

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

Date: July 10, 2018

Time: 7:00 p.m.

Present: Commissioners Ford, Byrnes, Tobin, Miller, and Murphy; Judy Bayer, District Manager; Breann Parseghian, and Chief Patrick Champagne.

Guests: Bob Fox and Steve Bonesteel.

Commissioner Tobin presided over the meeting.

**Open to the Public:**

JVFC Treasurer Bob Fox commented he has stakes to place in the area where the Board would like the JVFC Firefighter Memorial to be placed and asked approval to place the stakes in the ground to be used for a template. A discussion followed with the consensus that the Board would decide where the statue would be placed and then the JVFC could coordinate and pay for the foundation work.

**MEMBERSHIP:**

No new member applications.

**Minutes:**

18.07.10.173 Commissioner Murphy moved, and Commissioner Byrnes seconded the motion to approve the Board Meeting Minutes of June 12, 2018. **APPROVED.**

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

**Chief's Report:**

**Discussion:**

- Discussion on request from B. Westlake to attend the Fire Service Women's Weekend at the NYS Fire Academy in Montour Falls, NY with consensus to include fees, per diem and transportation if needed.
- Chief commented that the new Support Response Unit M365 has been lettered.
- Chief commented that he has removed FF D. Cherko from the active rolls of the JVFD due to non-activity.
- Chief provided a quote from Crystal Clear Communications for GI Unication Pagers at a cost of \$338/pager. Discussion followed with the consensus to approve 15 pagers from Crystal Clear Communications since it was the lowest of three quotes.

18.07.10.174 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the attendance of Bonnie Westlake at the NYS Fire Academy Fire Service Women's Weekend Sept. 28-30, 2018 to include course fees, lodging, per diem and transportation if needed. **APPROVED.**

18.07.10.175 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the purchase of 15 GI Voice analog 2-tone pagers at a cost not to exceed \$8,000.00. **APPROVED.**

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

## **District Manager Report:**

### **Discussion:**

- Judy commented that she needs approval to reserve advance lodging for the 2019 Chief Show.
- Approval requested for expenses up to \$4000.00 for the Halloween Open House event to be held on Oct. 27, 2018.
- Approval to renew annual services contract with ESO Firehouse Cloud at a cost of \$2567.00.
- Discussion held on the Request for Proposals for vehicle conversion on the new MED trucks and support response vehicle with a consensus to extend the deadline to July 25, 2018 at 3 p.m. since no bids were received by the original deadline of July 7, 2018.
- Discussion on request by KinderCare to send a truck = to daycare facility sometime in July.
- Judy commented that J. Reicherter asked the Board to consider implementing Calling Post Message system. A brief discussion followed.
- Judy informed the Board of her summer vacation dates.

- 18.07.10.177 Commissioner Ford moved, and Commissioner Murphy seconded the motion to approve three full conference registrations and three hotel rooms for the 2019 NYSAFC Chief Show. **APPROVED.**
- 18.07.10.178 Commissioner Ford moved, and Commissioner Murphy seconded the motion to approve up to \$4000.00 for the Halloween Open House event to be held on Oct. 27, 2018. **APPROVED.**
- 18.07.10.179 Commissioner Ford moved, and Commissioner Murphy seconded the motion to approve the renewal of ESO Firehouse Cloud service contract at a cost of \$2567/year. **APPROVED.**
- 18.07.10.180 Commissioner Ford moved, and Commissioner Murphy seconded the motion to approve the deadline extension to July 25, 2018 at 3 p.m. of the sealed bid for vehicle conversions on the new MED trucks and support response vehicle. **APPROVED.**
- 18.07.10.181 Commissioner Ford moved, and Commissioner Murphy seconded the motion to approve the use of fire apparatus and crew to KinderCare for public education purposes sometime in the month of July 2018. **APPROVED.**
- 18.07.10.182 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to accept the District Manager's Report. **APPROVED.**

Commissioner Miller asked Steve Bonesteel to update the Board on the valve repairs issues on the fire apparatus. Steve showed the Board a valve that was replaced and explained the cause for repair or replacement.

### **Claims:**

Judy directed the Board's attention to the list of additional claims that were received after the spreadsheet that was emailed on July 9, 2018.

- 18.07.10.183 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve payment of claims: 018321-018385. **APPROVED.**

## **Treasurer's Report:**

### **Discussion:**

- Breann commented that the 2017 Financial Reports were filed with OSC and there were no deficiencies reported.
- Breann commented that she has started the budget process. A discussion followed with the following points discussed:
  1. Double digit increase expected in health insurance.
  2. Mandated cancer insurance will go in effect January 1, 2019.
  3. LOSAP contribution increases

- 4. Possible equipment replacement.
  - Commissioner Miller commented that there is a strong possibility that the tax rate will have to be increased due to the above factors.
- 5. Bonding consideration for future apparatus purchases.
  - Breann will generate proposed budget spread sheets for possible tax rate increase of \$0.05, \$0.07, \$0.10, and \$0.15 and will provide that information to the Board before the Aug. 14, 2018 Board Meeting.
- Petty Cash was reconciled.

18.07.10.184 Commissioner Miller moved, and Commissioner Murphy seconded the motion to accept the Treasurer's Report. **APPROVED**

### **Purchasing Director's Report:**

Discussion: Bill Adams was not present, and Judy Bayer presented his report.

- Request for a car wash at Station 2 on July 29<sup>th</sup> to be sponsored by Boy Scout Troop 246 with Bill Adams present on site during the event.
- Replacement DVR for security camera at Station 1.
- Discussion held on replacing the fire door release sentinel for fire curtain in the alarm room at Station 1 with the consensus to return the parts and install an appropriate non-drop replacement. Commissioner Miller commented that Bill Adams will need to check with the TOCP Fire Marshall about an appropriate non-drop replacement.

18.07.10.185 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the request by Boy Scout Troop 246 to use Station 2 for a car wash on July 29, 2018 contingent on JVFD member present on site. **APPROVED.**

18.07.10.186 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the purchase and installation of a new DVR for the security cameras at Station 1 at a cost not to exceed \$1460.00 from Center for Security. **APPROVED.**

18.07.10.187 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the return of the fire door release sentinel and the possible restocking fee. **APPROVED.**

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

### **Committee Reports**

#### **Apparatus:**

Discussion held on the need for the new support response vehicle to have lights and when it will be placed in service. Commissioner Miller commented that it was up to the Chief to place it in service.

Breann Parseghian exits the meeting at 8:10 p.m.

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

18.07.10.189 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to enter Executive Session at 8:11 p.m. to discuss health insurance and personnel issues. **APPROVED.**

Judy Bayer exits Executive Session at 8:25 p.m.

18.07.10.190 Commissioner Tobin moved, and Commissioner Miller seconded the motion to exit Executive Session at 8:40 p.m. **APPROVED.**

No Action Taken

Judy Bayer and Breann Parseghian re-enter the meeting at 8:41 p.m.

18.07.10.191 Commissioner Murphy moved, and Commissioner Miller seconded the motion to approve the renewal of health insurance option to full time employees of either MVP Liberty Gold 7 HDEPO or MVP Liberty Gold 2 HDEPO and in addition, add \$600 to the HSA accounts of those who choose to participate in the District's health insurance plan. **APPROVED.**

18.07.10.192 Commissioner Murphy moved, and Commissioner Miller seconded the motion to approve a medical buy out of \$250/month to full time employees who opt out of the District's health insurance plan offering. **APPROVED.**

Commissioner Murphy asked Judy to send all full-time employees a formal letter with their options for health insurance through the District. Judy indicated she would do so.

18.07.10.193 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve a one time additional stipend of \$250 for station keepers for purchase of clothing or boots. **APPROVED.**

**Building and Grounds:**

Discussion was held on the siren with possible placement on a pole near the Morton Building. Commissioner Ford commented that he would check on securing a telephone pole through a source.

**Capital:**

No Report

**Equipment:**

Commissioner Miller commented that some of the brand-new Globe turnout gear failed inspection due to problems in the seams and stitching, and lack of installation of the sealer tape. Elliott Enterprises will make the repairs and be reimbursed by Globe. A discussion was held on Globe and Morningstar turnout gear brands.

**Personnel:**

Judy Bayer commented that she received a resignation from Patrick Dell'Anno from this part-time maintenance position effective July 5, 2018.

**Policy & Procedures:**

Commissioner Murphy inquired about the new harassment & diversity training DVD and Judy replied that she watched it and was pleased with the diversity training content but felt there was not enough sexual harassment training content. A discussion followed with the consensus to have new members watch both DVDs and explore other sexual harassment training DVDs or programs.

Commissioner Tobin moved, and Commissioner Murphy seconded the motion to adjourn the meeting at 8:53 p.m. **APPROVED.**

Next meeting:

Board Meeting                      Aug. 14                      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 June 12, 2018 Minutes.

**Correspondence Received:**

1. 6-12-2018: FOIL request by DCI Dialysis for incident report at 21 Crossings Blvd on June 11, 2018.
2. 6-18-2018: donation of \$25 from R. Leloir for Red Cross Sound the Alarm Smoke Detector project.
3. 6-22-2018: donation of \$200 from B. Danaher for Red Cross Sound the Alarm Smoke Detector project.
4. 6-28-2018 - donation of \$100 from M. MacElroy for Red Cross Sound the Alarm Smoke Detector project.
5. 7-5-2018: resignation letter from P. Dell'Anno from part time maintenance position effective 7/5/2018.

**Correspondence Sent:**

1. 6-13-2018: two permissive referendum notices sent to TU and Gazette conversion work on new MED Trucks and transfer of funds with Reserve Fund Accounts. Posted on June 15, 2018.
2. 6-2018: three thank you notes send for Red Cross Sound the Alarm smoke detector project donations.
3. 7-6-2018: Sympathy card sent to the family of Ping Wong.
4. 7-9-2018: Sympathy card sent to the family of Dick Shakerly.

**Buildings & Grounds:****Miscellaneous:**

1. **Approval lodging and conference fees for three members/staff for 2019 Chief's Show in Syracuse, NY.**
2. **Approve up to \$4000 for expenses for the 2018 Halloween Open House Event.**
3. **Approve the renewal of ESO Firehouse Cloud services at a cost of \$2567/year. Cost will hold through 2020.**
4. **FYI - RFP deadline for new vehicle conversion has been extended to July 25, 2018 at 3 p.m. at Station 1. No bids received by the initial July 7, 2018 deadline.**
5. **Request by KinderCare to send a truck to their daycare sometime in July.**
6. **Calling Post Message system - J. Reicherter.**
7. **I will be off the following days: July 16<sup>th</sup> and July 30-Aug. 3.**

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

**TREASURER'S REPORT:**  
Submitted for the July 10, 2018 Board Meeting

**Financial:**

1. FYE 2017 Financial Reports were filed with OSC.
2. Budgetary review/planning for next year's budget
  - a. Items to consider
    - i. Double digit increase in health insurance premiums
    - ii. Mandated cancer insurance coverage and payout
    - iii. LOSAP
    - iv. Equipment replacement
  - b. Proposed budget due by September 25<sup>th</sup>, budget to be presented at September 11<sup>th</sup> Board Meeting.
  - c. October 16<sup>th</sup> – budget hearing
3. Petty cash reconciliation.

**Training:**

**Correspondence Received:**

**Miscellaneous:**

I will be away July 30<sup>th</sup> and 31<sup>st</sup>.

**End of Treasurer's Report.**

**Purchasing Director Report**  
**Informational/Discussion**

**Items for Approval**

1. Request from Boy Scout Troop 246 to use Station 2 to hold a fund raiser car wash on Sunday July 29<sup>th</sup> from 10-2. Bill Adams will be on site
2. Replacement of DVR for security cameras at Station 1. Fan being to go along with other components - \$1460 Center for security
3. Replace fire door release sentinel for fire curtain in alarm room – Leo's 1500



**Chief's Report for July 10, 2018**

**Informational**

Congratulations to Jim Miller as Firefighter of the month for June.

Thank you to those who participated in the various July 4<sup>th</sup> festivities.

**Training/Events**

Request for Bonnie Westlake to attend the Fire Service Women's Weekend at the New York State Fire Academy from September 28 – 30, 2018.

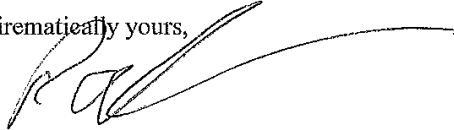
**Apparatus/Chief's Vehicles/Equipment/Stations**

The new Support Response Unit M365 has been lettered.

**Personnel**

Removing Dan Cherko from the active roster.

Firematically yours,

A handwritten signature in black ink, appearing to read 'P. Champagne', with a long, sweeping horizontal line extending to the right.

Patrick J. Champagne  
Chief – Jonesville Fire Department