

## JONESVILLE FIRE DISTRICT

Date: February 9, 2010

Station #1

Time: 7:00 p.m.

Present: Commissioners Tobin, Miller, Horstman, and O'Brien; J. Bayer, District Manager and A/C Joe Champagne and A/C Bill Adams.

Guests: Dave Meager, Bill Beighey, George Ruff, Eric Loeser, Kyle Wheeler, Ken Graves, Ron Schongar, Mike Wilcox, and Sean Murphy

Chairman O'Brien presided and commented that Commissioner Weaver is unable to attend due to work commitments out of state.

### **MEMBERSHIP:**

JVFC Secretary presented three applications for the Board's approval. The three applicants were in attendance and introduced themselves.

Sean Murphy, Ron Schongar and Mike Wilcox exit the meeting at 7:08 p.m.

Judy commented that one of the applications did not have the criminal conviction question answered and Andrew Burkhardt left the meeting to ask the applicant in person. Andrew returned and commented that he asked the applicant the question and the applicant marked off the "no" box on the application.

10.02.09.38 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the membership applications of Sean Murphy, Ronald Schongar and Michael Wilcox. **APPROVED.**

### **OPEN TO THE PUBLIC:**

George Ruff spoke on behalf of the JVFC and commented that the committee formed to explore increasing membership will be meeting shortly and he asked if Commissioner O'Brien would like to continue to serve on the committee. Commissioner O'Brien responded in the affirmative. Commissioner Miller commented that it is ultimately the Board's decision to change the membership limits and that the Company needs to get involved in encouraging their membership to be more involved or resign to allow new people to join. Judy commented that membership is at 98 since our two active duty military members are considered to have inactive membership status.

Ken Graves spoke about his frustration with getting his medical clearance from OEHC. A brief discussion was held with the consensus to meet with OEHC in the near future.

No one else came forward and the Open to the Public Session was closed at 7:20 p.m.

### **INVITED GUESTS:**

Eric Loeser commented that he received mediation training on Fire Scene Safety and commented it was very enlightening. He thanked the Board and Assistant Chiefs for opportunity to do the training.

Eric Loeser exits the meeting at 7:24 p.m.

Dave Meager of Adirondack Trust Insurance Company provided copies of the insurance policies to the Board Members and commented that his company paid a 23.39% dividend in 2010. A discussion was held on the various policies and with a request for Dave to provide the Board with some premium estimates for possible policy changes and more information about insurance requirements for renting bounce houses for the Halloween Open House. Per the Board's request, Dave spoke on the driver age limits and commented that nothing in our insurance policy discusses the age of a

driver and that the Board makes the final decision. He further commented that Utica is suggesting the Board raise the minimum age to 21, but it is not a mandate nor will the premiums increase either way. Dave commented that he did a survey of fire departments that they insure and about 90% adhere to age 21. Dave further commented that the Board may want to consider changing to age 21 with some exceptions such as have the driver take an EVOC course, defensive driving course and instructional training. In regard to drivers over the age of 65, Dave commented that Utica recommends that drivers over the age of 65 get clearance from our doctor stating that they are in good enough health to drive fire department apparatus. A brief discussion was held about adding a line on the medical clearance form from OEHC.

Dave Meager exits the meeting at 8:30 p.m.

Commissioner O'Brien requested that the SCABIT Committee check out insurance issues that were discussed previously: bond, uninsured motorist and medical expense. Commissioner O'Brien asked Judy to contact attorney Neil Weiner about age discrimination on older drivers.

#### **MINUTES:**

Commissioner O'Brien commented that Commissioner Weaver wanted to make some clarifications to the January 12, 2010 Board minutes so approval will be tabled until the next meeting.

10.02.09.39 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the Dec. 15, 2009 Board Minutes. **APPROVED.**

#### **Payment of Claims:**

10.02.09.40 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the payment of claims: 010030-010091. **APPROVED.**

#### **Chief's Report:**

##### **Minutes from January 12, 2010:**

January 12, 2010 – Board of Fire Commissioners {BOC} meeting – During the 01/12/10 BOC mtg. we entered into executive session to discuss 3 personnel issues. Action Letters were given in writing to A. Burkhardt, E. Loeser and cc to the Board, Chief and personnel folders. The 3<sup>rd</sup> issue given to the BOC in writing; the BOC addressed the issue with the chief but it's not documented in the BOC minutes and an Action Letter was not issued?

##### **Information:**

- 1} Feb. 20<sup>th</sup> – West Crescent FD – Banquet at the Century House – Captains K. Graves & K. Wheeler will be attending:
- 2} Jonesville FD Banquet – Round Lake FD will be on stand-by would like to have approval to do the same as in the past years {dinner etc.}
- 3} Special detail @ State Farm Insurance on Feb. 16 with ETA-362 – Lt. Ruff will be OIC:

##### **Apparatus:**

- 1} C-36 has had a L/O/F:
- 2} *Station Keeper – Adams will explain the Apparatus Repairs / PM etc:*

##### **Building & Grounds:**

- 1} On Mon 02/01 @ Sta. # 1 a water line broke in the ceiling above Bill Adams office – the FD assisted with clean-up and the Chairman of the BOC was notified by the Chief:

##### **Training - Would like to attend:**

- 1} Mar. 19 – NYS OFP&C Training / NIMS - Train the Trainer Course – City of Binghamton FTC -B. McHugh & A. Price to cover meals and lodging if needed {would like to leave @ 5:30am “but” if snow is forecasted then they would leave Thurs. night? {G. Amyot, would like to ride out with them in M-377}
- 2} April 3<sup>rd</sup> - 2<sup>nd</sup> Conference – Fire Police Association of Upstate NY, Inc. – Gansevoort FD – Cost \$15.00ea: G. Braglia, G. Coyle Sr.

##### **Equipment:**

- 1} Hale Portable Pump – Wouldn't stay running – It needed a Carburetor & Filters:  
{I authorized for the replacement parts approx. \$200.00} Commissioner Tobin was notified:
- 2} Quotes only - 10 – 100' Lengths of 5" Snap-Tite TPX Supply Hose - “Yearly Replacement Hose”

### **Personnel:**

1} Remedial Training has been completed for Eric Loeser by Asst. Chief's Champagne and Adams:

### **Jonesville Fire District – Rules and Regulations:**

2} Has John Hahn been advised by the Board of Fire Commissioners {BOC} that he cannot drive large fire apparatus per the BOC under Driver Qualifications / Re-qualifications - Page # 7 Paragraph # 2?

3} I'm requesting that we increase our membership from 100 to 110 members under Membership Page # 2 Paragraph # 9? At the present time we have a waiting list 1 or 2:

### **Asst. Chief's Champagnes Report:**

1} FDIC Conference:

a) The following would like to attend – J. Champagne, P. Champagne, K. Wheeler and C. Willoughby:

b) FDIC – Outline of courses being taken:

2} Training Meeting with neighboring departments to include refreshments {Donuts, coffee, juice etc}

### **Asst. Chief's Adams Report:**

1} Request for outside contractor to do EMS – QA/QI at a cost of approx. \$1,400.00 per year:

2} PCR documentation issues – Electronic PCRs.

3} Receive quotes for outside contractor to do EMS Training.

### **Discussion:**

- On behalf of Chief Pasquarell, A/C Champagne inquired about why the Jan. 12, 2010 Board Minutes did not reflect any mention of a personnel issue discussed in executive session. Judy commented that the issue was discussed but no action was taken and the minutes would only reflect if action was taken.
- Requests for exception to the food policy for Round Lake FD coverage for Installation dinner.
- Request for approval for special detail on Feb. 16<sup>th</sup>.
- Approval requested for B. McHugh and A. Price to attend the NYS OPFC Train the Trainer Course on March 19<sup>th</sup> with lodging with snow forecast. Approval also requested for Lt. Amyot to ride with them in M-377 for the course.
- Approval requested to G. Braglia and G. Coyle Sr. to attend Fire Police Association Conference on April 3<sup>rd</sup>.
- Judy inquired if the Chief wanted her to obtain quotes for the 5" hose and A/C Champagne responded in the affirmative.
- A/C inquired if John Hahn has been advised by the BOC if he cannot drive larger apparatus. Commissioner O'Brien commented that it is the Chief's responsibility to enforce the rules.
- A/C Champagne read that Chief Champagne would like to see membership limit increased to 110. Commissioner O'Brien commented it is under review by a separate committee. Commissioner Horstman commented that he would like to be on record that he is not in support of increasing membership limits.
- A/C Champagne commented that in addition of himself, Capt. P.J. Champagne, Capt. Wheeler, Lt. Charlie Willoughby would like approval to attend the FDIC conference in Indianapolis and provided an outline of the courses.
- A/C Champagne asked for approval for training meeting with neighboring fire departments to include refreshments.
- A/C Champagne commented on the JVFD Firefighter Training Manual that the SCBA Committee has been working on for the past year. Joe commented that a draft was provided in advance of the meeting and that he would like the BOC to review it with possible approval at the next Board Meeting. A brief discussion was held on the manual. Commissioner Tobin commented that the committee did a great job and Commissioner O'Brien commented that he echoed Commissioner Tobin sentiments and this manual was long overdue and commended the people who put this together.
- A/C Champagne commented that he wanted to give the Board a "heads up" that an excellent fire instructor from Canada who may be in the area and provide a course on Officer Development. He further commented that he does not have the cost but is hoping we can get a reduced rate since he will be in the area.
- A/C Adams (EMS Training Coordinator) commented that Safety Officer John Hahn brought up QA/QI issue and suggested we hire an outside source to (Jean Ann Riedell) to evaluate our PCRs at a cost of \$4/PCR. Commissioner Tobin inquired if she would provide a monthly report and A/C Adams responded in the affirmative. Commissioner Miller commented that the last time anyone spoke to him to discuss QA/QI was in March of 2008 and was told to fill out the PCR better but with no explanation as to how. He further commented that he felt we should try this to get better feedback on filling our PCRs. After a brief discussion, the consensus

was to use an independent contractor who has the appropriate level of education and experience and this hopefully this will correct a perceived problem. Commissioner Miller commented that we should to try it for at least a month.

- A/C Adams commented that he contacted Dean Romano at REMO and he stated that the NYS is still doing paper PCRS but didn't know how long that will continue. He further commented that if/when the time comes that they no longer accept paper PCR forms, the worst case scenario is that we may have to purchase a software program and two PCs dedicated solely to PCRs. Commissioners Tobin and O'Brien asked A/C Adams to get more information about storage and security.
- A/C Adams inquired of the BOC if there was a dollar limit of bringing in outside instructors for EMS Drills. After a brief discussion, the consensus was that the fee will be decided on a case by case basis and that he should come to the Board with a proposal and the Board will make a decision.
- On behalf of the Chief Pasquarell, Capt. Ken Graves spoke on "I am responding" software and asked that the Board consider approving purchase or at least a free trial. A brief discussion was held with consensus that no action to be taken until more information provided.

10.02.09.41 Commissioner Tobin moved and Commissioner Miller seconded the motion to approve refreshments for the RLFd detail for the Installation Banquet on March 13<sup>th</sup> and approve the special detail to be held on Feb. 16<sup>th</sup>. **APPROVED.**

10.02.09.42 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the attendance of B. McHugh and A. Price at the NYS OFPC training course on March 19<sup>th</sup> and G. Braglia and G. Coyle Sr. at the Fire Police Association Conference on April 3<sup>rd</sup>. **APPROVED.**

10.02.09.43 Commissioner Tobin moved and Commissioner Miller seconded the motion to approve the attendance to include registration, training course fees, lodging, airfare and per diem for the FDIC conference in Indianapolis April 18-25 at an estimated cost of \$8, 500.00. **APPROVED.**

10.02.09.44 Commissioner Miller moved and Commissioner Horstman seconded the motion to approve Training meeting on Feb. 27, 2010 at Station 1 to include neighboring fire departments and refreshments. **APPROVED.**

10.02.09.45 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the hiring of Jean Ann Riedell on a trial basis to evaluate PCRs and provide feedback at cost of \$4/PCRs until June 1, 2010 with the total costs not to exceed \$500. **APPROVED**

10.02.09.46 Commissioner Miller moved and Commissioner Tobin seconded the motion to accept the Chief's Report. **APPROVED.**

Bill Adams spoke about apparatus repairs and asked the Board if they had any questions on the PM paperwork. Bill further commented that he and Pete will be performing the minor repairs. Commissioner O'Brien commented that the battery replacement on the bigger apparatus should be in the budget and please try to cycle the replacement times. Commissioner O'Brien further commented that he appreciated the email updates on the apparatus.

#### **District Manager REPORT:**

##### **Correspondence Received:**

1. 1/21/2010 – Lt. C. Willoughby verbally informed district office that he hurt his right elbow when he was disembarking from a truck upon return from a mutual aid call to Plank Road. He was advised about the claim process and declined to fill a claim at this time but was advised he could do so at a later date.
2. 01/28/2010 – return to duty clearance received on Jennifer Larsen.

##### **Correspondence Sent:**

1. 02/01/2010- get well card and gift sent to Joshua Tobin.

##### **Financial: Financial:**

1. 02/01/2010 – tax revenue check in the amount of \$1,090,591.53 received from TOCP and deposited into the General Fund Money Market Account.
2. **\$43,763.00 surplus from 2009 – needs to be transferred to a reserve fund.**
3. **NYS Insurance Department requires direct deposit for the Foreign Fire Tax so we will need to provide deposit information to collect funds and write check to the Company afterwards.**

**Apparatus:**

**Building & Grounds:**

1. **Ladies Aux. request approval to hold events on the following dates:**
  - **March 28, 2010 – Easter Party**
  - **Sept. 27, 2010 – Neighbor Night**
  - **Nov. 2, 2010 – Bake Sale**
  - **Dec. 5, 2010 – Sundaes with Santa**
2. **Update on insurance claim.**
3. **Lease agreement at 636 CPR.**

**Training:**

4. **AFDNYS Teleconference scheduled for Wednesday, March 10, 2010.**

**Legal:**

**Equipment:**

1. **Approval requested to enter into contract with Waterway Hudson Valley for hose testing a cost of \$0.23/ft (same as 2010) for approx. 23,840 feet. Will schedule date if approved now. They also are doing ground ladder testing and I will get a quote for that.**
2. **SCBA lifespan – hydro testing due in June, majority of cylinders expire in Oct 2010. Three quotes obtained – lowest was Tyler Fire at \$36,111.00.**

**Personnel:**

**Miscellaneous:**

1. **Approval for District Guests for Installation Banquet (19)**
2. **Approval requested to sell or dispose of the following:**
  - **ID Photo camera in case (no value)**
  - **LCD Projector (broken plus water damage)**
  - **Hard bound books – give away or dispose?**
  - **IFSTA training manuals**
  - **IBM Typewriter**
  - **20" TV from M-365**
3. **What should we do about the old slides we have?**
4. **01/25/2010 – OSHA Form 300A posted at both stations.**
5. **Informational Meeting scheduled at VFFD #2 on Feb. 16, 2010 at 7 pm. Need head count of possible attendees (Tom, Judy so far).**
6. **Business card order to be placed soon.**

**Approval to purchase digital camera for JVFD Photographer Allan Atwell. Approx. cost \$89.99 (Nikon Coolpix L20).**

**Discussion:**

- Commissioner Tobin thanked the BOC for the card and gift that was sent to his son Joshua during his recent illness.
- Discussion was held on the surplus 2009 funds with the consensus to transfer \$10K to the apparatus reserve fund and \$33,763.00 to the Building Reserve Fund.
- List of dates for Ladies Auxiliary events were discussed.
- Judy updated the BOC on the progress of the claim on the water damage incident on Feb. 1, 2010.
- Judy commented that the lease agreement on the 636 Clifton Park Center Road property expires March 31, 2010 and with BOC approval she would like to see it extended. She further commented that the tenant was been prompt with his rent payment and she has found the property to be in excellent condition. After a brief discussion, the consensus was to extend the lease at the same rate until Dec. 31, 2010.
- Judy commented that there is an AFDNYS Teleconference scheduled for Wednesday, March 10<sup>th</sup> and she would like to attend.

- Judy commented that she would like to BOC to approve a contract with Hudson Valley Waterway for hose testing at \$0.23/ft. She further commented that they did a great job last year and if the contract is approved, she can schedule a date.
- Judy commented that she has notified the BOC that 63 SCBA will be due to be replaced by Oct. 2010 and provided three quotes but noted it was not included in the 2010 budget. She further commented that approx. 45 of the cylinders will need to be hydro tested in June 2009 and that perhaps the BOC would want to replace them before that date to save some money on the hydro testing. After a brief discussion was held, the consensus was to approve a permissive referendum to take the funds from the Equipment Reserve Fund and make a final decision on the vendor at a later date.
- Judy commented that she needed Board approval to pay for the District's guests (19 + their guests) for the Installation Banquet. Commissioner Miller commented that he would like to include the Chairman of the BOC or alternate from Clifton Park Halfmoon Fire District and West Crescent Fire District.
- Judy commented that she would like to sell and if unable to, dispose to the outdated and broken equipment listed in her report.
- Judy commented that the district has boxes of old slides. After a brief discussion, the consensus was to offer them to the historian, Bill Owen.
- Judy requested approval to purchase a new digital camera for JVFD Photographer Allan Atwell.

10.02.09.47 Commissioner Tobin moved and Commissioner Miller seconded the motion to approve the transfer of \$10K from the General Fund to the Apparatus Reserve Fund and \$33,763.00 from the General Fund to the Building Reserve Fund. **APPROVED.**

10.02.09.48 Commissioner Tobin moved and Commissioner Miller seconded the motion to approve the four dates requested by the Ladies Auxiliary for events in 2010. **APPROVED.**

10.02.09.49 Commissioner Miller moved and Commissioner Tobin seconded the motion to extend the lease for 636 CPCR property through Dec. 31, 2010 with no Increase in rent. **APPROVED.**

10.02.09.50 Commissioner Tobin moved and Commissioner Miller seconded the motion to approve the attendance of Judy Bayer and two other district officials at the AFDNYS teleconference scheduled for March 10, 2010. **APPROVED.**

10.02.09.51 Commissioner Miller moved and Commissioner Horstman seconded the motion to approve Waterway Hudson Valley to perform hose testing at a cost of \$0.23/ft for 2010. **APPROVED.**

Commissioner Tobin Abstained.

10.02.09.52 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve a permissive referendum to use funds from the Equipment Reserve Fund for SCBA cylinders purchase at a cost not to exceed \$37,000.00. **APPROVED.**

10.02.09.53 Commissioner Tobin moved and Commissioner Horstman seconded the motion to sell and/or dispose of list of outdated or broken equipment listed in the District Manager's Report. **APPROVED.**

10.02.09.54 Commissioner Tobin moved and Commissioner Horstman seconded the motion to purchase a replacement digital camera for JVFD Photographer Allan Atwell. **APPROVED.**

## **COMMITTEE REPORTS:**

### **Apparatus:**

ETA 372 and M-377 were out of service due to TPM relief valve installation on ETA-372 and brake light repair on M-377. In addition to the Chief, Commissioners Miller and Tobin (apparatus committee members) will be notified. Commissioner O'Brien asked A/C Champagne to relay to Chief Pasquarell that the Board would like some feedback on the drill planned on Fire Scene Safety.

Commissioner O'Brien commented that Daniel Wheeler has offered to organize a defensive driving course to be held at Station 1 in the near future. He further commented that active members who take the course can submit a request for reimbursement.

Commissioner Miller commented that we should check into getting an independent contractor to evaluate our apparatus needs. A/C Champagne commented that Chuck Fannucci is checking into it. Commissioner Horstman commented that he is definitely against it because we have done it twice in the past and we haven't done anything about it.

**SCABIT:**

**Buildings & Grounds:**

No Report

**Capital:**

No report

**Equipment:**

No report

**Safety:**

No report

**Policy & Procedures:**

No report

**Personnel:**

No report

**Old Business:**

Due to time constraints, discussion on term limits and request for tuition reimbursement from Jason Lang was tabled until the next meeting.

**New Business:**

The scheduling of a Special Meeting of the Capital Committee was tabled until the next Board Meeting.

Commissioner Horstman moved and Commissioner Miller seconded the motion to adjourn the meeting at 11:20 p.m.

**APPROVED.**

Upcoming scheduled meetings are:

March 9, 2010	Board Meeting	Station 1	7 pm
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All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith Bayer  
District Manager