

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

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**July 13, 2021, Board Meeting Minutes**

The July 13, 2021, meeting of the Jonesville Fire District Board of Fire Commissioners was called to order at 7:09PM by Commissioner Miller.

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

Guests present were:

**1. PAYMENT OF THE BILLS:**

**Resolution No. 189: BE IT RESOLVED TO approve the payment of Abstract #7 (voucher 021279-021323) 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 Miller

Second: Commissioner Tobin

ALL in favor, motion carried

**2. ACCEPTANCE OF THE MINUTES:**

**Resolution No. 190: BE IT RESOLVED TO accept the minutes of the May and June Board of Fire Commissioners meetings and the minutes of the July Special Meeting of the Board of Fire Commissioners.**

Motion: Commissioner Boss

Second: Commissioner Murphy

ALL in favor, motion carried

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

**Resolution No. 191: BE IT RESOLVED TO approve the new members as follows: Kevin Maynard, Malik Canada, Alden Mitola, Kevin Wu, and Lauri Dittmer.**

Motion: Commissioner Tobin

Second: Commissioner Boss

ALL in favor, motion carried

- A comment was made to have a meeting with the Membership to discuss candidates, application, suggested updates, etc.

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

None present.

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

Chief Champagne discussed the following:

- Congratulations to Mike O'Brien as FF of the Month for June. Mike passed his EMT recertification.
  - Thank you to everyone who participated in the July 4<sup>th</sup> detail and were part of the standby crew.
  - Mike O'Brien has been appointed as Captain of Station #2.
  - Hose, ladder, and pump testing have been completed.
  - As of July 1<sup>st</sup>, now completing electronic PCRs.
  - Letter mailed to W. Mackesey was returned.
  - Address changes for students away at school.
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- Commissioner Miller suggested a new company be looked at for hose testing. Purchasing Director will follow-up.

**Resolution No. 192: BE IT RESOLVED TO accept the Chief's Report.**

Motion: Commissioner Miller

Second: Commissioner Murphy

ALL in favor, motion carried

**6. PRESENTATION OF THE STAFF REPORTS:**

**Station Manager Report:**

Station Manager Bonesteel noted the following items:

- Price for new entry awning by back door at Station #1 is \$4000.00

**Resolution No. 193: BE IT RESOLVED TO approve up to \$4,500 for a new entry awning by the back door at Station #1.**

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Morton Building Paint Project is being performed in house, as the vendor did not have proper insurance. Request for \$600.00 to rent a boom lift for painting building.
- Commented that staff will be painting doors and overhangs at Station #2.
- Car 369 is going back to Marks Auto Thursday.
- 367 going Friday
- 367,377,368 all had Air bag recalls performed at Mohawk Chevrolet.
- 365,377,364,374 All received oil changes and NYSI.
  
- Commissioner Tobin commented there may be a glitch with the dash lights on the rescue and should be monitored.

**Purchasing Director's Report**

- Multiple repairs needed to be made to the station doors. Brief discussion followed.

**Resolution No. 194: BE IT RESOLVED TO approve up to \$7000 be paid to The Center for Security for any costs associated with the repairs needed to the station doors, and to the fob near the weight room.**

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Still awaiting the roof damage assessment report from George Farnum. Brief discussion followed.

### **Treasurer's Report**

- Request retroactive approval for spending for the July 4<sup>th</sup> parade and fireworks at The Commons.

**Resolution No. 195: BE IT RESOLVED TO approve the spending of up to \$2000 on food, candy, and other supplies needed for participation in the TOCP July 4<sup>th</sup> parade and fireworks.**

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Request spending of up to \$1500 for external auditors to come in and assist with one-off accounting/Quickbooks questions.

**Resolution No. 196: BE IT RESOLVED TO approve the spending of up to \$1500 for one-off services from Bryans & Gramuglia.**

Motion: Commissioner Tobin

Second: Commissioner Murphy

ALL in favor, motion carried

- Budget process begins now. Proposed budget must be approved at the September BOFC meeting. Inquired if any items/projects anticipated in 2022 that should be included. A discussion followed.
- Penflex Annual Reports received (hardcopy on the table). The estimated contribution for 2022 is \$115,400. In 2015, the contribution was \$85,626. A brief discussion followed.
- Discussion on the Inspection dinner in the Fall of 2021.

**Resolution No. 197: BE IT RESOLVED TO approve the spending of up to \$6500 for Inspection Dinner expenses.**

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Amsure Group Insurance policy invoice update.

**Resolution No. 198: BE IT RESOLVED TO approve the spending of up to \$10,000 to pre-pay the Group Life Insurance policy through March 1, 2024.**

Motion: Commissioner Miller

Second: Commissioner Boss

ALL in favor, motion carried

- Discussion on Target Solutions contract and invoice.
- Treasurer commented that JFD was not awarded the NYS Archives Records Retention Grant. A brief discussion followed.
- Treasurer commented that banking fees with BSNB have increased. She will compare BSNBs fees to other banks in the area that offer municipal accounts (Bank of Greene County, Pioneer Bank, and NBT Bank), and report back to the Board next meeting with any suggested changes.
- District awaiting report from George Farnum on the roof damages. Upon receipt of the report, sealed bid ad and proposals can go out. Discussion followed.
- A comment was made on the N-95 mask requirement. A discussion followed.

**Resolution No. 199: BE IT RESOLVED TO** approve the award of the roofing repair/replacement project at Station #1, after review of the sealed bids, to the company that the Purchasing Director and Building Committee Chairs determine most appropriate, and for the awarded company to begin the work ASAP.

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Commissioner Miller that Art Huntsinger should be added to the banquet guest list and given an award.

**Resolution No. 200: BE IT RESOLVED TO** approve the Staff Reports.

Motion: Commissioner Miller

Second: Commissioner Boss

ALL in favor, motion carried

**7. PRESENTATION OF THE COMMITTEE REPORTS:**

**a. Apparatus** - None

**b. Building and Grounds** - None

**c. Capital** - None

**d. Equipment** –

**a.** Scanner purchased and indexing/mapping of PsiSafe in progress.

**e. Personnel**

**a.** Treasurer commented that K. Sarsick would be returning in August and requested approval for full-time status for him.

**Resolution No. 201: BE IT RESOLVED TO approve change in employment of K. Sarsick from part-time station to: Full-time Station Keeper; current hourly wage for a 40-hour work week (4 days, 10 hours); and any applicable benefits as listed in the Jonesville Fire District Employment Handbook.**

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

**f. Policies and Procedures**

- There was brief discussion on Aflac insurance, with the consensus to contact a representative for more information.
- Treasurer inquired on the medical buyback for 4Q 2021. A brief discussion followed.

**Resolution No. 202: BE IT RESOLVED TO approve the medical buyback for all employees for 4Q 2021.**

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

**g. SCABIT – None**

**Resolution No. 203: BE IT RESOLVED TO adjourn the meeting at 8:44PM.**

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

The next Board Meeting will be held at Station #1 at 7:00PM on Tuesday, August 10<sup>th</sup>.

Respectfully submitted,

*Breann Parseghian*

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Treasurer/Secretary