

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

August 10, 2021, Board Meeting Minutes

The August 10, 2021, meeting of the Jonesville Fire District Board of Fire Commissioners was called to order at 7:02PM 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. 204: BE IT RESOLVED TO approve the payment of Abstract #7 (voucher 021324-021363) 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 Murphy
ALL in favor, motion carried

2. OPEN TO THE PUBLIC:

None

3. PRESENTATION OF THE CHIEF'S REPORT:

Chief Champagne discussed the following:

- Congratulations to Sherry Best as FF of the Month for June. Sherry successfully completed the BEFO course.
- Thank you to everyone who participated in National Night Out.

- Block party taking place on August 21, 2021, from 12pm-10pm in the cul-de-sac of Glenwood Drive to Morning Side Drive. Use caution if responding to this area.
- Block party taking place on September 5, 2021, from 4pm-8pm in a portion of Garrison Lane. Use caution if responding to this area.
- On September 11, 2021, a 911 ceremony of Remembrance will be taking place at Saratoga National Cemetery at 10am. Arrival of units begins at 8:30am. Request to utilize R373 and E371, contingent on manpower.

Resolution No. 205: BE IT RESOLVED TO approve the use of R373, E371, and any other apparatus on September 11, 2021, at the 911 ceremony of Remembrance taking place at Saratoga National Cemetery:

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Plank Road between Bruno and Kinns is still closed for culvert repairs.
- Per Chief Coonradt, Clifton Park Fire Department will no longer be requesting daytime mutual aid Monday-Friday (6am-6pm) for **COMMERCIAL FIRE ALARMS ONLY**. If the call results in "something" beyond a fire alarm, they will request the appropriate agencies.
- Met with Chief Coonradt to discuss the boundary lines on Kinns Road to determine what agency will be dispatched to avoid any inconsistencies.
- Vischer Ferry Fire Department is replacing their current rescue truck and should be taking delivery of a new ER by October. Their current rescue truck equipment will be getting shipped to fire and marine for measuring and fitting. They will be looking for a rescue truck to respond as needed. Details forthcoming.
- Request for Ernie North to attend the Fire Police course beginning September 13th at the Public Safety Building in Ballston Spa.
- Be advised that there will be fireworks at The Vista.

Resolution No. 206: BE IT RESOLVED TO approve the attendance of Ernie North and Mike Healy at the Fire Police course beginning September 13th at the Public Safety Building in Ballston Spa.

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Request for Nick Buonnano to attend the following four (4) modules of the Fire Officer I course on the following dates: Leadership and Supervision beginning September 8th; Firefighter Health & Safety beginning September 29th; Company Training & Community Risk Reduction beginning October 25th; and Planning and Emergency Response beginning November 8th.

Resolution No. 207: BE IT RESOLVED TO approve the attendance of Nick Buonnano at the following four (4) modules of the Fire Officer I course on the following dates: Leadership and Supervision beginning September 8th; Firefighter Health & Safety beginning September 29th; Company Training & Community Risk Reduction beginning October 25th; and Planning and Emergency Response beginning November 8th.

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Request for bailout window at Station 2 to be used by Clifton Park Fire Department on September 27, 2021.

Resolution No. 208: BE IT RESOLVED TO approve the use of the bailout window at Station 2 by Clifton Park Fire Department on September 27, 2021.

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- The 6' NY hooks have arrived and are on each Engine.
- ETA 362 repairs of the rotted pipe that was causing a small leak has been repaired.
- Numbering/labeling of the jump seats on both Engines is complete.
- Clifton Park Fire Department will be utilizing the bailout window at Station 2 on September 27, 2021.
- Remove Sherry Best, Anna Frazier, and Ken Graves from probation and place on full status. Extending Ryan Peruzzi's probation another 3 months. Need clarification on one student change of address.

Resolution No. 209: BE IT RESOLVED TO accept the Chief's Report.

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

4. PRESENTATION OF THE STAFF REPORTS:

Station Manager Report:

Station Manager Bonesteel noted the following items:

- Repairs for 362 were less than \$3,200.
- Update on the status of the condition of the inside, outside, and roof at Station 1. A lengthy discussion followed, including estimated costs (\$100,000-\$150,000), material availability issues, and timing.
- Update on painting project at Station 2.

Resolution No. 210: BE IT RESOLVED TO hold off on accepting the recommendations of George Farnum regarding the damage to the roof at Station #1 and to get a second opinion.

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor; motion carried

Resolution No. 211: BE IT RESOLVED TO approve H2M as an official architect/contractor to the Jonesville Fire District.

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

Resolution No. 212: BE IT RESOLVED TO approve H2M to survey the damage to the roof at Station #1 and provide the District with his recommendations and specifications.

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

- Purchasing Director requested permission to move forward with advertising for sealed bids for the project upon receipt of H2M's recommendations.

Resolution No. 213: BE IT RESOLVED TO accept the recommendations of H2M regarding the damage to the roof at Station #1, and upon receipt of the recommendations move forward with advertising for sealed bids for the repair/replacement of the roof at Station #1.

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

- Secretary/Treasurer Parseghian requested approval for payment of the fee to H2M upon receipt of the invoice in the event payment is needed in advance of the proposal.

Resolution No. 214: BE IT RESOLVED TO approval of payment of the fee to H2M upon receipt of the invoice for his surveillance of the damages to the roof at Station #1, in the event payment is needed in advance of the recommendation report.

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

- Secretary/Treasurer Parseghian suggested that an additional \$30,000 funding for the Station #1 roof project be taken from the Building Reserve Fund.

Resolution No. 215: BE IT RESOLVED TO take up to \$30,000 from the Building Reserve Fund for Station #1 roof project, and to place a revised permissive referendum for such in the District newspaper.

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

Purchasing Director's Report

- Gear inspections will occur the week of August 16th.
- The first fit test session is tomorrow afternoon and evening before drill on a first come first serve basis. The second round will be the second Wednesday in September.

Treasurer's Report

- At the suggestion of OSC, and subsequent confirmation with the District's accounting firm regarding the recommended changes, the District's FYE 2020 AUD report was revised. (Hardcopy, along with notes on the changes, were available for review at the meeting.)

Resolution No. 216: BE IT RESOLVED TO accept the revised Jonesville Fire District AUD for FYE 2020, as provided to the District by OSC.

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

- Correspondence received from Firefly Admin Inc, a third party LOSAP administration firm.
- Now that the COVID State of Emergency has ended (Executive Order 202 rescinded) on June 24, 2021, the period of opportunity to award the COVID points under the "Special Response Rules" has ended. Suggest that the BoFC

have a resolution stating such. (For 2021, members earned 29 COVID points for LOSAP.)

Resolution No. 217: BE IT RESOLVED TO accept that the COVID State of Emergency in NY has ended, and Executive Order 202 was rescinded, effective June 24, 2021, and that the Board of Fire Commissioners' understanding is that members can no longer earn COVID-19 LOSAP points effective June 24, 2021.

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

- Request for approval of revised Target Solutions contract.

Resolution No. 218: BE IT RESOLVED TO accept revised Target Solutions, Inc. contract.

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

- Food staples have been purchased for District staff for instances when circumstances do not allow for them to leave the stations for meals at regular times.
- Saratoga County has issued a public health advisory for COVID-19 Transmission, fueled by the spread of the highly contagious B.1.617.2 (Delta) variant and recommends that all individuals, when indoors with people who are not members of their own household, wear a mask (regardless of vaccination status). A lengthy discussion followed.
- Will upcoming events and/or current use of the stations and training room be impacted – TBD.
- NY HERO ACT. A discussion followed with the consensus to add the requirements from the NY HERO ACT to the Hazcom/Exposure Policy.

Resolution No. 219: BE IT RESOLVED TO accept the District's Hazard Communications Standard policy, with any necessary changes incorporated to reflect COVID, as the District's safety and health plan to protect employees from airborne infectious diseases.

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

- Status of silverware in the training room provided.
- Discussion on the state of the Pavilion, and the repairs/fixes that needed to be made by the Company.
- Presentation of a draft version of the 2022 budget for review.

Resolution No. 220: BE IT RESOLVED TO accept the District Staff reports.

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

7. PRESENTATION OF THE COMMITTEE REPORTS:

a. Apparatus

- There was a lengthy discussion on the various parties interested in purchasing 371, and comments from the District attorney were shared.

b. Building and Grounds - None

c. Capital - None

d. Equipment - None

e. Personnel

- Commissioners thanked the staff for doing a great job short staffed, throughout COVID, and all the others challenges they faced.
- Kevin Sarsick will be starting full-time on August 18, 2021.
- Nate Fort will be returning part-time shortly thereafter.

f. Policies and Procedures- None

g. SCABIT – None

Resolution No. 221: BE IT RESOLVED TO adjourn the meeting at 8:52PM.

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, September 14th.

Respectfully submitted,

Breann Parseghian

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Treasurer/Secretary