

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

953 Main Street  
Clifton Park, NY 12065

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**January 3, 2023, Organizational Meeting Minutes**

The January 3, 2023, Organizational Meeting of the Jonesville Fire District was called to order at 7:20PM by 2022 District Secretary Breann Parseghian.

Present were: Commissioner Boss, Commissioner Casper, Commissioner Graves, Commissioner Murphy, Commissioner Tobin, Chief Champagne, and Secretary/Treasurer Parseghian

Guests present were: None

Breann asked for nominations for 2023 Chairman of the Board of Fire Commissioners. Commissioner Graves nominated Commissioner Murphy with a second by Commissioner Tobin.

**Resolution No. 1: BE IT RESOLVED TO appoint Commissioner Murphy as Chairman of the Board of Fire Commissioners.**

Motion: Commissioner Graves

Second: Commissioner Tobin

Abstained: Commissioner Murphy

ALL in favor; motion carried.

- Commissioner Murphy accepted the nomination of Chairman of the Board of Fire Commissioners.

**Resolution No. 2: BE IT RESOLVED TO enter Executive Session to discuss matters related to the employment of a person at 7:22PM.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

- Chief Champagne and Secretary/Treasurer Parseghian exit the meeting at 7:22PM.

**Resolution No. 3: BE IT RESOLVED TO exit Executive Session at 8:04PM.**

Motion: Commissioner Graves

Second: Commissioner Boss

ALL in favor; motion carried.

- Commissioner Murphy accepted the nomination of the Chairman of the Board of Fire Commissioners and nominated Commissioner Boss as the Vice Chairman.

**Resolution No. 4: BE IT RESOLVED TO appoint Commissioner Boss as Vice Chairman of the Board of Fire Commissioners.**

Motion: Commissioner Murphy

- The motion on the floor was interrupted by Commissioner Graves who expressed his rejection for the proposal. He proposed a Station 2 Commissioner be Vice Chair to show station equality and a level platform, and nominated Commissioner Casper for Vice Chairman. Commissioner Tobin expressed his objection to the nomination of Commissioner Casper. A lengthy discussion followed regarding the Personnel Committee, legal rights of Commissioners on the Personnel Committee, overtime liability, and lack of Commissioner experience.
- Secretary/Treasurer Parseghian commented that the original motion made by Commissioner Murphy was still on the table.
- Commissioner Murphy asked for a second on his motion to appoint Commissioner Boss as Vice Chairman of the Board of Fire Commissioners.

Second: Commissioner Tobin

In Favor: Commissioner Boss, Commissioner Murphy, Commissioner Tobin

Opposed: Commissioner Casper, Commissioner Graves

Motion Carried.

- Commissioner Murphy thanked Commissioner Miller for all he has done for Jonesville Fire District as a Commissioner; welcomed Commissioner Graves as a new Commissioner; and expressed his desire for the new Board to work together in the coming year.
- There was a discussion on foible information, non-foible information, and deliberative process privilege.
- There was a discussion on membership involvement with District business, information requests, and Board meetings.

**Resolution No. 5: BE IT RESOLVED TO appoint Mike Murphy as District liaison to the Town of Clifton Park Board.**

Motion: Commissioner Graves

Second: Commissioner Boss

ALL in favor; motion carried.

**Resolution No. 6: BE IT RESOLVED TO appoint Mike Murphy as District liaison to the Town of Clifton Park Planning Board.**

Motion: Commissioner Graves

Second: Commissioner Boss

ALL in favor; motion carried.

- Commissioner Murphy accepted the nominations of District liaison.
- There was a brief update discussion on the potential Training Facility project and next steps.
- Commissioner Murphy led the discussion on Commissioner committee assignment process. There was also discussions regarding station keeper scheduling with a request for station keeper schedules to be posted at both stations and provided to Captains and Lieutenants. Commissioner Graves requested to be on the Personnel Committee, which Commissioner Murphy commented would be taken under advisement.
- Secretary/Treasurer Parseghian commented that committees with 3 or more Commissioners on them are considered a quorum and meetings held for these committees need to be open to the public and follow open meetings law.

**Resolution No. 7: BE IT RESOLVED TO appoint the Commissioner committee assignments as follows:**

**Apparatus:** Commissioner Murphy, Commissioner Tobin, and Commissioner Graves

**Buildings and Grounds:** Commissioner Tobin and Commissioner Casper

**Capital:** All Commissioners

**Equipment:** Commissioner Graves and Commissioner Boss

**Personnel:** Commissioner Murphy and Commissioner Boss

**Policies and Procedures:** Commissioner Casper, Commissioner Graves, and Commissioner Tobin

**SCABIT:** All Commissioners

Motion: Commissioner Tobin

Second: Commissioner Boss

ALL in favor; motion carried.

- There was a request for clarification on the days that each of the Station Keepers and the District Administrator worked. The District Administrator works Monday through Thursday; Station Manager Bonesteel Tuesday through Friday; Kevin Sarsick Monday, Tuesday, Thursday, and Friday; and varying days for Nate, Christian, and Brandon.

**Resolution No. 8: BE IT RESOLVED TO appoint District Staff as follows:**

**William Adams: Full-time District Administrator; hourly wage, as determined by the Personnel Committee, for a 40-hour work week (4 days, 10 hours); and any applicable benefits as listed in the Jonesville Fire District Employment Handbook.**

**Stephen Bonesteel: Full-time Station Keeper; hourly wage, as determined by the Personnel Committee, for a 40-hour work week (4 days, 10 hours); and any applicable benefits as listed in the Jonesville Fire District Employment Handbook.**

**Breann Parseghian: Full-time Secretary/Treasurer; hourly wage, as determined by the Personnel Committee, for a 32-hour work week; and any applicable benefits as listed in the Jonesville Fire District Employment Handbook.**

**Kevin Sarsick: Full-time Station Keeper; hourly wage, as determined by the Personnel Committee, for a 40-hour work week (4 days, 10 hours); and any applicable benefits as listed in the Jonesville Fire District Employment Handbook.**

**Nathan Fort: Part-time Station Keeper; hourly wage, as determined by the Personnel Committee, for a 20-hour work week; and any applicable benefits as listed in the Jonesville Fire District Employment Handbook.**

**Christian Frazier: Part-time Station Keeper; hourly wage, as determined by the Personnel Committee, and any applicable benefits as listed in the Jonesville Fire District Employment Handbook.**

**Brandon Rowback: Temporary employee; hourly wage, as determined by the Personnel Committee, and any applicable benefits as listed in the Jonesville Fire District Employment Handbook.**

Motion: Commissioner Tobin

Second: Commissioner Casper

ALL in favor; motion carried.

- Chief Champagne requested a weekly schedule for the station keepers. A discussion followed on how best to get the station keeper schedules to the officers. As the information is already available on IM Responding, the consensus was to use IM Responding.
- Commissioner Murphy noted that the District supports its military staff and may be short-staffed when military staff are assigned to duties.

**Resolution No. 9: BE IT RESOLVED TO appoint Breann Parseghian as District Secretary for 2023.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 10: BE IT RESOLVED TO appoint Breann Parseghian as District Treasurer for 2023.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 11: BE IT RESOLVED TO appoint William Adams as Deputy Treasurer for 2023.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 12: BE IT RESOLVED TO appoint William Adams as District Purchasing Director for 2023.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 13: BE IT RESOLVED TO appoint Stephen Bonesteel as Deputy Purchasing Director for 2023.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 14: BE IT RESOLVED TO appoint Breann Parseghian as Records Management Officer for 2023.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 15: BE IT RESOLVED TO appoint William Adams as Public Information (FOIL) Officer for 2023.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 16: BE IT RESOLVED TO appoint William Adams as Respiratory Program Administrator for 2023.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 17: BE IT RESOLVED TO appoint Tom Tobin as District liaison to the Emergency Services Advisory Board (ESAB).**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 18: BE IT RESOLVED TO approve the District Officers, as presented by Chief Champagne.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 19: BE IT RESOLVED TO approve Hannigan Law Firm as legal advisor to the District for the year 2023.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 20: BE IT RESOLVED TO name RBC Wealth Management as the custodian for the District's Length of Service Award Program for the year 2023.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 21: BE IT RESOLVED TO acknowledge procurement of Treasurer's Bond/Insurance for Treasurer and Deputy Treasurer with the filing of Bond or Declaration Page of Insurance Policy to be filed with the Town Clerk of the Town of Clifton Park.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 22: BE IT RESOLVED TO declare the Official Records of the District will be maintained in paper and/or electronic format for 2023.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 23: BE IT RESOLVED TO adopt the Retention and Disposition Schedule for New York Local Government Records (LGS-1) as follows:**

**RESOLVED, By the Board of Fire Commissioners of the Jonesville Fire District that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.**

**FURTHER RESOLVED, that in accordance with Article 57-A:**

(a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;

**(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 24: BE IT RESOLVED TO declare ABS Solutions as the District's information technology company for 2023.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 25: BE IT RESOLVED TO declare H2M and Butler Rowland Mays Architect LLC as the District's architect, engineering, contracting, etc. companies for 2023.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 26: BE IT RESOLVED TO set the 2023 Board Meeting nights as the second Tuesday of the month, starting at 7:00PM, at Station #1 (953 Main Street; Clifton Park, NY 12065) with the following exceptions: February 2<sup>nd</sup> and December 5<sup>th</sup>. The January 2024 Organizational meeting will be held January 2, 2024.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 27: BE IT RESOLVED TO name The Saratogian as the official/legal newspaper of the District for 2023.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 28: BE IT RESOLVED TO declare [www.jonesvillefire.org](http://www.jonesvillefire.org) as the official website of the District.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.



**Resolution No. 29: BE IT RESOLVED TO designate the front door of Station #1 (953 Main Street, Clifton Park NY 12065) as the Public Location to be used for posting of Open Meetings Law Notices.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 30: BE IT RESOLVED TO adopt spending procedures for District Staff and Committee Chairmen as follows:**

The following people are authorized to make purchases without prior approval of the Board; subject to monthly audit and with the understanding that it is necessary for any purchase to be assigned a purchase order number before purchase is made:

- Committee Chairman: to expend up to \$5000 for emergency repairs.
- Chief to expend up to \$5000 for operational items, expendable firematic materials and replacement items.
- Committee Chairman to expend up to \$5000 between meetings for emergency purchases, not to exceed budgeted amount of property maintenance supplies and repairs for the year.
- Purchasing Director, to expend up to \$5000 for apparatus repairs, office supplies, postage, equipment, radio repair and maintenance supplies and hire part time workers within budget limits.
- Station Keepers to expend up to \$1000 for purchases without Board or District Manager approval. Receipts and necessary paperwork still required.

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 31: BE IT RESOLVED TO give the Treasurer permission to pay various bills in between Board meetings, including but not limited to, fuel, lights, wages, federal and state taxes, postage, telephone, fax, internet, gas and diesel, heating oil, electricity and gas, garbage pickup, emergency purchases, and vendors that require payment at the time of service every month.**

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 32: BE IT RESOLVED TO** give the Treasurer permission to submit to the Board of Fire Commissioners, at the March Board Meeting, a copy of the Annual Report required by General Municipal Law Section 30, in lieu of a written statement showing receipts and disbursements from the preceding fiscal year.

Motion: Commissioner Casper

Second: Commissioner Graves

ALL in favor; motion carried.

**Resolution No. 33: BE IT RESOLVED TO** override the 2% Property Tax Cap for the 2024 Jonesville Fire District Budget.

Motion: Commissioner Graves

Second: Commissioner Boss

ALL in favor; motion carried.

**Resolution No. 34: BE IT RESOLVED** that the Jonesville Fire District may maintain membership in the following organizations:

- Fireman's Association of the State of New York (FASNY)
- Association of Fire Districts of the Capital Area (AFDCA)
- Association of Fire Districts of the State of New York (AFDSNY)
- New York State Association of Fire Chiefs (NYSAFC)
- NFPA
- Saratoga County Fire Officers Association (SCFOA)
- Saratoga County Volunteer Fire Police Association (SCVFPA)

Motion: Commissioner Graves

Second: Commissioner Boss

ALL in favor; motion carried.

**Resolution No. 35: BE IT RESOLVED TO** adopt a sound investment policy as follows:

- I. This Investment Policy applies to all monies and other financial resources available for investment on its own behalf.
- II. The primary objectives of this Fire District's investment activities are, in priority order:
  - to conform with all applicable federal, state, and other legal requirements.
  - to adequately safeguard principal.
  - to provide sufficient liquidity to meet all operating requirements; and
  - to obtain a reasonable rate of return.

- III. The Board of Fire Commissioners' responsibility for administration of the investment program is delegated to the Fire District Treasurer.
- IV. The Fire District Treasurer shall act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Jonesville Fire District. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.
- V. It is the policy of the Jonesville Fire District to diversify its deposits and investments by financial institution, by investment instrument and by mature scheduling.
- VI. It is the policy of the Jonesville Fire District for all funds coming into the hands of the Fire District Treasurer to be deposited or invested within ten (10) days of receipt.
- VII. The banks and trust companies authorized for the deposit of monies up to the maximum amounts are:
 

Depository Name	Maximum
Ballston Spa National Bank	\$4,000,000
Bank of Greene County	\$4,000,000
- VIII. All deposits of the Jonesville Fire District, including certificates of deposits and special time deposits, more than the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:
  1. By a pledge of "eligible securities" as defined by General Municipal Law Section 10.
  2. By an eligible "irrevocable letter of credit" as defined by General Municipal Law Section 10.
  3. By an eligible surety bond as defined by General Municipal Law Section 10.

- IX. Eligible securities used for collateralizing deposits shall be held by the depository named by the Board of Fire Commissioners subject to security and custodial agreements, all in accord with the applicable provisions of General Municipal Law Section 10.
- X. The Board of Fire Commissioners of the Jonesville Fire District authorizes the Fire District Treasurer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:
1. Special time deposit accounts.
  2. Certificates of Deposit.
  3. Obligations of the United States of America.
  4. Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America.
  5. Obligations of the State of New York.
  6. Obligations issued by any municipality, school district or fire district other than the Jonesville Fire District.
  7. Mutual funds or trusts investing in stocks, emphasis on US Blue Chips.
  8. Mutual funds or trusts investing in stocks, emphasis on US Chips allowed including Mid Cap, Small Cap, and Global International and other categories at the discretion of the Board of Fire Commissioners.

All investment obligations shall be payable or redeemable at the option of the Jonesville Fire District within such times as the proceeds for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Jonesville Fire District within two (2) years of the date of purchase.

- XI. The Jonesville Fire District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits as to the amount of investments, which can be made with each financial institution or dealer. The Fire District Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories and custodians. Such listing shall be evaluated at least annually.

Motion: Commissioner Graves

Second: Commissioner Boss

ALL in favor; motion carried.

**Resolution No. 36: BE IT RESOLVED TO adopt sound purchasing practices.**

Motion: Commissioner Graves

Second: Commissioner Boss

ALL in favor; motion carried.

**Resolution No. 37: BE IT RESOLVED TO give the Treasurer authorization to sign checks, obtain certificates of deposits, money market certificates, treasury notes and savings accounts at area banks offering the best interest rates. Deputy Treasurer is authorized for same in the absence of the Treasurer. A dual signature of the Chairman of the Board of Fire Commissioners is required for all checks over \$5,000.**

Motion: Commissioner Graves

Second: Commissioner Boss

ALL in favor; motion carried.

**Resolution No. 38: BE IT RESOLVED TO adopt the District policies.**

Motion: Commissioner Graves

Second: Commissioner Boss

ALL in favor; motion carried.

**Resolution No. 39: BE IT RESOLVED TO declare no Workplace Violence incidents were reported during the year.**

Motion: Commissioner Graves

Second: Commissioner Boss

ALL in favor; motion carried.

**Resolution No. 40: BE IT RESOLVED effective January 1, 2023, reimbursement for mileage for fire calls, training, and district business will be at the most recent IRS issued standard milage rate.**

Motion: Commissioner Graves

Second: Commissioner Boss

ALL in favor; motion carried.

**Resolution No. 41: BE IT RESOLVED TO give the 2023 Chiefs authorization to take the Chief vehicles to work.**

Motion: Commissioner Graves

Second: Commissioner Boss

ALL in favor; motion carried.

**Resolution No. 42: BE IT RESOLVED TO approve the use of apparatus, and equipment, for parades, wakes, fire prevention details, and other events upon approval of the Chief or his designee.**

Motion: Commissioner Graves

Second: Commissioner Boss

ALL in favor; motion carried.

**Resolution No. 43: BE IT RESOLVED TO approve the Explorer Post Advisor, Assistant Advisors, and committee members as follows:**

- **Explorer Post Advisor – Chief Champagne**
- **Committee Member – Bill Adams**
- **Charter Executive – Ken Graves**

Motion: Commissioner Tobin

Second: Commissioner Boss

Abstained: Commissioner Graves

ALL in favor; motion carried

**Resolution No. 44: BE IT RESOLVED TO approve Commissioner Graves to open the mail from the District banks and to reconcile the monthly bank statements.**

Motion: Commissioner Tobin

Second: Commissioner Boss

Abstained: Commissioner Graves

ALL in favor; motion carried

District Administrator Adams and Station Manager Bonesteel enter the meeting.

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

### **INFORMATIONAL**

- Congratulations to Commissioner elect Ken Graves.
- Chief Champagne provided the information regarding the new Workers' Compensation Third-Party Administrator, PMA Companies. This took effect January 1, 2023. PMA has replaced Corvel.
- Blue Light cards will be issued to those authorized to have one,
- Presented the final list for OSHA 2022.
- Presented the list of Chief Officers, Officers, and Special Services for 2023.

### **Resolution No. 45: BE IT RESOLVED TO enter Executive Session to discuss matters related to the employment of a person at 9:25PM.**

Motion: Commissioner Tobin

Second: Commissioner Graves

ALL in favor; motion carried

### **Resolution No. 46: BE IT RESOLVED TO exit Executive Session at 10:37PM.**

Motion: Commissioner Graves

Second: Commissioner Casper

ALL in favor; motion carried

### **Resolution No. 47: BE IT RESOLVED TO require, effective 1/1/2023, Sexual Harassment and Workplace Violence training and policy review for members with Administrative Status.**

Motion: Commissioner Graves

Second: Commissioner Tobin

ALL in favor; motion carried

At 10:37PM, Mike O'Brien and Pat Liddy enter the meeting.

### **Resolution No. 48: BE IT RESOLVED TO accept the Chief's list of Chief Officers.**

Motion: Commissioner Tobin

Second: Commissioner Graves

ALL in favor; motion carried

### **TRAINING/EVENTS**

- Request to utilize both Station 1 and 2 along with any necessary resources on February 16, 21, 23, and 25 for FAST class.

- Request for Chief Champagne to attend the Fire Alarm Systems course on January 12 and 17 at Hillcrest.
- Request for Brian Hodgdon to attend the FAST course beginning on February 6 at Porters Corner.
- Request for Scott and Anna Castelli to attend the FAST course beginning on February 16<sup>th</sup> at Jonesville.

**Resolution No. 49: BE IT RESOLVED TO approve the use of both Station 1 and 2 along with any necessary resources on February 16, 21, 23, and 25 for FAST class.**

Motion: Commissioner Tobin

Second: Commissioner Graves

ALL in favor; motion carried

**Resolution No. 50: BE IT RESOLVED TO approve Chief Champagne to attend the Fire Alarm Systems course on January 12 and 17 at Hillcrest.**

Motion: Commissioner Tobin

Second: Commissioner Graves

ALL in favor; motion carried

**Resolution No. 51: BE IT RESOLVED TO approve for Brian Hodgdon to attend the FAST course beginning on February 6 at Porters Corner.**

Motion: Commissioner Tobin

Second: Commissioner Graves

ALL in favor; motion carried

**Resolution No. 52: BE IT RESOLVED TO approve Scott and Anna Castelli to attend the FAST course beginning on February 16<sup>th</sup> at Jonesville.**

Motion: Commissioner Tobin

Second: Commissioner Graves

ALL in favor; motion carried

**APPARATUS/CHIEF'S VEHICLES/EQUIPMENT/STATIONS**

- Life-pak 15 loaners have arrived and in-service was conducted December 21, 2022. Station Manager Bonesteel commented that the loaners were returned today and new units installed.
- Display cabinet plans for Al Atwell items, along with the estimated costs submitted by Kaleb Stores, presented. Chief noted that Kaleb Stores is willing to do the work. The discussion was tabled to the February meeting.



- Request to investigate the possibility of having a portable radio mounted in the rear of each Chief's car along with an iPad insert. Brief discussion followed.
- Request to investigate the possibility of having an anchor point for tying off ground ladders installed at the floor level outside the bailout window at Station 2. Brief discussion followed.
- Request to Chairman Murphy to keep Chief in the loop on pertinent items. Commissioner Murphy agreed and reciprocated the request.
- Commissioner Tobin noted that a Commissioner (on a rotating basis) will attend the monthly officer meetings.

**Resolution No. 53: BE IT RESOLVED TO approve the Chief's Report.**

Motion: Commissioner Tobin

Second: Commissioner Boss

ALL in favor; motion carried

- Commissioner Murphy thanked the firefighters at the meeting for their service on the evening's fire calls.
- Commissioner Murphy opened the public session for comments at 10:54PM. There were no comments.

**PRESENTATION OF DISTRICT STAFF REPORTS:**

**Station Manager Report**

- Kusmaull Auto Charger for M-378 has stopped working. A new one is \$800 with shipping and 3-4 weeks out. Station Manager Bonesteel commented he would like to remove it and try to send it back to possibly fix out cheaper and sooner. In the event still needed replacing, requested Board approval for \$800.

**Resolution No. 54: BE IT RESOLVED TO approve the spending of up to \$800 for a new Kusmaul Auto Charger.**

Motion: Commissioner Tobin

Second: Commissioner Casper

ALL in favor; motion carried

- HVAC in Training Room had a catastrophic event over the weekend. Still heat in the room as there are two units. May be some time before parts arrive and able to be fixed. Does not appear to be covered under warranty. Unit was purchased October of 2017. Costs and parts TBD but could run \$30,000. Brief discussion followed with the consensus to table the decision.

## **District Administrator Report**

- Corvel no longer county provider for Workers Compensation. PMA replacing them as the provider.
- Greenlight Fiber Optics want to install a rack station at Station 2 at no cost to the District. Brief discussion with the consensus
- Commissioner Murphy led a discussion on Jonesville Fire District participating in the property tax exemption for volunteer firefighters and EMS providers in the Jonesville Fire District.

### **JONESVILLE FIRE DISTRICT**

#### ***Resolution to Conduct Public Hearing for Partial Real Property Tax Exemption for Qualifying Volunteer Firefighters and Volunteer Ambulance Service Workers***

**WHEREAS**, pursuant to Chapter 670 of the Laws of 2022 effective December 9, 2022, the state Real Property Tax Law was amended by adding a new §466-a authorizing local governments including the Jonesville Fire District (“Fire District”) to enact by local law, ordinance or resolution such partial tax exemption for Fire District real property taxes to qualified enrolled members of said emergency services providers, following a public hearing; and

**WHEREAS**, the Board of Fire Commissioners of the Fire District has determined that it may be in the public interest to adopt a resolution granting such partial real property tax exemption for Fire District real property taxes to promote firefighter and volunteer ambulance worker recruitment and retention; and

**WHEREAS**, the proposed exemption is for the primary residential real property located in the Fire District that is owned by an enrolled member of an incorporated volunteer fire company, volunteer fire department or incorporated voluntary ambulance service that provides services within the city, town or village in which the enrolled member resides to make a portion of the property exempt from taxation and assessments levied by the Fire District to the extent of ten percent (10%) of the assessed value of such property, exclusive of special assessments and subject to the requirements mandated by law; authorizing any enrolled member of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service who accrues more than twenty years of active service, to be granted the ten percent (10%) exemption for the remainder of his or her life as long as his or her primary residence is located within the County; allowing the un-remarried spouse of a deceased enrolled member who was killed in the line of duty to continue the exemption if the deceased enrolled member had been an enrolled member for at least five (5) years prior to the line of duty death; and allowing the un-remarried spouse of a deceased enrolled member to continue the exemption if the deceased enrolled member had previously claimed the exemption and had been an enrolled member for at least twenty

(20) years before his or her death.

**WHEREAS**, a public hearing to allow all persons interested in the matter to be heard must be conducted before any such resolution authorizing a partial tax exemption is considered by the Fire District Board of Fire Commissioners.

**NOW, THEREFORE BE IT RESOLVED**, that a Public Hearing shall be conducted on February 16, 2023, at 6:30 P.M., at the Jonesville Fire District Offices located at 953 Main Street, Clifton Park, New York for the purpose of soliciting public comment and hearing all persons interested in said partial property tax exemption for Fire District taxes for qualifying volunteer firefighters and ambulance workers; and

**BE IT FURTHER RESOLVED**, that the Fire District Secretary is directed to post and publish a Notice of Hearing in the customary format pursuant to the statutory mandates for posting and publication of such notices.

Motion to adopt the Resolution made by Commissioner Graves.  
Seconded by Commissioner Casper.

On the Motion:

Commissioner Boss	Aye
Commissioner Casper	Aye
Commissioner Graves	Aye
Commissioner Murphy	Aye
Commissioner Tobin	Aye

The Resolution was adopted.

Dated: January 3, 2023  
Breann Parseghian, Secretary  
Jonesville Fire District

### **Treasurer Report**

- Oath of Office was administered for Commissioner Elect Graves at the Town of Clifton Park Town Clerk. Appointment District Officers will go to the Town of Clifton Park offices tomorrow to have their oaths administered by the Town of Clifton Park Town Clerk.
- The 2023 tax check will most likely arrive mid-February and Treasurer will use 2022 remaining funds or Unassigned Fund Balance to cover costs until the check arrives.

**Resolution No. 55: BE IT RESOLVED TO appoint Jonesville Fire District Station 1 and Station 2 as the official voting sites for all Jonesville Fire District elections.**

Motion: Commissioner Casper

Second: Commissioner Graves

Abstained: Commissioner Murphy

Motion carried

- Commissioner Murphy noted he would like to invite the District's attorney to the February meeting to discuss elections, voting at two stations, etc.
- Treasurer commented that Commissioner Casper, Commissioner Murphy, and she would be visiting the Saratoga County Board of Elections soon and will be requesting a new list of election officials. She further requested approval of election officials be tabled until after the visit to the County.
- Requested approval, if needed, to file for an extension for the Annual Updated Document.

**Resolution No. 56: BE IT RESOLVED TO approve the Treasurer, if needed, to file for an extension for the FYE 2022 Annual Update Document.**

Motion: Commissioner Tobin

Second: Commissioner Boss

ALL in favor; motion carried

- Treasurer noted awaiting benefit information from Amsure. Commented that Thursday is the end of the pay period and suggested the Personnel Committee meet before the next pay period to discuss employee wages and benefits.

**Resolution No. 57: BE IT RESOLVED TO table employee wages and benefits until it can be determined who can be on the Personnel Committee.**

Motion: Commissioner Graves

Second: Commissioner Casper

Abstained: Commissioner Tobin

ALL in favor; motion carried

- Treasurer reminded the Board of the 2023 District Legal Calendar and asked for any questions or concerns.

**Resolution No. 58: BE IT RESOLVED TO hold the Jonesville Fire District Public Hearing on the third Tuesday in October.**

Motion: Commissioner Casper

Second: Commissioner Tobin

ALL in favor; motion carried

- District Administrator Adams read the claims to be processed in January out loud, noting that due to the number of fires/calls throughout the day a formal list was not available in time for the meeting.

**Resolution No. 59: BE IT RESOLVED TO approve payment of Abstract #1 from the General Fund, and any approved Reserve Funds to include those presented at the meeting, and any that came in the mail throughout the day.**

Motion: Commissioner Graves

Second: Commissioner Boss

ALL in favor; motion carried

- Commissioner Murphy noted that Commissioner Miller should be taken off the Mahoney call list.

**Resolution No. 60: BE IT RESOLVED TO approve the District Staff Report.**

Motion: Commissioner Tobin

Second: Commissioner Boss

ALL in favor; motion carried

**PRESENTATION OF COMMITTEE REPORTS:**

**Apparatus**

- None

**Buildings and Grounds**

- Brief discussion on Training Facility. Contractors may be breaking ground on January 9<sup>th</sup>.
- Station 2 painting project update.

**Capital**

- None

### **Equipment**

- LifePak face chargers coming in 2-3 weeks. Brief discussion followed on movement in med trucks/new location.
- Request for pens for the whiteboard.

### **Personnel**

- None

### **Policies and Procedures**

- Commissioner Casper requested the NJHS volunteers present any finished work to the typing of all District policies and procedures in a consistent format be completed before the February meeting. Should discuss at next meeting hiring a part-time person to complete any not done by the NJHS volunteers.

### **SCABIT**

- Dave Meager will be presenting insurance quotes at the February meeting, via Zoom.

### **NEW BUSINESS:**

- Commissioner Murphy will talk to the Company President and Board of Directors about Commissioner(s) attending the Company meetings. He further requested that if a question is asked, and the answer is unknown, to acknowledge that and state will follow-up with the answer.
- Commissioner Murphy suggested the membership be reminded chain of command.
- Commissioner Murphy requested station reports/updates could go to the Captains at both stations, with the Board cc'd.
- Commissioner Graves tasked PJ and Bill will compiling suggestions for responding to Rexford calls during the day. Specifically, should Jonesville be sending resources to Rexford calls? Are the taxpayers eating the cost of covering the Rexford calls? Lengthy discussion followed. Bill will present information at the March meeting.
- Commissioner Murphy recommended using the Wex fuel card again. Tabled until the February meeting. Commissioner Casper inquired about using the Town of Clifton Park fuel pumps. It was noted that the Town had problems with the fuel lines, which was causing damage to the Jonesville apparatus. Brief discussion followed.

### **CHAIRMAN ADJOURNS THE MEETING**

**Resolution No. 61: BE IT RESOLVED TO adjourn the regular meeting at 11:54PM.**

Motion: Commissioner Murphy

Second: Commissioner Graves

ALL in favor; motion carried

Respectfully submitted,

*Breann Parseghian*

Breann Parseghian

Treasurer/Secretary

