

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

953 Main Street  
Clifton Park, NY 12065

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**November 9, 2021, Board Meeting Minutes**

The November 9, 2021, meeting of the Jonesville Fire District Board of Fire Commissioners was called to order at 7:03PM by Commissioner Miller.

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

Guests present were: None

**1. PAYMENT OF THE BILLS:**

**Resolution No. 267: BE IT RESOLVED TO approve the payment of Abstract #11 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 Boss

Second: Commissioner Tobin

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 Craig Lewis, Ross Byrnes, and AJ Baker as Firefighters of the Month for October.
- Thank you to those who participated in the TOCP Trunk or Treat event.
- Thank you to those who participated in the Toys for Tots convoy.

- Various apparatus repairs, replacement parts, installations, etc.
- VFFD rescue truck is out of service until December. Coverage 24/7 will be requested at some point.
- Training request for Lori Dittmer to attend the EMT course beginning January 10, 2022, at Schenectady Community College along with reimbursement for course (\$900) and textbook (\$40) costs.

**Resolution No. 268: BE IT RESOLVED TO approve the attendance of Lori Dittmer to attend the EMT course beginning January 10, 2022, at Schenectady Community College along with reimbursement of up to \$1300 for course and textbook costs.**

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

**Resolution No. 269: BE IT RESOLVED TO accept the Chief's Report.**

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

#### **4. PRESENTATION OF THE STAFF REPORTS:**

##### **Station Manager Report:**

Station Manager Bonesteel noted the following:

- All trucks are currently being serviced. Update given.
- Work orders are being handled as they come in.
- Glass doors for Station #2 have been ordered and are expected next week. Approximate cost \$1,282.96 from CP Glass, including labor.
- Station #1 roof project went out to bid November 8, 2021.
  - Pre-bid walkthrough on November 15<sup>th</sup>.
  - Bids closing November 18<sup>th</sup>.
- Commissioner Tobin inquired on possible supply issues arising with the roof project. Purchasing Director Adams will follow-up with H2M on Monday.

- Commissioner Miller inquired about a battery code for the garage. Discussion followed.
- Commissioner Tobin inquired on the rear tire issue with 361. Discussion followed.
- Commissioner Miller inquired about adding a roof to the shed, and possibility of using the same company that is repairing Station 1 roof.

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

Purchasing Director Adams noted the following:

- The Chief's Drill will be December 22, 2021. Dinner has been ordered from Pig Pit. Dessert orders to be placed.

**Resolution No. 270: BE IT RESOLVED TO spend up to \$2,250 for the Chief's Drill being held on December 22, 2021, and to pay the full amount of the bill at the time of delivery as required by the vendor.**

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

- Possible new member from Malta Ridge Fire Department. A brief discussion followed.
- Request to consider a pre-paid retainer with ABS Solutions to reduce information technology billing costs. A discussion followed with the consensus to move forward with the retainer on January 1<sup>st</sup>.

**Resolution No. 271: BE IT RESOLVED TO approve entering into a Customer Care Agreement and pre-paid retainer with ABS Solutions, the District's appointed information technology company and to approve payment of the pre-paid retainer in the amount of \$6,000 upon receipt of the contract/paperwork.**

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

- Discussion on the purchase of Santa suits and ability to receive candy on time. Purchasing Director Adams will follow-up with the vendor.

**Resolution No. 272: BE IT RESOLVED TO approve the spending of up to \$2000 on food, costumes, and any other necessary expenses for Santa Patrol.**

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

### **Treasurer's Report**

- FYI – The 2022 Proposed Budget was successfully adopted, and two copies of the 2022 Adopted Budget were filed with the Town of Clifton Park. The 2022 Property Tax Cap was also successfully submitted to OSC.
- Lieutenant Fox requested Jonesville email accounts for Nick Buonnano and Brad Bowers. Discussion on creating one generic email account.

**Resolution No. 273: BE IT RESOLVED TO approve the spending of up to \$650 to purchase and set-up one Jonesville email account dedicated to social media.**

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- There was a lengthy discussion on various purchases (Brookes, Santa Patrol, Inspection Dinner, Chief's Drill)

**Resolution No. 274 REVISED: BE IT RESOLVED TO approve the payment of the outstanding receipts for purchases made to Brooke's Pizza, plus up to \$1000 of additional for bills incurred without receipts.**

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

**Resolution No. 275: BE IT RESOLVED TO approve the additional spending of up to \$8,000 on the Inspection Dinner.**

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 and most members of the Jonesville Fire Department. Training and policy review has not yet been completed for the Ladies Auxiliary or Company Administrative Members. A brief discussion followed.

**Resolution No. 276: BE IT RESOLVED TO approve the waiver of Sexual Harassment Training and Workplace Violence Training for all Jonesville Volunteer Fire Department members who are classified as Admin and all Ladies Auxiliary Members.**

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

- Request to renew the MRx contracts with Philips and to pay the fee, if due upon contract execution. Estimated fee \$5000. Purchasing Director Adams to find out more information on MRx machine life expectancy. Discussion followed on EMS equipment and life expectancy.
- Request to approve Penflex to perform the administrative services for the Jonesville FYE 2021 LOSAP program and GASB filing (if required). Estimated fee is \$6,200. Lengthy discussion on recent legislative changes to LOSAP categories and LOSAP costs, usage, budget, retention tool, etc.

**Resolution No. 277: BE IT RESOLVED TO approve Penflex to perform the administrative services for the Jonesville FYE 2021 LOSAP program and GASB filing if required and to pay the required fee at a cost not to exceed \$6,500.**

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Request to renew the annual insurance plan for the Volunteer Firefighter Enhanced Cancer Benefit Program with Willis Watson. Amount TBD once roster has been submitted. A discussion followed.

**Resolution No. 278: BE IT RESOLVED TO approve the renewal of the annual insurance plan for the Volunteer Firefighter Enhanced Cancer Benefit Program with Willis Watson at a cost not to exceed \$15,000.**

Motion: Commissioner Tobin

Second: Commissioner Miller

ALL in favor, motion carried

- Discussion on the Annual Commissioner Election.
  - Referendums?
  - Election Official Fee
  - LOSAP points/categories
  - LOSAP credit

**Resolution No. 279: BE IT RESOLVED TO approve the payment of election officials \$70 for working on an election night from 6:00PM to 9:00PM.**

Motion: Commissioner Miller

Second: Commissioner Tobin

ALL in favor, motion carried

- Requested the fire district election rolls of registered voters as of November 22<sup>nd</sup> from the County Board of Elections. A brief discussion followed.

**Resolution No. 280: BE IT RESOLVED TO accept the Jonesville Fire District election rolls of registered voters from the Saratoga County Board of Elections as is provided to the District Secretary.**

Motion: Commissioner BB, RB, JM, MM, TT

Second: Commissioner BB, RB, JM, MM, TT

ALL in favor, motion carried

- Presentation of a Memorandum of Agreement for uniform purchases on behalf of the Company. Lengthy discussion followed about eligibility for uniforms, brass, cleaning, storage, shoes, etc.

**Resolution No. 281: BE IT RESOLVED TO approve spending up to \$8000 for brass, cleaning, and storage of uniforms for the Jonesville Fire Company.**

- Motion: Commissioner Murphy
- Second: Commissioner Byrnes
- ALL in favor, motion carried

**Resolution No. 282: BE IT RESOLVED TO approve the District Staff reports.**

Motion: Commissioner Tobin

Second: Commissioner Byrnes

ALL in favor, motion carried

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

### **a. Apparatus**

- a. Head Stationkeeper Bonesteel provided an update on snow removal and the necessary equipment for proper snow removal.

### **b. Building and Grounds -**

### **c. Capital -**

### **d. Equipment –**

### **e. Personnel**

### **f. Policies and Procedures-**

**Resolution No. 283: BE IT RESOLVED TO enter Executive Session for the purposes of discussion of employment of a person at 8:45PM.**

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

**Resolution No. 284: BE IT RESOLVED TO exit Executive Session for the purposes of discussion of employment of a person at 8:55PM**

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

- There was a brief discussion on employee benefits.

**Resolution No. 285: BE IT RESOLVED TO offer all employees of the Jonesville Fire District the Liberty Gold 2 Plan effective January 1, 2022, or, in the event that healthcare coverage is declined, a quarterly medical buyback amount and dental coverage at 100%.**

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

- Commissioner Miller provided an update on the siren at Station 2, possible pole donation from National Grid, and location of the siren.

**Resolution No. 286: BE IT RESOLVED TO adjourn the meeting at 9:05PM.**

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



The next Board Meeting will be held at Station #1 at 7:00PM on Tuesday, December 14<sup>th</sup>.

The Annual Commissioner Election will be held at Station #1 from 6:00PM to 9:00PM on Tuesday, December 14<sup>th</sup>.

Respectfully submitted,

*Breann Parseghian*

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District Secretary/Treasurer