

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: September 12, 2017

Time: 7:15 p.m.

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

Guests: Bill Dell'Anno, Michael Dittmer and Bob Fox

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

OPEN TO THE PUBLIC:

Bob Fox asked for a copy of the CAD files for the new Rescue truck and Commissioner Miller commented that we will ask Garrison Fire to provide us with a disc.

MEMBERSHIP:

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

17.09.12.206 Commissioner Miller moved and Commissioner Byrnes seconded the motion to accept the application of Michael Dittmer for membership in the Jonesville Volunteer Fire Department. **APPROVED.**

Minutes:

17.09.12.207 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the Board Meeting minutes of Aug. 8, 2017. **APPROVED.**

17.09.12.208 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the Board Apparatus Committee Meeting minutes of June 20, July 18, and August 22, 2017. **APPROVED.**

Claims:

17.09.12.209 Commissioner Byrnes moved and Commissioner Miller seconded the motion to approve payment of claims 017402-017451. **APPROVED.**

Treasurer's Report:

Discussion:

- Breann provided Board members with an updated copy of the 2018 Proposed Budget and Spending Limit calculations and a brief discussion followed.
- Breann commented that the thirty days notice for the permissive referendum regarding the funding for the 2017 SVI Heavy Duty Rescue Truck ended on Sept. 11, 2017 and she needs Board approved to move funds from the Apparatus Reserve Fund to the Reserve Fund Checking account for payment to SVI Trucks.
- Breann commented that the sealed bids from Request for Proposals (RFP) for auditing services was opened on Aug. 30, 2017 at 3 p.m. and two accounting firms submitted bids: BST (Bollam, Sheedy & Torani) and Bryans & Gramuglia. A discussion followed with the consensus to award the bid to the lowest bidder Bryans & Gramuglia.

17.09.12.210 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the 2018 Proposed Budget. **APPROVED**

- 17.09.12.211 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the transfer of \$559,600.00 from the Apparatus Reserve Fund Savings Account to the Reserve Fund Checking for the purchase of the 2017 SVI Heavy Duty Rescue Truck and additional modifications and equipment. **APPROVED.**
- 17.09.12.212 Commissioner Miller moved and Commissioner Tobin seconded the motion to award a five year auditing contract to Bryans & Gramuglia at cost of \$5000/year. **APPROVED.**
- 17.09.12.213 Commissioner Byrnes moved and Commissioner Miller seconded the motion to approve the Treasurer's Report. **APPROVED.**

District Manager Report:

Discussion:

- Discussion on request to use Training Room by the Town of Clifton Park for Safety Day on Nov. 15, 2017.
 - Request for funds for Halloween Open House event on Oct. 28, 2017.
 - Approval for attendance at AFDCA Fall Workshop on Nov. 11, 2017.
 - Approval for Northeast Parent & Child Society School to provide work detail at Station 2 for students on the 1st and 3rd Friday of the 2017-2018 school year.
- 17.09.12.214 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the use of the Training Room at Station 1 for the Town of Clifton Park's Safety Day on Nov. 15, 2017. **APPROVED.**
- 17.09.12.215 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve up to \$4000 for expenses for the Halloween Open House event to be held on Oct. 28, 2017 at Station 1. **APPROVED.**
- 17.09.12.216 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the attendance of Commissioners, Chiefs, and Staff at the AFDCA Fall Workshop on Nov. 11th at a cost of \$20/person. **APPROVED.**
- 17.09.12.217 Commissioner Miller moved and Commissioner Tobin seconded the motion to allow staff and students from Northeast Parent & Child Society School to come to Station 2 for work details every 1st and 3rd Friday of the month for the 2017-2018 school year. **APPROVED.**
- 17.09.12.218 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the District Manager's Report. **APPROVED.**

Purchasing Director's Report:

Discussion:

- A lengthy 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 revisit the issue in the spring of 2018.
 - Request to renewal of annual services for EMT recert website and FH Cloud services.
- 17.09.12.219 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the renewal of Target Solutions website fee for EMT certification use at a cost of \$1495.75/year. **APPROVED.**
- 17.09.12.220 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the renewal of Firehouse Cloud services at a cost of \$2567/year. **APPROVED.**
- 17.09.12.221 Commissioner Miller moved and Commissioner Byrnes seconded the motion to accept the Purchasing Director's Report. **APPROVED.**

Chief's Report:

Discussion:

- Chief Champagne commented that he has scheduled a drill on Sept. 17, 2017 at Lake Auto on the Hurst eDraulic Tools for Chiefs, Officers, and Engineers.
- Four requests for use of apparatus, training courses and Explorer Post events.
- Discussion on sale of the 1991 Spartan Rescue Truck with consensus to publish a permissive referendum in anticipation of selling it soon.
- Chief inquired about the delivery of the new Rescue Truck and Commissioner Tobin replied that it will be about four weeks.
- Chief Champagne provided the Board with a possible breakdown of services by Rebus Consulting as a possible vendor to oversee our EMS Program. A discussion followed with the consensus to request a cost breakdown for the 10 service items listed and to revisit this at the next Board Meeting.

- 17.09.12.222 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the use of MED 374 for use at the Nick's Fight to Be Healed 5K Run on Sept. 24, 2017. **APPROVED.**
- 17.09.12.223 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the use of F363 and attendance of Explorer Post members at the TOCP Nature Night at Veterans Memorial Park on Oct. 14, 2017 from 6-8 p.m. **APPROVED.**
- 17.09.12.224 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the use of Car36 by Chief Champagne for transportation to the NYS Fire Academy on Oct. 25, 2017 for teaching an authorization course. **APPROVED.**
- 17.09.12.225 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the attendance of Ben Hogan and Bonnie Westlake at the Basic Exterior Firefighter Operations Course starting Sept. 19, 2017 at Ballston Spa. **APPROVED.**
- 17.09.12.226 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve a permissive referendum for notification of possible of sale of 1991 Spartan Heavy Duty Rescue Truck at a price to be determined. **APPROVED.**
- 17.09.12.227 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the Chief's Report. **APPROVED.**

Committee Reports

Apparatus:

- Commissioner Miller commented that work order slips should not be separated and both copies should be kept intact.
- Chief Champagne commented that apparatus issues should be directed to the Chiefs, Commissioners, and Bill Adams and that the Station Chiefs will let their Officers know.
- There will be an Apparatus Committee meeting on Sept. 19, 2017 at Station 1 at 7:30 p.m.
- Commissioner Miller commented that we should start the process for replacing the Engines and MED trucks and Commissioner Byrnes commented that the Rehab vehicle should be included as well.
- Discussion was held on the proposed changes to the 2017 SVI Rescue Truck. Commissioner Murphy commented that he thought it was a requirement to have the On-Scene Solutions helmets stored in the cab and they should not be relocated. Chief Champagne commented that he will check on the requirement. The consensus was to approve the recommendations by the apparatus committee.
- Discussion was held on the installation of the new iPads on the trucks. Commissioner Murphy commented that we are waiting on installation due to a Verizon software issue

17.09.12.228 Commissioner Tobin moved and Commissioner Miller seconded the motion to approve modifications to the 2017 SVI Heavy Duty Rescue Truck by Garrison Fire & Rescue at a cost of \$20,265.00. **APPROVED.**

SCABIT:

No report

Building and Grounds:

- Bob Fox will be meeting with some masons shortly about the base for the old siren installation at Station 2.
- Bill Adams commented that the fencing addition at the north side of Station 1 has been completed.
- Commissioner Miller commented that the Commissioners should allow the station keepers to do their jobs and be more conscious and aware that other things are going on.

Capital:

No Report

Equipment:

Discussion on purchase of the new SCBA equipment with the consensus for Bill Adams to send out a Request for Proposal for 46 sets of SCBA to at least three vendors. Bill commented that he will send them out promptly and will set the sealed bid opening for Thursday, Oct. 5th at 3 p.m. to allow time for the Board to review the bids before the next Board Meeting.

17.09.12.229 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve a permissive Referendum for the use of funds from the Equipment Reserve Fund for a purchase of 46 sets of Self Contained Breathing Apparatus at a cost not to exceed \$300,000.00. **APPROVED.**

Personnel:

No Report

Policy & Procedures:

Discussion was held on drafting of the new iPad Policy with the consensus to include use of the iPad camera, or check current social media policy to include the restriction of use of the iPad camera.

Old Business:

Commissioner Byrnes inquired if the Board was thinking of making any changes to the Use of the Chief's Car Policy regarding use of cars outside of the county. Commissioner Tobin commented that he did not want to make any changes at this time but it was open to discussion at the January organizational meeting.

New Business:

- Commissioner Tobin commented that a new PA system was needed for the Halloween Open House and Santa Patrol event. A discussion followed with the consensus to purchase a PA system instead of renting.
- Discussion was held on the previously approved AV system for the Training Room with the consensus to move forward with that project since the air handler/ AC unit project was put on hold until Spring 2018.

17.09.12.230 Commissioner Tobin moved and Commissioner Miller seconded the motion to approve the purchase of a PA system for use at fire district events at a cost not to exceed \$3000.00. **APPROVED.**

Commissioner Byrnes moved and Commissioner Tobin seconded the motion to adjourn the meeting at 8:48 p.m. **APPROVED.**

Next meeting Board Meetings:

Sept. 21, 2017	7:30 p.m.	Station 1	Apparatus Committee Meeting
Oct. 10, 2017	7:15 p.m.	Station 1	Board Meeting
Oct. 17, 2017	7:00 p.m.	Station 1	Proposed Budget Public Hearing

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer
District Manager

District Manager REPORT:

Previously distributed August 8, 2017 Board Meeting minutes

Correspondence Received:

1. 8-14-2017: Corvel workmen's comp form submitted by K. Graves for injury on 8-11-2017.
2. 8-31-2017: Corvel workmen's comp form submitted by N. Buonanno for injury on 8-30-2017.

Correspondence Sent:

1. 8-9-2017: permissive referendum legal notice sent to Daily Gazette and Times Union for publication on 8-11-2017.

Buildings & Grounds:

1. **Approval for TOCP Safety Day to be held in the Training Room on Wednesday, Nov. 15th from 9 am to 3 pm.**

Miscellaneous:

1. **Request for up to \$4000 for expenses for Halloween Open House to be held on Oct. 28, 2017.**
2. **Approval for attendance at the AFDCA Fall Workshop on Nov. 11th at a cost of \$20/person: J. Bayer and B. Parseghian.**

End of District Manager's Report.

Purchasing Director Report

Informational

1. Additional fence at Main Station to be installed August 17th

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

TREASURER'S REPORT:

Submitted for the September 12, 2017 Board Meeting

Financial:

1. Request of approval by BOFC of the 2018 Proposed Budget and Spending Limit.
2. 9/7/17: BSNB transferred \$559,600 from Apparatus Reserve Fund CD (maturing on Sept 4, 2017) to Apparatus Reserve Savings Account. Request approval to move funds from Apparatus Reserve Savings Account to Reserve Fund Checking Account.
3. Bond interest due (\$13,346.88) September 1st was wired on August 29, 2017.
4. RFP for Professional Services results.
5. Petty cash reconciliation.

Training:

Saturday, November 11th - ADFCA Fall Workshop at Boght Community Fire District.

Correspondence Received:

Miscellaneous:

End of Treasurer's Report.

Chief's Report for September 12, 2017

Informational

Thank you to everyone who participated and attended the 911 Mass and parish picnic at St. Edward's church.

I have scheduled a drill for Sunday, September 17, 2017 at 10:00a.m. at Lake Auto for all Chief's, Officers, and Engineers to try out the Hurst EDraulic tools as possible replacements for the new Rescue truck.

Training/Events

Request to use MED374 on September 24, 2017 from 11am – 4pm for the Nick's Fight to Be Healed 5k Run.

Request to use F363 and have the Explorer Post 36 members attend and participate in the annual Town of Clifton Park Nature Night at Veterans Memorial Park on Saturday, October 14 from 6-8pm.

Request for Chief Champagne to use C36 to travel to the fire academy on October 25, 2017 to become authorized to teach the Principles of Instruction course.

Request for Ben Hogan and Bonnie Westlake to attend the Basic Exterior Firefighting Operations course in Ballston Spa beginning on September 19, 2017.

Eric Hanchett, of Rebus Consulting, has provided me with a breakdown of services that they are able to provide Jonesville along with a cost quote. We have reached out to Rebus as a potential vendor to oversee our EMS Program.

Apparatus/Chief's Vehicles/Equipment/Stations

I have been working with the committee regarding the new Rescue Truck and have received their recommendations in outfitting the apparatus.

Firematically yours,



Patrick J. Champagne
Chief – Jonesville Fire Department

**JONESVILLE FIRE DISTRICT
2018 Proposed Budget**

Appropriations for 2018	\$1,167,545.90
Less Estimated Revenues:	
Interest on Deposits	<u>(\$1,200.00)</u>
To Be Raised By Real Property Taxes	<u><u>\$1,166,345.90</u></u>
Tax Rate	\$1.22
Personnel Services	\$254,392.15
Equipment	\$136,938.00
Maintenance & Operating Expenses	\$519,850.00
NYS Employee Retirement	\$30,678.00
Social Security	\$17,000.00
Accident Insurance	\$12,000.00
Service Award Program	\$106,419.00
Administration Fees	\$6,200.00
Audit Fees	\$8,000.00
Bond Redemption	\$76,068.76
Contingency	\$0.00
Apparatus Reserve	\$0.00
Building Reserve	\$0.00
Equipment Reserve	\$0.00
Repair Reserve	\$0.00
Total Budget	<u><u>\$1,167,545.91</u></u>
Town of Clifton Park 2016 Full Valuation	\$956,021,233.00