

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

Date: June 13, 2017

Time: 7:15 p.m.

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

Guests: Bill Dell'Anno and Bonnie Westlake.

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

OPEN TO THE PUBLIC:

No one came forward to speak.

MEMBERSHIP:

Membership Chairman B. Dell'Anno introduced Bonnie Westlake as a new applicant to the JVFD.

17.06.13.152 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the application of Bonnie Westlake. **APPROVED.**

Claims:

17.06.13.153 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve payment of claims 017221-017302. **APPROVED.**

Minutes:

Judy commented that two resolutions (17.05.09.141 and 17.05.09.142) that were made at the May 9, 2017 did not make it in the draft of the May 9, 2017 Board Meeting minutes and have been since added.

17.06.13.154 Commissioner Miller moved and Commissioner Ford seconded the motion to accept the May 9, 2017 Board minutes as corrected. **APPROVED.**

District Manager Report:

Discussion:

- Judy commented that the lead she had on the sale of the training room folding doors fell through and since it's been advertised for over 90 days, she would recommend disposing of the items. A brief discussion followed with the consensus to advertise it as free with pick up only on craigslist to save the District labor and disposal fees at the Transfer Station.
- Discussion on the three recommended updates to the Employee Handbook.
- Commissioner Miller commented on providing glow in the dark necklaces to attendees at the fireworks display at The Common and felt it would put JVFD in a positive light and may generate some recruitment potential.
- Judy commented on the blood draw and annual onsite physical schedule.
- Commissioner Miller commented that FF R. Klimkewicz has offered to provide music on one of the JVFD trailers for the 4th of July parade and his friend would assist.
- Commissioner Tobin commented on the 4th of July parade plans for our two honorary firefighters.

17.06.13.155 Commissioner Miller moved and Commissioner Byrnes seconded the motion to dispose of the old training room folding doors. **APPROVED.**

- 17.06.13.156 Commissioner Tobin moved and Commissioner Miller seconded the motion to update the Employee Handbook to include the following changes: inclusion of the Treasurer for term life insurance benefit, increase employee co-share for health/dental insurance premiums to 20%, and salary increases based on the cost-of-living and periodic increases in recognition of merit and/or longevity with the Jonesville Fire District to be approved by the Board of Fire Commissioners. **APPROVED.**
- 17.06.13.157 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the participation of FF R. Klimkewicz and friend in the TOCP 4th of July parade and use of District's trailer and equipment. **APPROVED.**
- 17.06.13.158 Commissioner Byrnes moved and Commissioner Miller seconded the motion to approve the District Manager's Report. **APPROVED.**

Treasurer's Report:

Discussion:

- Breann commented we need to start working on the 2018 budget. A discussion followed with the consensus to hold a workshop in late July to include no more than two members of the SCABIT Committee, Treasurer, Chief and District Manager.
- Breann commented that in the near future, the Board will need to approve a transfer of funds to the personnel services budget lines. A brief discussion followed with possibly account lines to transfers funds from.

- 17.06.13.159 Commissioner Ford moved and Commissioner Murphy seconded the motion to approve the Treasurer's Report. **APPROVED.**

Purchasing Director's Report:

Discussion:

- A discussion was held on possibly leasing fire apparatus.
- Chief Champagne will meet with Purchasing Director Bill Adams on the replacement of air packs and spare bottles.
- Discussion held on purchasing requests.

Capt. Bill Dell'Anno exits the meeting at 7:43 p.m.

- 17.06.13.160 Commissioner Ford moved and Commissioner Byrnes seconded the motion to approve the annual renewal of Office 365 and components at a cost of \$990.00. **APPROVED.**
- 17.06.13.161 Commissioner Ford moved and Commissioner Byrnes seconded the motion to the renewal of Endpoint Protection for Small Business Edition 2013 for 3 years at a cost of \$672.00. **APPROVED.**
- 17.06.13.162 Commissioner Ford moved and Commissioner Byrnes seconded the motion to purchase 10 sets of turnout gear from MES on NYS Contract pricing at a cost of \$26,394.80. **APPROVED.**
- 17.06.13.163 Commissioner Ford moved and Commissioner Byrnes seconded the motion to purchase 55 helmet flashlights from MES on NYS Contract pricing at a cost of \$6187.50. **APPROVED.**
- 17.06.13.164 Commissioner Ford moved and Commissioner Byrnes seconded the motion to purchase a new computer for the Station 1 alarm room from ABS Solutions at a cost of \$846.00 to include 2 hrs. of installation labor. **APPROVED.**

Chief Champagne enters the meeting at 7:50 p.m.

Chief's Report:

Discussion:

- Discussion held on training requests. Chief Champagne added a request for Saratoga County to hold a Fire Police course Aug. 1, 12, 14, 15 and 19 at Station 1 with Instructor Stan Delong.

- 17.06.13.165 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve JJ Martuscello and Arianna Martuscello to attend FFI course starting May 31, 2017. **APPROVED.**
- 17.06.13.166 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve Capt. B. Dell' Anno to attend the Fire Instructor I course at the NYS Fire Academy June 22-25 and July 8-9 and use of Car 360. **APPROVED.**
- 17.06.13.167 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the participation of E-361 and crew at the "Hero Central" event at the Jonesville United Methodist Church on Aug. 15th from 5-8:15 p.m. **APPROVED.**
- 17.06.13.168 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve SO Mike Mendrysa and Capt. Craig Lewis to attend the Traffic Incident Safety Management course starting June 12, 2017 at CFPD. **APPROVED.**
- 17.06.13.169 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the use of the Station 1 training room for a Saratoga County Fire Police course Aug. 8,12, 14,15 and 19. **APPROVED.**

Committee Reports

Apparatus:

Discussion was held on holding apparatus committee meetings and Commissioner Tobin suggested meeting the 3rd Tuesday of every month at Station 1 at 7:30 p.m. Commissioner Tobin directed Judy to inform the members selected by the Chief to serve on the committee of the dates and to send out reminders to them and the full Board.

Commissioner Miller commented on the torn seats on the Engines and a discussion followed.

- 17.06.13.170 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the repair of the seats on the Engines at a cost not to exceed \$2000.00 for both. **APPROVED.**

Commissioner Ford commented that the seats on E-371 mechanism slides. Bill Adams commented that he would have our new station keeper check it out.

Audit/Budget/Insurance/Training:

Commissioner Tobin commented that he would like to be involved in the budget workshop.

Building and Grounds:

Commissioner Ford inquired if the electrical boxes by the Morton Building and sign could be replaced at Station 2 and was informed by Bill Adams that the voltage is too high and would not be cost effective for us to do so. Commissioner Murphy commented that the electrical usage at Station 1 increased by 49% and a discussion followed with some possible explanations.

Commissioner Tobin inquired if the fence on the north side of Station 1 can be extended to past the shed and a discussion followed.

- 17.06.13.171 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the extension of fence past the shed at a cost not to exceed \$5000.00. **APPROVED.**

Commissioner Byrnes commented that he would like to see more substantial lighting on the SE corner of Station 2 and a discussion followed with some ideas. Bill Adams commented that he would call the electrician to get a quote.

Commissioner Tobin commented that he would like to see the siren mounted on the roof of Station 2 on the NW corner by the 4th of July. Bill commented that we will need to hire a crane and was directed to call Jerry Parrish by Commissioner Tobin.

17.06.13.172 Commissioner Tobin moved and Commissioner Miller seconded the motion to approve up to \$5000.00 to mount the siren on the roof of Station 2. **APPROVED.**

Capital:

No Report

Equipment:

No Report

Personnel:

17.06.13.173 Commissioner Miller moved and Commissioner Byrnes seconded the motion to hire Stephen M. Bonesteel as a Station Keeper effective May 23, 2017 at a salary of \$46,072.00 for a 40-hour work week to include full time status benefits. **APPROVED.**

Capt. Bill Dell'Anno reenters the meeting at 8:35 p.m.

Commissioner Tobin commented that he met with Chief Champagne regarding vehicle operations and 1AC Graves. Upon review of the dash camera on Car 360, it was decided that effective June 8, 2017, 1AC Graves will not have use of Car 360 until Sept. 1, 2017. This deadline is contingent upon successful completion of a defensive driving course and EVOC course or until an EVOC course is offered locally. Commissioner Tobin commented while 1AC Graves was notified verbally, he will notify 1AC Graves in writing of the decision.

Policy & Procedures:

Discussion was held on the Use of the Chief's Car Policy with the consensus to table any changes until September 2017.

Chief's Report (continued)

Discussion:

- Capt. Bill Dell'Anno commented on the meeting with Saratoga County Director of Emergency Services Carl Zeilman about the County and shared the following:
 1. CAD system is expected to roll out in January or February 2018.
 2. CAD system will be shared with Rensselaer and Albany counties.
 3. Webinar can be accessed on any device with internet access.
 4. Landing zones, Knox box information, apartment mapping and hydrant locations will be added.
 5. Laptop is the hardware of choice and committee will meet with RLF and VFFD to see how they like their iPads. Bill D. commented that an iPad with 46 GB is his preference.
- Bill Adams commented that he will contact our Verizon rep about leasing and Commissioner Murphy commented to inquire about buying the units out right.

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

Old Business:

Chief Champagne inquired if an extra radio can be reprogrammed for Car 379 and Bill Adams replied that we have one spare.

New Business:

Commissioner Miller asked that we send a truck to the funeral service of CPFD member Lenny Oshins who recently passed away.

Commissioner Miller moved and Commissioner Byrnes seconded the motion to adjourn the meeting at 8:55 p.m.
APPROVED.

Next meeting Board Meeting:
July 11, 2017 7:15 p.m. Station 1

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer
District Manager

District Manager REPORT:

Previously distributed May 9, 2017 Board Meeting minutes

Correspondence Received:

1. 5-12-2017: acceptance letter of employment received from S. Bonesteel.
2. 5-17-2017: report of injury from Chief Champagne on A. Martuscello at 5-17-17 drill.
3. 5-18-2017: report on injury from 1AC Graves on B. Adams on 5-18-2017 brush fire call.
4. 5-24-2017: \$100 donation received from Mr. & Mrs. H. Wright. Checked pass on to the JVFC.
5. 6-5-2017: Notice of eligibility of P. Friguletto for benefits under Unemployment Insurance Law received from the NYS Dept. of Labor.

Correspondence Sent:

1. 5-10-2017: notice of new Video Event Recorder policy sent to all members and posted at both stations.
2. 5-11-2017: offer of employment letter for Station Keeper position send to S. Bonesteel.
3. 5-12-2017: notice of station keeper position decision sent to all applicants.
4. 5-18-2017: First Report of Injury form sent to Corvel – for A. Martuscello incident on 5/17/17.
5. 5-18-2017; First Report of Injury form sent to Corvel – for B. Adams incident on 5/18/2017.
6. 5-24-2017: Information form sent to NYS Dept of Labor re: P. Friguletto.
7. 5-24-2017: thank you letter sent to Mr. & Mrs. H. Wright for donation.

Buildings & Grounds:

1. **Request approval to list training room folding doors as “free” on craigslist contingent on pickup by Wednesday, June 21st. If not takers, the doors will be disposed by station personnel at the Transfer Station for a fee to be determined.**

Miscellaneous:

1. **Approve updates to the Employment Handbook Policy.**
2. **Approve purchase of 1200 glow in the dark necklaces for 4th of July festivities at a cost of \$215.84 from Coolglow.com.**
3. **Blood draw and physicals scheduled for the following dates:**
 - **Blood draw – Tuesday, Aug. 9th**
 - **Physicals – Wednesday, Aug. 23rd**
 - **Physicals – Wednesday, Sept. 27th**

End of District Manager’s Report.

TREASURER’S REPORT:

Submitted for the June 13, 2017 Board Meeting

Financial:

1. Grant – DEC grant successfully submitted for PPE.
2. Annual questionnaire submitted to Fiscal Advisors.
3. Mid-year budgetary review/planning for next year’s budget
 - a. Proposed budget due by September 26th
4. Petty cash reconciliation.

Training:

Correspondence Received:

Miscellaneous:

Reminder: I will be at the Chief’s Show from June 14th – June 17th

End of Treasurer’s Report.

Purchasing Director Report

Informational

1. Information on leasing fire apparatus
2. Replacement of air packs and spare bottles?
3. 2nd Quarter air samples all with in limits

Items for Approval

1. Renew Office 365 and components for 1 year, ONLY OPTION AVAILABLE - \$990
2. Renew Endpoint protection for Small Business Edition 2013 for 3 years - \$672
3. 10 Sets of gear: MES - \$26,394.80
4. Helmet Flashlight MES – $\$55 @ 112.50 = \6187.50
5. New computer for Alarm room at Main Station:
 - a. ABS - $\$596 + 2 \text{ hrs labor } @ \$125 \text{ per hr.} = \$846$
 - b. Dell.com - $\$604.24 + 2 \text{ hrs labor from ABS } @ \$125 \text{ per hr} = \$854.24$

Chief's Report for June 13, 2017

Informational

Congratulations to John Axten, John Bruns and Liam Gorby as Firefighter of the Month for May. All successfully the Firefighter I course.

This month's weekend drill will be held on Sunday, June 25, 2017; 10a.m. at Station 1. Chief Champagne will be the officer in charge. Handline stretching and advancement skills; 1 ¾" and 2 ½"

The annual Burn Ban period ended on May 14, 2017.

Thank you to everyone who assisted at the fatality on Monday, May 22, 2017 on Bernini Drive.

Updated radio training was held and completed on May 31, 2017.

I have provided to Director Zeilman copies of our designated landing zone and Knox Box locations along with a building layout of 579 Waite Road to be made part of the CAD System.

I reviewed the DEC Grant application and submitted my requests to Breann who finalized and mailed out.

Training/Events

Request for J.J. and Arianna Martuscello to attend the FFI course that began on May 31, 2017. Erin Mackey has withdrawn from the course.

Request for Bill Dell'anno to attend the Fire Instructor I course at the New York State Fire Academy June 22 - 25 and July July 8 and 9 and use C360.

Request to utilize Engine 361 to attend the "Hero Central" event at the Jonesville United Methodist Church on Tuesday, August 15, 2017 from 5-8:15 p.m.

Request for Mike Mendrysa and Craig Lewis to attend the Traffic Incident Safety Management course that began June 12 at the Clifton Park Firehouse.

Apparatus/Chief's Vehicles/Equipment/Stations

ETA 362 body damage has been repaired.

ETA 372 air dryer leak has been repaired.

MED 364 had an electrical short in the map light; it has been repaired.

Chairman Tobin and I have met on moving forward with an apparatus plan.

Firematically yours,



Patrick J. Champagne
Chief – Jonesville Fire Department