

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: June 12, 2018

Time: 7:05 p.m.

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

Guests: 2AC Bill Dell'Anno and Bob Fox.

Commissioner Miller presided over the meeting until Commissioner Tobin's arrival.

MEMBERSHIP:

No new member applications.

Minutes:

18.06.12.147 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve the Board Meeting Minutes of May 8, 2018 and Special Board Meeting Minutes of May 21, 2018. **APPROVED.**

Breann Parseghian commented on the recent audit by Bryans & Gramuglia and reminded us to record all resolution numbers on our purchase orders for expenses \$1500 and over. Bill Adams commented that he will need formal Board approval for some emergency purchases that exceeded the \$1500 allowable amount in the procurement policy. A brief discussion followed.

Chief's Report:

Discussion:

- Chief commented on the request by VFFD to provide one (1) ETA for structure fires and fire alarms M-F between the hours of 0600-1800 to take effect July 2, 2018.
- Use of mezzanine at Station 2 and other resources on Aug. 5, 2018 for CFPD to conduct their Emergency Escape System Train-the-Trainer.
- Chief and 2AC Dell'Anno met with Zone 2 Deputy Fire Coordinator Les Bonesteel to discuss the CAD system that is expected to go online on January 1, 2019.
- Discussion of training requests.
- Discussion held on the Warrior Dash 5K request. 2AC Dell'Anno inquired if one family member could be included as well.
- Dan Beaudoin has been released from probationary status to full active status.
- Discussion on the quotes for conversion work on the new MED Trucks and Rehab vehicle.

18.06.12.148 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve the use of the mezzanine at Station 2 and other necessary resources for training purposes by Clifton Park Fire Department for Emergency Escape Systems Train-the-Trainer training. **APPROVED.**

18.06.12.149 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the attendance of any JVFD member plus one family member to participate in the Warrior Dash 5k on August 18, 2018 in Thompson, CT to include registration fees of \$75/each, use of available department vehicles and per diem at 75% of the daily rate. **APPROVED.**

18.06.12.150 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the current and future cost of CPR cards issued to our members upon completion of CPR Drill training at a cost of \$27/card. **APPROVED.**

18.06.12.151 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the purchase of 20 BLS student manuals at a cost of \$20/each. **APPROVED.**

Commissioner Tobin enters the meeting at 7:30 p.m. A discussion followed about the conversion and equipment quotes and payment options for the new MED Trucks and new Rehab vehicle. The consensus was to approve a permissive referendum for payment from the Apparatus Reserve Fund for conversion, wrapping, and equipment on the new MED trucks, and payment for the conversion and wrapping on the new Rehab truck to be paid from the Apparatus Reserve Fund which was covered in a previous permissive referendum.

18.06.12.152 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve up to \$40,000.00 for conversion work, lighting, wrapping, equipment, and EMS cabinets on the new MED Trucks. **APPROVED.**

18.06.12.153 Commissioner Miller moved, and Commissioner Byrnes seconded a motion to approve a permissive referendum to expend funds from the Apparatus Reserve Fund for the conversion, wrapping and equipment expenses of the new MED Trucks. **APPROVED.**

18.06.12.154 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve up to \$4290.00 for conversion work and lettering for the new Rehab vehicle. **APPROVED.**

18.06.12.155 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve the Chief's Report. **APPROVED.**

Open to the Public:

JVFC Treasurer Bob Fox commented that the JVFC has put down a deposit on the statue to be placed in the memorial garden area in front of Station 1. A discussion followed with more details explained.

18.06.12.156 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the placement of a memorial statue on a granite slab in the memorial garden area in front of Station 1 with the JVFC responsible for all expenses. **APPROVED.**

Bob Fox further commented that LFT-3 has been inspected and may need batteries. Bob suggested switching to three 12-volt batteries instead of six 6-volt batteries. A discussion followed with the consensus that LFT-3 is part of the the Jonesville Fire District and the District will pay the expenses.

District Manager Report:

Discussion:

- Information only

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

Purchasing Director's Report:

Discussion:

- Bill commented that Elliott Enterprises cannot install the knee pads on the turnout gear pants and it will now be done by Globe and billed by Municipal Emergency Services.
- A discussion was held on purchasing an extended warranty on the new Rehab vehicle. Commissioner Tobin suggested revisiting the subject until the current warranty expired next year and then get new quotes.
- Resolutions are needed for Eastern Heating boiler repair and Bulldog Apparatus repairs because the costs came in over the \$1500 threshold in the procurement policy. A brief discussion followed.
- Discussion of disposal of 30 Cairns Helmets.
- Discussion of JVFD district boundary signs with the consensus to replace any damaged and/or faded ones. Commissioner Tobin suggested calling the TOCP Highway to see if they could make them.
- Discussion held on valve replacement repairs on E361, E371, ETA362 and ETA372. Commissioner Tobin inquired if Bill was monitoring how frequently we replaced valves on the apparatus. Bill responded that he could pull up the data and further commented that it may be high calcium levels in the water possibly corroding the seals.
- Discussion was held on future pagers. Bill commented that he will be replacing 10-15/year for the next five years and Judy commented that she would pass that information along to Treasurer for budget planning purposes.

18.06.12.158 Commissioner Miller moved, and Commissioner Tobin seconded the motion to amend resolution #18.05.08.137 to reflect that Globe will be installing the knee inserts in the turnout pants with invoicing through Municipal Emergency Services. **APPROVED.**

18.06.12.159 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the proper disposal of thirty (30) Cairns helmets. **APPROVED.**

18.06.12.160 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the boiler repairs at Station 1 by Eastern Heating and Cooling at a cost of \$1798.77. **APPROVED.**

18.06.12.161 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve emergency repairs to E371 by Bulldog Apparatus at a cost of \$3178.14. **APPROVED.**

18.06.12.162 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the replacement of any faded or damaged Jonesville Fire District boundary signs. **APPROVED.**

18.06.12.163 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the repairs to ETA 362, ETA 372, E361 and E371 by Bulldog Apparatus at a cost not to exceed \$6750.00. **APPROVED.**

18.06.12.164 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the Purchasing Director's Report. **APPROVED.**

Claims:

Judy directed the Board's attention to the list of claims that were received after the spreadsheet that was emailed on June 11, 2018.

18.06.12.165 Commissioner Miller moved, and Commissioner Murphy seconded to the motion to approve payment of claims: 018255 – 018320. **APPROVED.**

Treasurer's Report:

Discussion:

- Breann commented that the FYE 2017 Audit by Bryans & Gramuglia is completed and listed the following best practices that were suggested:
 1. Anyone who opens banking or other financial mail should initial and date it.
 2. Resolutions should match invoices and dollar amount on purchase orders, and resolution # should be noted on the purchase order, and date of the minutes when resolution was approved should be on the voucher.
 3. Commissioner Miller commented on the previously discussed issue with resolution # needed for purchases \$1500 or more and asked that those requests be made on the Treasurer's Report not the Purchasing Director's Report.
- Discussion held on check writing privileges. Commissioner Tobin suggested limiting check writing privileges to the Treasurer and Deputy Treasurer with the District Manager assigned the duty of reconciling the bank statements and reviewing all the claims paperwork.
- Discussion on Repair Reserve Account with the consensus to transfer \$50K from the Building Reserve Account.
- Discussion held on whether the Treasurer should stop payment on all voided checks with the consensus to ask for a recommendation from our auditors.
- Discussion held on the Capital Assets spreadsheet. Breann commented that our auditors plan to send a template for a policy and the consensus was to table further discussion until the next meeting.

18.06.12.166 Commissioner Tobin moved, and Commissioner Miller seconded the motion to approve check writing privileges to the Treasurer and Deputy Treasurer and bank statement reconciliation and claims review duties to the District Manager. **APPROVED.**

18.06.12.167 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve a permissive referendum for the transfer of \$50K from the Building Reserve Fund to the Repair Reserve Fund for increasing the available funds in the Repair Reserve Fund. **APPROVED.**

18.06.12.168 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the transfer of \$50K from the Building Reserve Fund to the Repair Reserve Fund contingent on the permissive referendum not being contested, **APPROVED.**

18.06.12.169 Commissioner Miller, and Commissioner Tobin seconded the motion to accept the Treasurer's Report. **APPROVED.**

Committee Reports

Apparatus:

Discussion held on adding an iPad and dash camera to the new rehab vehicle.

Audit/Budget/Insurance:

Discussion held on the purchase of a new harassment and diversity training DVD with the consensus to purchase and stay with the biannual training schedule apart from new members who will need to watch is as part of their training orientation.

18.06.12.170 Commissioner Miller moved, and Commissioner Murphy seconded the motion to purchase a new harassment and diversity training DVD for staff and JVFD member training purposes. **APPROVED.**

Building and Grounds:

Bill commented that Hayes Paving LLC will start the driveway repairs on June 13, 2018, no permit was required and Dig Safely 811 was contacted, and everything was cleared.

Commissioner Miller commented that the Board had looked at different options to utilize the old siren, but none were feasible or cost effective. He further commented that he would like to put it on a pole by the Morton Building so it would be visible from the road. Commissioner Tobin commented that perhaps it should be placed on a pole at the SW corner of Station 2 flush with the building with a plaque on the pole, and visible from the road. A discussion followed.

Capital:

No Report

Equipment:

No Report

Personnel:

No Report

Policy & Procedures:

No Report

OLD BUSINESS:

Judy commented that the new website is live, and Commissioner Murphy and three staff members have admin access. She inquired if the Board would like to extend admin access to any of the chiefs. A discussion followed with the consensus to allow Chief Champagne to have access for posting information on the Chief's Corner page and 2AC Dell'Anno to have access to post drill information and drill or other appropriate photos on the website.

NEW BUSINESS:

18.06.12.171 Commissioner Murphy moved, and Commissioner Byrnes seconded the motion to approve the purchase and installation of one (1) iPad and one (1) dash camera on the new M-365 at cost not to exceed \$2000.00. **APPROVED.**

18.06.12.172 Commissioner Murphy moved, and Commissioner Byrnes seconded the motion to approve a 7-year extended warranty from Albany RV for the new M-365 at a cost of \$5578.00.

Commissioners Murphy and Byrnes	YES
Commissioners Tobin and Miller	NO

MOTION DID NOT CARRY

Bill Adams commented that he will not be attending the next Board Meeting due to vacation plans.

Commissioner Byrnes moved, and Commissioner Murphy seconded the motion to adjourn the meeting at 8:43 p.m.

Next meeting:

Board Meeting July 10 7:00 p.m. Station 1

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer
District Manager

June 12, 2018

District Manager REPORT:

Previously distributed May 8, 2018 Board Meeting minutes and May 21, 2018 Special Meeting Minutes.

Correspondence Received:

1. 5-17-2018: donation from Upstate Stampers for \$100 (thank you for use of the training room). Donation passed along to JVFC for annual memorial scholarship fund.
2. 5-21-2018: donation from Tiburon Endurance Sports, Inc for appreciation of the traffic control detail provided by JVFD for the Chosen Run 5K.

Correspondence Sent:

1. 5-9-2018: notice sent to Amsure Insurance to add 2017 Winnebago Fuse to our insurance rolls effective May 14, 2018.
2. 5-21-2018: notice sent to TU, Gazette and WTEN for a special board meeting Monday, May 21, 2018 and signs posted on doors at Station 1.

Buildings & Grounds:

End of District Manager's Report.

TREASURER'S REPORT:

Submitted for the June 12, ,2018 Board Meeting

Financial:

1. FYE 2017 audit is complete.
2. Transferred funds from CDs to savings accounts.
3. Petty cash reconciliation.

Training:

I will be at the NYS Association of Fire Chief's Show from Thursday, June 14th through Saturday, June 16th

Correspondence Received:

Miscellaneous:

End of Treasurer's Report.

Purchasing Director Report

Informational/Discussion

Elliot Enterprises was not authorized by Globe to install the knee pads into the current gear we have in service. Next best option is to have Globe do the install at their factory in NH. Costs will be roughly the same as if Elliott were to do the install. All shipping charges handled by MES and Globe. Change the resolution to read knee pad install to be done by Globe and billed through MES.

Amend resolution #18.05.08.137

Items for Approval

1. Extended warranty on new RV – Everything inside the RV – Ford has 8-year 100,000-mile warranty on diesels
 - a. 6 year \$4678
 - b. 7 year \$5578
2. Disposal of old Cairns helmets
3. Need a resolution to approve repairs to boiler - \$1798.77
4. Bulldog Apparatus – Emergency repair to suction valve 371– Estimated \$2500 Actual cost \$3178.14
5. Removal or replace faded JVFD district boundary signs?
6. Front suction valve replacement E-371 - \$1500
7. ETA-372 front intake valve replacement - \$1498.20
8. ETA-362 front intake valve replacement, pump packing replacement - \$2188.20
9. E-361 Water in gear box, pump shift valve, 3” discharge valve - \$1546.18
10. New pagers
 - a. Unication G5 - \$625 per pager – Allows to listen to TAC channels
 - i. \$69 for programming cable
 - b. Swissphone - \$435 per pager – Does not allow to listen to TAC channels
 - i. \$349 for programming kit

Chief's Report for June 12, 2018

Informational

Congratulations to Brian Hodgdon as Firefighter of the month for May.

The Board has advised me of their approval for Jonesville to provide one (1) ETA for all structure fires and fire alarms on Monday – Friday between the hours of 0600 – 1800 within the Vischer Ferry Fire District pursuant to the request submitted to me by Chief Brousseau. This is expected to take effect July 2, 2018. The same request was sent to Clifton Park, Halfmoon and West Crescent.

The Board has also advised me of their approval permitting the Clifton Park Fire Department to utilize the mezzanine and any other resources to conduct their Emergency Escape System Train-the-Trainer on Sunday, August 5, 2018 from 0700 – 1900 hours.

Plug Power is going to be taking occupancy on Pierce Road. Lithium batteries and Hydrogen will be on site. I am in communication with the Town and will advise when they are given the CO. The Town is going to push for Hydrogen sensors and self-venting and possibly designating it as a Hazard Occupancy.

Thank you to those that assisted with traffic control on May 5 for the Schmaltz Annual Run.

Thank you to the crew that provided Rehab at the Firefighter I course.

Firefitters is scheduled for Saturday, June 30, 2018 at Station 2 from 11am – 12pm

June Weekend drill will be held on Saturday, June 23 at 0900 at the county training center. Engineer Buonanno will be doing ground ladder skills.

Sign-up sheets have been posted for the July 4 evening fireworks detail. All are welcome to attend and participate. Crews will then be assigned to apparatus.

First Assistant Chief Frey is out of town from June 10 – 14. Captain Dell'anno will be utilizing his vehicle as C379.

CPAP is expected to in-service in July.

I met with our Zone 2 deputy fire coordinator and confirmed the box alarm assignments that I provided to the county in preparation for the CAD system going online; expected date is January 1, 2019.

Training/Events

Request to approve the attendance of any member interested along with the use of any transporting miscellaneous vehicles to the Warrior Dash 5k on August 18, 2018 at Thompson Speedway in Thompson, CT at a cost of \$75.00 per person.

Requesting current and future approval to cover the cost of each CPR card issued to any of our members upon completion of any CPR drill. The cost is \$17.00 per card.

Requesting approval for the purchase of twenty (20) BLS Student Manuals.

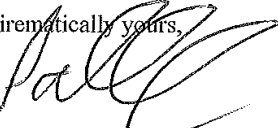
Apparatus/Chief's Vehicles/Equipment/Stations

I am submitting the quotes for the estimated cost of outfitting both MED's and Rehab vehicle.

Personnel

I am releasing Dan Beaudoin from probation and placing him on full active status.

Firematically yours,

A handwritten signature in black ink, appearing to read "Patrick J. Champagne". The signature is stylized and cursive.

Patrick J. Champagne
Chief – Jonesville Fire Department

1. Lighting/wrapping for Suburban's – Approx. \$10,000 per vehicle – Total \$20,000
2. Conversion costs per Suburban – Approx. \$5000 per truck – Total \$10,000
3. Conversion for RV – Approx. \$3000
4. *Lighting* for RV Approx. - *1290*
4. EMS Cabinet for Suburban's - \$4000 each – Total \$8000 Sole vender