

**JONESVILLE FIRE DISTRICT**  
**Board of Fire Commissioners Meeting**  
**Station #1**

Date: August 8, 2017

Time: 7:15 p.m.

Present: Commissioners Tobin, Miller, Ross, and Murphy; Judy Bayer, District Manager; Breann Parseghian, Treasurer; and Chief Patrick Champagne.

Guests: Bill Dell'Anno and Bob Fox

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

**OPEN TO THE PUBLIC:**

Bob Fox commented that since he will be taking over as LOSAP points coordinator, he would like to have access to the Firehouse software to tally the points.

17.08.08.191 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve Robert Fox to have access and a user ID to the Firehouse Software program. **APPROVED.**

**MEMBERSHIP:**

No new member applications

**Minutes:**

17.08.08.192 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the Board meeting minutes of July 11, 2017. **APPROVED.**

**Claims:**

17.08.08.193 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve payment of claims 017350- 017400. **APPROVED.**

**Treasurer's Report:**

**Discussion:**

- Breann presented an initial draft of the proposed budget and spending limit figures. She commented that she anticipated some minor changes but the budget figure based on a \$1.22 tax rate will not change. A brief discussion followed and Commissioner Miller commented that the public needs to aware of what our spending limit is and that our budget is almost \$1M less than it could be.
- Breann commented that she sent out four (4) Request for Proposals (RFPs) to four accounting firms for services for our annual audit. Breann further commented that she received one letter of interest by the deadline and asked if the Board wanted to extend the deadline. A discussion followed with the consensus to not extend the deadline.
- Discussion held on the Good Neighbor Citizenship Company grant with the consensus not to apply.
- Breann commented that she received new disclosure statement and certification forms from RBC Wealth Management and that the Chairman will need to sign the forms acknowledging that LOSAP payments are funded through tax revenues only.
- Breann indicated she may be interested in attending the 2017 Fall Leadership Summit Oct. 12-14 and requested approval to attend.

17.08.08.194 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the attendance of B. Parseghian at the 2017 Fall Leadership Summit Oct. 12-14 to include course fees and per diem. **APPROVED.**

17.08.08.195 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the Treasurer's Report. **APPROVED.**

B. Parseghian exits the meeting at 7:31 p.m.

**District Manager Report:**

**Discussion:**

- Request from JVFC to use Training Room on Sept. 30, 2017 for Old Timer's Dinner and to serve beer and/or wine at the event.
- Discussion on the subpoena of two members regarding a call on Dec. 7, 2016 and request to approve a stipend of \$100/day if members must take a personal or vacation day to attend trial.

17.08.08.196 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the use of the Training Room by JVFC for the Old Timer's Dinner on Sept. 30, 2017 and approve the serving of beer and/or wine at the event. **APPROVED.**

17.08.08.197 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the stipend of \$100/day to K. Miller and K. Graves if they must use personal or vacation leave to testify at a trial involving a JVFD call in December 2016. **APPROVED.**

17.08.08.198 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the District Manager's Report. **APPROVED.**

**Purchasing Director's Report:**

**Discussion:**

- Discussion held on the use of M-367 by Station Keepers with the consensus to have S. Bonesteel pick up M-367 at Station 2 in the morning and return it to Station 2 at the end of the work day Monday through Friday.
- Discussion held on the installation of motion sensors in staff offices and alarm room with the consensus to table until the electric bill can be reviewed for a few months.
- Discussion held on replacing HVAC units on west side of Training Room at Station 1 with the consensus to table until the September Board Meeting for more information to be gathered about a 5-ton air handler.

17.08.08.199 Commissioner Miller moved and Commissioner Byrnes seconded the motion to accept the Purchasing Director's Report. **APPROVED.**

**Chief's Report:**

**Discussion:**

- Discussion held on changing the LOSAP point allocation for the Safety Officer position with the consensus to have a committee of two Commissioners and the Chief to evaluate all the Officer positions and report back to the full Board with a recommendation.
- Discussion on training requests.
- Discussion on request from Commissioner Byrnes to purchase new Fire Police coats with the consensus to table until fire police gear inventory is checked to see what is in stock.
- Discussion was held on updating the AV equipment in the Training Room to include a new projector, 150" screen, in-ceiling audio system, write-on computer with digitalized stylus, 23" computer monitor, lectern, 2 whiteboards, and misc. equipment. Bill Dell'Anno commented the old equipment can be moved to Station 2 to reuse.

Commissioner Tobin commented that Bill Adams will check to see if any of these items can be purchased on state contract.

- 17.08.08.200 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the request for reimbursement of \$860.00 to B. Adams for course fee for "Hazard Mitigation and Preparedness" with conditions outlined in the Tuition Reimburse Policy. **APPROVED.**
- 17.08.08.201 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the request for reimbursement to D. Cherko for HVCC course fee for "EMT-B with conditions outlined in the Tuition Reimburse Policy. **APPROVED.**
- 17.08.08.202 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve updating the Audio Visual equipment in the Training Room at Station 1 at a cost not to exceed \$10K to include labor fees. **APPROVED.**
- 17.08.08.203 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the Chief's Report. **APPROVED.**

### **Committee Reports**

#### **Apparatus:**

Commissioner Tobin commented that there has been a recurring electrical problem with R373 and it has been difficult to find a place to have it repaired. There is a greater urgency to replace it and we do not have the luxury of time to spec out a replacement and have it built. He further commented that he and Commissioner Miller did a lot of research last week and found 2 new demo heavy rescue trucks: a Pierce and a SVI on a Spartan Chassis. Commissioner Tobin commented that he and Commissioners Byrnes, Tobin, Murphy, and Miller looked at them both on their respective websites and all preferred the SVI #988 Spartan Heavy Duty Rescue Demo Truck however; it was a moot point since we have since learned the Pierce fire truck was sold. Commissioner Miller commented that he called every fire apparatus dealer in the country and the Pierce and SVI trucks were the only new demos available. He further commented that he called fire departments who recently purchased SVI fire trucks and they were very pleased. Commissioner Miller stated that the purchase price of the SVI Truck #988 2017 Spartan Heavy Duty Rescue Demo Truck is \$509,600, whereas if it was built from scratch, the purchase price would be approximately \$700K. It would be a big savings to our taxpayers to purchase the demo. A lengthy discussion followed with the following items discussed: specifications, warranty, estimated period to keep, whether it meets our needs, and financing.

- 17.08.08.204 Commissioner Miller moved and Commissioner Tobin seconded the motion to purchase a SVI #988 2017 Spartan Heavy Duty Demo Truck for \$509,600.00 and approve additional funds up to \$50K for modifications and equipment with funds to be paid from the Apparatus Reserve Fund. **APPROVED.**
- 17.08.08.205 Commissioner Tobin moved and Commissioner Miller seconded the motion to approve a permissive referendum to transfer \$559,600.00 from the Apparatus Reserve Fund for the purchase of a SVI #988 2017 Spartan Heavy Duty Demo Truck and modifications/equipment. **APPROVED.**

#### **SCABIT:**

No report

#### **Building and Grounds:**

Judy reported that the TOCP will be by this week to trim the branches from the walnut tree on the north side of Station 1.

#### **Capital:**

No Report

#### **Equipment:**

No Report

#### **Personnel:**

No Report

**Policy & Procedures:**

Commissioner Tobin commented that the writing of the Use of iPad Policy is in progress.

**Old Business:**

Bob Fox will be reaching to a mason and graphic arts students for the ideas for the old siren base at Station 2.

**New Business:**

None

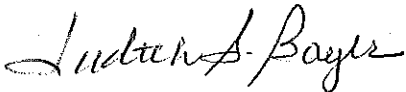
Commissioner Byrnes moved and Commissioner Murphy seconded the motion to adjourn the meeting at 9:08 p.m.  
**APPROVED.**

Next meeting Board Meetings:

Aug. 22, 2017	7:15 p.m.	Station 1	Apparatus Committee Meeting
Sept. 12, 2017	7:15 p.m.	Station 1	Board Meeting

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,



Judith S. Bayer  
District Manager

## **TREASURER'S REPORT:**

Submitted for the August 8, 2017 Board Meeting

### **Financial:**

1. Initial draft of proposed budget completed along with the Spending Limit Calculation
2. Bond interest due (\$13,346.88) September 1<sup>st</sup>
3. RFP for auditor services mailed in July; request for letter of interest by August 4<sup>th</sup>. RFP due August 30<sup>th</sup>.
4. State Farm Good Neighbor Citizenship Company Grants available September 1<sup>st</sup>.
5. Petty cash reconciliation.

### **Training:**

2017 Fall Leadership Summit October 12-14<sup>th</sup> in Saratoga Springs

### **Correspondence Received:**

RBC – new disclosure statement and certification of municipal entity or bond obligator

### **Miscellaneous:**

Vacation August 21<sup>st</sup> – 25<sup>th</sup>, 28<sup>th</sup>-29<sup>th</sup>, and September 1<sup>st</sup>

### **End of Treasurer's Report.**

### **District Manager REPORT:**

Previously distributed August 8, 2017 Board Meeting minutes

### **Correspondence Received:**

1. 7-17-2017: \$35.00 donation received from J. Axten through the GE United Way Campaign. Donation passed along to the JVFC for memorial scholarship fund.
2. 7-26-2017: resignation from JVFD received from P. Friguletto.

### **Correspondence Sent:**

1. 7-17-2017: thank you letter sent to J. Axten for \$35 Donation.
2. 7-27-2017: resignation acceptance letter sent to P. Friguletto.
3. 8-7-2017: letter sent to A. Atwell about NYS Driver license status.

### **Buildings & Grounds:**

1. Request by JVFC for use of Training Room on Sept. 30<sup>th</sup> for Old Timer's Dinner and permission to serve beer and/or wine.

### **Miscellaneous:**

1. Request approval to pay \$100/day JVFD members subpoenaed for attendance or interview for trial appearance.
2. Vacation scheduled for Sept. 5-8.

### **End of District Manager's Report.**

# Purchasing Director Report

## Informational

1. Additional fence at Main Station to be installed August 17<sup>th</sup>

## Items for Approval

1. Place M-367 at Main Station for use by Station Keepers. This will allow 368 to stay at Main Station for calls during the day
2. Placement of motion sensors in Bill's office, District office, Steve's office and radio room - \$1180
3. Additional A/C units for west side of training room. Discussed with building commissioners
  - a. 2 additional 2-ton wall mounted units = \$13,985

Chief's Report for August 8, 2017

Informational

Congratulations to Geoff Frey as Firefighter of the Month for July.

Thank you to everyone who participated and assisted at the National Night Out.

This month's weekend drill will be held on Saturday, August 26, 2017 at 10a.m. at Station 1. Chief Champagne will be the officer in charge. Drill topic will be: "Single Firefighter 24' extension ladder raise".

Ken Graves completed a defensive driving course on July 30, 2017 and a National Safety Council course on August 5, 2017.

I would like to inquire about seeking a five (5) point increase in service award points for Safety Officer's. The current award is 15 points.

Training/Events

Request for reimbursement and/or payment to cover the cost of the EMT course that Dan Cherko has registered for at HVCC.

Request for Bill Adams to register for the course, "Hazard Mitigation and Preparedness" at a cost of \$860.00. Course will be from 9/4/17 - 10/29/17.

Apparatus/Chief's Vehicles/Equipment/Stations

R373 has been repaired due to a bad relay and repaired a second time and was put back in-service as of today.

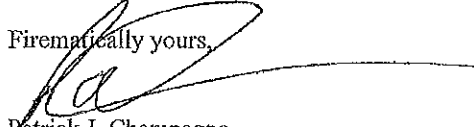
C36 has been repaired due to a bad coil.

Request from Ross Byrnes to consider the purchase of new Fire Police coats for all active personnel.

Personnel

Dan Cherko's probation to be extended an additional three (3) months.

Firemanically yours,

  
Patrick J. Champagne  
Chief - Jonesville Fire Department