

**JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting**

Date: January 12, 2010

Station #1

Time: 7:00 p.m.

Present: Commissioners Tobin, Miller, Weaver, Horstman and O'Brien; J. Bayer, District Manager; and Chief Lou Pasquarell Jr.

Guests: Tony Furnari, Eric Loeser, Andrew Burkhardt, Ken Graves, Joe Gulyas, Bob Shea.

Judy distributed ballots for the election of Chairman of the Board. Board members voted and Judy read aloud the results of the vote: John O'Brien – five votes

Commissioner O'Brien was elected Chairman and presided over the meeting at this point

Commissioner O'Brien asked Commissioner Weaver if he would agree to serve as Vice-Chairman and Commissioner Weaver responded in the affirmative.

- 10.01.12.01 Commissioner Weaver moved and Commissioner Tobin seconded a motion appointing Judith S. Bayer as District Manager. **APPROVED.**
- 10.01.12.02 Commissioner Weaver moved and Commissioner Tobin seconded a motion appointing Judith S. Bayer as Treasurer. **APPROVED.**
- 10.01.12.03 Commissioner Weaver moved and Commissioner Horstman seconded a motion appointing Susan E. Rooney as Secretary and Records Management Officer. **APPROVED.**
- 10.01.12.04 Commissioner Horstman moved and Commissioner Tobin seconded a motion appointing William G. Adams as Deputy Treasurer. **APPROVED.**
- Commissioners O'Brien, Miller, Horstman and Tobin YES
Commissioner Weaver NO
- 10.01.12.05 Commissioner Tobin moved and Commissioner Weaver seconded a motion appointing Judith S. Bayer as Records Access Officer, Public Information Officer, and Freedom of Information Officer. **APPROVED.**
- 10.01.12.06 Commissioner Tobin moved and Commissioner Miller seconded a motion appointing William G. Adams as Respiratory Program Administrator. **APPROVED.**
- Commissioners O'Brien, Miller, Horstman and Tobin YES
Commissioner Weaver NO
- 10.01.12.07 Commissioner Tobin moved and Commissioner Weaver seconded a motion to adopt Records Retention and Disposition Schedule MU-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 local officers in disposing of records listed therein.

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

- a) only those records will be disposed of that are described in Records Retention and Disposition Schedule MU-1 after they have met the minimum retention period prescribed 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 time periods. **APPROVED.**

- 10.01.12.08 Commissioner Weaver moved and Commissioner Horstman seconded a motion authorizing regular monthly meetings for the second Tuesday of each month at Station #1, 7:00 p.m., with the exception of October and December in which a meeting will be held on the 3rd Tuesday. **APPROVED.**
- 10.01.12.09 Commissioner Weaver moved and Commissioner Miller seconded a motion designating the Daily Gazette and the Times Union as the official newspapers and www.jonesvillefire.org as the official website for the Jonesville Fire District. **APPROVED.**
- 10.01.12.10 Commissioner Horstman and Commissioner Miller seconded a motion appointing Neil Weiner as attorney for the District at a retainer fee of \$5,000 for the year 2010, with additional bond work, etc. at \$300 per hour. **APPROVED.**
- 10.01.12.11 Commissioner Horstman moved and Commissioner Miller seconded a motion authorizing the Treasurer to sign checks for the Fire District and authorizing the Treasurer to use Ballston Spa National Bank for depository of General Fund checking account, Trust and Agency Funds and Reserve Fund checking; and that the Treasurer also be authorized to obtain certificates of deposits, money market certificates, treasury notes and savings accounts at area banks offering the best interest rates. Treasurer authorized to use RBC Dain Rauscher as custodian for Service Award Funds. Deputy Treasurer authorized for same in the absence of the Treasurer. **APPROVED.**
- 10.01.12.12 Commissioner Miller and Commissioner Tobin seconded a motion 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

VIII. All deposits of the Jonesville Fire District including certificates of deposits and special time deposits, in excess of 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 authorize 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.
APPROVED.

- 10.01.12.13 Commissioner Miller moved and Commissioner Tobin seconded a motion authorizing salary and benefits for:

Judith S. Bayer: \$51,618.00/yr. for 35-hour work week, additional hourly medical benefit, 3 weeks vacation, 13 holidays, 12 sick/personal days. Medical Buy Back at \$150/month. 90% of dental benefit paid by District, 10% by employee. Grade 8, Step 4.

William G. Adams: \$43,372.00 yr. for 40-hour work week, 4 weeks vacation, 13 holidays, 12 sick/personal days, 90% of medical benefit paid by District, 10% paid by employee. Grade 6, Step 5.

Peter Friguletto: \$32,678.00 yr. for 40-hour work week, 2 weeks vacation, 13 holidays, 12 sick/personal days, 90% of medical benefit paid by District, 10% paid by employee. Grade 4, Step 1.

Susan E. Rooney: \$13.00/hr. for a 15-hour work week. No Benefits.

Part-time Maintenance/office: hourly rate of \$10.00; \$15.00 hourly rate for snowplowing.

APPROVED

Commissioners Miller, O'Brien, Horstman and Tobin	YES
Commissioner Weaver	Abstained

- 10.01.12.14 Commissioner Miller moved and Commissioner Tobin seconded a motion authorizing the following people 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 \$1500 for emergency repairs.

- Chief to expend up to \$1000 for operation items, expendable firematic materials and replacement items.
- Committee Chairman to expend up to \$1000 between meetings for emergency purchases, not to exceed budgeted amount of property maintenance supplies and repair for the year.
- District Manager, to expend up to \$1500 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 \$300 for purchases without Board or District Manager approval. Receipts and necessary paperwork still required.

APPROVED.

Commissioners O'Brien, Miller and Tobin	YES
Commissioner Horstman	Abstained
Commissioner Weaver	NO

10.01.12.15 Commissioner Weaver moved and Commissioner Tobin seconded a motion appointing Judith S. Bayer as Purchasing Agent. **APPROVED.**

10.01.12.16 Commissioner Tobin moved and Commissioner Miller seconded a motion to accept the following appointment of committees:

Apparatus	Miller/Tobin
Safety / Communications/ Audit/Budget/ Insurance/Training	Tobin/Weaver
Building & Grounds (includes hydrants).....	Horstman/Miller
Capital	All Commissioners
Equipment.....	Horstman/Tobin
Personnel.....	O'Brien/Weaver
Policies & Procedures.....	Miller/Tobin/Weaver

APPROVED

10.01.12.17 Commissioner Tobin moved and Commissioner Miller seconded a motion authorizing per mileage allowance based on current New York State and Federal rates (currently at \$0.50 mile). **APPROVED.**

10.01.12.18 Commissioner Tobin moved and Commissioner Miller seconded a motion authorizing Chiefs use of Car 36, Car 360 and Car 369 as per revised Rules and Regulations for Use of Chiefs' Cars and to take the vehicles to work if permission is granted by their employers to respond to alarms during working hours. **APPROVED.**

Board requested David Meager attend February meeting to review insurance policies and discuss the Driver Training and will approve insurance coverage policies at that time.

10.01.12.19 Commissioner Weaver moved and Commissioner Miller seconded the motion to adopt the following plans. **APPROVED.**

- Code of Ethics
- Defibrillator Program
- Exposure Control Plan
- Medical Monitoring Program
- Purchasing Policies & Procedures
- Respiratory Protection Program (includes Accountability System)

- Rules & Regulations for Jonesville Firefighters
- Service Award Program
- Sexual Harassment Program
- Computer Use Policy
- Chiefs Car Use Policy
- Credit Card Use Policy
- Cell Phone Use Policy

10.01.12.20 Commissioner Weaver moved and Commissioner Miller seconded the motion to approve Patrick J. Champagne as Explorer Post Advisor. **APPROVED.**

Membership:

Company President Tony Furnari presented the membership application of Donald J. Cottrell (DJ) for the Board's consideration. Tony commented that D.J. is seventeen and a former member of the Explorer Post. Judy inquired if the Company does any background checks on their prospective applicants and Tony responded that they did not but he thought it was a good idea and that his former fire department ran criminal background checks on all members.

10.01.12.21 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the application of Donald J. Cottrell of 6 El Dorado Drive, Clifton Park, NY. **APPROVED.**

Tony inquired if the Company should be replacing the light bulbs in the Firefighters Room. Judy commented that she is waiting for the special light bulbs to arrive and she will call the sales rep to inquire about the delay.

Open to the Public:

No one came forward to speak

10.01.12.22 Commissioner Miller moved and Commissioner Tobin seconded the motion to enter into executive session at 7:50 p.m. to discuss personnel issues. **APPROVED.**

10.01.12.23 Commissioner Miller moved and Commissioner Weaver seconded the motion to exit executive session at 10:00 p.m. **APPROVED.**

10.01.12.24 Commissioner Weaver moved and Commissioner Miller seconded the following motion: The suspension of Eric Loeser for entering an unsafe and unsecure scene is affirmed from January 2 – January 12, 2010 with the condition to complete remedial training in Fire Scene Station which will be coordinated by the fire chief and Eric is to report back to the Board on Feb. 9, 2010 with a report of his training. **APPROVED.**

10.01.12.25 Commissioner Weaver moved and Commissioner Tobin seconded the motion in which the suspension of Andrew Burkhardt for insubordination is affirmed for January 6 through January 12, 2010 with expectations of the Board of Fire Commissioners that Andrew will fully operate and comply with the framework within the chain of command of the Jonesville Volunteer Fire Department. It is further resolved that the Board of Fire Commissioners fully support the Chiefs and Officers in their efforts to work with Firefighter Burkhardt. **APPROVED.**

Judy commented that she will send a letter to Eric Loeser and Andrew Burkhardt with the Board's decision and place a copy in their personnel files.

Commissioner O'Brien acknowledged and thanked Commissioner Miller for his leadership as Chairman of the Board for 2009 and commented that much was accomplished during the year. Commissioners Tobin and Horstman concurred.

Minutes: Minutes of December 15, 2009.

Commissioner O'Brien commented that he did not review the minutes. Approval was tabled until next Board meeting.

District Manager REPORT:

1. Previously distributed December 15, 2009 Board Meeting minutes

Correspondence Received:

1. 12/28/2009- Jennifer Larsen notified the District Office that she fell and injured her left shoulder in the bay area of Station 1 while she was responding to a call at approx. 11:30 p.m. Appropriate forms were submitted for a claim.
2. 12/29/2009- verbal notification that Lt. Ruff cut his finger on left hand on a call. No medical attention needed.

Correspondence Sent:

1. 12/17/2009 – delinquent OSHA and sexual harassment training letters sent.
2. 1/7/2010 – get well card to Pete Friguletto
3. 1/11/2010 – get well card to Chuck Goody

Apparatus:

Equipment:

1. 12/21/2009 Air testing reports received from TRI Air Testing – passed.
2. 12/30/2009- spare SCBA cylinder disposed due to damage incurred from normal usage – could not be recycled or repaired (disposed of)
3. 12/21/2009- ladder test and inspection report received from Fire Service Safety Testing Inc. No major issues reported. Minor repairs were done on site.
4. **Sixty one (61) SCBA cylinders (we have 126 total inventory) will need to be hydro testing in 2010 by B-Lann at a cost of \$16.70/each (NYS Contract pricing). Need to know how many to send out at one time for this service (20 at a time?).**
5. **Request approval for one pair of boots for Chris Schongar from LaFrance at a cost not to exceed \$300.**
6. **Request approval of up to seven sets of EMT jacket/pants for B. Mackesey and for the six FF currently taking EMT-B. Will purchase the other five after successful completion of the course.**

Buildings & Grounds:

1. **Approval to renew Station #2 2010 HVAC planned maintenance agreement with Eastern Heating and Cooling at a cost of \$791.00 (\$753.00 for 2009).**
2. **Approval to hire Powell Painting for interior painting at Station 1 (hallways, standby room, training room and officers room) to include walls and trim at a cost of \$4,820.00. Lowest quote – others \$6,870 and \$9,400. Project has been budgeted.**

Financial:

1. 12/16/2009- \$60K transferred from general fund to apparatus reserve fund and \$60K transferred from general fund to building reserve fund.

Miscellaneous:

1. **Request for reimbursement of PALS textbook by John Hahn at a cost of \$35. He will return the book.**
2. **Plan to switch to Rosen's for uniforms and brass due to customer service issues.**
3. **Would like to add a criminal background check in addition to the arson background check for our new firefighters.**

4. **Request a review of the Employment Handbook by the Policy & Procedure Committee.**
5. **Discussion of reimbursement for calls to I-87 by NYS Thruway Authority.**
6. **Need name for CPF D Banquet on Jan. 30th.**

Discussion:

- Judy commented that we will be sending out the SCBA cylinders for hydro testing and what amount should she send out each time. The consensus was to send out twenty at one time to B-Lann.
- Judy requested approval to order boots for C. Schongar from LaFrance at a cost not to exceed \$300.
- Judy requested approval to renew planned maint. contract with Eastern Heating and Cooling for Station 2 at a cost of \$791.00.
- Judy requested approval to hire Powell Painting to paint interior rooms at Station 1 at a cost of \$4,820. Commissioner Weaver commented that he felt the station keepers could do it.
- Judy commented that John Hahn would like reimbursement of \$35 for his PALS book and he would be turning it in for use in the library.
- Judy commented that she will be switching to Rosen's Uniforms due to customer service complaints with the current vendor.
- Discussion held on doing criminal background checks on current and new members. Consensus was to ask for recommendation from our attorney Neil Weiner.
- Judy requested that the Policy and Procedures Committee review the employment handbook.
- Judy commented that past Commissioner Reicherter provided information for reimbursement of calls to the I-87. A brief discussion was held and the consensus was not to pursue reimbursement due to NYS budget issues.
- Commissioner O'Brien commented that he would check with his wife if they were available to attend the CPF D Banquet.

10.01.12.26 Commissioner Weaver moved and Commissioner Horstman seconded the motion to provide hydro testing of SCBA cylinders by B-Lann at a cost of \$16.70/each. **APPROVED.**

10.01.12.27 Commissioner Tobin moved and Commissioner Weaver seconded the motion to purchase one pair of boots for Firefighter C. Schongar from LaFrance Equipment at a cost not to exceed \$300.00. **APPROVED.**

10.01.12.28 Commissioner Tobin moved and Commissioner Weaver seconded the motion to renew planned HVAC maintenance agreement with Eastern Heating & Cooling for Station 2 at a cost of \$791.00. **APPROVED.**

10.01.12.29 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve Powell Painting for interior painting at Station 1 at a cost of \$4,820.00. **APPROVED.**

Commissioners O'Brien, Miller, Horstman and Tobin	YES
Commissioner Weaver	NO

10.01.12.30 Commissioner Weaver moved and Commissioner Tobin seconded the motion to approve the reimbursement of \$35 to John Hahn for PALS textbook. **APPROVED.**

10.01.12.31 Commissioner Tobin moved and Commissioner Weaver seconded the motion to accept the District Manager/Treasurer's Report. **APPROVED.**

Claims:

Commissioner O'Brien commented that he would like an earlier cutoff for invoice submission so he could review them over the weekend before the Board meeting. Judy commented that she can change the deadline for Friday, 2 p.m. before the Board meeting.

10.01.12.32 Commissioner Horstman moved and Commissioner Tobin seconded the motion to approve payment of claims 090844-090882 and 010001-010029. **APPROVED.**

Commissioners O'Brien, Miller, Tobin and Horstman	YES
Commissioner Weaver	NO

Chief's Report:

Information:

Explorer Post Items:

- A) Explore Post Weekend – August at Montour Falls request the same as last year's Vans, Lodging etc.
- B) Albany International Airport – November {M-377 and R-373},
- C) NYS Fire Chief's Convention – June 1 Day Only {M-377 - If needed mileage for a driver},
- D) Hudson Valley Fireman's Convention - Lake George - Mardi Gras – June {M-377, M-378 & trailer}

***E) Request that the Chief be able to - Send Fire Apparatus to – EMS / Fire Courses, Drills, Travel for M-377 & 378 if needed Approve to send firefighter to NYS Fire and EMS Courses with "No Tuition" except cost of books:**

Banquets:

- A) Rexford FD – Jan. 09, 2010 – The Woodlin Club - Chief Pasquarell & wife:
- B) Ballston Lake FD – Jan. 16, 2010 – The Vista - Capt. Champagne & Guest:
- C) Vischer Ferry FD – Jan.16, 2010 – Mohawk River Club - Asst. Chief Champagne & wife:
- D) CPHM – Emergency Corp - Jan, 23, 2010 – Mohawk River Club - Chief Pasquarell & wife:
- E) Clifton Park FD – Jan. 30, 2010 – Mohawk River Club – TBA and Commissioner – TBA:

Training – Fire:

***Albany County:**

Town of Colonie FTC – Firefighter I Course – NOTE – On a waiting list:

Feb. 16, Mar. 6x2, 13x2, 20x2, 27x2, 29, Apr. 3x2, 10x2, 17x2, 24x2, May 1x2, 3, 5, 10, 12, 17 C. Schongar & Dave Stores:

Saratoga County:

- 1) **Principle of Building Construction Combustible** – Malta Ridge FD – Jan. 21, 26, Feb. 2, 4 - J.Gulyas, J. Lang, K. Wood
- 2) **Firefighter Assist and Search Team {FAST}** – Half-moon FD Sat. Jan. 23x3 & Sun. 24x3: -
- 3) **Incident Safety Officer** – Malta Ridge FD - Feb. 11, 15, 16, 18, 22 -

Town of Clifton Park:

***1) Fire Police Training Night - Vischer Ferry FD** – Jan. 26 - G. Braglia, G. Coyle Sr., B. Mackesey, B. McHugh

***2) NYS Assn. of Fire Chiefs - Spring Training** – CPFD Feb. 4 – Cost Members \$15.00 & Non Members \$25.00: Flashover & Back-draft – Seconds to Disaster – G. Amyot

***3) Mac Boston 18 Truck – Firefighter Training** – Clifton Park FD – February 20:

Hands – On – Cost \$75.00 – PJ Champagne, G. Coyle Jr. J. Gulyas, N. Higgins:

Classroom Only – Cost \$55.00 - B. Mackesey

Schenectady County:

- 1) **Firefighter I Course** – East Glenville FD – Jan 4, 6, 11, 14, 20, 26, 28, Feb 2, 4, 9, 11, 13x2, 16, 17, 23,25, Mar 1, 3, 9, 11, 17, 23, 25, 27x2 Apr 6, 10x2, 14, 17 – Kaleb Stores:

- 2} Fire Behavior & Arson Awareness – Thomas Corners FD – Jan. 7, **9x2, and 16x2:**
T.J. Costigan, G. Coyle Jr. & Sr., K. Graves, J. Gulyas, J. Lang, B. Mackesey, M. Wilbur, K. Wood:
- 3} Introduction to Fire Officer – South Schenectady FD – Jan. 28, Feb. 2, 4, 9, 11, 16, 18, 23, 25:
D. Erno, M. Wilbur:
- 4} Fire Officers I – Niskayuna FD # 1 – New Dates – April 20, 22, **24x2**, 27, 29, May 1:
Update - D. Erno, K. Graves, and K. Wheeler:
- 5} Aircraft Rescue & Firefighting – Stratton ANGB – Mar. 23, 25, **27x2**
Updated - N. Brisson, **A. Burkhardt, J. Champagne, J. Gulyas**, and K. Wheeler:
Saratoga County – EMS:
*1} EMT Basic - Stillwater Rescue Squad – 01/11 – 06/19/10 & to cover the cost of books \$85.00: Updated - T.J. Costigan, G. Coyle Jr., Dave Higgins, Danielle Higgins, & R. Lemire & **C. Lewis:**
Personnel – Austin Morse and Richard Malek six month probie period ended:
Equipment – Upgrade Firehouse Software at a cost of \$3,650.00:

Discussion:

- Discussion held on Explorer Post requests and banquet attendees.
- Discussion on training requests.
- Discussion held on bathroom door repair at Station 2 and Judy commented the door was repaired but doesn't quite close. Commissioner O'Brien requested Judy to call door repair vendor to fix the problem.
- Discussion held on upgrade to Firehouse Software to accommodate inputting PCRs. Consensus was for the EMS Committee to get information for the next Board Meeting.

- 10.01.12.33 Commissioner Weaver moved and Commissioner Tobin seconded the motion to approve Explorer Post requests in the Chief's Report. **APPROVED.**
- 10.01.12.34 Commissioner Weaver moved and Commissioner Tobin seconded the motion to approve the Chief's authorization to send fire apparatus to EMS/Fire courses, drills, travel for M-377 and M- 378 if needed, firefighters to NYS Fire/EMS Courses in which there is no cost except for textbooks. **APPROVED.**
- 10.01.12.35 Commissioner Weaver moved and Commissioner Tobin seconded the motion to approve the training requests in the Chief's Report. **APPROVED.**
- 10.01.12.36 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the Chief's Report. **APPROVED.**

Old Business:

Chief Pasquarell inquired about his request to attend Homeland Security Course in Oriskany, NY. Discussion was held on where it would be paid by the TOCP.

- 10.01.12.37 Commissioner Weaver moved and Commissioner Tobin seconded the motion to approve the attendance of Chief Pasquarell at the Homeland Security Course in Oriskany, NY in February 2010 to include hotel expenses if needed. **APPROVED.**

Judy commented that she checked the references for GMT Payroll and they were positive but after further thought, she would like to remain with ADP Payroll because she has been pleased with their service. After a brief discussion, the consensus was to remain with ADP.

Discussion was held on the recommendations by Utica National Insurance Co. to change our driver age to 21 and secure our PCRs. After a brief discussion, the consensus was to table the driver recommendation until the Feb. 9th Board meeting and go forward with the plans to secure the PCRs. Commissioner Weaver commented that he felt that district personnel could be doing the work on the PCR project and Judy replied that with Pete's surgery, she is short handed and can't spare anyone to work on the project.

Discussion was held on the request of Jason Lang for tuition reimbursement for courses to be taken at Empire State College. Commissioner Tobin commented due to the late submission of the request, he would like to table it until the next Board meeting.

Committee Reports

Apparatus: No Report

Audit/Budget/Insurance: No Report

Building and Grounds: No Report

Capital: No Report

Equipment: No Report

Personnel: No Report

New Business:

Commissioner O'Brien commented on the draft of a term limit proposal that was supplied to the Board members and asked that they review it for discussion at the Feb. 9th Board Meeting.

Commissioner Weaver moved and Commissioner Tobin seconded the motion to adjourn the meeting at 11:00 p.m.

Next meeting:

Board Meeting February 9 7 p.m. Station 1

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer
District Manager/Treasurer