

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

953 Main Street
Clifton Park, NY 12065

March 14, 2023, Board Meeting Minutes

The March 14, 2023, meeting of the Jonesville Fire District Board of Fire Commissioners was called to order at 7:09PM by Commissioner Murphy.

Present were: Commissioner Boss, Commissioner Casper, Commissioner Graves, Commissioner Murphy, Commissioner Tobin, Chief Champagne, Secretary/Treasurer Parseghian, District Administrator Adams, and Station Manager, Bonesteel.

Guests present were: Mike O'Brien, Scott Johnston

1. PAYMENT OF THE BILLS:

Resolution No. : BE IT RESOLVED TO approve the payment of Abstract #3 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 Tobin

Second: Commissioner Boss

ALL in favor; motion carried

2. APPROVAL OF THE MINUTES:

Resolution No. : BE IT RESOLVED TO approve the minutes of the Oct-Dec 2022

Motion: Commissioner Boss

Second: Commissioner Murphy

Abstained: Commissioner Graves

ALL in favor; motion carried

3. PRESENTION OF NEW MEMBERS: None

4. OPEN TO THE PUBLIC: None

5. PRESENTION OF THE CHIEF'S REPORT

Informational:

- Congratulations to Christian Frazier and Alden Mitola as Firefighter of the Month for February.
- New York State Burn Ban goes into effect March 16th through May 14, 2023.
- Colonie Village has transferred all their equipment over to the Albany County Sheriff's Department to assist in responding and performing Trench Rescue Services.
- Shenendehowa Central School District Board voted in favor of Real Property Tax Law 466-a, which allows a tax exemption of up to 10% of the assessed value of the primary residence of volunteer firefighters and/or volunteer ambulance workers.
- Pittsfield Communication has returned the Portable radios. Some have failed and will be replaced with a newer model. Bill Adams provided me with an itemized list.
- TOCP is in the process of getting quotes for the repair of the fire alarm system at the Clifton Park Ice Arena. Sprinkler system underwent repair.
- The former fire pump at 602 Pierce Road is no longer in-service. Sprinkler system is supplied by municipal water. The proper signage will also indicate the FDC location.
- LOSAP list for 2022 has been posted in each station.
- County burn building is back up and operating
- Explorer Post 36 field trip to the County Communications Center on March 2 was a success.

Training/Events:

- Request to host the Tactical Fireground Simulations course at Jonesville Station 1 on April 13 from 6:30pm-10:30pm and April 15 from 8am-3pm.
- Request to stage a piece of apparatus at the Open House at United Ag & Turf located at 20 Deere Lane, Clifton Park on May 12th from 10am-1pm and 13th from 9am-11am, 2023.
- Request to use Station 2 and our props for the IFO course on May 13, 2023, from 8am-2pm. Lt. Castelli offered to get the props to save shipping costs.
- Request use of EMS personnel to take vital signs of students at the IFO course on May 18, May 25, and June 1, 2023.
- Request use of an Engine for the IFO course at the fire training center on June 6, 2023.

- Request for Ernie North to attend the 2023 Chaplain's Training Conference from May 21 to 24, 2023 at the New York State Fire Academy. Request for transportation, lodging and per diem fees to be included. Discussion followed.
- Request use of M378 for Scott Castelli to drive to East Coast Rescue in Massapequa Park, New York, and pick-up the stand-alone forcible entry prop. This would save us the \$495.00 shipping cost. I submitted the invoice indicating the cost of the prop (\$1250.00) to Bill Adams. Discussion followed. Board indicated they would rather have it shipped so it was covered by insurance until we received it.

Resolution No. : BE IT RESOLVED TO approve to host the Tactical Fireground Simulations course at Jonesville Station 1 on April 13 from 6:30pm-10:30pm and April 15 from 8am-3pm.

Motion: Commissioner Tobin

Second: Commissioner Boss

ALL in favor; motion carried

Resolution No. : BE IT RESOLVED TO approve to stage a piece of apparatus at the Open House at United Ag & Turf located at 20 Deere Lane, Clifton Park on May 12th from 10am-1pm and 13th from 9am-11am, 2023.

Motion: Commissioner Tobin

Second: Commissioner Boss

ALL in favor; motion carried

Resolution No. : BE IT RESOLVED TO approve to use Station 2 and our props for the IFO course on May 13, 2023, from 8am-2pm.

Motion: Commissioner Tobin

Second: Commissioner Boss

ALL in favor; motion carried

Resolution No. : BE IT RESOLVED TO approve EMS personnel to take vital signs of students at the IFO course on May 18, May 25, and June 1, 2023.

Motion: Commissioner Tobin

Second: Commissioner Boss

ALL in favor; motion carried

Resolution No. : BE IT RESOLVED TO approve use of an Engine for the IFO course at the fire training center on June 6, 2023.

Motion: Commissioner Tobin

Second: Commissioner Boss

ALL in favor; motion carried

Resolution No. : BE IT RESOLVED TO approve Ernie North to attend the 2023 Chaplain's Training Conference from May 21 to 24, 2023 at the New York State Fire Academy. Request for transportation, lodging and per diem fees to be included.

Motion: Commissioner Tobin

Second: Commissioner Boss

ALL in favor; motion carried

Resolution No. : BE IT RESOLVED TO approve Ernie North, upon confirmation that he is qualified to drive 367, to take 367 to the 2023 Chaplain's Training Conference from May 21 to 24, 2023 at the New York State Fire Academy.

Motion: Commissioner Tobin

Second: Commissioner Graves

ALL in favor; motion carried

Resolution No. : BE IT RESOLVED TO approve up to \$600 for single room lodging for Ernie North, at the New York State Fire Academy, conference fees, per diem, and meals at the 2023 Chaplain's Training Conference from May 21 to 24, 2023 at the New York State Fire Academy.

Motion: Commissioner Tobin

Second: Commissioner Boss

ALL in favor; motion carried

Resolution No. : BE IT RESOLVED TO approve \$1,745.00 for shipping and delivery costs for the stand-alone forcible entry prop.

Motion: Commissioner Tobin

Second: Commissioner Boss

ALL in favor; motion carried

Apparatus/Chief's Vehicles/Equipment/Stations

- R373 had a Diesel Exhaust Fluid level sensor repaired.
- C369 Had a new starter replaced.
- Bill Adams and I met last week, and I provided him with a quote breakdown for the portable 4000 radios and discussed a budgetary for purchasing. Lengthy discussion followed. Key areas of discussion were 70 radios currently at the

stations, 16 failed radios, models and feature comparison on proposed new radios, pricing, and discount options.

Resolution No. : BE IT RESOLVED TO approve up to \$45,000 for new radios, upon further investigation of radio specifications by the Purchasing Director and the Chief.

Motion: Commissioner Casper
Second: Commissioner Graves
ALL in favor; motion carried

Resolution No. : BE IT RESOLVED TO approve up to \$25,000 from the Equipment Reserve Fund and \$20,000 from the General Fund for new radios, upon further investigation of radio specifications by the Purchasing Director and the Chief.

Motion: Commissioner Casper
Second: Commissioner Graves
ALL in favor; motion carried

Resolution No. : BE IT RESOLVED TO approve additional \$25,000 from the General Fund for new radios, upon further investigation of radio specifications by the Purchasing Director and the Chief, if payment is necessary before the referendum for the Equipment Reserve Fund expires.

Motion: Commissioner Casper
Second: Commissioner Graves
ALL in favor; motion carried

- Request to start looking at a replacement plan for the ETA's. Lengthy discussion followed with the consensus an ETA Committee will be established.

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

Motion: Tom Tobin
Second: Bob Boss
ALL in favor; motion carried

- Discussion on Rexford calls was tabled until the April Board Meeting.

6. PRESENTATION OF DISTRICT STAFF REPORTS

Station Manager Report

Informational:

- Apparatus repair done in house:
 - M 378 – Repaired Kussmaull reinstalled and a melted connection under the hood replaced.
- Apparatus repair done at vendor:
 - R 373 – Developed a bad level Sensor for DEF (Diesel Exhaust Fluid) it caused a check engine light as well as an alarm. VRS was notified and had the part. Truck was fixed in one morning.

Items for Approval:

- Eastern Heating and Cooling Service Contract: 3-year contract. Discussion followed on service, billing, and price increases.
 - 2023-2024 - \$7710.
 - 2024-2025 - \$8314.
 - 2025-2026 - \$9146.
 - This includes service for both stations and price increases.

Resolution No. : BE IT RESOLVED TO approve the Station Manager to sign the Eastern Heating and Cooling Service Contract: 3-year contract.

Motion: Commissioner Tobin

Second: Commissioner Murphy

ALL in favor; motion carried

Discussion:

- The video security camera for the closet where the computer for the cameras are. I have not received any pricing back. However, there was a concern about age of system and being able to delete footage. No footage can be deleted without the admin code which only Center for Security has and system is within a couple years old. Comment made that the system is 3-4 years old, cameras older, and DVRs newer.
- Commissioner Casper commented that the Station 2 bay doors and remotes are having trouble. The consensus was for the Station Manager to call the overhead door company.

- Chief Willoughby is having key issues.

District Manager Report

Items for Approval:

- Foreman for training building project (Clerk of the Works) Up to 14 (Saturday) days' worth of build time. Munter Enterprises will provide. Rates attached. Lengthy discussion followed.

Resolution No. : BE IT RESOLVED TO approve up to \$20,000 on the foreman for Training Building Project (Clerk of the Works), which Munter Enterprises will provide.

Motion: Commissioner Murphy

Second: Commissioner Tobin

ALL in favor; motion carried

- Anna Castelli requests to use the training room on Thursday nights from March 16 – April 27th from 5-7pm. Any conflict, they are small enough to use the officer room at Station 1. This is for Orenda Lego club.

Resolution No. : BE IT RESOLVED TO approve up Anna Castelli requests to use the Training Room on Thursday nights from March 16 – April 27th from 5-7pm for Orenda Lego club.

Motion: Commissioner Murphy

Second: Commissioner Tobin

ALL in favor; motion carried

- Mark Cecilione is requesting to use the training room Thursday March 23rd at 7pm for training class. Focus on scams in the area, prevention, monitoring, rescue of victims, reporting activities. For JVFD Members and family. Pat Dell'Anno will assist.

Resolution No. : BE IT RESOLVED TO approve Mark Cecilione to use the training room Thursday March 23rd at 7pm for a training class for JVFD Members and family focused on scams in the area, prevention, monitoring, rescue of victims, and reporting activities.

Motion: Commissioner Murphy

Second: Commissioner Tobin

ALL in favor; motion carried

- Frank Hill requests to use the training room March 25, 26th for another gun safety course. Brief discussion followed.

Resolution No. : BE IT RESOLVED TO approve Frank Hill to use the Training Room on March 25th and 26th for another gun safety course.

Motion: Commissioner Murphy

Second: Commissioner Tobin

ALL in favor; motion carried

Informational:

- Geoff Frey resigned, effective 2/27/2023.
- I will be on vacation from April 10-14, 2023.

Treasurer's Report

Informational:

- Property Tax Exemption.
- The principal and interest for the Station 2 bond, in the amounts of \$60,000 and \$10,784.38 was sent via wire transfer on February 24, 2023, from the Bank of Greene County to Depository Trust Institution.
- The principal and interest payment for the new engine bond, in the amount of \$76,124.05, is due to the Bank of Green County by April 13, 2023.
- DR 4480 grant still a work in progress.
- Dave Rogers, RBC, will attend the May meeting via Zoom.
- I will be in Florida April 3rd- April 16th.

Items for Approval:

- Any Training Facility funding from the Reserve Fund?
- Will it be necessary to schedule a Special Meeting to approve the final LOSAP list?

Resolution No. : BE IT RESOLVED TO approve the posted list of members qualifying for 2022 LOSAP, after the 30 day posting period expires, contingent on there being no disputes of the posted list by any members.

Motion: Commissioner Graves

Second: Commissioner Tobin

ALL in favor; motion carried

- Possible move the April Board Meeting?

Resolution No. : BE IT RESOLVED TO approve the April Board Meeting being moved to April 18, 2023.

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

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

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

7. PRESENTATION OF COMMITTEE REPORTS:

Apparatus – None

Buildings and Grounds

- Commissioner Casper asked to update sheets at stations of who's on what committees, contractor numbers and emergency numbers.
- Commissioner Casper led a discussion on the file and electrical room (near Steve's office). He requested staff institute a new process to have the cabinets locked and doors locked 24-7 in that room. Possibly also adding a key fob entry to safe room.
- Commissioner Graves noted he has come to Station 1 many times and the side and back doors are unlocked. He stated need to ensure the doors at Station 1 are locked.

Capital - None

Equipment –

- Commissioner Graves requested an update on the JVFD website update? Bill provided update.
- Commissioner Graves asked if any computers need replacing? Consensus is no.

Personnel – None

Policies and Procedures –

- Commissioner Casper provided update on policy review progress. Noted concern that there may have been grammatical changes or title changes made to the policies.

SCABIT - None

8. OLD BUSINESS

- Firefly paperwork completed. Letters to Penflex and RBC to go out today.
 - \$1,500 GASB audit not necessary
- Updated insurance quotes (see abstract) based on follow-up from February meeting.
- Greenlight contract is in Tim Hannigan's hands for review.
- Employee wages and benefits.
- Jonesville email addresses for Commissioners and officers. Discussion followed regarding PHI, BCC on emails, and email retention.

Commissioner Boss exited the meeting at 9:30PM.

9. NEW BUSINESS

- Commissioner Casper provided Class A uniform update. He noted that hats and name plates wrong from error made previous sales person.
- Commissioner Casper requested brass and uniform purchases going forward to be taken on by the district. Lengthy discussion followed.

Resolution No. : BE IT RESOLVED TO approve the Company brass and uniform purchases will be made by the District.

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried

Resolution No. : BE IT RESOLVED TO approve the Chief to approve up to 10 people for Class A uniforms each year, subject to the approval of the Board of Fire Commissioners, after using any available supply in the closets.

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried

Resolution No. : BE IT RESOLVED TO approve the purchase of 6 Class A uniforms thus far in 2023. (There are 4 remaining uniforms that can be purchased in 2023).

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried

- Commissioner Graves requested to be added to the Personnel Committee. Treasurer Parseghian reminded the Board that there are currently two members on the Committee and adding a third would make all meetings subject to Open Meeting Law.

Resolution No. : BE IT RESOLVED TO add Commissioner Graves to the Personnel Committee.

Motion: Commissioner Casper

Second: Commissioner Murphy

Abstained: Commissioner Graves

Not Present: Commissioner Boss

ALL in favor; motion carried

- Commissioner Casper inquired as to why the Ray Road incident video was pulled. He commented the current policy was not followed and read the policy states all requests must be in writing with reason why it must be looked at. He also requested all Board members must be asked and notified via a form, and procedures followed. Discussion followed with a note the video was pulled as the incident has potential to be a training video. It was requested Bill provide the Chief with a copy of the video.

Commissioner Boss re-enters the meeting at 10:16PM.

- Commissioner Boss requested any refund checks (less the deductible) pertaining to the pavilion insurance be immediately sent to the Company.

Resolution No. : BE IT RESOLVED TO approve any refund checks (less the deductible) pertaining to the pavilion insurance be immediately sent to the Company.

Motion: Commissioner Boss

Second: Commissioner Tobin

ALL in favor; motion carried

Resolution No. : BE IT RESOLVED TO enter Executive Session to discuss matters related to the employment of a person at 10:20 PM.

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

Resolution No. : BE IT RESOLVED TO exit Executive Session at 11:25PM.

Motion: Commissioner Graves
Second: Commissioner Casper
ALL in favor; motion carried

10. CHAIRMAN ADJOURNS THE MEETING

Resolution No. : BE IT RESOLVED TO adjourn the regular meeting at 11:26PM.

Motion: Commissioner Graves
Second: Commissioner Casper
ALL in favor; motion carried

Respectfully submitted,

Breann Parseghian
Treasurer/Secretary