

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: November 14, 2017

Time: 7:15 p.m.

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

Guests: Bob Fox.

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

OPEN TO THE PUBLIC:

MEMBERSHIP:

No new member applications

Minutes:

17.11.14.250 Commissioner Murphy moved and Commissioner Ford seconded the motion to approve the Board Meeting minutes of Oct. 10, 2017 and the Budget Public Hearing/Special Meeting of Oct. 17, 2017. **APPROVED.**

Claims:

17.11.14.251 Commissioner Byrnes and Commissioner Murphy seconded the motion to approve payment of claims – 017501 - 017573. **APPROVED.**

Treasurer's Report:

Discussion:

- The pre-payment of NYS Retirement contribution claim is included in Abstract #11 to meet the deadline for a discounted rate of \$30,420.00.
- Breann commented that she plans to transfer \$282,441 from the Equipment Reserve CD Fund and \$5397.00 from the Equipment Reserve Savings Account Reserve Fund Checking Account to the Reserve Fund Checking Account plus use \$7000 from the General Fund to the pay for the SCBA gear. She asked for a resolution to transfer funds within the Reserve Fund accounts. Judy commented that a permissive referendum legal notice was posted and there was no response within the 30-day time.
- A discussion was held on transferring of funds within 2017 budget account lines and anticipated budget surplus for 2017.

17.11.14.252 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the transfer \$282,441.00 from the Equipment Reserve Fund CD and \$5,397.00 from the Equipment Reserve Fund Savings Account to the Reserve Fund Checking Account. **APPROVED.**

Commissioners Tobin, Ford, Byrnes, and Murphy	YES
Commissioner Miller	NO

17.11.14.253 Commissioner Miller moved and Commissioner Tobin seconded the motion to transfer \$12K from the Maintenance & Operating A400: \$8K to account line A100 and \$4K to account line A200. **APPROVED.**

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

District Manager Report:

Discussion:

- Approval of election officials for Annual Elections plus election fees and refreshment.
- Approval for Inspection Dinner at a cost not to exceed \$3000.00
- Approval of District and Chief's guest list for the 2018 Installation Banquet.
- Discussion on medical clearance list with the consensus to extend deadline to complete to Jan. 10, 2018.
- Approval for Chief's Drill dinner expenses and Explorer Post end of year party.
- Discussion of information from AFDCA workshop held on Nov. 11, 2017.

17.11.14.255 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the slate of Election officials, payment of fees and dinner. **APPROVED.**

17.11.14.256 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve payment of Officers' Inspection Dinner expenses at a cost not to exceed \$3,000.00. **APPROVED.**

17.11.14.257 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the District and Chief's guest list for the 2018 Installation Dinner. **APPROVED.**

17.11.14.258 Commissioner Miller moved and Commissioner Byrnes seconded the motion to extend the deadline for members to obtain their annual physical to Jan. 10, 2018. **APPROVED.**

17.11.14.259 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve Chief's Drill Dinner expenses at a cost not to exceed \$1800 and Explorer Post End of the Year Party at a cost not to exceed \$300. **APPROVED.**

17.11.14.260 Commissioner Miller moved and Commissioner Murphy seconded the motion to accept the District Manager's Report. **APPROVED.**

Purchasing Director's Report:

Discussion:

- Discussion was held on disposing of the old SCBA bottles and air packs and the consensus was to properly dispose of them when the new ones have been placed in service and their shelf life has been met. Commissioner Tobin commented that he would like to keep the six best spare packs for training purposes.
- A brief discussion was held on lawn contract and David Clark headset system.
- Bill commented that EOS Systems who is installing the new Audio Visual (AV) system in Training Room requires ½ payment in advance in the amount of \$9560.25.
- Bill commented that soon our internet speed will increase and will have 5 IP addresses and the cost will decrease.
- Commissioner Miller asked Judy to post the wireless code in the training room and post a calendar of who is using the training room for social events. Judy indicated that she would do so.

17.11.14.261 Commissioner Miller moved and Commissioner Ford seconded the motion to approve the proper disposal of the old SCBA bottles and air packs when the time is appropriate. **APPROVED.**

17.11.14.262 Commissioner Miller moved and Commissioner Ford seconded the motion to approve the contract with Trugreen for lawn care fertilization services at both stations at a cost of \$955.68. **APPROVED.**

17.11.14.263 Commissioner Miller moved and Commissioner Ford seconded the motion to approve the purchase of a David Clark headset system in the new R373 from Wells Communication at a cost of \$8,126.75. **APPROVED.**

17.11.14.264 Commissioner Miller moved and Commissioner Ford seconded the motion to authorization 50% payment of \$9530.25 in advance to EOS Systems for purchase and installation of the new audio-visual system in the Training Room at Station 1. **APPROVED.**

17.11.14.265 Commissioner Ford moved and Commissioner Murphy seconded the motion to approve the Purchasing Director's Report. **APPROVED.**

Chief's Report:

Discussion:

- Chief Champagne commented that Bob Boss was selected as Firefighter of the Month for October for a job well done for the Halloween Open House.
- A discussion was held on various training and event attendance requests.
- A discussion was held on an in-service and fit test for the new SCBA equipment. Commissioner Murphy asked that an email be sent out about the in-service.
- Chief Champagne commented that Memorandum of Understanding for services from REBUS Consulting has been signed and returned to Eric Hanchett.

17.11.14.266 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to approve T. Dell'Anno to attend ECS-300 course at Malta Stillwater EMS starting Nov. 1, 2017. **APPROVED.**

17.11.14.267 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to approve the participation of E361 and crew in the Toys for Toys Convoy on Nov. 26, 2017. **APPROVED.**

17.11.14.268 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to approve the participation of ETA 362 and ETA 372 and crews for a work detail for Quick Response Holiday Event on Dec. 8-9, 2017. **APPROVED.**

17.11.14.269 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the Chief's Report. **APPROVED.**

Committee Reports

Apparatus:

- Commissioner Ford inquired if the air horn on ETA 362 was fixed and Bill Adams replied that it was.
- Commissioner Tobin commented that we anticipate an in-service date of November 27, 2017 for the new rescue truck and it was his recommendation that we advertise the sale of the 1991 Spartan Heavy Rescue Truck as a sealed bid with a minimum of \$15K. A discussion followed with the consensus to sell "as is" for a minimum bid of \$20K with a sealed bid opening on Thursday, Dec. 7th at 3 p.m. Judy commented she will send the sale flyer to Ed Trembly to send out on his email distribution list to county fire departments and put an online ad in the regional Fire Apparatus magazine.
- Discussion was held on chains for the new rescue truck.

17.11.14.270 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the sale of the 1991 Spartan Heavy Rescue Truck in "as in" condition for a minimum bid of \$20K in a sealed bid to be opened on Dec. 7, 2017 at 3 p.m. **APPROVED.**

SCABIT:

No Report

Building and Grounds:

Capital:

No Report

Equipment:

No Report

Personnel:

No Report

Blank Page in memory of Dep. Sheriff John Brown. Thank you for your service.

Policy & Procedures:

Commissioner Murphy commented that the review the social media/cell phone policy and tablets are included in the verbiage.

Old Business:

No old business

New Business:

- Commissioner Miller commented that JVFD responded to a structure fire at 2 Merion Drive and we received feedback from several fire departments that JVFD acted promptly. He further commented that the fire was put out in 15 minutes and it went very smoothly and while we did not have the best outcome, JVFD should be complemented for a great job. Commissioner Miller also recognized Dep. Sheriff Jim Leonard, NY State Troopers and TOCP Highway Supervisor Dahl Bull for their assistance that night. Commissioner Tobin commended Chief Champagne and JVFD members for an incredible job that was a testament to the Chief’s training programs.
- Commissioner Miller commented that we should carry Kidde smoke/CO alarm detectors to pass out as needed and he will do some investigation on a possible donation.
- Commissioner Miller commented that the special meeting scheduled for Nov. 16th is to explore options as to the right thing to do regarding the service award program (LOSAP). He further commented that nothing can be done to dissolve our current LOSAP program without a voter referendum and the special meeting is to get answers to some questions.

Commissioner Ford moved and Commissioner Murphy seconded the motion to adjourn the meeting at 8:40 p.m.

APPROVED.

Next meeting Board Meetings:

November 16, 2017	Special Board Meeting	7:30 p.m. at Station 1
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Dec. 12, 2017	Board Meeting	7:15 p.m. at Station 1
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Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer
District Manager

District Manager REPORT:

Previously distributed October 10, 2017 Board Meeting minutes

Correspondence Received:

1. 10-16-17: \$35.00 donation to the Jonesville Fire Dept through GE United Way Campaign from John Axten.
2. 10-23-17: notice of NYS Driver License expiration for B. Boss.
3. 10-23-17: notification from NYS DMV – license renewal for B. Boss.

Correspondence Sent:

1. 10-13-17: Inspection Dinner invitations sent.
2. 10-16-17: thank you letter to John Axten for \$35.00 donation through GE United Way Campaign.
3. 10-19-2017: legal notices sent to Gazette and TU newspapers for notice of Special Meeting on Nov. 16th to discuss LOSAP.
4. 10-19-2017: notice of Nov. 16th Special Meeting was posting on JFD website.
5. 10-23-17: letter sent to B. Boss notifying of NYS Driver's License status.
6. 10-30-17: sympathy card sent to Lynne and Erin Mackey on the loss of their mother and grandmother.
7. 11-13-2017: legal notice for election sent to TU and Gazette.

Buildings & Grounds:

Miscellaneous:

1. **Approval of slate of election officials for annual Commissioner Election on Dec. 12th , payment of fees of \$35/each, and refreshments.**
 - **Jan Holick – Chairman**
 - **Julie Holick – Station 1**
 - **Terry Bucci – Station 1**
 - **Matthew Cinadr – Station 2**
 - **Maureen Cinadr – Station 2**
2. **Approval for Inspection Dinner expenses (40 dinners, bar tab, appreciation gifts) at Ravenswood Pub on Nov. 17, 2017 at cost not to exceed \$3000.00 and payment to be made that evening via district credit card.**
3. **Approval for District guests and Chief's guests for 2018 Installation Banquet. See attached list.**
4. **List of annual medical clearances through 11/14/17 and extension requests.**
5. **Approve for Chief's Drill (Dec. 27, 2017) expenses – food from Pig Pit and misc. desserts. Approximately \$1800 and Explorer Post Dinner on Dec. 15th approx. \$300.00.**
6. **Tidbits from AFDCA Workshop:**
 - **If a special meeting is scheduled without a topic of discussion, anything can be discussed and action on during that meeting.**
 - **Disposal of past members files if they have passed. Will double check on that and if so, include in our January disposal process.**
 - **If a current Commissioner want to run for Chief, they must inform the District Secretary prior to close of the nomination period. If elected, they must resign as Commissioner.**
 - **Ladies Aux members are required to take sexual harassment and workplace violence training but it is up to Company to enforce.**
 - **A positive notice of sexual offender status of a potential member does not automatically preclude them from being voted in. Membership committee should discuss and investigate the level, and then make a recommendation to the full membership.**

End of District Manager's Report.

TREASURER'S REPORT:

Submitted for the November 14, 2017 Board Meeting

Financial:

1. Request to Pre Pay NYS Retirement at discounted rate of \$30,420 (invoice is with Abstract #11 claims).
2. Resolution 17.10.10.243 to pay for the SCBA gear from the Equipment Reserve Fund
3. Year-to-date budget summary and expected outlook for 2017.

Training:

Attended AFDCA Fall Workshop to be held on Nov. 11th at Boght Community Fire Department

Correspondence Received:

1. Fiscal Advisors confirmed that the Jonesville Fire District Continuing Disclosure Filing for the FYE 2016, as required until SEC Rule 15c2-12, was completed by their office on the District's behalf.

Miscellaneous:

End of Treasurer's Report.

New SCBA Units - Purchasing Director Report

Informational

1. Air handler project will be done week of Dec. 18th
2. Grade for online class
3. KME Latham was sold to Bulldog Fire Apparatus as a KME Dealership. No change in service or contacts for Jonesville Fire District

Items for Approval

1. Properly dispose of old SCBA bottles and air packs
2. 2018 Lawn Care Contract Station 1 & 2 – Trugreen - \$955.68
3. David Clark headset system installed in new Rescue
 - a. Wells Communication - \$8,126.75
 - b. Albany Communication - \$
4. New AV system in training room
 - a. EOS - \$19,120.49 - ½ up front, ½ at completion

Chief's Report for November 14, 2017

Informational

Congratulations to Bob Boss as Firefighter of the Month for October. Another fine job in organizing a successful Halloween Party and Open House.

Thank you to those who participated in Fire Prevention Week.

Thank you to those who participated in the wet down at Clifton Park.

We will be activated for a Rescue Truck for all MVA's within the Rexford Fire District from Monday, November 13 thru November 17 while ER 51-1 is out-of-service for repair.

Effective November 7, 2017, staging for EMS calls will be eliminated. Instead, the decision to stage will be at the discretion of the emergency personnel that arrives on scene.

Cancer Bill has been signed by the Governor

Tablets have been installed in each of the specified apparatus

I will be doing an in-house Firefighter Survival drill for some of our interior firefighters on 11/19/17 @ 8am at the county training center to get them qualified for interior status. They will be required to register for the State course in 2018 when it is offered.

Training/Events

Request for Tommy Dell'anno to attend the ICS-300 course being held at Malta-Stillwater EMS beginning on November 1, 2017.

Request to utilize E361 for the Toys for Tots Convoy on November 27, 2017 starting at the Ballston Spa High School and traveling to SPAC.

Request to use ETA 362 and 372 for traffic control and lighting at the Quick Response Holiday Event on December 8 and 9 from 4:15pm – 8:30pm

Eric Hanchett of REBUS Consulting has provided me with the updated contract and Memorandum of Understanding (MOU) for services. It has been signed and returned to him.

Request to use the community room on Friday, December 15, 2017 for the Explorer Post 36 year end party.

Apparatus/Chief's Vehicles/Equipment/Stations

R373 has been delivered – looking to have it in service by 11/27/17

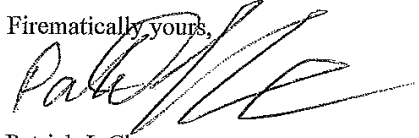
Hurst E-draulic tools have been delivered

New SCBA's are in. There will be fit testing on November 15 and 29 with an in-service of the SCBA on November 22. All interior firefighters will be required to attend and complete the fit test and in-service in order to maintain their interior status.

362 air horn now works

361 had brake issue repaired

Firematically yours,

A handwritten signature in black ink, appearing to read "Patrick J. Champagne", written over the typed name.

Patrick J. Champagne
Chief – Jonesville Fire Department