Commissioner Ross Byrnes	X		
Commissioner Mike Murphy	X		
Commissioner Tom Tobin	X		

The resolution was adopted.

Dated: February 9, 2021

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Breann A. Parseghian, Secretary  
 BOARD OF FIRE COMMISSIONERS  
 JONESVILLE FIRE DISTRICT  
 953 Main Street  
 Clifton Park, NY 12065

Motion: Murphy  
 Second: Tobin  
 ALL in favor; motion carried

## 8. EXECUTIVE SESSION

**Resolution No. 88: BE IT RESOLVED TO enter Executive Session at 8:40 PM to discuss matters related to the employment of a person.**

Motion: Miller  
Second: Byrnes  
ALL in favor; motion carried

**Resolution No. 89: BE IT RESOLVED TO exit Executive Session at 9:18 PM.**

Motion: Miller  
Second: Byrnes  
ALL in favor; motion carried

**Resolution No. 90: BE IT RESOLVED TO hire Miranda Koster as a part-time cleaner, effective January 29, 2021, with any applicable benefits as listed in the Jonesville Fire District Employment Handbook.**

Motion: Miller  
Second: Murphy  
ALL in favor; motion carried

**Resolution No. 91: BE IT RESOLVED TO accept the changes to the Employment Handbook as presented.**

Motion: Miller  
Second: Murphy  
ALL in favor; motion carried

**Resolution No. 92: BE IT RESOLVED TO appoint District Staff as follows:**

**William Adams - District Administrator, Purchasing Director, Deputy Treasurer: Full-time salaried employee, with any applicable benefits as listed in the Jonesville Fire District Employment Handbook.**

**Stephen Bonesteel – Station Manager, Deputy Purchasing Director: Full-time salaried employee, with any applicable benefits as listed in the Jonesville Fire District Employment Handbook.**

**Nathan Fort: Part-time, hourly Station Keeper, with any applicable benefits as listed in the Jonesville Fire District Employment Handbook.**

**Miranda Koster: Part-time, hourly Station Keeper, with any applicable benefits as listed in the Jonesville Fire District Employment Handbook.**

**Breann Parseghian – Senior Director, Treasurer, Secretary: Full-time salaried employee, with any applicable benefits as listed in the Jonesville Fire District Employment Handbook.**

**Brandon Rowback: Part-time, hourly Station Keeper, with any applicable benefits as listed in the Jonesville Fire District Employment Handbook.**

**Kevin Sarsick: Part-time, hourly Station Keeper, with any applicable benefits as listed in the Jonesville Fire District Employment Handbook.**

Motion: Boss  
Second: Miller  
ALL in favor; motion carried.

**Resolution No. 93: BE IT RESOLVED TO approve payment of 64 hours, at the new 2021 salaried rate, to Breann Parseghian for unused time.**

Motion: Miller  
Second: Byrnes  
ALL in favor; motion carried

**CHAIRMAN ADJOURNS THE MEETING**

**Resolution No. 94: BE IT RESOLVED TO adjourn the regular meeting at 9:51 PM.**

Motion: Tobin  
Second: Miller  
ALL in favor; motion carried

Respectfully submitted,

*Breann Parseghian*

Breann Parseghian  
Treasurer/Secretary