

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

Date: January 9, 2018

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: Bill Dell'Anno, Tommy Dell'Anno and Chris Lonergan

The meeting was called to order by District Manager Judy Bayer at 7:15 p.m. Judy called for a vote for Chairman of the Board and passed out the ballots, and the results were as follows: Commissioner Tobin: 4 votes; Commissioner Miller: 1 votes. Commissioner Tobin was elected Chairman and presided over the meeting at this point and asked Commissioner Miller if he would serve as Vice-Chairman. Commissioner Miller responded in the affirmative.

- 18.01.09.001 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the appointment of Commissioner Jim Miller as Vice-Chairman of the Board of Fire Commissioners. **APPROVED.**
- 18.01.09.002 Commissioner Miller moved and Commissioner Byrnes seconded the motion to appoint Judith Bayer as District Manager and approve check signing privileges in the absence of the Treasurer or Deputy Treasurer. **APPROVED.**
- 18.01.09.003 Commissioner Miller moved and Commissioner Byrnes seconded the motion to appoint Breann Parseghian as Secretary/Treasurer. **APPROVED.**
- 18.01.09.004 Commissioner Miller moved and Commissioner Byrnes seconded the motion appointing William G. Adams as Deputy Treasurer. **APPROVED.**
- 18.01.09.005 Commissioner Miller moved and Commissioner Byrnes seconded the motion appointing William G. Adams as Purchasing Director. **APPROVED.**
- 18.01.09.006 Commissioner Miller moved and Commissioner Byrnes seconded the motion appointing Judith Bayer as Records Access Officer, Public Information Officer, and Freedom of Information Officer. **APPROVED.**
- 18.01.09.007 Commissioner Miller moved and Commissioner Byrnes seconded the motion appointing William G. Adams as Respiratory Program Administrator. **APPROVED.**
- 18.01.09.008 Commissioner Miller moved and Commissioner Byrnes seconded the motion appointing Hannigan Law Firm as attorney for the District at a retainer fee of \$3000 for the year 2018, with additional litigation work, etc. at \$305 per hour. **APPROVED.**
- 18.01.09.009 Commissioner Miller moved and Commissioner Byrnes seconded a motion to adopt Records Retention and Disposition Schedule MU-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all local officers in disposing of records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) only those records will be disposed of that are described in Records Retention and Disposition Schedule MU-1 after they have met the minimum retention period prescribed therein;
- b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established time periods. **APPROVED.**

- 18.01.09.010 Commissioner Miller moved and Commissioner Byrnes seconded a motion authorizing regular monthly meetings for the second Tuesday of each month at Station #1, 7:00 p.m. **APPROVED.**
- 18.01.09.011 Commissioner Miller moved and Commissioner Byrnes seconded a motion designating the Daily Gazette and the Times Union as the official newspapers and [www.jonesvillefire.org](http://www.jonesvillefire.org) as the official website for the Jonesville Fire District. **APPROVED.**
- 18.01.09.012 Commissioner Miller moved and Commissioner Byrnes seconded a motion authorizing the Treasurer to sign checks for the Fire District and authorizing the Treasurer to use Ballston Spa National Bank for depository of General Fund checking account, Trust and Agency Funds and Reserve Fund checking; and that the Treasurer also be authorized to obtain certificates of deposits, money market certificates, treasury notes and savings accounts at area banks offering the best interest rates. Treasurer is authorized to use RBC Dain Rauscher as custodian for Service Award Funds. Deputy Treasurer is authorized for same in the absence of the Treasurer. **APPROVED.**
- 18.01.09.013 Commissioner Miller moved and Commissioner Byrnes seconded a motion to adopt a sound investment policy as follows:
- I. This Investment Policy applies to all monies and other financial resources available for investment on its own behalf.
  - II. The primary objectives of this Fire District's investment activities are, in priority order:
    - to conform with all applicable federal, state, and other legal requirements;
    - to adequately safeguard principal;
    - to provide sufficient liquidity to meet all operating requirements; and
    - to obtain a reasonable rate of return.
  - III. The Board of Fire Commissioners' responsibility for administration of the investment program is delegated to the Fire District Treasurer.
  - IV. The Fire District Treasurer shall act responsibly as custodian of the public trust and shall avoid any transaction that might impair public confidence in the Jonesville Fire District. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.
  - V. It is the policy of the Jonesville Fire District to diversify its deposits and investments by financial institution, by investment instrument and by mature scheduling.
  - VI. It is the policy of the Jonesville Fire District for all funds coming into the hands of the Fire District Treasurer to be deposited or invested within ten (10) days of receipt.
  - VII. The banks and trust companies authorized for the deposit of monies up to the maximum amounts are:

<b>Depository Name</b>	<b>Maximum</b>
Ballston Spa National Bank	\$4,000,000

- VIII. All deposits of the Jonesville Fire District, including certificates of deposits and special time deposits, more than the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:
1. By a pledge of “eligible securities” as defined by General Municipal Law Section 10;
  2. By an eligible “irrevocable letter of credit” as defined by General Municipal Law Section 10;
  3. By an eligible surety bond as defined by General Municipal Law Section 10.
- IX. Eligible securities used for collateralizing deposits shall be held by the depository named by the Board of Fire Commissioners subject to security and custodial agreements, all in accord with the applicable provisions of General Municipal Law Section 10.
- X. The Board of Fire Commissioners of the Jonesville Fire District authorizes the Fire District Treasurer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:
1. Special time deposit accounts.
  2. Certificates of Deposit.
  3. Obligations of the United States of America.
  4. Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
  5. Obligations of the State of New York.
  6. Obligations issued by any municipality, school district or fire district other than the Jonesville Fire District.
  7. Mutual funds or trusts investing in stocks, emphasis on US Blue Chips.
  8. Mutual funds or trusts investing in stocks, emphasis on US Chips allowed including Mid Cap, Small Cap, and Global International and other categories at the discretion of the Board of Fire Commissioners.

All investment obligations shall be payable or redeemable at the option of the Jonesville Fire District within such times as the proceeds for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Jonesville Fire District within two (2) years of the date of purchase.

- XI. The Jonesville Fire District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits as to the amount of investments, which can be made with each financial institution or dealer. The Fire District Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories and custodians. Such listing shall be evaluated at least annually. **APPROVED.**

18.01.09.014 Commissioner Miller moved and Commissioner Byrnes seconded a motion authorizing salary and benefits for: **APPROVED**

Judith S. Bayer: \$65,475.97.13/yr. for 35-hour work week, 4 weeks’ vacation, 13 holidays, 12 sick/personal days. 80% of dental benefit paid by District, 20% by employee.

William G. Adams: \$61,740.17/yr. for 40-hour work week, 4 weeks' vacation, 13 holidays, 12 sick/personal days, 80% health/dental benefits paid by District, 20% paid by employee.

Stephen M. Bonesteel: \$47,454.00/yr. for 40-hour work week, 2 weeks' vacation, 13 holidays, 12 sick/personal days, 80% of medical benefit paid by District, 20% paid by employee.

Breann Parseghian: Treasurer/grant writer part time position salaried at \$20,600.00/year.

Part-time Maintenance/office: hourly rate of \$11.00-15.00

- 18.01.09.015 Commissioner Miller moved and Commissioner Byrnes seconded a motion authorizing the following people to make purchases without prior approval of the Board; subject to monthly audit and with the understanding that it is necessary for any purchase to be assigned a purchase order number before purchase is made:
- Committee Chairman to expend up to \$2500 for emergency repairs.
  - Chief to expend up to \$1000 for operation items, expendable firematic materials and replacement items.
  - Committee Chairman to expend up to \$1000 between meetings for emergency purchases, not to exceed budgeted amount of property maintenance supplies and repair for the year.
  - District Manager and Purchasing Agent, to expend up to \$1500 for apparatus repairs, office supplies, postage, equipment, radio repair and maintenance supplies and hire part time workers within budget limits.
  - Station Keepers to expend up to \$500 for purchases without Board or District Manager approval. Receipts and necessary paperwork still required. **APPROVED.**
- 18.01.09.016 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to approve the following Committees: **APPROVED**
- |   |                      |
|---|----------------------|
| Apparatus .....   | Tobin/Ford/ Murphy   |
| Safety/Communications/ Audit/Budget/ Insurance/Training ..... | Tobin/Miller/Murphy  |
| Building & Grounds (includes hydrants) ....                   | Byrnes/Ford/Murphy   |
| Equipment.....  | Byrnes/Miller/Murphy |
| Personnel.....  | Tobin/Miller         |
| Capital.....  | All                  |
| Policy/Procedures.....  | Miller/Murphy        |
- 18.01.09.017 Commissioner Miller moved and Commissioner Byrnes seconded a motion authorizing per mileage allowance based on current New York State and Federal rates (currently at \$0.545 mile). **APPROVED.**
- 18.01.09.018 Commissioner Miller moved and Commissioner Byrnes seconded a motion authorizing Chiefs use of Car 36, Car 360, and Car 369 as per revised Rules and Regulations for Use of Chiefs' Cars and to take the vehicles to work if permission is granted by their employers to respond to alarms during working hours. **APPROVED.**

Board requested David Meager attend February meeting to review insurance policies and will approve insurance coverage policies at that time.

18.01.09.019 Commissioner Miller moved and Commissioner Byrnes seconded the motion to adopt the following plans. **APPROVED.**

- Code of Ethics
- Defibrillator Program
- Exposure Control Plan
- Hazard Communication
- Medical Monitoring Program
- Drug & Alcohol Abuse Policy
- Purchasing Policies & Procedures
- Respiratory Protection Program (includes Accountability System)
- Rules & Regulations for Jonesville Firefighters
- Service Award Program
- Sexual Harassment Program
- Computer Use Policy
- Chiefs Car Use Policy
- Credit Card Use Policy
- Cell Phone Use Policy
- Training Room Use Policy
- Security Camera Policy
- Social Media Policy
- Uniform Policy
- Cyber Breach Policy
- Email Retention Policy
- Workplace Violence Policy
- Email Retention Policy
- Food Policy
- Funeral Procedure Policy
- Saratoga County Mutual Aid Policy
- Use of Chief's Car Policy
- Wire Transfer Policy
- Video Event Recorder

18.01.09.020 Commissioner Miller moved and Commissioner Byrne seconded the motion to approve Patrick J. Champagne as Explorer Post Advisor, Gary Coyle Sr. as Assistant Explorer Post Advisor and Michael Murphy, Judith Bayer, and Carol Coyle as committee members for 2018. **APPROVED.**

**MEMBERSHIP:**

Bill Dell'Anno presented the membership application of Christopher Lonergan for Board approval and commented that Tommy Dell'Anno will take over as Chairman of the Membership Committee for 2018.

18.01.09.021 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the membership application of Christopher Lonergan. **APPROVED.**

Bill Dell'Anno, Tommy Dell'Anno and Christopher Lonergan exit the meeting at 7:30 p.m.

**OPEN TO THE PUBLIC:**

No one came forward to speak

18.01.09.022 Commissioner Murphy moved and Commissioner Ford seconded the motion to approve the minutes of the Dec. 12, 2017 Board Meeting. **APPROVED.**

### **District Manager Report:**

#### **Discussion:**

- Brief discussion on a training room requests.
- Judy provided the Board with an updated medical clearance list for 2018. A brief discussion followed with the consensus to place FF Jason Beach on “admin duties only” status until a medical clearance is received; with status to be reevaluated if clearance is not received by next Board meeting.

18.01.09.023 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve of the use of the training room on Jan. 11<sup>th</sup> by Shen Lacrosse Club contingent on T. Tobin in attendance. **APPROVED.**

18.01.09.024 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve of the serving of beer and/or wine at a social event on June 24, 2018 sponsored by T. Houser. **APPROVED.**

18.01.09.025 Commissioner Miller moved and Commissioner Byrnes seconded the motion to approve of the use of the training room on June 4,5 and 7, 2018 by TOCP for CPR training for camp counselors **APPROVED.**

18.01.09.026 Commissioner Tobin moved and Commissioner Ford seconded the motion to accept the District Manager’s Report. **APPROVED.**

### **Treasurer’s Report:**

#### **Discussion:**

- Breann commented on a recommendation by William C. Adams to simplify our Fixed Assets reports to just include individual assets over the Board of Fire Commissioner threshold, not group or cumulative assets. She further commented that this was for AFRUD reporting purposes. A discussion followed with the consensus to follow the current protocol which is to report capital assets by group not individual items.

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

### **Claims:**

18.01.09.028 Commissioner Miller moved and Commissioner Murphy seconded to the motion to approve payment of Claims: 017639-018038. **APPROVED.**

### **Purchasing Director’s Report:**

#### **Discussion:**

- Bill reported the audio-visual system has been installed in the Training Room and EOS will return for training on Tuesday, Jan. 23<sup>rd</sup>.
- Bill commented that the gear extractor at Station 2 is out of service and Yankee Service repair has been called. Commissioner Tobin commented that we need to look at purchasing a dryer for gear.
- Commissioner Miller asked that the thermostats at Station 1 be set at one temperature and left alone as it is cold after business hours at the station. A discussion followed with the consensus it to drop it 2 degrees after midnight.
- Bill commented that the heating system is back in service at Station 2 but it was recommended by D & E Tech to replace the complicated Johnson Controls for heating of the admin section with a more conventional thermostat system at cost of \$4045.00.
- Bill commented that the new air handler unit was installed in the Training Room at Station 1 but a new fresh air intake will need to be installed before it can be placed in service. Eastern will split the cost with us and the District share will be \$862.00.
- Bill commented that the alternator is going bad on ETA 362 and it will need to be replaced at a cost of \$1565.40 from Bulldog Apparatus.

- Bill provided the quotes from three vendors for preventative maintenance and repair services for the apparatus. A discussion followed and Commissioner Tobin asked Bill his opinion and Bill replied that we have a good relationship with Bulldog Apparatus and it was his recommendation to stay with them.
- Bill provided the quotes from Albany IT for website hosting and a new website design. A discussion followed with the consensus to hire Albany IT for the website hosting and new website design.
- Commissioner Murphy commented that there is poor wireless access in the Training Room and he would like to purchase a wireless point by ABS Solutions at a cost of \$717.00.
- Commissioner Miller commented that R373 needs two fans and that the speakers need to be checked out. Bill replied that he will get the fans and check out the speakers.

18.01.09.029 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the services of Albany IT for website hosting, updates, and new website design at a cost not to exceed \$1835.00. **APPROVED.**

18.01.09.030 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve the purchase and installation of a conventional thermostat system for Station 2 admin section at a cost of \$4045.00 by D & E Tech. **APPROVED.**

18.01.09.031 Commissioner Miller moved and Commissioner Tobin seconded the motion to install a fresh air intake for the new air handler at Station 1 at cost of \$862 by Eastern Heating and Cooling. **APPROVED.**

18.01.09.032 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve an alternator replacement for ETA 362 at a cost of \$1565.40 by Bulldog Apparatus. **APPROVED.**

18.01.09.033 Commissioner Miller moved and Commissioner Tobin seconded the motion to approve Bulldog Apparatus for preventative maintenance and repairs on department apparatus. **APPROVED.**

18.01.09.034 Commissioner Murphy moved and Commissioner Miller seconded the motion to purchase a wireless point for the Training Room at Station 1 from ABS Solutions at a cost of \$717.00. **APPROVED.**

18.01.09.035 Commissioner Miller moved and Commissioner Ford seconded the motion to accept the Purchasing Director's Report. **APPROVED.**

### **Chief's Report:**

#### Discussion:

- Discussion on training requests.
- Discussion on halligan tool purchase.
- Discussion on various apparatus repairs.
- Discussion on the apparatus driver training committee with the consensus for the committee (P. Dell'Anno, Chief Champagne, T. Tobin, and J. Miller) to meet with Dave Meager before the Feb. 13, 2018 Board Meeting.

18.01.09.036 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the attendance of Dan Beaudoin at the EMT course beginning Jan. 8, 2018 at Malta Stillwater EMS to include textbooks. **APPROVED.**

18.01.09.037 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the attendance of Ben Hogan and Bonnie Westlake at Interior Firefighter Operations starting Jan. 21, 2018 at South Malta. **APPROVED.**

18.01.09.038 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the attendance of Rich Craver and Patrick Dell'Anno at the Principles of Instruction course starting Jan. 16, 2018 at South Glens Falls. **APPROVED.**

- 18.01.09.039 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the attendance of Franz LaVigne at the Public Safety Wellness, Fitness, and Rehab Awareness course on Jan. 30, 2018 at the Jonesville Fire District. **APPROVED.**
- 18.01.09.040 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the attendance of Dan Beaudoin to attend the FAST course starting Feb. 5, 2018 at Corinth FD. **APPROVED.**
- 18.01.09.041 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the attendance of Nick Buonanno at the Fireground Strategies and Tactics for First Arriving Companies starting Jan. 11, 2018 at Galway FD. **APPROVED.**
- 18.01.09.042 Commissioner Tobin moved and Commissioner Murphy seconded the motion to approve the attendance of Bill Dell'Anno at the Company Officers Leadership Training course on Jan. 26-27, 2018 at Latham FD at a cost of \$175.00. **APPROVED.**
- 18.01.09.043 Commissioner Miller moved and Commissioner Murphy seconded the motion to approve the purchase of 10 halligan tool bars at a cost not to exceed \$3500.00. **APPROVED.**
- 18.01.09.044 Commissioner Tobin moved and Commissioner Byrnes seconded the motion to accept the Chief's Report. **APPROVED.**

### **Committee Reports**

#### **Apparatus:**

A discussion was held on apparatus replacement priorities with the consensus to prioritize as follows: Rehab Vehicle, MED trucks and Engines with the emphasis on keeping it simple but functional. Commissioner Byrnes and Chief Champagne will look at some rehab vehicles and report back at the next Board Meeting.

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

Breann commented that she will be working on the AFRUD report and will meet with William C. Adams to finalize and submit it on Feb. 13, 2018. She further commented that our audit with Bryans and Gramuglia will be on May 21 and May 22, 2018, and they will submit their final report to us by June 15, 2018.

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

- Commissioner Byrnes inquired about the hose reel and Bill indicated that it was ordered.
- Commissioner Tobin inquired about the roof heat tapes at Station 1 and Bill replied that they are turned on and off as needed.
- Commissioner Tobin commented he sees a need to put up a Morton type building at Station 1 to possibly use as a smoke out space and to store one of the older engines. A discussion followed with the consensus to consider it but that the priority at this time should be replacing the rehab vehicle, MED trucks and engines.

#### **Capital:**

No Report

#### **Equipment:**

Commissioner Ford inquired about the elliptical machine in the fitness room and Bill replied the current one is being repaired and eventually replaced at no charge because it's still under warranty.

#### **Personnel:**

A discussion was held on recruitment and retention.

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

No Report



**Old Business:**

Commissioner Miller commented that he was very disappointed that the JVFC will not be naming a memorial scholarship recipient at the Installation Banquet. A discussion followed with the consensus for Commissioner Tobin to write a letter to the JVFC President from the Board of Fire Commissioners regarding that matter.

**New Business:**

Commissioner Murphy commented that he would like to see a blank page in the minutes honoring Chet Apparius.

18.01.09.045 Commissioner Murphy moved and Commissioner Miller seconded the motion to honor past member Chet Apparius with a blank page in the minutes. **APPROVED.**

Commissioner Byrnes moved and Commissioner Ford seconded the motion to adjourn the meeting at 9:03 p.m.

Next meeting:

Board Meeting            February 13            7:00 p.m.            Station 1

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer  
District Manager

**In honor of past member Chef Apparius**

## **January 2018**

### **District Manager REPORT:**

Previously distributed Dec. 12, 2017 Board Meeting minutes

#### **Correspondence Received:**

1. 12-13-2017: certificate of origin received on the 2017 Spartan Heavy Rescue Truck
2. 12-14-2017: resignation email received from D. Carson.
3. 12-13-2017: check for 1991 Spartan Rescue check received from Paul Smiths-Gabriels Vol. FD Inc. in the amount of \$31,589.00.
4. 12-20-2017: resignation email received from J. Carson.
5. 12-26-2017: resignation email received from S. Hatalla effective 12/31/2017.
6. 12-27-2017: resignation email received from K. Miller effective 1/31/2018.
7. 12-27-2017: change of address for P. Dell'Anno
8. 1-4-2018: notice from Amsure claim paid for damaged cell phone.
9. 1-8-2018: resignation email from Z. Button effective 12/31/2017/
10. 1-9-2018: DMV title received on 2017 Spartan Heavy Duty Rescue.

#### **Correspondence Sent:**

1. 12-14-2017: Title and bill of sale sent to Paul Smiths-Gabriels Vol. FD Inc.
2. 12-14-2017: resignation acceptance letter sent to D. Carson from Chief Champagne.
3. 12-14-2017: notice of cancellation of insurance on 1991 Spartan Heavy Rescue Truck effective 12/18-2017; sent to Amsure (formally Adirondack Trust Insurance)
4. 12-20-2017: get well card sent to B. Parseghian.
5. 12-20-2017: resignation acceptance letter sent to J. Carson from Chief Champagne.
6. 12-26-2017: resignation acceptance letter sent to S. Hatalla.
7. 12-28-2017: resignation acceptance letter sent to K. Miller.
8. 12-27-2017: get well card sent to J. Axten.
9. 12-27-2017: sympathy card sent to the family of Chet Apparius.
10. 12-27-2017: claim sent to Amsure for damaged cell phone – P. Dell'Anno.
11. 1-9-2018: resignation acceptance letter sent to Z. Button.

#### **Buildings & Grounds:**

1. Request to use Training Room on Jan. 11<sup>th</sup> at 8 p.m. for LAX meeting
2. Request to service beer and/or wine at social event on June 24<sup>th</sup> in Training Room – T. Houser.
3. Request to use Training Room on June 4, 5 and 7 for CPR Training for TOCP camp counselors.

#### **Miscellaneous:**

1. List of completed physicals – one delinquent
2. List of attendees for Installation Banquet – Chief and District guest

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

**TREASURER'S REPORT:**

Submitted for the January 9, 2018 Board Meeting

**Financial:**

1. The Final 2018 Budget for the Jonesville Fire District is \$1,167,546 and the 2018 Spending Limit for the Jonesville Fire District is \$2,192,708.
2. Recording individual items in Fixed Assets.
3. The IRS mileage rate has increased to 54.5 cents per mile for 2018.
4. Petty cash reconciliation.

**Training:**

**Personnel:**

**Correspondence Received:**

**Miscellaneous:**

**End of Treasurer's Report.**

# Purchasing Director Report

## Informational

1. A/V System complete in training room – EOS will return for training of our staff
2. Heating system is back up and running at Station 2
3. Gear extractor is OOS at Station 1. Service has been called

## Items for Approval

1. Website hosting and design – Albany IT
  - a. Website design - \$ 1500 – 50% due up front to begin project
  - b. Website updates - \$75
  - c. Website hosting - \$260 per year \* Waived for the first year
2. Replacement of Johnson Controls for heating of admin section of Station 2 – D&E Tech - \$4,045
3. Eastern Heating to install fresh air intake for new air handler unit. Eastern to split cost 50/50 JVFD share \$862
4. ETA-362 has an alternator that is going bad. Discovered today on a call. Replacement \$1565.40 from KME
5. Vehicle service and repair
  - a. Bulldog/KME
    - i. Chassis Service \$600 Pump Service \$400
    - ii. Hourly rate \$95 reg hrs, \$125 After hrs
  - b. Garrison
    - i. Chassis Service \$795 Pump Service \$550
    - ii. Hourly rate \$98 reg hrs, \$130 After hrs
  - c. VRS
    - i. Chassis Service \$450 +OIL & FILTERS Pump Service \$300
      1. \$20 per gallon approx. 10 gallons per truck, oil and fuel filter \$100
    - ii. Hourly Rate \$96 reg hrs \$115 After hrs

**Chief's Report for January 9, 2017**

**Informational**

Congratulations to Bob Fox, Patrick Dell'anno, Geoff Frey, John Axten, Rich Craver as Firefighters of the Month for December in getting the new rescue truck in-service.

Thank you to those who participated in the Santa Patrol and Quick Response Santa Playland details.

Aluminum wedges to be used for forcible entry have been issued to all interior/exterior firefighters.

If anyone with a Blue Light needs a card, please see me.

**Training/Events**

Request for Dan Beaudoin to attend the EMT course beginning January 8, 2018 at Malta-Stillwater EMS.

Request for both Bonnie Westlake and Ben Hogan to continue on with the second portion of the FFI course; Interior Firefighter Operations taking place in Malta and beginning January 21, 2018.

Request for Rich Craver and Patrick Dell'anno to attend the Principles of Instruction course taking place in South Glens Falls and beginning January 16, 2018.

Request for Franz Lavigne to attend the Public Safety Wellness, Fitness and Rehab Awareness course taking place here in Jonesville on January 30, 2018.

Request for Dan Beaudoin to attend the FAST course taking place in Corinth beginning February 5, 2018.

Request for Nick Buonanno to attend the Fireground Strategies and Tactics for First Arriving Companies course taking place in Galway beginning January 11, 2018.

Request for Bill Dell'anno to attend the Company Officers Leadership Training course on January 26 and 27 in Latham. Cost is \$175.00.

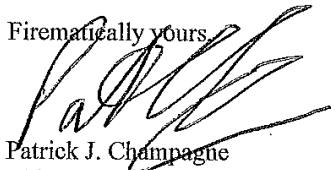
**Apparatus/Chief's Vehicles/Equipment/Stations**

C36 will be getting four new tires next week. I will also have the brakes checked.

C369 no low beam headlights

Request to replace all halligan bars that have the wider fork end.

Firematically yours,

  
Patrick J. Champagne  
Chief – Jonesville Fire Department