

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

Date: August 14, 2018

Time: 7:00 p.m.

Present: Commissioners Ford, Byrnes, Tobin, Miller, and Murphy; Judy Bayer, District Manager; Breann Parseghian, Treasurer, Bill Adams, Purchasing Director, and 2AC Bill Dell'Anno.

Guests: Bob Fox, Lt. Tom Dell'Anno, Isabella Reinemann, and 1AC Geoff Frey.

Commissioner Tobin presided over the meeting.

**Open to the Public:**

JVFC Treasurer Bob Fox commented that the granite base for the memorial statue has been delivered to the Cohoes warehouse, the statue is on its way from Wisconsin, and it will be inspected at the installer's location. He further commented that Kaleb will start the foundation work on Thursday, Aug. 16<sup>th</sup> and it is their hope that the entire installation will be completed by September 1, 2018. Bob also commented that the JVFC will be ready to discuss their IT links on the Company portion of the District's website.

**MEMBERSHIP:**

Lt. T. Dell'Anno introduced Isabella Reinemann as the newest member of the JVFC and recommended that she be approved by the Board for membership into the JVFD.

18.08.14.194 Commissioner Murphy moved, and Commissioner Miller seconded the motion to approve the membership application of Isabella Reinemann. **APPROVED.**

**Minutes:**

18.08.14.195 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the Board Meeting Minutes of July 10, 2018. **APPROVED.**

**Treasurer's Report:**

**Discussion:**

- Breann asked the Board to amend resolution 18.05.08.137 to reflect the approval of 30 (instead of 20) knee pad repairs by MES, resolution 18.06.12.163 to reflect a cost of \$7180.95, and a new resolution for the annual gear inspection by Elliott Enterprises at a cost not to exceed \$7000.00.
- Approval requested for notary public training class, application and exam fees for B. Parseghian.
- Approval request for J. Bayer and B. Parseghian to attend NYSLR Employer Information Seminar in Clifton Park on Sept. 18, 2018. No fee.
- Approval requested for B. Parseghian to attend 2018 Leadership Summit and Vendor Expo in Saratoga Springs, Oct. 11<sup>th</sup>-13<sup>th</sup> to include fees, mileage and per diem. Discussion followed with the consensus to approve attendance by Staff, Commissioners, Chiefs and Officers if interested.

18.08.14.196 Commissioner Miller moved, and Commissioner Tobin seconded the motion to amend resolution 18.05.08.137 to include 30 sets of knee pad repairs by MES, and resolution 18.06.12.163 for repairs by Bulldog Apparatus at a cost not to exceed \$7180.95. **APPROVED.**

18.08.14.197 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the annual gear inspection by Elliott Enterprises at a cost not to exceed \$7000.00. **APPROVED.**

- 18.08.14.198 Commissioner Ford moved, and Commissioner Miller seconded the motion to approve notary public training class, application and exam fees for B. Parseghian. **APPROVED.**
- 18.08.14.199 Commissioner Ford moved, and Commissioner Miller seconded the motion to approve the attendance of J. Bayer and B. Parseghian at the NYSLRS Employer Information Seminar in Clifton Park on Sept. 18, 2018. **APPROVED.**
- 18.08.14.200 Commissioner Ford moved, and Commissioner Miller seconded the motion to approve the attendance of any Staff, Commissioner, Chief or Officer who is interested in attending the 2018 Leadership Summit and Vendor Expo in Saratoga Springs, Oct. 11<sup>th</sup> -13<sup>th</sup> to include course fees, mileage and per diem. **APPROVED.**

To be continued

**Claims:**

Judy directed the Board's attention to the list of additional claims that were received after the spreadsheet was emailed on Aug. 13, 2018.

- 18.08.14.201 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve payment of claims: 018386 - 018438. **APPROVED.**

**District Manager Report:**

**Discussion:**

- Judy commented on various training room requests and use of Station 1 parking lot.
- Judy commented on the upcoming Inspection Dinner. A brief discussion followed.
- Discussion held on providing community service hours with the consensus not to allow based on the recommendation of our insurance agent.

- 18.08.14.202 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the use of the Training Room at Station 1 for Town of Clifton Park's Safety Day Camp on Nov. 7, 2018. **APPROVED.**
- 18.08.14.203 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the use of Station 1 parking lot and bathrooms for the TOCP Autumn Bike Ride on Oct. 7, 2018 from 1-4 p.m. **APPROVED.**
- 18.08.14.204 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the expenses up to \$3000 for Inspection Dinner at Ravenwood Pub on Nov. 16, 2018 and appreciation gifts. **APPROVED.**
- 18.08.14.205 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the use of the Training Room on Sept. 15, 2018 for the Old Timer's Dinner, and serving of beer and/or wine. **APPROVED.**
- 18.08.14.206 Commissioner Miller moved, and Commissioner Tobin seconded the motion to accept the District's Manager's Report. **APPROVED.**

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

### Discussion:

- Street directory updates.
- Replacement DVR for security camera at Station 1.
- Name badges for Ladies Auxiliary.
- Disposal of out of service turn out gear.
- Request for 7 additional sets of turn out gear.
- Bill provided two quotes for replacing the semi-circular driveway in front of the pavilion. A discussion followed. Commissioner Miller commented that there are large holes in various spots and ½ of the driveway in on JVFC property. He further commented that the JVFC should be notified and is expected to pay their share. Tobin commented that he would draft a letter to their Board. Further discussion included the following:
  1. to hire a reputable vendor and not necessarily the lowest bid.
  2. to not allow subcontracting.
  3. to go for a full replacement.
  4. expend the funds from the Building Reserve Fund
  5. to include funds to landscape the Memorial Statue area in the permissive referendum.
  6. Bob Fox asked permission to bring the subject of paying their share at the next JVFC Board of Director's meeting and the consensus was to allow him to do so.
  7. Treasurer B. Parseghian commented on the rules of procurement for public works.
- Bill commented that the new Suburbans are at Vital Signs being wrapped and lettered with conversion work to be completed at LaRosa's on Sept. 5, 2018. He further commented that the conversion work on M365 should be completed in a couple of days. Commissioner Brynes commented that the emergency brake issue will be completed at Morris Ford under warranty.

- 18.08.14.207 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the annual updates to the Street Directory by M. Kane. **APPROVED.**
- 18.08.14.208 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the purchase of a replacement DVR for the security camera system at Station 1 at a cost of \$1460.00 from Center for Security. **APPROVED.**
- 18.08.14.209 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the purchase of name tags for the JVFD Ladies Auxiliary. **APPROVED.**
- 18.08.14.210 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the proper disposal of 15 sets of turnout gear that were out of service effective July 2018. **APPROVED.**
- 18.08.14.211 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve to the purchase of 7 sets of turnout gear from MES on NYS Contract at a cost of \$18,159.47. **APPROVED.**
- 18.08.14.212 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the installation of a replacement driveway behind Station 1 at a cost of \$28,500.00 by Malta Asphalt. **APPROVED.**
- 18.08.14.213 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the Purchasing Director's Report. **APPROVED.**

## **Chief's Report:**

2AC B. Dell'Anno presented the Chief's Report.

### **Discussion:**

- Dan Beaudoin was named FF of the Month for July.
- Pagers have been programmed with the VFFD frequency for activation of their daytime mutual aid request effective Aug. 6, 2018.
- Discussion of the Bravo calls as a priority 2 response.
- Discussion on allowing JVFD members to teach classes at Station 1 while employed as CPR Instructors for CPHM Ambulance Corps.
- Discussion on attendees at the Vital Sign EMS Conference in Syracuse, NY Oct. 11-14, 2018.
- Request for B. Hodgdon to attend BEFO/IFO in Fall 2018.
- Request to utilize one ETA for a mutual aid Live Burn Drill hosted by BLFD on Aug. 20, 2018 at SCFTC.
- Request for one MED truck and crew to assist with annual Nick's Fight to Be Healed on Sept. 30, 2018 at Clifton Common.
- Request approval to use JVFD apparatus for various Halloween Parade with scheduling to be coordinated by B. Adams.
- 1AC G. Frey commented that he is waiting for Dr. Fisher's signature and then to REMO for approval for the CPAP equipment to go into service.
- Discussion on reinstating driving privileges to C. Fannucci.

- 18.08.14.214 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve members of JVFD who are CPR instructors and employed by the CPHM Emergency Corps be allowed to teach CPR classes at onsite at both stations if space is available. **APPROVED.**
- 18.08.14.215 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the attendance of G. Frey, B. Adams, M. Cecilione, R. Craver and C. Fox and up to 3 additional EMTs at the 2018 Vital Signs Conference in Syracuse, NY from Oct. 11-14, 2018 to include fees, lodging, per diem and travel reimbursement if needed. **APPROVED.**
- 18.08.14.216 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the attendance of B. Hodgdon at a BEFO/IFO course starting in the Fall of 2018. **APPROVED.**
- 18.08.14.217 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the use of one ETA at a mutual aid Live Burn with BLFD on Aug. 20, 2018 at the SCFTC. **APPROVED.**
- 18.08.14.218 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the use of one MED truck and crew for the Annual Nick's Fight to Be Healed event on Sept. 30, 2018 at Clifton Common. **APPROVED.**
- 18.08.14.219 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the use of Department apparatus and crews for various requests for participation in neighborhood Halloween Parades in 2018 with scheduling to be coordinated by B. Adams. **APPROVED.**
- 18.08.14.220 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to return FF C. Fannucci to full driving status contingent on Chief's approval. **APPROVED.**
- 18.08.14.221 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the Chief's Report. **APPROVED.**

**Committee Reports**

**Apparatus:**

Discussion held on the repair to ETA362. Bill commented he has not received an estimate from Bulldog Apparatus yet. Commissioner Miller commented that since the accident occurred during a mutual aid call, we should file a claim through CPHM Fire District. Judy commented she would notify them tomorrow and send the pertinent information.

**Audit/Budget/Insurance:**

Commissioner Murphy commented the payment time table was not decided for the medical buy out at the last Board Meeting and he recommends paying it quarterly effective 9/1/2018. A brief discussion followed.

18.08.14.222 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve quarterly payments of the medical buy out to qualifying employees effective September 1, 2018. **APPROVED.**

**Building and Grounds:**

A brief discussion was held on the water bill at Station 1.

**Capital:**

No Report

**Equipment:**

No Report

**Personnel:**

No Report

**Policy & Procedures:**

No Report

**OLD BUSINESS:**

Regarding the old siren project at Station 2, Commissioner Ford commented that he checked with National Grid and they no longer sell or provide utility poles to the private sector. Commissioner Murphy recommended calling Agway.

Commissioner Murphy commented that he would like to revisit the service contract for the new M-365 vehicle and recommended that the Board approve a 7-year contract for \$5,578.00 that would include onsite and priority service. He further commented that the funds would be expended from the Apparatus Reserve Fund which was previously approved, and he could like approval to pay the claim upon receipt of invoice. A discussion followed.

18.08.14.223 Commissioner Murphy moved, and Commissioner Tobin seconded the motion to approve a 7-year service contract with Albany RV contingent on confirmation of onsite service, and payment of bill upon receipt of invoice with funds to be expended from the Apparatus Reserve Fund. **APPROVED.**

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

Discussion was held on the old MED trucks with the consensus for Judy and Bill do some research for the fair market value and a draft sales flyer by the next Board Meeting. Commissioner Miller commented that there was some interest in bartering for services for one of the old MED trucks and he asked Bill to contact our attorney to see if that is allowed.

**Treasurer's Report (cont.):**

Treasurer B. Parseghian passed out spreadsheets of a draft 2019 budget proposals. Commissioner Tobin commented that due to the Cancer Insurance mandate, increase in our general insurance fees, iPad project costs and possible purchase of 2 new Engines, we may have to increase the tax rate. A discussion followed about the tax rate and Commissioner Tobin asked the Board to review the budget proposals and provide any feedback to Breann prior to the September Board Meeting. Commissioner Miller inquired about the need for 2 new engines and suggested we should the District consider purchasing one engine. Commissioner Tobin asked Judy to contact an ISO representative to see how that would impact our ISO Rating. Commissioner Miller commented that there are other options such as buying one new engine and keeping one of the older engines.

**NEW BUSINESS:**

Discussion held on the old M365 (1995 Georgie Boy) with the consensus to marked is as unsalvageable due to its condition.

18.08.14.224 Commissioner Miller moved, and Commissioner Tobin seconded the motion to mark the 1995 Georgie Boy as unsalvageable and dispose of it as JFD sees fit. **APPROVED.**

Commissioner Murphy commented that due to new procedures put in place for storing claims information on the computer there is a need to purchase a desktop networkable scanner for the Treasurer. A brief discussion followed.

18.08.14.225 Commissioner Murphy moved, and Commissioner Byrnes seconded the motion to approve the purchase of a desktop networkable scanner at a cost not to exceed \$1300.00. **APPROVED.**

Discussion was held on hiring a part time maintenance person with the consensus for Commissioner Miller to explore a lead on a good candidate.

Judy commented that we have not received the pager, base and key fob from D. Cherko. A discussion followed with the direction to send him a bill.

Commissioner Miller moved, and Commissioner Murphy seconded the motion to adjourn the meeting at 8:54 p.m. **APPROVED.**

Next meeting:

Board Meeting                      Sept. 11, 2018                      7:00 p.m.                      Station 1

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer  
District Manager

**August 14, 2018**

**District Manager REPORT:**

Previously distributed July 10, 2018 Minutes.

**Correspondence Received:**

1. 8-6-2018: donation received from Mr. & Mrs. Patrick Glover for Sound the Alarm smoke detector event.
2. 8-10-2018 – verbal resignation from C. Lonergan.

**Correspondence Sent:**

1. 7-11-18: termination letter sent to D. Cherko.
2. 7-19-2018: letter of concurrence sent to Eastern Pittstown Fire District in regard to frequency sharing for 151.4275MHz.
3. 7-19-2018: registration information sent to NYS Fire Academy for B. Westlake for Women in Fire Service Weekend.
4. 7-25-2018: sealed bids for conversion work on new MED trucks and rehab support vehicle opened at 3 p.m.
5. 8-6-2018: thank you letter sent to Mr. & Mrs. Glover for donation.
6. 8-10-2018: resignation acceptance letter sent to C. Lonergan and gear returned on 8-14-2018.
7. 8-14-2018: Bravo call memo from Chief Champagne sent to C. Zeilman, E. Tremblay and SC Dispatch Center.

**Buildings & Grounds:**

1. **Approval for TOCP to use Training Room on Nov. 7, 2018 for a Safety Day Camp.**
2. **Approval for J. Bayer and B. Parseghian to attend NYS Retirement seminar for employers on Sept. 18, 2018 at Clifton Park Halfmoon Library. No fee.**
3. **Approval for use of Station 1 parking lot for start-off of TOCP Autumn Bike Ride starting 1 p.m. – 4 p.m. on October 7<sup>th</sup>. May set up table for light refreshments and water. Also, approval for use of bathrooms**
4. **Approval for JVFC to use Training Room on Sept. 15, 2018 for Old Timer's Dinner and serve beer and/or wine.**

**Miscellaneous:**

1. **Approval requested for Inspection Dinner fees and tokens of appreciation. Dinner to be held at Ravenswood Pub on Nov. 16, 2018.**
2. **Community Service discussion – liability issue.**

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

## **TREASURER'S REPORT:**

Submitted for the August 14, 2018 Board Meeting

### **Financial:**

1. Requests
  - a. Revise sets of gear from 20 to 30.
  - b. Revise apparatus repairs from \$6750 to \$7180.95.
  - c. Approval for up to \$7,000 for gear inspection for Elliot Enterprise.
2. Budgetary review/planning for next year's budget
  - a. Staffing
  - b. Capital Equipment
  - c. Insurance
  - d. Technology Project(s)
3. Petty cash reconciliation.

### **Training:**

1. Request for Notary Public Training Class, Application, and Exam, plus fees. Estimated cost \$115.
2. Request to attend NYSLRS Employer Information Seminar in Clifton Park, September 18<sup>th</sup>.
3. Request to attend the 2018 Leadership Summit and Vendor Expo in Saratoga, October 11<sup>th</sup> – 13<sup>th</sup>, along with fees, mileage, and per diem (if applicable). Estimated course fees \$325.

### **Correspondence Received:**

### **Miscellaneous:**

I will be away August 20<sup>th</sup> – 24<sup>th</sup>, August 29<sup>th</sup> – 31<sup>st</sup>

End of Treasurer's Report.



# Purchasing Director Report

## Informational/Discussion

### Items for Approval

1. Street directory rental and updates through 8/1/19 - \$400
2. New DVR for security cameras at Station 1 - \$1460 Center for Security
3. Ladies Aux. is requesting name tags – Approx. 10-12 at \$30 a piece – total \$300- \$360
4. Dispose of 15 pieces of OOS turnout gear – July 2008 manufacture date
5. Request 7 additional sets of turnout gear - \$2521.94 per set = \$18,159.47 MES
6. Replace the U driveway in front of pavilion
  - a. Malta Asphalt - \$28,500 full replacement, \$16,000 for partial replacement
  - b. Caton's Paving - \$23,220 full replacement
7. Vital signs Conference in Syracuse – Request to attend Thursday and Friday Core Content pre-conference session – Use of 367 from Wednesday night thru Friday night. 10/10-10/12/18 Spoke with Chief Champagne and he is Okay with request



## Chief's Report for August 14, 2018

### Informational

I am unable to be in attendance this evening due to being out of town on vacation.

I have submitted by annual budget for 2019.

Congratulations to Dan Beaudoin as Firefighter of the month for July. Dan successfully completed his EMT.

Pagers have been programmed with the Vischer Ferry Fire Department frequency for activation of their daytime mutual aid request which went into effect August 6, 2018.

Jonesville will be activated for all structure fires and fire alarms within the Vischer Ferry Fire District from 6am – 6pm Monday thru Friday and responding with one (1) ETA.

Beginning August 15, 2018 at 0800 hours, Bravo calls will be dispatched as a Priority 2 response.

### Training/Events

Request for Geoff Frey, Rich Craver and Mark Ceciliono to attend the Vital Signs Conference in Syracuse, New York on October 11 and 12, 2018.

Request for Brian Hodgdon to attend the BEFO/IFO (Firefighter I) anticipated to be held this Fall 2018.

Request to utilize one (1) ETA at a mutual aid Live Burn drill hosted by the Ballston Lake Fire Department on August 20, 2018 at the country training center.

Request for one (1) MED vehicle and a few EMTs to assist with the annual Nick's Fight to Be Healed event on September 30, 2018 and beginning at 10 a.m.

Request for use of apparatus at the October 28, 2018 Halloween Parade to be held in Sherwood Forest. Parade will begin at 1pm

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

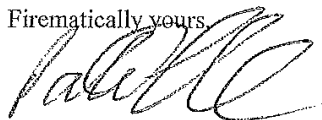
Driving training will be ongoing with the new Support Vehicle to get everyone that is a driver qualified. Installment of emergency lighting has been completed. The former rehab vehicle was given to a family that lost its home to a fire last Friday evening. Thank you to all that assisted in removing the old vehicle from service and helping with the in-service of the new one.

The two (2) new Suburban's which will be utilized as our EMS vehicles, have arrived. Bill Adams will coordinate the in-service of the vehicle.

### Personnel

Removing both Michael Dittmer and Bonnie Westlake from probation and placing them on full-active status.

Firematically yours



Patrick J. Champagne  
Chief – Jonesville Fire Department