

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

Date: October 10, 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: Bill Dell'Anno, Dan Beaudoin, Ken Graves, and Bob Fox.

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

OPEN TO THE PUBLIC:

MEMBERSHIP:

Capt. Bill Dell'Anno introduced Daniel Beaudoin as a new applicant to the Jonesville Volunteer Fire Department and Dan briefly spoke about this background and interest in joining.

17.10.10.231 Commissioner Miller moved and Commissioner Tobin seconded the motion to accept the application of Daniel Beaudoin for membership in the Jonesville Volunteer Fire Department. **APPROVED.**

Minutes:

17.10.10.232 Commissioner Murphy moved and Commissioner Byrnes seconded the motion to approve the Board Meeting minutes of Sept. 12, 2017. **APPROVED.**

Claims:

17.10.10.233 Commissioner Miller and Commissioner Byrnes seconded the motion to approve payment of claims 017452 - 017500. **APPROVED.**

Treasurer's Report:

Discussion:

- A brief discussion was held on our Aa3 rating with Moody's Investor Service. Commissioner Miller commented that it was an excellent rating and suggested putting it on our website.
- Discussion was held on LOSAP services through PenFlex Inc. with the consensus to continue the base fee schedule and the LOSAP audit services but not the GASB 73 Disclosure as it is not necessary to file.

17.10.10.234 Commissioner Tobin moved and Commissioner Miller seconded the motion to approve annual LOSAP Base Fees of \$3550.00 and LOSAP Audit fees of \$495.00. **APPROVED.**

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

District Manager Report:

Discussion:

- Judy commented that the 2017 SVI Heavy Rescue Truck has been added to the insurance rolls with Adirondack Trust Insurance Company for comprehensive, collision and liability coverage.

- Requests for a Shen Key Club Car Wash at Station 2 on Oct. 15th and use of Station 1 parking lot on Nov. 4th for the BSA Food Drive.
- Discussion of the New York Paid Family Leave Benefits Law. Judy commented that fire districts are exempt from participation.
- Commissioner Miller commented that he spoke with NY Senator Jim Tedisco about the proposed mandate for Cancer Coverage Insurance for volunteer firefighters and expressed his displeasure that the fire districts will have to fund the plan 100%. Commissioner Tobin commented that we need more information. Ken Graves commented that it passed but is waiting for the Governor to sign and he believed that coverage was limited to Interior Firefighters diagnosed with colon, lung, skin, and melanoma cancers.

17.10.10.236 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the use of Station 2 for a Shen Key Club Car Wash on Oct. 15th and use of the Station 1 parking lot on Nov. 4th by the local BSA Troop for their annual Food Drive. **APPROVED.**

17.10.10.237 Commissioner Miller moved and Commissioner Tobin seconded the motion to opt out of the NY Paid Family Leave Benefits Plan Law. **APPROVED.**

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

Purchasing Director's Report:

Discussion:

- A discussion was held about the possible replacement of the air handler and 5-ton AC unit for the west side of the training room at Station 1, with the consensus to proceed with the purchase of the roof top unit at a cost of \$29,915 to be funded through the Repair Reserve Fund.
- Commissioner Tobin inquired as how much 2.5" spare hose was left and Bill Adams commented that he would get the answer and report back at the next meeting.
- Brief discussion on purchase of a Hurst EDraulic extrication tool and windshield cutters.
- Brief discussion on disposal of old Streamlight flashlights.
- Bill Adams commented that sealed bids for the new SCBA units were opened on Oct. 5, 2017 and one bid was received from MES in the amount of \$312,896.30 for 46 packs, and 46 spare bottles. Bill further commented that we will also need to purchase 35 SCBA air masks at an estimated cost of \$10,500.00. A discussion followed with the consensus to approve the 46 SCBA packs and 46 spare bottle purchases for \$312,896.30, and 35 SCBA air masks from MES at a cost of \$35,000.00, and take delivery of the 46 air packs and 35 air masks in 2017 and the 46 spare bottles in early 2018. Per a permissive referendum, funds from the Equipment Reserve Fund will be used to pay for the equipment with the balance to be paid from the General Fund.
- Discussion on maintenance and annual inspection for an alarm system at both stations with the consensus to allow Bill Adams to make the changes as needed.
- Commissioner Miller commented that there needs to be better communications about the receipt and completion of work orders. A discussion followed with the consensus to generate a user friend electronic spreadsheet. 1AC Graves offered to make one by the end of the month.

17.10.10.239 Commissioner Byrnes moved and Commissioner Murphy seconded the motion to approve the purchase a roof top 5-ton AC and air handler from Eastern Heating and Cooling at a cost of \$29,915.00 with funds to be expended from the Repair Reserve Fund. **APPROVED.**

17.10.10.240 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the transfer of \$29,915.00 for the Repair Reserve Fund to the Reserve Checking Account. **APPROVED.**

17.10.10.241 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the purchase of a Hurst EDraulic battery operated extrication tool at a cost of \$47,780.00 for MES, sole vendor. **APPROVED.**

- 17.10.10.242 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the purchase of a Windshield cutter from MES a cost of \$725.00. **APPROVED.**
- 17.10.10.243 Commissioner Miller moved and Commissioner Tobin seconded the motion to award the SCBA sealed bid to MES in the amount of \$312,896.30 and approve the additional purchase of 35 SCBA air masks from MES not to exceed \$10,500.00 and furthermore, to take delivery of the 46 air packs and 35 air masks in 2017 and the 46 spare air masks in early 2018 with payment from the Equipment Reserve Fund and General Fund. **APPROVED.**
- 17.10.10.244 Commissioner Miller moved and Commissioner Ford seconded the motion to accept the Purchasing Director's Report. **APPROVED.**

Chief's Report:

Discussion:

- Chief Champagne congratulated Steve Bonesteel, Patrick Dell'Anno and Zach Wolfe who were named Firefighters of the Month for September 2017 for their successful reversal of a cardiac arrest.
- Discussion of outsourcing EMS Services starting in 2018. The Board reviewed the breakdown of services and fee quotes provided by REBUS Consulting with the consensus to approve all apart from Online learning management systems which we currently utilize.
- Chief Champagne stated that he and 2AC Chief will be traveling to Garrison Fire in Palenville, NY to view the new rescue truck and indicated that Lt. Patrick Dell'Anno may join them as well.

- 17.10.10.245 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the hiring of REBUS Consulting to oversee JVFD EMS Program in 2018 for EMS at cost not to exceed \$11,600.00. **APPROVED.**
- 17.10.10.246 Commissioner Ford moved and Commissioner Murphy seconded the motion to approve the Chief's Report. **APPROVED.**

Committee Reports

Apparatus:

No Report

SCABIT:

No Report

Building and Grounds:

Commissioner Ford asked Bill Adams to adjust the lighting timers at Station 2. Commission Miller commented that he and Bob Fox will be measuring the area shortly for the old siren installation project.

Capital:

No Report

Equipment:

No Report

Personnel:

Commissioner Murphy asked Judy to notify employees that the Board has opted out of the NY Paid Family Leave Benefits Law and Judy indicated she would do so.

Policy & Procedures:

No Report

Old Business:

Commissioner Tobin commented that he reviewed the Computer, Email, Internet & Social Media Policy and felt that the use of the new iPads was covered under the policy and a new policy was not need. A discussion followed.

New Business:

Commissioner Miller commented that he would like the Board to look at the option of dropping out of the Length of Service Award Program (LOSAP). Commissioner Tobin commented that it is not helping in recruiting or retaining members and we need a better incentive. Commissioner Miller further commented that a lot of research needs to be done. A discussion followed with the census to hold a special meeting in November and invite Tony Hill from PenFlex Inc. to come and a discuss options and ask questions.

Commissioner Byrnes moved and Commissioner Murphy seconded the motion to adjourn the meeting at 9:00 p.m.

APPROVED.

Next meeting Board Meetings:

November 14, 2017 Board Meeting 7 p.m. at Station 1

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer
District Manager

TREASURER'S REPORT:

Submitted for the October 10, 2017 Board Meeting

Financial:

1. Proposed Budget delivered to TOCP for posting, posted on JVFD website, and hardcopies made available in the District Office. Public hearing is October 17, 2017 at 7:00PM.
2. Petty cash reconciliation.

Training:

Correspondence Received:

1. Moody's Investor Service published the JVFD bond rating of Aa3, which has not changed since the last rating issuance.
2. PenFlex reached out to the District, offering services pertaining to LOSAP and GASB 73 disclosures. Commissioner signature required.

Miscellaneous:

End of Treasurer's Report.

District Manager REPORT:

Previously distributed September 12, 2017 Board Meeting minutes

Correspondence Received:

1. 9-15-17: resignation from Liam Gorby
2. 9-20-2017: FOIL request from BST Accounting Firm.
3. 10-10-2017: resignation from Steve Warne effective 10/9/2017.

Correspondence Sent:

1. 9-13-2017: permissive referendum legal notice for sale of 1991 Spartan Heavy-Duty Rescue truck to Daily Gazette and Times Union for publication on 9-16-2017.
2. 9-13-2017: permissive referendum legal notice for purchase of 46 sets of SCBA from Equipment Reserve Fund to Daily Gazette and Times Union for publication on 9-16-2017.
3. **9-30-2018: Addition of 2017 SVI Heavy Rescue Truck to insurance rolls for comprehensive, liability and collision coverage.**
4. 9-19-2017: Get Well card sent to Mike Handerhan.
5. 9-22-17: Final Acceptance letter sent to M. Dittmer.
6. 9-25-2017: request documents sent to K. Commerford at BST per FOIL request.
7. 9-27-2017: legal notices for 2018 Proposed Budget Hearing sent to Gazette and Times Union for publication.

Buildings & Grounds:

1. **Boy Scout Troop would like to use the parking lot at Station 1 on Nov. 4th from 8:45 to 10 am to distribute maps to members to pass out for their food drive.**

Miscellaneous:

1. **Resolution needed to opt out of participation in the NY PAID Family Leave Benefits.**

End of District Manager's Report.

New SCBA Units - Purchasing Director Report

Informational

All hose, ladder, and pump testing are completed with no failures

Items for Approval

1. Replace old air handler unit and new 5-ton A/C unit on roof for west side of training room - \$29,915
2. Additional A/C units for west side of training room. Discussed with building commissioners
 - a. 2 additional 2-ton wall mounted units = \$13,985
3. New Hurst EDraulic battery operated extrication equipment – Sole Vendor
 - a. MES - \$47,780
4. Windshield Cutter – MES \$725
5. Old Stream light box flashlights – Dispose?
6. New SCBA Units – MES \$312,896.30 – Only bid received – 3 RFP's sent out
 - a. Bid attached
7. Key Club wishes to hold car wash fund raiser at Station 2 Sunday Oct. 15, 10am – 2pm. Bill Adams will be on site
8. Annual inspection alarm system at station 2 - \$340 annually
 - a. Repairs will be done on an as needed basis - \$80/hr. normal business hours
 - i. To have a maint. contract it would be \$78 per month

Chief's Report for October 10, 2017

Informational

Congratulations to Patrick Dell'anno, Steve Bonesteel, and Zach Wolfe as Firefighter of the Month for September. They were successful in a reversal of a cardiac arrest at 579 Waite Road.

Thank you to the Old Timer's Committee for another successful turnout and meal.

Thank you to the crew that attended the Wetdown at Clifton Park on Saturday.

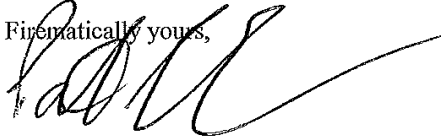
Training/Events

Eric Hanchett, of Rebus Consulting, has provided me with a revised breakdown of services that they are able to provide Jonesville along with a cost quote.

Apparatus/Chief's Vehicles/Equipment/Stations

Myself and Geoff Frey will be taking a trip to Garrison this Friday to view the new Rescue Truck.

Respectfully yours,



Patrick J. Champagne
Chief – Jonesville Fire Department

