

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

Date: February 13, 2018

Time: 7:00 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: Bill Dell'Anno, Geoff Frey, Bob Fox, David Meager, and Marcus Maringola.

**OPEN TO THE PUBLIC:**

No one came forward to speak

**INVITED GUESTS:**

David Meager and Marcus Maringola from Amsure Insurance Company briefed the Board members with a summary of the insurance plan for March 1, 2018-March 1, 2019

D. Meager and M. Maringola exit the meeting at 7: 47 p.m.

**MEMBERSHIP:**

No new member application

B. Parseghian enters the meeting at 7:50 p.m.

**District Manager Report:**

**Discussion:**

- Brief discussion of claims requests
- Commissioner Miller commented that the 100<sup>th</sup> Anniversary Committee is thinking about expanding their invitation guest list for the banquet in 2019.
- Requests for use of Training room
- 2017 LOSAP qualifying list. Judy commented the list will be posted at both stations for thirty days and sent via email to all members.
- Brief discussion on disposal of past members' files.

18.02.13.047 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve a contribution of \$7500 to the JVFC for the 2018 Installation Banquet. **APPROVED.**

18.02.13.048 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve a 50% upfront payment of \$787.50 to AlbanyIT. **APPROVED.**

18.02.13.049 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve a payment of \$1000 to Bryans and Gramuglia at completion of the planning period. **APPROVED.**

18.02.13.050 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the list of events and use of Training Room in 2018 by the JVFD Ladies Auxiliary. **APPROVED.**

18.02.13.051 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the use of the Training Room by RLFD on April 10, 2018 for their annual department meeting and dinner. **APPROVED.**

10.02.13.052 Commissioner Ford moved and Commissioner Byrnes seconded the motion to approve the list of members qualifying for the 2017 LOSAP contingent on a posting of 30 days for any appeals or questions. **APPROVED.**

18.02.13.053 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to accept the District Manager's Report. **APPROVED.**

**Claims:**

18.02.13.054 Commissioner Miller moved and Commissioner Byrnes seconded to the motion to approve payment of claims: 018039-018106. **APPROVED.**

**Purchasing Director's Report:**

**Discussion:**

- Discussion on the replacement of the MSA Gas meters on Engines, ETAs and R373 with the consensus to purchase 4 from Garrison Fire Equipment.
- Discussion on the purchase of a gear dryer with the consensus to table action until later.
- Discussion on renewing the contract with Eastern Heating and Cooling with the consensus to go with the two-year contract.
- Discussion on upgrading the AV cart for the smart board to a cart with motorized ability to extend the height for visibility to the back of the room.

18.02.13.055 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the replacement of four (4) MSA gas meters from Garrison Fire and Equipment at a cost of \$3800.00. **APPROVED.**

18.02.13.056 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the purchase of an iPad for \$729 and monthly data service fee of \$39 for M377. **APPROVED.**

18.02.13.057 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the renewal of a two-year preventative maintenance service contract at Station 1 with Eastern Heating and Cooling at a cost of \$3770/1<sup>st</sup> year and \$3882/2<sup>nd</sup> year. **APPROVED.**

18.02.13.058 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve a permissive referendum for possible purchase of two (2) 2018 Chevrolet Suburban from the Apparatus Reserve Fund. **APPROVED.**

18.02.13.059 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve the brake replacement and related repairs on E371 at a cost of \$7, 950.00 by Bulldog Apparatus. **APPROVED.**

18.02.13.060 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the purchase of the motorized AV cart for the Smart Board in the Training Room at a cost of \$2500.00.

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

18.02.13.061 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the Purchasing Director's Report. **APPROVED.**

**INVITED GUESTS:**

Andy Jensen of Albany IT gave a presentation on the planning status of the new website.

## **Treasurer's Report:**

### **Discussion:**

- Breann commented that the 2018 Tax Revenue check was received and deposited in the BSNB Money Market Account. Breann further commented that she checked the interest rates from several local banks and BSNB interest rates are very competitive.
- Breann commented on the portfolio for the year end 2017 and that the portfolio manager is available anytime to come in for an update if the Board would like to extend an invitation.
- A discussion was held on the 2017 surplus funds of \$77,653.39 with the consensus to transfer \$18,204.23 to the Equipment Reserve Fund and \$59,449.16 to the Apparatus Reserve Fund.

18.02.13.062 Commissioner Miller moved and Commissioner Murphy seconded the motion to transfer \$18,204.23 of the \$77,653.39 2017 General Fund surplus to the Equipment Reserve Fund and the balance of \$59,449.16 to the Apparatus Reserve Fund. **APPROVED.**

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

## **Chief's Report:**

### **Discussion:**

- Chief Champagne commented the Driver Training Manual has been updated and he submitted a copy to the District Manager. Judy asked that he send her an electronic copy so she can save it on the computer. Chief Champagne reported that Chief Brousseau of VFFD inquired on whether Jonesville has sufficient manpower to provide an ETA during mutual aid hours; Monday-Friday and, if the district would be willing to enter into a mutual aid agreement. A discussion followed with the consensus for JVFD to continue to provide mutual aid coverage, but a guarantee cannot be made as our first responsibility is to our residents.
- A discussion was held on the request of Chief Mazza of Round Lake Fire Department to utilize one of our station bays to house a piece of apparatus while RLFD undergo construction for their new station primarily in the month of March. The consensus was to allow them to do so.
- Discussion of training requests.
- Disposal of old Halligan tools.
- Equipment and supply requests.
- Chief commented that there have been some changes to the Firefighter I course, and we will need more in-house CPR instructors.

18.02.13.064 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the attendance of E. Mackey at the REMO EMT course starting Jan. 22, 2018 with reimbursement for any course material. **APPROVED.**

18.02.13.065 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the attendance of M. Cecilione at the Albany Medical Center EMS Education Day on May 18, 2018 at a cost of \$25.00. **APPROVED.**

18.02.13.066 Commissioner Tobin moved and Commissioner Ford seconded the motion to approve the disposal of the old Halligan tools. **APPROVED.**

18.02.13.067 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the purchase of portable scene lighting equipment and battery powered fan at a cost not to exceed \$10,000. **APPROVED.**

18.02.13.068 Commissioner Ford moved and Commissioner Tobin seconded the motion to approve the purchase of 4 boxes of decontamination Responder Wipes. **APPROVED.**

18.02.13.069 Commissioner Tobin moved and Commissioner Ford seconded the motion to approve the CPR Instructor Training for up to 7 firefighters/EMTs at a cost of \$210.00. **APPROVED.**

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

### **Committee Reports**

#### **Apparatus:**

Commissioner Tobin commented that the RV from Albany RV was brought to Station 1 to display for possible consideration as a replacement for M-365. A discussion followed with the consensus to keep looking.

#### **Audit/Budget/Insurance:**

Discussion was held on the apparatus values listed on the insurance proposal with the consensus not to change the values at this time. Discussion was held on the Provident section of the insurance plan with the consensus to upgrade to Plan 1 at an additional cost of \$223/year on the 3-year installment premium plan.

18.02.13.071 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the upgrade to Plan 1 under the Provident section of our insurance plan at an additional cost of \$223/year for a three-year installation premium. **APPROVED.**

#### **Building and Grounds:**

No Report

#### **Capital:**

No Report

#### **Equipment:**

No Report

#### **Personnel:**

No Report

#### **Policy & Procedures:**

No Report

### **New Business:**

Discussion was held adding Jonesville Volunteer Fire Company links to the new website. JVFC Treasurer Bob Fox commented that he will bring it up at the next Board of Directors Meeting and report back to the Board.

Commissioner Miller commented that he has been in touch with the Red Cross about their program in which they provide smoke detectors if the local fire department will install them. He felt that this was a good way to interact with our residents and provide a different way to recruit members and provide fire prevention/fire safety education. He further commented that he has also been in touch with Kidde and applied for a donation of 30 CO alarms. Judy inquired if JVFD will be hosting a RecruitNY weekend this year and a discussion followed. Chief Champagne asked 2AC B. Dell'Anno if he was interested in coordinating it this year and 2AC Dell'Anno replied that he felt the event was not productive as the attendance was very low.

18.02.13.072 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the expenditure of up to \$500 for the RecruitNY event expenses if it was scheduled to be held. **APPROVED.**

Commissioner Ford moved and Commissioner Murphy seconded the motion to adjourn the meeting at 9:55 p.m.

Next meeting:  
Board Meeting            March 13            7:00 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. 9, 2018 Board Meeting minutes

### **Correspondence Received:**

1. 1-9-2018: donation of \$500 received from Quick Response. Funds passed along to the JVFC for the Memorial Scholarship Fund.
2. 1-19-2018: copy of paperwork for successful completion of EMT-B course at HVCC by D. Cherko.
3. 2-1-2018: donation of \$425 received from Sherwood Forest Civic Association. Funds passed along to the JVFC for the Memorial Scholarship Fund.
4. 2-11-2018: notice of injury received from J. Miller.

### **Correspondence Sent:**

1. 1-24-2018: sympathy card sent to Dick and Cheryl Forgea for the loss of her mother.
2. 2-2-2018: sympathy card sent to Ken and Sandy Graves for the loss of her father.
3. 2-2-2018: get well card sent to T. Dippert.
4. 2-12-2018: report of injury sent to Corvel on J. Miller

## **Buildings & Grounds:**

### **Miscellaneous:**

1. 1-9-2018: Oath of office administered to Commissioner Jim Miller
2. 1-10-2018: Oath of office administered to Purchasing Director/Deputy Treasurer William G. Adams and Secretary/Treasurer Breann Parseghian.
3. **Approval for contribution of \$7500.00 to JVFC for the 2018 Installation Banquet.**
4. **Approval to pay 50% up front to Albany IT for website services in the amount of \$787.50 and payment of balance due when completed.**
5. **Approval to pay Bryans and Gramuglia \$1000 at completion of planning period prior to office visit.**
6. **1-19-2018: PESH form SH-900.1 completed and posted at both stations.**
7. **Approval of use of Training Room by Ladies Aux for the following dates:**
  - **March 25, 2018** Easter Party
  - **Sept. 24, 2018** Neighbor Night
  - **Nov. 6, 2018** Election Day Bake Sale use of hallway
  - **Dec. 2, 2018** Sundaes with Santa
  - **Monthly meetings** 4<sup>th</sup> Monday of the month
8. **Retention – a master summary record (name, badge number, dates of service, title) of volunteer personnel will be saved permanently. All other records of past volunteers who have left the department over 6 years ago will be shredded per Record Retention and Disposition Schedule MU-1 – [364]. We are running out of space in the file closet in the hallway.**
9. **Approval for use of training room by RLFD to hold their annual department meeting on April 10, 2018 and use of the kitchen to serve a spaghetti dinner.**
10. **List of 2017 LOSAP qualifying list.**
11. **I will be taking vacation from March 8- March 18.**

## **End of District Manager's Report.**

# Purchasing Director Report

## Informational

I will be on vacation from 2/16-2/24/2017

### Items for Approval

1. Replacement of MSA Gas Meters on 362 and 373 from Altair 4 to Altair 4X.
  - a. JJSTech.com -  $\$1,040 \times 2 = \$2,080$
  - b. Instrumart.com -  $\$1,082 \times 2 = \$2,164$
  - c. Garrison -  $\$950 \times 2 = \$1,900$
2. Gear Dryer – MES \$8,725  
Garrison - \$7,803.12
3. Additional iPad for M-377 - \$729 plus \$39.99 additional per month for service
4. Eastern Heating PM Contract March 1 is start date. Main Station  
2018-2019 - \$3770  
2019-2020 - \$3882
5. Return cart that AV board is mounted on for ability to be moved up higher for visibility to rear of room. \$3100 - \$600 for old cart turned in = \$2500 for new cart
6. Repair cracks in epoxy floor at Station 2 - \$1500
  - a. Additional \$400 if decorative flake from alarm room is used
7. Replace fresh air intake on roof at Station 1 – Eastern Heating
  - a. Mushroom style cap - \$4,755
  - b. Louver style cap - \$5,385
8. 2018 Suburban for possible replacement of MED units -  $\$42,181.17 \times 2 = \$84,362.34$  on OGS Contract
9. Brake replacement on E-371 – ABS Sensors, Rotors, Pads, Wheel bearings and seals, Slack adjusters, Axel Gaskets, Oil change in rear differential, Calipers = \$7,950

**TREASURER'S REPORT:**

Submitted for the February 13, 2018 Board Meeting

**Financial:**

1. The tax revenue check, in the amount of \$1,166,346.67 was deposited in the MMA.
2. AUD report has been reviewed and submitted by W.C. Adams.
3. General banking update and surplus.
4. Petty cash reconciliation.

**Training:**

**Personnel:**

**Correspondence Received:**

**Miscellaneous:**

**End of Treasurer's Report.**



**Chief's Report for February 13, 2018**

**Informational**

Congratulations to Dan Cherko as Firefighter of the Month for January for successful completion of his EMT.

As of February 1, 2018, Vischer Ferry Fire Department will be back online responding to F.A.S.T. calls.

I have submitted Jonesville's resource sheet to OES. This information will be put into the new CAD system which is anticipated to go online in May 2018.

The Driving Training Manual has been updated and I am providing the Board with a copy for reference.

Vischer Ferry Fire Department has inquired on whether we have the staffing to provide an ETA during daytime mutual aid hours on Monday-Friday. If so, would the district be willing to enter into a mutual aid agreement. I have advised Chief Brousseau that I will bring the inquiry to the Board for discussion.

Request from Chief Mazza of Round Lake to utilize one of our station bays for a piece of apparatus while they undergo construction on their new station.

**Training/Events**

Approval was given for Eric Mackey to attend the EMT course being held at REMO in Albany along with reimbursement for any course materials needed. The course began January 22, 2018.

Request for Mark Cecilione to attend the 2018 EMS Education Day being held at Albany Medical Center on May 18, 2018 at a cost of \$25.00.

**Apparatus/Chief's Vehicles/Equipment/Stations**

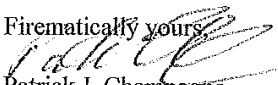
The new halligan bars have arrived and have been placed on each piece of apparatus.

I am submitting a request for the following equipment. The itemized list and price quotes have been provided to the Purchasing Director.

**Streamlight Portable Scene Light**  
**RIDGID Hybrid GEN5X Cordless Folding Panel Light**  
**RIDGID 18-Volt HYPER Lithium-Ion High Capacity Battery Pack 4.0Ah (2-Pack)**  
**RIDGID 18-Volt GEN5X Dual Port Dual Chemistry Sequential Charger with Dual USB Ports**  
**Leader BATfan 20 NEO Battery Powered PPV Fan**

Request to purchase four (4) boxes of decontamination Responder Wipes (Chief's Carton) for use in removing soot from the firefighters after a structure fire. I have attached the relevant literature.

Firematically yours

  
Patrick J. Champagne  
Chief – Jonesville Fire Department