

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

953 Main Street  
Clifton Park, NY 12065

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The December 14, 2021, Board of Fire Commissioners meeting was called to order at 7:09PM by Commissioner Miller.

Present were: Commissioner Boss, Commissioner Byrnes, Commissioner Miller, Commissioner Murphy, Commissioner Tobin, Chief Champagne, Treasurer Parseghian, Purchasing Director Adams, and Head Station Keeper Bonesteel.

Guests present were: David Ford

**PAYMENT OF THE CLAIMS:**

**Resolution No. 291: BE IT RESOLVED TO approve payment of Abstract #12 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 Byrnes

Second: Commissioner Tobin

Abstained:

ALL in favor; motion carried

**PRESENTATION OF NEW MEMBERS:**

**Resolution No. 292: BE IT RESOLVED TO approve the new members as follows: Michael Werner contingent upon approval of the Jonesville Fire Company.**

Motion: Commissioner Tobin

Second: Commissioner Murphy

ALL in favor; motion carried

**OPEN TO THE PUBLIC:**

- Former Commissioner David Ford came to express his appreciation of the service of Commissioner Ross Byrnes on the Board of Fire Commissioners.

- Commissioner Miller commented that former Chief Pasquarelle came to the Special Meeting at 5:30PM to request the little firetruck back if no longer needed.

**Resolution No. 293: BE IT RESOLVED TO return the little fire truck to former Chief Pasquarelle with a thank you for it's years of service and to spend up to \$1000 to purchase a trailer for the little truck.**

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

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

##### **Informational:**

- Congratulations to Dom Oddo, Christian Frazier, Greg Mihaich, Alden Mitola, and Simon Gorby as Firefighters of the Month for November. They have successfully completed the BEFO course and recently completed the IFO course.
- Thank you to those who attended and participated in: Toys for Tots Convoy, Clifton Park Chabad Jewish Center parade, and Santa Patrol.
- Message sent as a reminder that POVs are prohibited from being parked in front of any of the bay doors.
- Advised Wade at the TOCP that Tom Tobin will be the ESAB representative from Jonesville and Brian Hodgdon will be the Jonesville representative on the Fire Code Appeals Board. Al Atwell to remain on as Chairman.
- Deadline reminder conveyed to the membership regarding OSHA completion by 12/31/21.

##### **Training:**

- Training request for Mike O'Brien to attend the Fireground Training course at Station 1 on January 20<sup>th</sup> and January 22<sup>nd</sup>. Discussion on hosting at Station 1.

**Resolution No. 294: BE IT RESOLVED TO approve hosting the Fireground Simulations course at Jonesville Fire Station 1 on January 20, 2022, and January 22, 2022, and to approve the attendance of Mike O'Brien, and any other members approved by Chief Champagne, at the course.**

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

**Resolution No. 295: BE IT RESOLVED TO approve the purchase of 40 masks for interior firefighters.**

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

- The Chief presented the OSHA delinquencies for 2021, which was followed by a brief discussion. Personnel transitions and changes were also discussed. Purchasing Director Adams to coordinate with AC1 to confirm current records are up-to-date and complete.

**Resolution No. 296: BE IT RESOLVED TO grant an extension for 2021 OSHA trainings to be completed until February 1, 2022. Personnel currently on military orders will complete the required trainings upon their return to duty.**

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

- The Chief presented the guests for the 2022 Installation Banquet.

**Resolution No. 297: BE IT RESOLVED TO accept the Chief's guests for the 2022 Installation Banquet.**

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

- Commissioner Miller suggested honoring Art Huntsinger for her service to the Community at the banquet, and to present him with an engraved plaque.

**Resolution No. 298: BE IT RESOLVED TO honor Art Huntsinger for her service to the Community at the 2022 Installation Banquet, and to spend up to \$250 on a gift to be presented to Art Huntsinger at the 2022 Installation Banquet.**

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

- The Chief thanked the Board of Fire Commissioners for all that they did during the year.

**Resolution No. 299: BE IT RESOLVED TO approve the Chief's Report.**

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

**STAFF REPORTS:**

**Head Station Keeper**

- Update on the status of the roof/attic project at Station 1 was provided. Decision made to send a note to all members noting Station 1 will be an active construction site and the roofing company will have a dumpster onsite.
- Update on the Training Building was provided. Discussion regarding possible escalation in costs for the project.
- Floor scrubber at Station 1 repaired.
- ETA-362 went in for brake repairs.
- All Photo Eyes to be updated, same 361, with an estimated cost of \$798.75.
- Request for 378 door opener, with an estimated cost of \$2,760.00. Brief discussion followed.

**Resolution No. 300: BE IT RESOLVED TO approve the spending of up to \$4,000 for the 378 door opener and All Photo Eyes.**

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

- Commissioner Miller commented the walls at Station 2 were marked up and in need of repainting.

**Purchasing Director**

- Update on the flooring for Station 1 remodel. Brief discussion followed.
- Commissioner Miller led a discussion on spacing in the locker rooms.

- Commissioner Byrnes led a discussion on windows, bay, and alarm room at Station 1.
- Commissioner Miller noted the pole for the siren needs to be purchased by the District, but National Grid can install it.

### **Treasurer**

- Treasurer presented a request to hire the District's external auditing firm to provide assistance with 2021 year-end reconciliations, the Annual Update Document, and any other issues that may require assistance through early 2022.

**Resolution No. 301: BE IT RESOLVED TO approve Bryans & Gramuglia, the District's external auditing firm, to aid with 2021 year-end reconciliations, the Annual Update Document, and any other that may require assistance through early 2022, and the spending of up to \$2500 for their services.**

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

- Treasurer, per advice of attorney, formally requesting resolution to move the Reserve Fund monies from Ballston Spa National Bank to the Bank of Greene County.

**Resolution No. 302: BE IT RESOLVED TO approve the Treasurer to move monies in the Reserve Funds at Ballston Spa National Bank to Reserve Funds at the Bank of Greene County.**

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

- Ed Hoolihan, President and Owner of Penflex is retiring as of January 1, 2022, and has requested a meeting with the Board of Fire Commissioners. Date currently being coordinated.
- The mandated NYS Firefighter Cancer Benefit reports (EOSB 210.8C; EOSB 210.8R) were hand delivered to NYS DHSES on 11/31/2021 and roster submitted

electronically to The Hartford for 2022 cancer insurance policy preparation.  
(Proposal in the abstract for approval.)

- Reminder of upcoming uses of the Training Room:
  - December 17, 2021, for Living Resources Christmas Party
  - January 10, 2022, for American Red Cross Blood Drive

**Resolution No. 303: BE IT RESOLVED TO approve spending up to \$350 for the Living Resources Christmas Party.**

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

- Request money reallocation from A-4000 Maintenance and Operations to other budget lines as follows:
  - \$20,000 to A-1000s
  - \$40,000 to A-2000s
  - \$5,237 to A-9000s.8000s
  - \$1,130 to A3120.8001

**Resolution No. 304: BE IT RESOLVED TO approve the Treasurer to reallocate funds from A-4000 Maintenance and Operations to other budget lines as noted above.**

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

- Request Unassigned Fund Balance (Savings account) be used for any remaining expenses for 2021 that may go over budget, and to cover expenses until the 2022 tax check is received.

**Resolution No. 305: BE IT RESOLVED TO approve the Treasurer to use Unassigned Fund Balance for any remaining expenses for 2021 that may be over the initial budget, and to cover expenses until the 2022 tax check is cleared.**

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

- Treasurer inquired if any monies should be encumbered for anticipated projects/expenses in early 2022 that have not already been approved.

- Treasurer provided a suggested FOIL request process, per the District's attorney. A discussion followed with the consensus to follow the procedures suggested by the District's attorney.

**Resolution No. 306: BE IT RESOLVED TO approve the Staff Reports.**

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

- Commissioner Murphy expressed his appreciation to Commissioner Byrnes for the 9 years of service to the Board of Fire Commissioners.

**Resolution No. 307: BE IT RESOLVED TO dedicate a blank page in the December minutes to Commissioner Ross Byrnes.**

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

- Commissioner Tobin expressed his appreciation for all the assistance and participation with Santa Patrol.

**COMMITTEE REPORTS:** None

- **Apparatus**
- **Buildings and Grounds**
- **Capital**
- **Equipment**
- **Policies and Procedures**
- **Personnel**
- **SCABIT**

**EXECUTIVE SESSION:**

**Resolution No. 308: BE IT RESOLVED TO enter Executive Session to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation at 8:39PM.**

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

**Resolution No. 309: BE IT RESOLVED TO exit Executive Session to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation at 9:18PM.**

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

**Resolution No. 310: BE IT RESOLVED TO approve the list of members eligible for coverage under the NYS Volunteer Firefighter Enhanced Cancer Disability Benefits Act, as presented in Executive Session.**

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

**Resolution No. 311: BE IT RESOLVED TO offer the Empire Blue Cross Vision Plan to all full-time and part-time employees, with 100% of the cost covered by the District.**

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

- Discussion on training delinquencies with the consensus for Purchasing Director Adams to send letters in the mail and/or email to those impacted



**Resolution No. 312: BE IT RESOLVED TO** approve the District Staff to gather materials for the FOIL request(s) presented during Executive Session and to provide the Board of Fire Commissioners with the materials at the Board Meeting following the presentation for review and approval/denial.

Motion: Commissioner Byrnes

Second: Commissioner Tobin

ALL in favor; motion carried

**Resolution No. 313: BE IT RESOLVED TO** exit the Board Meeting at 9:22PM.

Motion: Commissioner Byrnes

Second: Commissioner Tobin

ALL in favor; motion carried

**This page is dedicated to Commissioner Ross Byrnes. Thank you for your nine years of Service to the Board of Fire Commissioners!**

All motions were passed unanimously, unless otherwise noted.

Respectfully submitted,

*Breann Parseghian*

Breann Parseghian

Secretary/Treasurer