

**BOARD OF FIRE COMMISSIONERS MEETING  
JONESVILLE FIRE DISTRICT**

953 Main Street  
Clifton Park, NY 12065

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**March 9, 2021 Board Meeting Minutes**

The March 9, 2021, meeting of the Jonesville Fire District Board of Fire Commissioners was called to order at 7:03PM 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 Manager Bonesteel.

Guests present were: Lucas Rivera, Christian Frazier, Brian Glick and Geoff Frey

Lucas River and Christian Frazier departed the meeting at 7:09PM.

**1. PAYMENT OF THE BILLS:**

- Additional bills presented were those in the evening mail, ABS Solutions, and Bryans & Gramuglia.

**Resolution No. 95: BE IT RESOLVED TO approve the payment of Abstract #3 (voucher 021080 – 021132) 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: Boss

ALL in favor; motion carried

**2. APPROVAL OF THE MINUTES:**

**Resolution No. 96: BE IT RESOLVED TO approve the minutes of the February 9, 2021, Organizational Meeting.**

Motion: Byrnes

Second: Tobin

ALL in favor; motion carried

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

**Resolution No. 97: BE IT RESOLVED TO approve the new members as follows:  
Christian Frazier, Lucas Rivera, Isabella Reinemann**

Motion: Tobin

Second: Boss

ALL in favor; motion carried

### **4. OPEN TO THE PUBLIC**

Guests Present: 1AC Geoff Frey

- 1AC Frey and Firefighter Glick led a discussion on the EPCR system that Saratoga County is mandating, and the implications for Jonesville Fire. Commissioner Miller inquired on the state rules, regulations, and other requirements. 1AC Frey will follow-up at the May meeting.

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

- There was a lengthy discussion on firefighter physicals, the District's medical facility, and the option for firefighters to use their personal physicians.

**Resolution No. 98: BE IT RESOLVED TO approve the use of Occupational Medicine to perform firefighter physicals and other tests, screens, and medical work.**

Motion: Miller

Second: Byrnes

ALL in favor; motion carried

**Resolution No. 99: BE IT RESOLVED TO approve giving firefighters the option of using the District's medical facility (Occupational Medicine) or their personal physician, provided that their personal physician meets the criteria required by the Jonesville Fire District, and for payment by the District up to \$500 to the firefighter's personal physicians for these expenses.**

Motion: Tobin

Second: Boss

ALL in favor; motion carried

- The Building Committee went to Porters Corners to see a facility. The Committee will continue to meet monthly. Commissioner Murphy noted he would attend the next Planning Department meeting on March 23<sup>rd</sup>. A discussion followed.
- The Chief requested a status update on the new gear. Purchasing Director Adams noted there were 23 sets ordered, which should arrive sometime between May and June.
- There was a brief discussion on bailout training in July.
- The Chief noted a personnel issue and how it was resolved.
- The Chief requested a status update on the engines. A discussion followed.

**Resolution No. 100: BE IT RESOLVED TO approve the Chief's Report.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

**6. PRESENTATION OF DISTRICT STAFF REPORTS**

**Station Manager Report**

- Station 2 alarm room heater was over heating and had to be fixed. Repairs done by Eastern Heating and Cooling. HVAC unit seized up. New unit was approved and ordered - per Commissioner Miller of \$5275.00. A brief discussion followed.

**Resolution No. 101: BE IT RESOLVED TO approve spending up to \$6,000 for the emergency repair to the HVAC unit for the alarm room.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

- Station Keeper Bonesteel noted M-378 went for front end repair; also had oil change, NYSI and Tire rotation along with fluid changes - \$1092.00. A brief discussion followed.
- Station Keeper Bonesteel noted M- 367 Is back from repairs. Cost was \$1900.00 for 8 injectors and 8 spark plugs and wires as well as Diag. A brief discussion followed.

- Station Keeper Bonesteel noted M-377 went out for NYSI, oil change and tire rotation. A brief discussion followed.
- Station Keeper Bonesteel noted Station 2 was straightened up and trucks moved around to accept the two new engines being parked in there.

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

- Request for 15 sets of gear, broken up, as necessary. Estimated costs as Interior - \$2946.40 per set and Driver - \$2739 per set. A brief discussion followed.
- It was requested that MES bring the Driver Gear to the station for viewing before purchase. Discussion on the purchase of Driver Gear was tabled.

**Resolution No. 102: BE IT RESOLVED TO approve the purchase of 15 sets of gear, at a cost not to exceed \$45,000 to be broken up as is seen fit.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

- Request for Hose – NY Fire Equipment – Mercedes as noted below. A discussion followed.
  - \$195 per 50' – 1 ¾"
  - \$269 per 50' – 2 ½"
  - \$350 per 50' – 3"
  - MES – Ponn - Neidner -

**Resolution No. 103: BE IT RESOLVED TO approve the purchase of Mercedes hose for the two new engines at a cost not to exceed \$15,000.**

Motion: Tobin

Second: Murphy

ALL in favor; motion carried

**Resolution No. 104: BE IT RESOLVED TO declare 361 and 371 surplus.**

Motion: Miller

Second: Boss

ALL in favor; motion carried

- Discussion of sale of 361 to Alplaus Fire Department.

**Resolution No. 105: BE IT RESOLVED TO approve the sale of 361 to the Alplaus Fire Department for \$15,000.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

- Discussion on the sale of 371. Possible options included advertising at \$19,995 or best offer and offering it to Alplaus Fire Department for \$15,000.

**Treasurer's Report**

- The principal and interest for the Station 2 bond, in the amount of \$66,471.88 sent via wire transfer on February 24, 2021, from the MMA at BSNB to Depository Trust Institution. Request for approval for wire transfer.

**Resolution No. 106: BE IT RESOLVED TO approve the Treasurer to execute a wire transfer in the amount of \$66,471.88 for payment of the principal and interest for the Station 2 bond.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

- The first principal and interest payment for the new engine bond, in the amount of \$76,123.83, is due to the Bank of Green County. Request for retroactive approval for payment and/or wire transfer.

**Resolution No. 107: BE IT RESOLVED TO approve the Treasurer to execute a wire transfer and/or payment in the amount of \$76,123.83 for payment of the principal and interest for the new engine bond.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

- Paperwork completed for Treasurer to be authorized signer on the Chase account. New card numbers will be requested. Request for retroactive approval payment for the following transactions:
  - Notary fees for WGA – \$137.16
  - Quickbooks automatic renewal - \$755.00
  - Facebook advertising charges, per the Recruitment and Retention Grant project – up to \$400
  - Candy, costumes, and supplies for Santa Patrol – up to \$1500.00

**Resolution No. 108: BE IT RESOLVED to approve payment of the following transactions on the Chase account: Notary fees for WGA – \$137.16; Quickbooks automatic renewal - \$755.00; Facebook advertising charges, per the Recruitment and Retention Grant project – up to \$400; Candy, costumes, and supplies for Santa Patrol – up to \$1500.00**

Motion: Miller

Second: Byrnes

ALL in favor; motion carried

- Amazon account amount incorrectly stated on the February abstract. Request to increase approval for payment to \$6537.53.

**Resolution No. 109: BE IT RESOLVED TO approve payment to the District's Amazon credit card in the amount of \$6537.53.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

- Request for approval for food, candy, and other supplies for December 2020 Santa Patrol.

**Resolution No. 110: BE IT RESOLVED TO approve up to \$2,500 on food, candy, and other supplies for the 2020 Santa Patrol.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

- Request for approval for food, candy, and other supplies for the 2021 Easter Parade.

**Resolution No. 111: BE IT RESOLVED TO approve up to \$2,500 on food, candy, and other supplies for the 2021 Easter Parade.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

- Governor Cuomo announced Empire Pandemic Response Reimbursement Fund. Treasurer noted she signed up to be notified via email when more details are available. Brief discussion followed.
- Notification received that AFIRM has been contracted by Utica Mutual Insurance Group to conduct an audit on the Jonesville Fire District workers compensation and general liability policy and is requesting all payroll information from March 1, 2020 through February 28, 2021. Treasurer noted she has requested an extension due to the employee retroactive pay for 2021 still in progress. Brief discussion followed.
- Question arose about contracting a company to make copies of documents, scan documents, etc to assist with the process.

**Resolution No. 112: BE IT RESOLVED TO approve up to \$15,000 to enter a contract with an external company and/or to use internal staff for scanning, copying, etc. of documents as deemed necessary by the Senior Director.**

Motion: Tobin

Second: Miller

ALL in favor; motion carried

- Presentation of the FYE 2020 AUD Report. Treasurer noted, due to recommendation of auditor, she will enter Payroll, reconcile Payroll, and reconcile the bank accounts in Quickbooks. This was previously done by the District Manager. The statements, and other financial correspondence will continue to be opened by Commissioner Murphy. Treasurer also noted request to switch to electronic banking statements, which she will provide to Commissioner Murphy. This change was also approved by the auditors.

**Resolution No. 113: BE IT RESOLVED TO accept the FYE 2020 AUD Report in lieu of the year-end Treasurer’s Report.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

- Presentation of estimated FYE 2020 surplus. Discussion followed.

**Resolution No. 114: BE IT RESOLVED TO allocate the FYE 2020 surplus to the designated reserve as follows, and for the Treasurer to move the funds from the General Fund account(s) to the sed accounts:**

**\$36,000 Apparatus Reserve Fund**

**\$25,000 Building Reserve Fund**

**\$62,000 Equipment Reserve Fund**

**\$2,500 Repair Reserve Fund**

**\$53,297 Unassigned Fund Balance**

Motion: Tobin

Second: Byrnes

ALL in favor; motion carried

- Treasurer noted a Cash Management Master Service Agreement was received by BSNB and provided to Commissioner Murphy for review as well.
- Treasurer noted a Certificate of Investment Powers and Advisory Master Services Agreement were received by RBC Wealth Management.



**Resolution No. 115: BE IT RESOLVED TO approve the District Staff Report.**

Motion: Tobin

Second: Murphy

ALL in favor; motion carried

**7. PRESENTATION OF COMMITTEE REPORTS:**

**Apparatus**

- The new engines arrived at Station 2 over the weekend. Currently, in the process of being detailed.
- Brief discussion on VRS.
- Brief discussion on the brush truck.

**Buildings and Grounds**

- Presentation of conversion of Morton Building to a workshop and estimated costs associated with the project (\$8,000 - \$10,000). Discussion followed with the decision to table the conversation until next meeting.

**Capital**

- There was no report.

**Equipment**

- Discussion on equipment, furniture, and cosmetic updates needed at Station 1.

**Resolution No. 116: BE IT RESOLVED TO approve to purchase of office equipment, desks, carpeting, flooring, etc. necessary to update Station 1 at a cost not to exceed \$35,000.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

**Personnel**

- Discussion on an issue with a visitor, which was subsequently brought to the attention of the Jonesville Fire Company Board of Directors.

## Policies and Procedures

- Tabled.

## SCABIT

- There was no report.

## **8. CHAIRMAN ADJOURNS THE MEETING**

**Resolution No. 117: BE IT RESOLVED TO adjourn the regular meeting at 9:27PM.**

Motion: Miller

Second: Tobin

ALL in favor; motion carried

Respectfully submitted,

*Breann Parseghian*

Breann Parseghian  
Treasurer/Secretary