

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: February 14, 2017

Time: 7:15 p.m.

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

Guests: Dave Meager, Marcus Maringola, Bob Fox, Bill Dell'Anno, Daniel Cherko, Bob Shea and Ken Graves.

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

OPEN TO THE PUBLIC:

No one came forward to speak

MEMBERSHIP:

Capt. Bill Dell'Anno introduced Daniel Cherko as a new applicant for membership in the Jonesville Volunteer Fire Department and Dan spoke briefly on why he wanted to join.

17.02.14.045 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the membership application of Daniel M. Cherko. **APPROVED.**

B. Dell'Anno and D. Cherko exit the meeting.

INVITED GUESTS:

Bob Shea commented that he and Bob Fox have worked together on compiling the LOSAP points for JVFD members and did it the old way and a new way with the results being that the "new way" will shorten the work load from three days to three hours. He further commented that B. Parseghian shadowed them, took notes, and will write up a procedure for future use. Bob submitted a list of members qualifying for 2016 Service Awards. Judy commented that she will post the list for 30 days and the Board will need to approve it at the March Board Meeting.

Bob Shea commented that the JVFC has approved a change in the By-laws in which the Secretary can cast one vote for the Chief's position if running unopposed.

17.02.14.046 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the changes to the JVFC By-Laws. **APPROVED.**

Bob Shea asked Judy to include the approve change to the Jottings and she indicated she would do so as well as attach it to the minutes.

Dave Meager and Marcus Maringola of Adirondack Trust Insurance presented the annual insurance update with the following discussed:

- Provident Insurance provides employee assistant program at a minimum charge. A brief discussion followed with Dave or Marcus to provide the increased amount and Judy to contact CEAP about terminating their policy.
- Slight increase in worker's compensation premium due to increase in payroll.
- Adirondack Trust Insurance offers a free human resource service called Thrive HR.
- Increasing coverage on the large apparatus by 5%.
- Triple coverage for disability benefits would increase annual premium by \$100.
- Building coverage limits.

17.02.14.047 Commissioner Miller moved and Commissioner Tobin seconded the motion to increase the disability benefit policy with Shelter Point to triple coverage at an additional cost of \$100/year. **APPROVED.**

Dave Meager and Marcus Maringola exit the meeting at 7:55 p.m.

Minutes:

Judy commented that there was a correction to the minutes in which the new start time for Board Meetings was changed to 7:15 p.m.

17.02.14.048 Commissioner Miller moved and Commissioner Byrnes seconded the motion to accept the Jan. 10, 2017 Board minutes as corrected. **APPROVED.**

District Manager Report:

Discussion:

- 2017 dates for Ladies Auxiliary events
- Judy commented that she will be filing Volunteer Firefighter's exemption certificates for P. Dell'Anno, T. Dell'Anno and F. LaVigne with the SC County Clerk's office.
- Equipment return for N. Hanagan with the consensus to send a reminder letter.

17.02.14.049 Commissioner Ford moved and Commissioner Murphy seconded the motion to approve the following dates for 2017 Ladies Auxiliary meetings and events: **APPROVED.**

- 3rd Monday of the month for meetings
- April 9 – Easter Party
- Sept. 18 – Neighbor Night
- Nov. 7 – bake sale at Station 1
- Dec. 3 – Sundaes with Santa

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

Claims:

17.02.14.051 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve payment of claims 017019-017081. **APPROVED.**

Purchasing Director's Report:

Discussion:

- Bill commented that Wal-Mart is no longer offering services for safety glasses and he contacted three local vendors with the least expensive being Vista Optical. Commissioner Murphy inquired if they offer different choices for progressive lenses and Bill indicated he would check.
- 2017 street directory updates approval.
- A brief discussion on the utility trailer with consensus to get some additional quotes.
- Hose, pump, and ladder testing for 2017 approval.
- Training room requests by the SC Sheriff office for Taser training on March 7, 14 and 28.
- Discussion on results of sealed bid for sale of 2009 Chevrolet Tahoe.
- Bill commented that the repair to sensor issue on R373 would be approx. \$3000. Commissioner Miller asked that the Hurst tools be removed from truck and placed on bay floor before it's taken to the shop for repairs.
- Discussion held on Narcan shelf life.

17.02.14.052 Commissioner Tobin moved and Commissioner Miller seconded the motion to approve the Vista Optical as the new vendor for prescription safety glasses for JVFD members. **APPROVED.**

- 17.02.14.053 Commissioner Miller moved and Commissioner Ford seconded the motion to approve \$400 for 2017 updates to the Street Directory software program. **APPROVED.**
- 17.02.14.054 Commissioner Miller moved and Commissioner Ford seconded the motion to approve up to \$1799.99 for a side and rear gate loading utility trailer. **APPROVED.**
- 17.02.14.055 Commissioner Miller moved and Commissioner Ford seconded the motion to approve Hudson Valley Waterway for 2017 hose, pump, and ladder testing at a cost of \$6177.00. **APPROVED.**
- 17.02.14.056 Commissioner Miller moved and Commissioner Ford seconded the motion to approve the use of the Training Room by the SC Sheriff's Office for Taser training on March 4, 14 and 28. **APPROVED.**
- 17.02.14.057 Commissioner Miller moved and Commissioner Byrnes seconded the motion to accept the high bid of \$5731.00 from Hoosick Falls Joint Fire District for the 2009 Chevrolet Tahoe in "as is" condition. **APPROVED.**
- 17.02.14.058 Commissioner Tobin moved and Commissioner Miller seconded the motion to approve up to \$3500.00 for the sensors repair on R-373 by Atlantic Detroit Diesel. **APPROVED.**
- 17.02.14.059 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the Purchasing Director's Report. **APPROVED.**

Chief's Report:

Discussion:

- BLFD granted permission to use bailout window for training purposes and were advised to give more notice in the future.
- Z. Wolfe reported getting "Green Stuff" in his eye during a call for a cleanup on a roadway. Commissioner Miller inquired of the Chief if we really needed the product. Chief replied that he would like to continue to use it and B. Adams commented that it is biodegradable.
- Discussion on various training requests.

- 17.02.14.060 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to approve the attendance of R. Craver at Firefighter Guide to Lightweight Construction course starting Feb. 13, 2017 at Malta Ridge FD. **APPROVED.**
- 17.02.14.061 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to approve payment of \$200 for March EMS Drill speaker fee. **APPROVED.**
- 17.02.14.062 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to approve the reimbursement of \$269.64 to Lt. K. Miller for cost of EMS related online courses. **APPROVED.**

Commissioners Tobin, Ford, Murphy, and Byrnes	YES
Commissioner Miller	Abstained

- 17.02.14.063 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to approve the attendance of M. Murphy and B. Fox at Education Day at Albany Medical Center on May 26, 2017 at a cost of \$25/each. **APPROVED.**
- 17.02.14.064 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to approve a BSA Pack #42 Tigers tour of Station 1 on Feb. 27, 2017 to be overseen by the Explorer Post members. **APPROVED.**

B. Adams, B. Fox, and B. Shea exit the meeting.

17.02.14.065 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to enter into executive session at 8:21 p.m. to discuss a JVFD personnel issue. **APPROVED.**

17.02.14.066 Commissioner Miller moved and Commissioner Byrnes seconded the motion to exit executive session at 9:19 p.m. **APPROVED.**

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

B. Parseghian enters the meeting.

B. Adams, and B. Fox reenter the meeting.

Treasurer's Report:

Discussion:

- Breann commented the next installation of the bond payment of \$63,971.88 is due March 1, 2017 and she has authorized a wire transfer.
- Discussion held on 2016 budget surplus of \$146,830.24 with the consensus to transfer equal amounts to the Apparatus Reserve Fund and Building Reserve Fund. Commissioner Miller commented that the Board should be commended for wise fiduciary spending in 2016 to have a surplus of approx.15%.
- Breann requested approval of \$514 for balance due on 2017 NYS Retirement employer contribution invoice.
- Breann commented the AFRUD document has been filed with NYS OSC.
- Breann updated the BOC on the grant application to Firehouse Subs for fire extinguisher training props.
- Breann requested approval to attend Introduction Governmental Accounting Standards training from March 21-23 at cost of \$85 and NYS Archives workshops on electronic records management at no cost.
- Petty cash reconciled.
- Discussion on LOSAP investment year end summary and paperwork to be signed by Chairman of BOC and Secretary.

17.02.14.068 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve payment of bond installment in the amount of \$63,971.88. **APPROVED.**

17.02.14.069 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the transfer of 2016 surplus funds in the amount of \$143,830.24 to be divided equally between the Apparatus Reserve Fund and Building Reserve Fund. **APPROVED.**

17.02.14.070 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to approve the attendance of B. Parseghian at the Introduction to Governmental Accounting Standards course from March 21-23, 2017 in Colonie, NY at a cost of \$85.00 and attendance at various NYS Archives workshops on Electronic records management at no cost. **APPROVED.**

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

Committee Reports

Apparatus:

A discussion was held on apparatus replacements with the consensus to move forward with forming an apparatus committee to include the rehab vehicle. Commissioner Tobin asked Bill Adams and Chief Champagne to review the ISO report.

Audit/Budget/Insurance/Training:

Chief reported that we will not be sending anyone to FDIC this year due to conflicting schedules.

Building and Grounds:

Commissioner Byrnes commented that Lt. K. Miller would like to use the closet off the training room as an office area for her to work on EMS training drills etc. and suggested removing the folding doors so the chairs and tables can be stored in the alcove. A discussion followed and Judy suggested doing a test to see if the tables and chair could fit in that area. Commissioner Miller suggested removing the 2 water fountains at Station 2 and getting estimates to replace them with sinks. Commissioner Byrnes commented that he would help Bill Adams with the project. A discussion held on what to do with the water fountains and Judy commented that she could try to sell them on craigslist.

Discussion held on sponsoring a "Honorary Firefighter of the Day" auction items at St. Mary's School in Ballston Spa, NY with the winner getting to ride on JVFD apparatus in the July 4, 2017 parade. B. Parseghian will coordinate.

17.02.14.072 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve offering an auction item "Honorary FF of the Day" for St. Mary's School Fundraiser to allow winner to participate with the JVFD in the July 4, 2017 Parade. **APPROVED.**

Equipment: No Report

Policy & Procedures: No Report

Old Business:

No comments

New Business:

Discussion was held on continuing the William Beighey Memorial Scholarship to be supplemented with donations made to the Jonesville Fire District or Jonesville Volunteer Fire Department and passed along to the JVFC earmarked for that fund. JVFC Treasurer Bob Fox indicated he could set up another bank account for those donations.

B. Parseghian, Bob Fox and Ken Graves exit the meeting at 10:07 pm.

Personnel:

17.02.14.073 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to enter executive session at 10:08 p.m. to discuss a Jonesville Fire District personnel issue. **APPROVED.**

17.02.14.074 Commissioner Tobin moved and Commissioner Murphy seconded the motion to exit executive session at 10:33 p.m. **APPROVED.**

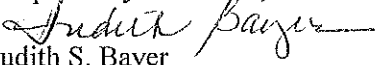
Commissioner Miller moved and Commissioner Tobin seconded the motion to adjourn the meeting at 10:34 p.m. **APPROVED.**

Next meeting:

Board Meeting March 14 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 Jan. 10, 2017 Board Meeting minutes

Correspondence Received:

1. 1-12-2017: certified letter received from McNeil & Co. notifying JFD of premium increase of \$11,522.
2. 2-8-17: notice of incident or accident from Z. Wolfe. No medical attention sought at this time.

Correspondence Sent:

1. 1-11-2017: letter sent to Jack Clark notifying him of Hannigan Law Firm attorney appointment.
2. 1-11-2017: resignation acceptance letters sent to A. Reinemann and N. Hanagan.
3. 1-11-2017: email sent to Adirondack Trust Insurance adding pavilion to district insurance policy.
4. 1-30-217: dropped off Neil Weiner's appreciation plaque.
5. 2-6-2017: baby congratulation cards sent to M. Murphy (granddaughter) and K. Scherer (son).
6. 2-7-2017: notice of rescinded application send to J. Luca.

Building & Grounds

Miscellaneous:

1. **Request for approval of Ladies Aux dates and use of training room for 2017:**
 - Feb.2, March 20, April 17, May 15, Aug. 21, Sept. 11, Oct. 16, Nov. 20
 - Easter Party on April 9, Neighbor Night on Sept. 18, Bake Sale on Nov. 7, and Sundaes with Santa on Dec. 3.
2. **Volunteer Firefighter's Exemption Certificate to be filed for: P. Dell'Anno, T. Dell'Anno and F. LaVigne. Need signatures of Chief and Secretary to be notarized.**
3. **Have not received pager and base from N. Hanagan. Send invoice?**

TREASURER'S REPORT:

Submitted for the February 14, 2017 Board Meeting

Financial:

1. Request approval to pay the next installment of the bond (principal + interest) due by 3/1/2017. Total due is \$63,971.88.
2. Estimated 2016 surplus \$143, 830.24 available for transfer to reserve fund(s).
3. AUD Report reviewed by W.C. Adams and submitted electronically to OSC.
4. Grant Updates – Firehouse Subs.
5. Petty cash reconciliation.

Training:

1. Request to attend Introduction to Governmental Accounting Standards training from March 21st – 23rd. The course is being offered locally this year in Colonie. The cost is \$85 for government employees, \$170 for all others.
2. Request to attend NYS Archives workshop on electronic records management – various seminars (April 11th, June 28th) and possible webinars. No cost.

Correspondence Received:

1. NYS Comptroller asked for verification of Treasurer and Chairman of the Board of Fire Commissioners.
2. NYS Real Property provided revised assessed value.
3. RBC year end summary.
4. RBC Certificate of Investment Powers to be reviewed and signed by BOFC plus Secretary.

Miscellaneous:

3. Annual internal audit by Sax BST will be May 4th and 5th

Purchasing Director Report

Informational

1. New RX safety glasses vendor – Vista Optical, 1789 Route 9
 - a. Contacted 3 vendors, Vista was the best deal. Information attached to report

Items for Approval

1. Street directory for 2017 - \$400
 - a. Quarterly updates as in years' past
2. Utility Trailer - \$1799.99
 - a. 7' X 12' Side and rear gate load
3. Hose testing, pump testing and ladder testing for 2017 – Waterway - \$6177
4. Sheriff Dept. request use of training room for Taser training. 3/7, 3/14, 3/28
5. 2009 Tahoe bids received
 - a. Hoosick Falls FD - \$5731
 - b. Chicago Motors Inc. - \$5107
 - c. Glenville Hills FD - \$5500
6. Atlantic Detroit Diesel – R-373 Originally sensors were found to be bad. Replaced them, now possible oil sending unit bad. Approx. \$3000 for fix

By-Laws

ARTICLE III: NOMINATIONS, ELECTIONS AND APPOINTMENT OF OFFICERS AND DIRECTORS

Section 2. Elections

1. The election of Company officers and directors shall take place at the Annual Meeting and shall be by a majority vote of all Active Members in good standing who are present and voting.
2. Uncontested candidates for Company office or for director shall be declared elected at the Annual Meeting based upon a single vote cast by the Recording Secretary.

Uncontested candidates for Chief Officer positions shall be declared nominated at the Annual Meeting based upon a single vote cast by the Recording Secretary.

3. The nomination for Chief Officer positions shall take place at the Annual Meeting and shall be by a majority vote of all Active Members, except Probationary Firefighters as set forth in Article II of the By-Laws, who are in good standing and who are present and voting.
4. Members eligible to vote for Company officers, Directors and Chief Officers may do so by absentee ballot in the manner set forth below.

Chief's Report for February 14, 2017

Informational

Congratulations to Bill Mackesey as Firefighter of the Month for January.

This month's weekend drill was held on Sunday, February 12, 2017; 1p.m. at Station 2. Lieutenant Fox was the officer in charge. Skill sheets 6 & 7; Search and Rescue and Calling the Mayday.

Ballston Lake Fire Department was retroactively granted permission to use the bailout window at Station 2 to perform their emergency escape system training on January 31, 2017.

At the recent F.A.S.T. drill on February 8, 2017, I completed the in-service on the RIT-PAK III equipment to be used for F.A.S.T. operations. Both bags will be stowed on R373 inside the walk-thru area in the cabinet.

Zach Wolfe reported an injury while at a call on February 8, 2017; green stuff which was used on the roadway to clean up the incident got into his eye. This injury was reported to me by Mark Ceclione.

Training/Events

Request for Rich Craver to attend the Firefighter Guide to Lightweight Construction course at Malta Ridge that began on February 13, 2017.

Request from Geoff Frey in the amount of \$200.00 for the fee for our guest speaker at the March EMS drill.

Kelsey Miller is seeking reimbursement in the amount of \$269.64 for the cost of her enrollment in the PALS (Pediatric Advanced Life Support) and ACLS (Advanced Life Support Support). She is taking the courses online and through Clifton Park-Halfmoon Ambulance.

Request for Bill Dell'anno to attend the Fire Instructor I course at the fire academy June 22-25 and July 8-9.

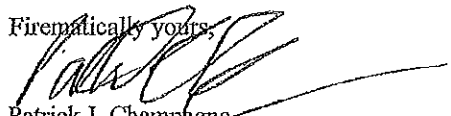
Request from Mike Murphy and Bob Fox to attend the Educational Day at Albany Medical Center on May 26, 2017 at a cost of \$25.00 per person. In order to secure a spot, they have already registered and paid the fee.

Request from Pack #42 Tigers to do a tour of Station 1 along with a brief fire safety presentation on Monday, February 27, 2017 at 6:00 p.m. I have assigned the Explorer Post 36 to oversee this with the assistant advisors.

Apparatus/Chief's Vehicles/Equipment/Stations

R373 still out-of-service for repair of some light sensors.

Firematically yours,



Patrick J. Champagne

Chief – Jonesville Fire Department

JONESVILLE FIRE DISTRICT

**LIST OF MEMBERS QUALIFYING
FOR 2016 SERVICE AWARD**

Adams, William	Johnston, Scott
Baker, Albert	Klimkewicz, Ryan
Baker, Donald	LaVigne, Franz
Beach, Jason	Leonard, Robert
Boss, Robert	Lewis, Craig
Braglia, Gary	Lyons, Denis
Bruns, John	Mackesey, William
Buck, Sarah	Mendrysa, Michael
Byrnes, Ross	Miller, James
Casper, Leonard	Miller, Kelsey
Cecilione, Mark	Murman, Christopher
Champagne, Patrick	Murphy, Michael
Craver, Richard	Reicherter, Gerald
Dell'Anno, Patrick	Scherer, Kevin
Dell'Anno, Thomas	Shea, Robert
Dell'Anno, William	Stauber, David
Dippert, Thomas	Stores, David
Fannucci, Charles	Stores, Kaleb
Ford, David	Taylor, Albert
Forgea, Richard	Tobin, Thomas
Fox, Christopher	Wolfe, Zachary
Fox, Robert	
Frey, Geoffrey	
Friguletto, Peter	
Graves, Kenneth	
Hatalla, Stephen	
Higgins, David	

Notice to Volunteer Firefighters about Posting.

Article 11-A requires that the approved 2016 service listing be posted for 30 days for review by the members . Please review your service closely, and if you feel the list is incorrect, please contact Bob Shea at 469-7937.

Please note that members who were not 18 years of age or older in 2016 are not eligible to earn credit for the service award for 2016.

Posted: