

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

953 Main Street  
Clifton Park, NY 12065

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**September 14, 2021, Board Meeting Minutes**

The September 14, 2021, meeting of the Jonesville Fire District Board of Fire Commissioners was called to order at 7:08PM 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. 223: BE IT RESOLVED TO approve the payment of Abstract #9 (voucher 021364-021415) 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*

*ALL in favor, motion carried*

**2. ACCEPTANCE OF THE MINUTES:**

**Resolution No. 224: BE IT RESOLVED TO accept the minutes of the August and September Special Meeting of the Board of Fire Commissioners.**

*Motion: Commissioner*

*Second: Commissioner*

*ALL in favor, motion carried*

### 3. PRESENTATION OF NEW MEMEBERS:

**Resolution No. 225: BE IT RESOLVED TO approve the new members as follows:**

*Motion: Commissioner*

*Second: Commissioner*

*ALL in favor, motion carried*

Treasurer Parseghian enters the meeting.

### 4. OPEN TO THE PUBLIC: None

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

Chief Champagne discussed the following:

- Congratulations to everyone who responded to the fire at the Town Highway Garage as Firefighters of the Month for August.
- Thank you to everyone attended and represented the department at the 911 remembrance held at Saratoga National Cemetery.
- Be advised that Plank Road between Bruno and Kinns has reopened.
- Training request for the following members: Chris Fox, Mike O'Brien, Brad Bowers, and Dave Seagnelli.

**Resolution No. 226: BE IT RESOLVED TO approve the attendance of Chris Fox and Mike O'Brien at the following five (5) modules of the Fire Officer I course on the following dates: Leadership and Supervision beginning September 8; Firefighter Health and Safety beginning September 29; Company Training and Community Risk Reduction beginning October 25; Planning and Emergency Response beginning November 8; and Fireground Strategies and Tactics for First Arriving Companies beginning December 1.**

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

**Resolution No. 227: BE IT RESOLVED TO approve the attendance of Brad Bowers at the following three (3) modules of the Fire Officer I course on the following dates: Company Training and Community Risk Reduction beginning October 25; Planning and Emergency Response beginning November 8; and Fireground Strategies and Tactics for First Arriving Companies beginning December 1.**

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

**Resolution No. 228: BE IT RESOLVED TO approve the attendance of Dave Seagnelli at the Fire Police Course beginning September 13<sup>th</sup> at the Public Safety Building in Ballston Spa.**

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

- Jonesville will be participating in the Annual Trunk or Treat at the Clifton Commons on October 29, 2021.

**Resolution No. 229: BE IT RESOLVED TO approve the purchase of 1,200 candy bars for Truck or Treat at the Clifton Commons and 2,000 bags of Christmas candy from the Palmer Company for Santa Patrol.**

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

- Discussion on the Class A uniform purchase for the Company with a suggestion for a budget consideration be made in 2022 for the District to purchase half of the uniforms and the Company to purchase half.

**Resolution No. 230: BE IT RESOLVED TO accept the Chief's Report.**

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

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

**Station Manager Report:**

Station Manager Bonesteel noted the following items:

- Update on the status of the condition of the inside, outside, and roof of Station 1. A lengthy discussion followed, which included comment that current Building Reserve Fund balance may not cover the roof and additional funds should be placed in the 2022 budget.
- Comment made that H2M has taken responsibility for creating the bid packets, advertising in the newspaper, etc. and not the District.

**Resolution No. 231: BE IT RESOLVED TO approve H2M to move forward with any necessary steps agreed upon between the District and H2M, including but not limited to moving forward with advertising for bids and/or sealed bids; obtaining quotes; work, etc. in order to make the necessary repairs/replacements to the roof, attic, mold, etc. and complete the project at Station #1.**

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

- Update on the exterior painting project at Station 2.
- Awning repair update at Station 1 and request for additional awning work to be done at Station 2.

**Resolution No. 232: BE IT RESOLVED TO spend up to \$4,000 for repair/replacement work on the awning at Station 2.**

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

- Request to replace 15-year-old lawn mower at Station 2 with a zero-grade turn mower and to move the current Station 1 mower to Station 2. Discussion followed.

**Resolution No. 233: BE IT RESOLVED TO spend up to \$13,000 for the purchase of a new lawn tractor, on NYS Contract, from Preferred Vendor Emerich Sales and Service, and to pay the invoice upon arrival, if required by the vendor.**

Motion: Commissioner Byrnes

Second: Commissioner Boss

In Favor: Commissioners Boss, Byrnes, Murphy, Tobin

Opposed: Commissioner Miller

Motion carried

- Commissioner Miller commented that the front door at Station 2 that sticks should be replaced. A lengthy discussion followed.

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

- Credit card request for full-time employees.

**Resolution No. 234: BE IT RESOLVED TO update the Credit Card policy to allow for all full-time District staff and Chiefs be authorized to have/use a District credit card.**

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Fiber cable/Network project update.
- Air compressor at Station 2 is out of service and will be repaired tomorrow.

## **Treasurer's Report**

- Request to accept two Junior National Honor Society students to assist with projects, events, etc. as needed throughout the year.

**Resolution No. 235: BE IT RESOLVED TO give the District staff permission to bring in temporary help and/or community service help (with the exception of court assigned community service), at their sole discretion, for various projects.**

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Living Resources will be utilizing the pavilion this week for meetings. Discussion on plans going forward while Training Room closed.
- Request for Senior District staff to be given a threshold for signing contracts?

**Resolution No. 236: BE IT RESOLVED TO give the Senior District staff permission to sign contracts up to \$50,000.**

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Request to use the \$15,000 check from the sale of R-371 to open a general fund checking account at the Bank of Greene County. Discussion on fees from BSNB followed.

**Resolution No. 237: BE IT RESOLVED TO deposit the \$15,000 check from the sale of R-371 in the General Fund at the Bank of Greene County.**

Motion: Commissioner Tobin

Second: Commissioner Byrnes

ALL in favor, motion carried

**Resolution No. 238: BE IT RESOLVED TO move all of the District's funds to the Bank of Greene County.**

Motion: Commissioner Murphy

Second: Commissioner Tobin

ALL in favor, motion carried

- Commissioner requested talk to C. Fox about Rebus Training on Sept. 15<sup>th</sup>.
- Commissioner Miller requested access for K. Sarsick to the electronic EMS program. A brief discussion followed.
- Will call Amsure tomorrow to determine if there is any coverage/claim that can be made for the mold, insulation, roof, etc. Request permission to add additional coverage, cost, etc. if necessary. A brief discussion followed with the consensus to wait until the assessment reports were back from H2M.
- Noted that the Budget Hearing is scheduled for Tuesday, October 19, 2021, and at least 3 Commissioners needed to be present.
- Presentation of the Proposed 2022 Budget. Lengthy discussion followed with the consensus to meet again on September 21, 2021.

**Resolution No. 239: BE IT RESOLVED TO approve the District Staff reports.**

Motion: Commissioner Miller

Second: Commissioner Murphy

ALL in favor, motion carried

**Resolution No. 240: BE IT RESOLVED TO adjourn the meeting at 8:15PM.**

Motion: Commissioner Miller

Second: Commissioner Byrnes

ALL in favor, motion carried

A Special Meeting on the 2022 Proposed Budget will be held at Station #1 at 8:00PM on Tuesday, September 21<sup>st</sup>.

The next Board Meeting will be held at Station #1 at 7:00PM on Tuesday, October 12<sup>th</sup>.

The Public Hearing for the 2022 Budget will be held at Station #1 at 7:00PM on Tuesday, October 19<sup>th</sup>.

Respectfully submitted,

*Breann Paj*

Breann Parseghian

Secretary/Treasurer