

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

953 Main Street
Clifton Park, NY 12065

October 12, 2021, Board Meeting Minutes

The October 12, 2021, meeting of the Jonesville Fire District Board of Fire Commissioners was called to order at 7:05PM by Commissioner Miller.

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

Guests present were:

1. PAYMENT OF THE BILLS:

Resolution No. 243: BE IT RESOLVED TO approve the payment of Abstract #10 (voucher 021416-) 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 Boss

ALL in favor, motion carried

2. ACCEPTANCE OF THE MINUTES:

Resolution No. 244: BE IT RESOLVED TO accept all the January 2021 to September 2021 minutes for the Board of Fire Commissioners meetings and special meetings.

Motion: Commissioner Boss

Second: Commissioner Byrnes

ALL in favor, motion carried

3. PRESENTATION OF NEW MEMEBERS:

No new members presented. Commissioner Miller inquired as to who on the Membership Committee put 8 recruitment signs up on the Town of Clifton Park Town Hall yard. He further commented that Town Hall is located on State land, the Membership Committee should have asked the TOCP for permission to put a sign, and the one sign is acceptable not 8.

4. OPEN TO THE PUBLIC: None

5. PRESENTATION OF THE CHIEF'S REPORT:

Chief Champagne discussed the following:

- Congratulations to the crew members who worked at the Twin Lakes fire as Firefighters of the Month for September.
- Thanked those who attended and represented the Department at the 911 remembrance at Saratoga National and at St. Edward's Church picnic.
- Apparatus updates: e-draulic tools back in service; rear hose bed labeling complete; generator on 365 repaired; and 371 service complete.
- 700 Carlton Road marked by TOCP Code Enforcement with a red "X" use caution.
- CFPD will be using bailout window at Station 2 on October 28th and 30th.
- Request for seven (7) students in the BEFO/IFO course that began October 7th. They are: S. Gorby, D. Oddo, A. Mitola, G. Mihaich, C. Frazier, A. Frazier, and T. Collymore.

Resolution No. 245: BE IT RESOLVED TO approve S. Gorby, D. Oddo, A. Mitola, G. Mihaich, C. Frazier, A. Frazier, and T. Collymore to attend the BEFO/IFO course that began on October 7, 2021, at the County Training Center, use of the District vehicle(s) for transportation, and any associated costs or fees.

Motion: Commissioner Tobin

Second: Commissioner Byrnes

ALL in favor, motion carried

- Request for Mike O'Brien to attend the VROL course beginning October 29th at Porter Corners.

Resolution No. 246: BE IT RESOLVED TO approve Mike O'Brien to attend the VROL course beginning October 29, 2021, at Porter Corners, use of the District vehicle(s) for transportation, and any associated costs or fees.

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

- Request for apparatus to participate in the annual Toys for Tots convoy being held on November 7, 2021.

Resolution No. 247: BE IT RESOLVED TO approve apparatus to participate in the annual Toys for Tots convoy being held on November 7, 2021.

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

- Request for Fire Police to use 368 and 377 for the Singlecut Brewery run on October 23rd.

Resolution No. 248: BE IT RESOLVED TO approve the Fire Police to use 368 and 377 for the Singlecut Brewery run on October 23, 2021.

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

Resolution No. 249: BE IT RESOLVED TO accept the Chief's Report.

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

Commissioner Murphy inquired on BEFO dynamics and State requirements. Lengthy discussion followed with the Chief providing insight.

6. PRESENTATION OF THE STAFF REPORTS:

Station Manager Report:

Station Manager Bonesteel (on vacation) requested the following items be read out loud:

- Morton Building; Station 2 doors, overhangs, and trim' and bollards have been completely repainted. Brandon and Kevin did a great job!
- Treasurer mentioned that the lift had to be rented for one month, rather than one week.
- VRS has begun services on 371 and 361.

Purchasing Director's Report

- Replaced bolt 371. Brief discussion followed on body, flex, and door latch.
- PVC plumbing, belt, etc on 361. Brief discussion on pump followed with the consensus for Purchasing Director Adams to follow-up.
- Fiber optics (250/80) are in Station 1 and running the internet.
- Howler sirens will be installed in 364 Wednesday and 374 on Thursday this week.
- The roof project proposal returned after review and comment by District's attorney. Brief discussion followed.
- Update on firefighter physicals. Medical help is scarce and COVID testing is up at Wellnow facilities. Discussion on extension for physicals.

Resolution No. 250: BE IT RESOLVED TO extend the deadline for firefighter physical until January 31, 2022, as medical help is scare and the District medical facilities are backed up with COVID testing.

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

Treasurer's Report

- Request to schedule to 2022 Annual Organizational meeting for Tuesday, January 4, 2022.

Resolution No. 251: BE IT RESOLVED TO schedule the 2022 Annual Organizational meeting for Tuesday, January 4, 2022, at 7:00PM to be held at Station 1.

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Sexual Harassment Training and Workplace Violence Training has been completed, the policies reviewed, and policy statements signed by all District staff.
- Request to pre-pay the NYSLRS annual invoice early, to receive a discount.

Resolution No. 252: BE IT RESOLVED TO approve the pre-payment of the 2022 NYSLRS annual invoice by the December 1 deadline, to receive the \$315 discount.

Motion: Commissioner Tobin

Second: Commissioner Byrnes

ALL in favor, motion carried

- Request to revise resolution for Trunk or Treat candy purchase to reflect 2,000 candy bars (instead of 1,200 candy bars).

Resolution No. 229 REVISED: BE IT RESOLVED TO approve the purchase of 2,000 candy bars for Truck or Treat at the Clifton Commons, 2,000 bags of Christmas candy for Santa Patrol, and to use apparatus, as needed, at The Commons on October 29, 2021.

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

- Issue with the laptop/laptop screen has been reported to ABS. Request to make any necessary repairs/replacement to the laptop if needed.

Resolution No. 253: BE IT RESOLVED TO approve the spending of up to \$4000 to look at, service, fix, the Treasurer's laptop including any necessary costs, repairs, and replacements needed outside of the warrantee.

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

- Discussion on the sale of R-371 to Central Coventry Fire District.

Resolution No. 254: BE IT RESOLVED TO approve the sale of 371 to the Central Coventry Fire District for \$15,000.

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

- New General Fund checking account was opened at the Bank of Greene County. BSNB continues to assess account service fees.
- Bryans & Gramuglia assisted with independent account review, and suggested GJE were made in Quickbooks. Request to pay service fee upon receipt of invoice, up to previously approved \$2,500.

Resolution No. 255: BE IT RESOLVED TO approve the payment of invoice for accounting services performed on October 8, 2021, to Bryans & Gramuglia in an amount not to exceed \$2,500.

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Moving forward with the Officers Dinner on November 19th. Approximately 35 people will attend.
- Beginning the process for mandated Cancer Insurance filing. Names of eligible members will be available for approval at November meeting.
- Survey provided to Brown & Brown for healthcare options. Awaiting quotes.

Resolution No. 256: BE IT RESOLVED TO approve the healthcare plan selected by the Personnel Committee.

Motion: Commissioner Murphy

Second: Commissioner Tobin

ALL in favor, motion carried

- Election official presented options for electronic December Commissioner election/ballot process. Brief discussion followed, with the consensus to continue the process as always done. Breann will utilize Anna to assist with the book preparation.
- ABS created Jonesville email accounts for all Commissioners.
- Proposed budget at first glance appears to be over the Tax Cap. Overriding the Tax Cap was approved in January 2021 at the Organizational Meeting.

Resolution No. 257: BE IT RESOLVED TO approve the District Staff reports.

Motion: Commissioner Byrnes

Second: Commissioner Miller

ALL in favor, motion carried

7. PRESENTATION OF THE COMMITTEE REPORTS:

a. Apparatus - None

b. Building and Grounds

a. Canopy at Station 1 complete; Station 2 canopy next.

b. Brief discussion on options for the siren.

c. Training Facility update. Final plans presented. Brief discussion followed.

Resolution No. 258: BE IT RESOLVED TO send the training facility plans to an expert for an estimate and to spend up to \$5,000 on the estimate.

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

c. Capital - None

d. Equipment – None

e. Personnel - issue discussed.

f. Policies and Procedures- None

- Thank you to Commissioner Murphy for his hard work on the Training Facility project.
- Comment made to discuss the District spending up to \$8,000 on uniforms for the Company at the January 2022 meeting.

Resolution No. 259: BE IT RESOLVED TO adjourn the meeting at 9:02PM.

Motion: Commissioner Tobin

Second: Commissioner Boss

ALL in favor, motion carried

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

The next Board Meeting will be held at Station #2 at 7:00PM on Tuesday, November 9th.

Respectfully submitted,

Breann Parseghian

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District Secretary/Treasurer