

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: May 9, 2017

Time: 7:15 p.m.

Present: Commissioners Tobin, Miller, Ford, Ross, and Murphy; J. Bayer, District Manager; Breann Parseghian, Treasurer; Bill Adams, Purchasing Director, and IAC Ken Graves.

Guests: Bill Dell'Anno and Bob Fox.

Commissioner Tobin called the meeting to order at 7:15 p.m.

OPEN TO THE PUBLIC:

Ken Graves spoke on behalf of the Jonesville Volunteer Fire Company and asked in anticipation of the 100th Anniversary if the Board would consider purchasing any new Class A uniforms pieces needed to make all uniforms consistent in appearance and in addition, supply all members with black patent leather shoes to complete the outfit. Commissioner Tobin commented that he would like the report from the Quartermaster as to how many pieces were needed so the Purchasing Director could come with an estimate of the cost before any commitment would be made. Ken commented he would get the information to the Board.

Ken commented on behalf of the RecruitNY Committee that the Board previously approved the attendance of one fire apparatus at the birthday party in conjunction with the recruiting event drawing and he asked the Board to approve an additional seven visits.

17.05.09.128 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve up to 8 fire apparatus birthday visits to RecruitNY drawing designees. **APPROVED.**

MEMBERSHIP:

No new member applications

Claims:

17.05.09.129 Commissioner Ford moved and Commissioner Murphy seconded the motion to approve payment of claims 017166-017220. **APPROVED.**

Minutes:

17.05.09.130 Commissioner Miller moved and Commissioner Murphy seconded the motion to accept the April 11, 2017 Board minutes. **APPROVED.**

District Manager Report:

Discussion:

- Discussion held on two recent firefighter injuries.
- Request for advance per diem payment for NYSAFC attendees.

17.05.09.131 Commissioner Miller moved and Commissioner Ford seconded the motion to approve the advance per diem payment to B. Parseghian, Ross Byrnes and Gary Braglia in the amount of \$178.50/each. **APPROVED.**

17.05.09.132 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to accept the District Manager's Report. **APPROVED.**

- **Chief's Report:**

Discussion:

- 1AC Ken Graves presented the Chief's Report.
- Capt. Bill Dell'Anno commented that he, along with Commissioner Murphy and Chief Champagne, will meet to discuss Pre-plans software/hardware that would be compatible with the County's CAD system and they hope to have some options to present at the June Board Meeting.
- Training requests were discussed. 1AC Graves added an additional request for the use of M377 and M368 for a food drive pickup to be held on May 13, 2017 between the hours of 3:10 and 6:00 pm. Work detail to be coordinated by FF L. Casper.

- 17.05.09.133 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the attendance of J. Beach, M. Cecilione, Z. Wolfe, B. Fox, and P. Dell'Anno at the AVET course that started May 1, 2017 at RLFD and use of M367/377 for transportation. **APPROVED.**
- 17.05.09.134 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the attendance of F. LaVigne at the School Bus Rescue course on June 26, 2017 at Rock City Falls FD. **APPROVED.**
- 17.05.09.135 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the attendance of E. Mackey at the BEFO/FFI course starting May 31, 2017. **APPROVED.**
- 17.05.09.136 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the use of Car 36 for transportation to the NYS Fire Academy in Montour Falls, NY on June 4-6. **APPROVED.**
- 17.05.09.137 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the attendance of P. Dell'Anno at the Aggressive Interior Fire Attack Class on June 15, 2017 at the NYSAFC to include per diem and mileage reimbursement. **APPROVED.**
- 17.05.09.138 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the use of the mezzanine and stairway area at Station 2 for NYS FAST course, Unit 4 to be held on May 11, 2017. **APPROVED.**
- 17.05.09.139 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve use of M377 and M368 for the USPS food drive pickup on May 13, 2017 between the hours of 3:10 and 6:00 pm. **APPROVED.**
- 17.05.09.140 Commissioner Ford moved and Commissioner Tobin seconded the motion to approve the Chief's Report. **APPROVED.**

Capt. B. Dell'Anno exits the meeting at 7:31 p.m.

Treasurer's Report:

Discussion:

- Discussion held on DEC grant with the consensus to approve up to \$1500 if any brush fire equipment and/or gear is identified and needed. A further discussion was held on the status of existing brush fire gear and equipment with the consensus to take it out of storage and place it in service. Commissioner Murphy directed Bill Adams to coordinate that task.
- Breann requested approval to attend the Advanced Commissioner Training at the NYSAFC on June 15, 2017 at a cost of \$250.00 and approval to take Notary of the Public exam at a cost to include exam fee and related expenses such as study material and official stamps.
- Breann notified the Board that NYSLRS is going paperless and that she and Judith Bayer will be designated as contact administrators and security administrators.
- A discussion was held on the recent audit by BST: Breann commented that we are now using the Trial Balance report to create our AUD. She further commented that recommended four changes from last year's audit had been implemented in 2016/2017 and any other recommended changes for 2017/2018 will be forthcoming from BST by June 30th.

- Commissioner Tobin commented that before we make any recommended changes, he would like to see the request in writing from BST.
- Breann commented that she will generate a spending limitation report for budgeting purposes and present it to the Board at the September meeting. She further commented that it is not mandated just a good practice.
- Discussion was held on Budget account line items with the consensus to continue with lead auditor's suggestion for tracking budget items which is consistent with our current procedures.

17.05.09.141 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the attendance of B. Parseghian at the Experienced Fire Commissioner Course at the NYS AFC Conference on June 15, 2017 at a cost of \$250.00. **APPROVED.**

17.05.09.142 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve fees and expenses for B. Parseghian to get certified as a Notary Public. **APPROVED.**

17.05.09.143 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the Treasurer's Report.

Purchasing Director's Report:

Discussion:

- Bill commented the five-year contract with BST for our annual audits is up this year and that he and Breann will be updating the Request for Proposals and send them out to selected accounting firms this summer.
- Discussion was held on the repairs to R- 373.
- Request for approval to renew Office 365 and Endpoint for Small Business Edition 2016. Commissioner Murphy inquired if there can get a 2-3-year contract. Bill will check and report back at the next Board meeting.
- Discussion held on disposal of the two flat screen televisions at Station 2 with the consensus to include Breann's old computer and any old electronics not in service.
- Request to replace front tires on R373 was discussed.
- Commissioner Byrnes inquired of Bill if he was pleased with the current fitness equipment repair company. Bill replied in the affirmative.

17.05.09.144 Commissioner Tobin moved and Commissioner Ford seconded the motion to approve repairs to R373 by MES at a cost not to exceed \$4215.00. **APPROVED.**

17.05.09.145 Commissioner Tobin moved and Commissioner Ford seconded the motion to approve the disposal of two broken flat screen televisions, Treasurer's old PC and miscellaneous out of service electronics. **APPROVED.**

17.05.09.146 Commissioner Tobin moved and Commissioner Ford seconded the motion to approve replacement of the front tires on R-373 by Warren Tire at cost of \$1684.14 on NYS Contract Pricing. **APPROVED.**

17.05.09.147 Commissioner Tobin moved and Commissioner Miller seconded the motion to approve the Purchasing Director's Report. **APPROVED.**

Committee Reports

Apparatus:

Commissioner Tobin commented that he will send out a schedule for future apparatus committee meetings to include representatives of the Chief's choosing and they will be looking for options/choices to present to the Board. Commissioner Murphy inquired about apparatus requirements and Commissioner Tobin replied that the recommendations are in our ISO Report. Judy commented that she would send Commissioner Murphy a copy of the most recent ISO report. Commissioner Tobin commented that the Board will be looking at what is necessary, reliable, and affordable and what apparatus will provide the "biggest bang for our buck".

Audit/Budget/Insurance/Training:

No Report

Building and Grounds:

Commissioner Miller commented that the training room at Station 1 needs to be painted and he recommended painting the hallways at both stations as well. Discussion was held on the audio-visual equipment in the Training Room with the consensus for the Buildings & Grounds Committee to evaluate the system and provide any recommendations to the full Board.

Capital:

No Report

Equipment:

No Report

Policy & Procedures:

No Report

Personnel:

17.05.09.148 Commissioner Miller moved and Commissioner Byrnes seconded the motion to enter executive Session at 8:47 p.m. to discuss the Station Keeper position.

Bob Fox, Breann Parseghian and IAC Ken Graves exit the meeting.

17.05.09.149 Commissioner Byrnes moved and Commissioner Murphy seconded the motion to exit executive Session at 9:20 p.m. **APPROVED.**

No Action Taken

Breann Parseghian and IAC Ken Graves reenter the meeting.

17.05.09.150 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the candidate and the hourly rate agreed upon by the Board of Fire Commissioners for the Station Keeper position with a start date mutually agreed by the Board and candidate. **APPROVED.**

Commissioner Miller asked Judy to send letters to all other applicants to notify them that a decision has been reached and thank them for their time and interest. Judy indicated she would do so. **APPROVED.**

Old Business:

Commissioner Byrnes inquired about the status of the old siren installation and Bill commented that he is still looking for a crane operator to do the job and that a previous lead fell through.

New Business:

Discussion held on the draft of the video event recorder policy that was updated by Tim Hannigan and sent to the Board for review. Commissioner Miller inquired of Bill Adams if the larger chips are working for the dash cameras and Bill replied in the affirmative.

17.05.09.151 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the Video Event Recorder Policy. **APPROVED.**

Commissioner Tobin asked Judy to notify the membership that the policy was approved and will be posted at both stations. She indicated she would do so.

Commissioner Byrnes moved and Commissioner Murphy seconded the motion to adjourn the meeting at 9:29 p.m. **APPROVED.**

Next meeting:

Board Meeting

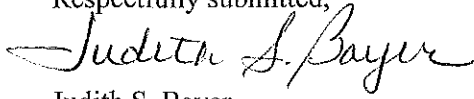
June 13, 2017

7:15 p.m.

Station 1

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

A handwritten signature in cursive script that reads "Judith S. Bayer". The signature is written in black ink and is positioned above the printed name and title.

Judith S. Bayer
District Manager

District Manager REPORT:

Previously distributed April 11, 2017 Board Meeting minutes

Correspondence Received:

1. 4-13-17: donation for \$100 from Upstate Stampers. Check turned over to JVFC for annual memorial scholarship fund.
2. 4-24-2017: donation of \$25 from GE United Way Campaign (John Axten – donor). Check turned over to JVFC for annual memorial scholarship fund.
3. 4-20-17: notice of injury received from G. Braglia. Corvel notified and no medical treatment sought at this time.
4. 5-3-2017: notice to C. Fox during drill on 5/3/201. Corvel notified but no medical treatment advised at this time.

Correspondence Sent:

1. 4-20-2017: First Report of Employee Injury form sent to Corvel on G. Braglia.
2. 4-21-2017: get well card sent to Neva Atwell.
3. 5-4-2017: COBRA letter sent to P. Friguletto.
4. 5-4-2017: First Report of Employee Injury form sent to Corvel on C. Fox.

Buildings & Grounds:

Miscellaneous:

1. **Approve advance payment of per diem in the amount of \$178.50/each for NYSAFC Conference June 14-17, 2017 for B. Parseghian, G. Braglia and R. Byrnes**

Purchasing Director Report

Informational

1. 5 Year contract from BST for audit is up, will be reviewing contract with Bre and will be sending out RFP's for new contract over the summer.

Items for Approval

1. Replace hydraulic hoses on 373, truck lines and 1 portable section, hydraulic fluid, and travel MES - \$4215
2. Renew Office 365 and components for 1 year - \$990
3. Renew Endpoint protection for Small Business Edition 2013 - \$336
4. Disposal of 2 flat screen TV's from work out room at Station 2
5. Replace front tires on R-373
 - a. Warren Tire, State Contract Pricing - \$1684.14 Total

Chief's Report for May 9, 2017

Informational

Due to teaching F.A.S.T. class in Ballston Spa this evening, I am unable to attend tonight's meeting.

Congratulations to Sarah Buck as Firefighter of the Month for April. She successfully completed her New York State EMT.

This month's weekend drill will be held on Saturday, May 20, 2017; 10a.m. at Station 2. Lieutenant Craver will be the officer in charge. Skill sheet 14 Deploying a Master Stream Device.

Chief's vehicle 369 will be with Captain Dell'anno until this Friday.

Annual Risk Assessment has been completed and posted in each station.

The annual Burn Ban will end on May 14, 2017. If it is extended, I will notify the membership.

Thank you to everyone who participated in the Recruit New York.

Myself, Bill Dell'anno and Mike Murphy held a meeting on May 2, 2017, to discuss Pre-Plan software/hardware that will be compatible with the county CAD system; Tritech, and discussed what information we will want stored on it for Jonesville's use. I anticipate us being able to put a proposal together for submission at the June board meeting.

Training/Events

Request for Jason Beach, Mark Ceclione, Zach Wolfe, Bob Fox, and Patrick Dell'anno to attend the AVET (Accident Victim Extrication Training) course that began on May 1, 2017 in Round Lake. They will be utilizing M367/377 for transportation.

Request for Frauz Lavigne to attend the School Bus Rescue course on June 26, 2017 in Rock City Falls.

Request for Brin Mackey attend the Summer BEFO/FFI course beginning May 31, 2017.

Request for Chief Champagne to use C36 to attend the New York State Fire Academy in Montour Falls on June 4-6 to get certified to teach Truck Company Operations.

Request for Patrick Dell'anno to register and attend the Chief's Show and participate in the "Aggressive Interior Fire Attack" class on Thursday, June 15, 2017 and utilize M367 for transportation if available.

Request for two tickets to be issued to Bill Mackesy to attend the displays at the Chief's Show.


Chief Champagne requests the use of the mezzanine and stairway area at Station 2 for this Thursday's N.Y.S. F.A.S.T. course; Unit 4.

Apparatus/Chief's Vehicles/Equipment/Stations

ETA 372 will remain at Station 1 until further notice while ETA 362 is out being repaired for body damage.

E361 and R373 each had the valve stems replaced on the front right tire.

Firematically yours


Patrick J. Champagne
Chief - Jonesville Fire Department

TREASURER'S REPORT:

Submitted for the May 9, 2017 Board Meeting

Financial:

1. Grant – DEC deadline May 31st
2. Audit Update
3. Petty cash reconciliation.

Training:

- Request to attend Continuing Fire Service Education for the Experienced Fire Commissioner at the Chiefs Show. Fee for the all-day course is \$250, with proceeds donated to fire service charities selected by NYSAFC.
- Request to take the Notary of the Public exam (\$15 fee for exam + \$60 application if pass exam) plus study materials (various fees).

Correspondence Received:

- NYSLRS going paperless. Letter requesting a contact administrator (changes in contact info, etc.) and a security administrator (new employees, etc.) be designated.

Miscellaneous:

End of Treasurer's Report.