

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

953 Main Street
Clifton Park, NY 12065

May 11, 2021, Board Meeting Minutes

The May 11, 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: 1AC Geoff Frey

1. PAYMENT OF THE BILLS:

Resolution No. 137: BE IT RESOLVED TO approve the payment of Abstract #5 (voucher 021186-021233) from the General Fund, and any approved Reserve Funds, to include those bills listed on the agenda and any presented at the meeting.

Motion: Commissioner Byrnes

Second: Commissioner Miller

ALL in favor, motion carried

2. ACCEPTANCE OF THE MINUTES:

Resolution No. 138: BE IT RESOLVED TO accept the minutes of the April 2021 Board of Fire Commissioners' meeting.

Motion: Commissioner Byrnes

Second: Commissioner Murphy

ALL in favor, motion carried

3. PRESENTATION OF NEW MEMEBERS:

Resolution No. 139: BE IT RESOLVED TO approve the new members as follows: Gregory Mihaich and Quintin Ritter.

Motion: Commissioner Miller

Second: Commissioner Byrnes

ALL in favor, motion carried

4. OPEN TO THE PUBLIC: None

5. PRESENTATION OF THE CHIEF'S REPORT:

1AC Frey presented the EMS charts system, and requested purchase of the product from ZOLL Data Systems, Inc. Discussion followed on the timeframe to rollout the project by end of October, software contract terms and pricing.

Resolution No. 140: BE IT RESOLVED TO approve the purchase of a 3-year contract of ASP services from ZOLL Data Systems, Inc., and payment of the invoice upon receipt if required, at a cost not to exceed the discounted price of \$6,000.

Motion: Commissioner Miller

Second: Commissioner Murphy

ALL in favor, motion carried

Chief Champagne lead discussions on the following:

- Congratulations to Firefighter of the Month
- Thank you for those who attended/participated in procession along I87.
- ETA out of Station 2 for MVC's for Rexford.
- Change in daily announcements, effective May 15th.
- Cost proposal for EMS charts.
- Fire apparatus over the Sitterly Road bridge.
- Firefighter training requests.

Resolution No. 141: BE IT RESOLVED TO approve the attendance of A. Ritter at the FAST course beginning May 6th in Malta Ridge, and to approve the payment (in advance if necessary) of all fees, registration, travel, and other expenses.

Motion: Commissioner Byrnes

Second: Commissioner Boss

ALL in favor, motion carried

Resolution No. 142: BE IT RESOLVED TO approve the attendance of A. Ritter and N. Buonnano at the NYSAFC Fire Behavior of the Inside course at Malta Ridge on May 25, 2021, and to approve the payment (in advance if necessary) of all fees, registration, travel, and other expenses.

Motion: Commissioner Byrnes

Second: Commissioner Boss

ALL in favor, motion carried

Resolution No. 143: BE IT RESOLVED TO approve the attendance of J. L'Amoureux at the FAST course at Malta Ridge on May 25, 2021, and to approve the payment (in advance if necessary) of all fees, registration, travel, and other expenses.

Motion: Commissioner Byrnes

Second: Commissioner Boss

ALL in favor, motion carried

Resolution No. 144: BE IT RESOLVED TO approve the attendance of T. Johnson at the FFII course on May 27, 2021, at Vischer Ferry, and to approve the payment (in advance if necessary) of all fees, registration, travel, and other expenses.

Motion: Commissioner Byrnes

Second: Commissioner Boss

ALL in favor, motion carried

Resolution No. 145: BE IT RESOLVED TO approve the attendance of C. Fox at the NFPA 1403 Live Fire seminar on June 5, 2021, at Clifton Park Fire Department, and to approve the payment (in advance if necessary) of all fees, registration, travel, and other expenses.

Motion: Commissioner Byrnes
Second: Commissioner Boss
ALL in favor, motion carried

Discussions continued on:

- Repairs to 362.
- Ladder placed on 373.
- Stickers on Chief's car.
- Troop 4006 looking for a location for meetings.

Resolution No. 146: BE IT RESOLVED TO leave the decision regarding Troop 4006 using Station #1 for meetings to the discretion of the District Officers.

Motion: Commissioner Miller
Second: Commissioner Boss
ALL in favor, motion carried

Resolution No. 147: BE IT RESOLVED TO approve the Chief's Report.

Motion: Commissioner Miller
Second: Commissioner Byrnes
ALL in favor, motion carried

6. PRESENTATION OF THE DISTRICT STAFF REPORTS:

Station Manager Report:

Station Manager Bonesteel noted the following items:

- Morton Building project estimated cost \$9000-\$10000.
- Estimated cost for strut work on 367 is \$1500.
- Rental machine needed for sewer hole repair. Estimated \$1425 per week.

Resolution No. 148: BE IT RESOLVED TO approve up to \$8000 from the Repair Reserve Fund for rocks, soil, equipment, etc, necessary for emergency repairs to the sewage hole and payment of the bills upon receipt.

Motion: Commissioner Miller
Second: Commissioner Byrnes
ALL in favor, motion carried

- Roof at Station #1 needs replacement. 4 vendors called, 2 called back 1 of which refused to provide a quote.
- Kiernan hired to replace solenoids and requested payment upon receipt of invoice.

Resolution No. 149: BE IT RESOLVED TO approve payment to Kiernan for the solenoid work, when the bill comes in, at a cost not to exceed \$250.

Motion: Commissioner Miller
Second: Commissioner Boss
ALL in favor, motion carried

Resolution No. 150: BE IT RESOLVED TO approve repairs/replacement of the leaking roof at Station #1 at a cost not to exceed \$35,000.

Motion: Commissioner Miller
Second: Commissioner Boss
ALL in favor, motion carried

Resolution No. 151: BE IT RESOLVED TO approve a permissive referendum to expend up to \$35,000 from the Repair Reserve Fund for the purpose of purchasing a new roof for Station #1.

Motion: Commissioner Miller
Second: Commissioner Byrnes
ALL in favor, motion carried

Purchasing Director's Report

- Discussion on District medical facility options, and comparison of expenses for medical tests/procedures.

Resolution No. 152: BE IT RESOLVED TO appoint WellCare as a District medical facility.

Motion: Commissioner Miller
Second: Commissioner Byrnes
ALL in favor, motion carried

Resolution No. 153: BE IT RESOLVED TO approve all member and District employee (optional for employees) physicals.

Motion: Commissioner Miller
Second: Commissioner Byrnes
ALL in favor, motion carried

Commissioner Tobin enters the meeting at 7:59PM.

Treasurer's Report

- Treasurer commented that the WEX billing cycle is every 22 days. Request to pay bill every 22 days, instead of monthly.

Resolution No. 154: BE IT RESOLVED TO approve payment of the WEX apparatus fuel bill, upon receipt of the invoice, every 22 days.

Motion: Commissioner Tobin
Second: Commissioner Murphy
ALL in favor, motion carried

- Inquiry on the July 4th parade budget. Decision to table until more information is known about the event.
- Target Solutions contract of \$6209.35 does not include discount for using Utica Insurance. BOFC requested insurance agent be called and discussion tabled.

- Request to increase dollar amount in Resolution 20.11.10.239 from \$6000 to \$7500.

Resolution No. 155: BE IT RESOLVED TO amend Resolution 20.11.10.239 to now read "spend up to \$7500 for the purchase of power tools for the apparatus as requested by 2AC."

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Request to transfer \$40,000 from Maintenance and Operations to Equipment and Capital Outlay, increasing the approved budget amount for Equipment and Capital Outlay to \$290,500 and decreasing the approved budgeted amount for Maintenance and Operations to \$537,500.

Resolution No. 156: BE IT RESOLVED TO allow the Treasurer to transfer \$40,000 from A-400 Maintenance and Operations to A-200 Equipment and Capital Outlay.

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Request to increase dollar amount in Resolution 20.10.13.229 from \$1000 to \$4000.

Resolution No. 157: BE IT RESOLVED TO amend Resolution 20.10.13.229 to now read "payment of up to \$5000 to George Farnum for initial startup for architectural services for a possible training building."

Motion: Commissioner Miller

Second: Commissioner Murphy

ALL in favor, motion carried

Resolution No. 158: BE IT RESOLVED TO pay the second installment of \$1500 to George Farnum.

Motion: Commissioner Murphy

Second: Commissioner Tobin

ALL in favor, motion carried

Resolution No. 159: BE IT RESOLVED TO approve the Staff Reports.

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

7. PRESENTATION OF THE COMMITTEE REPORTS:

a. Apparatus

- a. Brief update on new engines.
- b. Mention that Waterway was sold.
- c. Brief discussion on hose needed/hose testing.

b. Building and Grounds

- a. Morton Building needs roof/door painted.
- b. Brief discussion on files/photos organization project.

c. Capital

- a. Training facility update. Next step side elevation.

d. Equipment

- a. Discussion of uses of driver gear.
- b. PsiSafe project update.
- c. Update on network upgrade project. Cabling Station #1 with CAT6 cable to support new IT components. Cost approximately \$17,000. Decision to have the cable needs revisited and new quote.

e. Personnel

f. Policies and Procedures

- a. Mandated, recommended, other

Resolution No. 160: BE IT RESOLVED TO approve the mandated policies, with changes and new employee titles, and the current Drug and Alcohol Policy.

Motion: Commissioner Tobin

Second: Commissioner Boss

ALL in favor, motion carried

g. SCABIT - None

8. EXECUTIVE SESSION:

Resolution No. 161: BE IT RESOLVED TO enter Executive Session to discuss matters relating to the employment of a person at 9:04PM.

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

Resolution No. 162: BE IT RESOLVED TO exit Executive Session to discuss matters relating to the employment of a person at 9:04PM.

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

Resolution No. 163: BE IT RESOLVED TO bring in a temporary employee to help with projects at a rate of \$18 per hour.

Motion: Commissioner Miller

Second: Commissioner Tobin

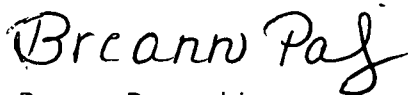
ALL in favor, motion carried

- Commissioner Miller requested District staff to stop the FEMA PA process for the COVID grant.

Resolution No. 164: BE IT RESOLVED TO adjourn the meeting at 9:37PM.

Motion: Commissioner Tobin
Second: Commissioner Murphy
ALL in favor, motion carried

Respectfully submitted,

A handwritten signature in black ink that reads "Breann Parseghian". The signature is written in a cursive, flowing style.

Breann Parseghian

Treasurer/Secretary