

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: September 11, 2018

Time: 7:03 p.m.

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

Guests: none

Commissioner Miller presided over the meeting until Commissioner Tobin arrival at 7:10 p.m.

Open to the Public:

No one came forward to speak.

MEMBERSHIP:

Judy Bayer presented the membership application of Charles Willoughby for the Board's consideration.

18.09.11.226 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the membership application of Charles Willoughby. **APPROVED.**

Minutes:

18.09.11.227 Commissioner Byrnes, and Commissioner Murphy seconded the motion to approve the Board Meeting Minutes of August 14, 2018. **APPROVED.**

18.09.11.228 Commissioner Murphy moved, and Commissioner Ford seconded the motion to approve a blank page in the minutes in memory of the victims of September 11, 2001. **APPROVED.**

In Memory of the victims of September 11, 2001

Commissioner Tobin enters the meeting at 7:10 p.m.

Purchasing Director's Report:

Discussion:

- Approval for sealed bid results on the MED Trucks and Rehab Vehicle conversion.
- Condition of the crab apple trees at Station 1 with the consensus to get an estimate for an evaluation and cost for treatment if needed.
- Hose testing will be with Hudson Valley Waterway with the testing date to be determined.

18.09.11.229 Commissioner Miller moved, and Commissioner Tobin seconded the motion to award the sealed bid for the conversion of the new MED trucks for \$7,680.00 and Rehab Vehicle for \$4,260.00 to LaRosa's Automotive. **APPROVED.**

18.09.11.230 Commissioner Miller moved, and Commissioner Tobin seconded the motion to accept the Purchasing Director's Report. **APPROVED.**

Treasurer's Report:

Discussion:

- Breann presented the Board with copies of the proposed 2019 Budget and Spending Limitation worksheet and a discussion followed.
- Breann commented that the Board approved to override the 2% tax cap at the April 10, 2018 Board Meeting.
- Commissioner Tobin commented that it was his recommendation to raise the tax rate to \$1.40/\$1k of assessed value, and a discussion followed with the following points discussed for justification for the increase: mandated cancer insurance, apparatus expenses future expenditures, and inflation.

18.09.11.231 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the Proposed 2019 Budget of \$1,350,697.72. **APPROVED.**

- Breann commented that she will be submitting a NYS Recruiting & Retention Grant request by the deadline of Sept. 14, 2018.

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

Claims:

Judy directed the Board's attention to the list of additional claims that were received after the spreadsheet was emailed on Sept. 7, 2018.

18.09.11.233 Commissioner Ford moved, and Commissioner Tobin seconded the motion to approve payment of claims: 018439-8498. **APPROVED.**

District Manager Report:

Discussion:

- Judy commented that there will be a Public Information Meeting regarding the possible roundabout project at the intersection of Rt. 146 and Rt. 146A on Sept. 20, 2018 at the TOCP Town Hall.
- Judy provided the Board with a quote of \$1100 from Dolan's Hot Dog Truck to provide 800 hot dogs, buns, condiments and meat sauce for the Halloween Open House. Judy and Commissioner Miller commented it gets crowded in the kitchen and last year we were short staffed. A discussion followed.

- 18.09.11.234 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve up to \$1500 for Dolan's Hot Dog Truck services for the Halloween Open House on Oct. 27, 2018. **APPROVED.**
- 18.09.11.235 Commissioner Tobin moved, and Commissioner Ford seconded the motion to accept the District Manager's Report. **APPROVED.**

Chief's Report:

Discussion:

- Discussion on various training requests.
- Discussion on Explorer & Recruitment Open House.
- Discussion on purchasing of Slishman Traction Splints, hydrogen, and chloride gas meters. The consensus was for B. Adams to get prices for a single gas chloride meter. Commissioner Miller commented that perhaps Plug Power could be contacted for assistance in the purchase.
- Chief provided an outline for the Apparatus Replacement Program for the Engines (E361 and E371). A discussion followed with the consensus to form a committee with the Board, three Chiefs and 2 Captains and report back to the Board next month.

- 18.09.11.236 Commissioner Tobin moved, and Commissioner Miller seconded the motion to approve the attendance of N. Buonanno at an EMT Refresher Course starting Sept. 4, 2018. **APPROVED.**
- 18.09.11.237 Commissioner Tobin moved, and Commissioner Miller seconded the motion to approve up to \$1000 for expenses for an Explorer & Recruitment Open House in October 2018. **APPROVED.**
- 18.09.11.238 Commissioner Tobin moved, and Commissioner Miller seconded the motion to approve the purchase of Three (3) Slishman Traction Splints at a cost of \$180/each. **APPROVED.**
- 18.09.11.239 Commissioner Tobin moved, and Commissioner Miller seconded the motion to approve the purchase of a hydrogen gas meter, docking station and supporting supplies at a cost not to exceed \$2000.00. **APPROVED.**
- 18.09.11.240 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the Chief's Report. **APPROVED.**

Committee Reports

Apparatus:

Replacement of the Engines was discussed under the Chief's Report.

Discussion held on the sale of the old MED Trucks. Commissioner Miller commented that bartering is allowed but he recommended having a sealed bid for the sale of MED 364. A further discussion followed with the consensus to set the minimum bid at \$22,500 with the bid opening at 3 p.m. on October 9, 2018, and to take MED 364 out of service effective Sept. 12, 2018.

- 18.09.11.241 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the sealed bid for the sale of the MED Trucks at a minimum price of \$22,500 with the bid opening at 3 p.m. on Oct. 9, 2019. **APPROVED**

Judy commented that she will send the sales flyer to Saratoga County Fire Departments, Schenectady County FD, interested persons, and Fire Trader online magazine.

A brief discussion was held on the TOCP fuel island issue.

Audit/Budget/Insurance:

Public Hearing for the 2019 Proposed Budget will be held Oct. 16, 2018 at 7 pm at Station 1.

Building and Grounds:

B. Adams commented that he will oversee the lawn at Station 2 at the end of September or first of October – weather permitting.

Capital:

No Report

Equipment:

No Report

Personnel:

Commissioner Miller commented that our part time maintenance worker was injured off duty and will probably be out for 7-8 months and we will need to find a temporary replacement. He further commented that he is covered under our Shelter Point Disability Plan and that Judy will be providing him with forms for himself and physician to complete and will subsequently send the paperwork to Shelter Point.

Commissioner Miller commented that during a recent call a five-year-old boy ran next door to get help for his mother who was choking. He further commented that with the Chief's permission, he would like to honor him with a certificate to possibly be presented during our Halloween Open House education session. Commissioner Miller further commented that 1st Assistant Chief G. Frey displayed heroic measures during a recent call and asked Chief Champagne to look in an appropriate acknowledgement. Chief Champagne commented that he will check with Past Chief L. Pasquarell about a precedent. Commissioner Tobin commented that it is important to share these events with the public. Commissioner Miller agreed but not because of the PR but because IAC Frey deserves it.

Policy & Procedures:

A discussion was held on the new NFPA guidelines for firefighter physicals. Commissioner Miller commented that he felt the new guidelines were too complicated, and Commissioner Tobin commented that he felt that they were more restrictive. Judy commented that she and B. Adams met with a medical and admin staff member from Occupational Medicine and that they felt their physical for firefighters is adequate by itself, is a medically qualified exam, and will have high standards whether you follow NFPA guidelines or not. After a discussion, the consensus was to use the Firefighter physical exam by Occupational Medicine.

OLD BUSINESS:

B Adams commented that he clarified some prevailing wage questions with our attorney, and a discussion followed with the consensus: going forward all projects will include verbiage that they are subject to complying with prevailing wage per NYS Department of Labor policy.

NEW BUSINESS:

Commissioner Tobin commented that the Shen Lax Club will be hosting a bonfire on the Pavilion grounds on Oct. 7th and he recommend having F-363 and crew available.

18.09.11.242 Commissioner Ford moved, and Commissioner Miller seconded the motion to approve the use of F363 and crew the evening of Oct. 7, 2018 for a bonfire at the Pavilion. **APPROVED.**

Discussion held on the need for 4-wheeled hose carts at each station.

18.09.11.243 Commissioner Tobin moved, and Commissioner Miller seconded the motion to approve the purchase of two (2) 4- wheeled hose carts at a cost not to exceed \$400/each. **APPROVED.**

Commissioner Miller moved, and Commissioner Murphy seconded the motion to adjourn the meeting at 9:42 p.m. **APPROVED.**

Next meeting:			
Board Meeting	Oct. 9, 2018	7:00 p.m.	Station 1
Public Hearing	Oct. 16, 2018	7:00 p.m.	Station 1

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer
District Manager

TREASURER'S REPORT:

Submitted for the September 11, 2018 Board Meeting

Financial:

1. Request approval by the BOFC for the 2019 Budget and Spending Limit.
2. Bond interest (\$12,721.88) due September 1st was successfully wired on August 28, 2018.
3. Recruitment and Retention grant – due September 14th

Training:

Correspondence Received:

Miscellaneous:

End of Treasurer's Report.

Purchasing Director Report

Informational/Discussion

Hose testing will occur this week. Pump testing needed to be rescheduled due to equipment failure at a pump test last week.

Items for Approval

1. Approval of the sealed bids for the conversion of Suburban's and RV to be awarded to Larosa's Automotive
2. Trees outside main entrance at Station 1 need to have an anti-fungus spray placed on them. One tree has fungus and can still be saved. All trees should be sprayed.

September 11, 2018

District Manager REPORT:

Previously distributed Aug. 14, 2018 Minutes.

Correspondence Received:

1. 8-23-2018: notice received from M. Mendrysa about injury at a drill.
2. 8-30-2018: return to duty clearance on B. Adams.
3. **9-11-2018: notice of Public Information Meeting about possible roundabout project at intersection of Rt. 146 & Rt. 146A.**

Correspondence Sent:

1. 8-1-2018: 1996 Georgie Boy RV removed from insurance rolls.
2. 8-15-2018: letter sent to D. Cherko requesting return of pager, base and key fob. Equipment returned.
3. 8-15-2018: letter sent to CPHM Fire District regarding claim on ETA362.
4. 8-15-2018: letter sent to Brown & Brown notifying them of dropping of two employees from health insurance rolls.
5. 8-15-2018: legal notice for permissive referendum for driveway, landscaping and hardscaping service with funds to be expended from the Building Reserve Fund. Published 8-20-2018.
6. 8-23-2018: First Report of Injury sent to Corvel re; injury to M. Mendrysa.

Buildings & Grounds:

Miscellaneous:

1. **Dolan's Hot Dog Truck quote; \$1100 for 800 Sabrett hot dogs to include buns, condiments and meat sauce. 2017 food expenses (only) were approximately \$1500 which included hot dogs, buns, condiments, cookies, cider donuts and kettle corn.**

End of District Manager's Report.

Chief's Report for September 11, 2018

Informational

Congratulations to Mike Dittmer as Firefighter of the month for August. Mike successfully completed his Firefighter I.

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.

Driving privileges were resumed for Chuck Fannucci.

Per General Municipal Law 209-i and the Resolution adopted by the Board, Safety Office Mendrysa advised me of his offer of assistance on August 28, 2018 at a personal injury motor vehicle accident on Interstate 87 south of Exit 17.

I have been provided with a draft of the County Rehab Policy and will be speaking with Mike McEvoy and other committee members on it.

Training/Events

Request for Nick Buonanno to attend the EMT refresher course beginning September 4, 2018 in Malta.

Request to hold an Explorer Recruitment Open House at Station 1 in October with the date and time to be determined. I have drafted an itinerary of what would be covered and will be finalizing the details at the end of this month.

Request to utilize ETA362 at the Smile Lodge for a Hero's Day event.

Apparatus/Chief's Vehicles/Equipment/Stations

The new MED's have been wrapped and are in the process of having further installations completed.

The new Support Vehicle is now in-service. Driver training will continue for those that need to complete it.

Request to purchase three (3) Slishman Traction Splints at a cost of \$18.00 apiece.

With the new addition of the Plug Power warehouse on Van Patten Drive, I am requesting the purchase of a Hydrogen gas meter for placement on R373. Attached is the product information and quote.

Attached is an outline regarding the Apparatus Replacement Program for E361 and E371.

Firematically yours,



Patrick J. Champagne
Chief – Jonesville Fire Department

TO: Jonesville Board of Fire Commissioners
FROM: Chief Patrick J. Champagne
RE: Apparatus Replacement Program
DATE: September 11, 2018



Below is an outline listing several items for consideration and discussion regarding the Apparatus Replacement Program for E361 and E371.

I. PURPOSE AND FUNCTION OF THE APPARATUS

- Personnel to stretch the first-hand line into place
- Establish water supply
- Initial fire attack

These are necessary operational tasks.

Activity level of the apparatus is high.

II. JONESVILLE FIRE DISTRICT MAKE-UP

Several residences with long hose stretches, long driveways and predominantly hydranted.

III. REFERENCE

NFPA 1901 Standard for Automotive Fire Apparatus

IV. APPARATUS FEATURES

- Roll up doors
- Lower hose beds
- Tank capacity
- Pump capacity
- Shape of the water tank
- Height of the pre-connects
- Number of preconnects
- Full length front bumper pre-connect
- 5" front intake
- Number of discharges
- Ladder storage
- Number of personnel suited for
- User friendliness of the apparatus

V. MANUFACTURERS (not all inclusive)

- Pierce
- Toyne
- KME
- CustomFIRE
- E-ONE
- Ferrara

VI. MISCELLANEOUS

- Wants v. Needs
- Life expectancy of the apparatus
- Features “nice” to have, but do we
- Equipment that is necessary to carry
- Any other functions expected of the apparatus

VII. FINANCIAL AND ADMINISTRATIVE

- Cost/budget
- Delivery timeframe
- Final decision-making process

**JONESTOWN FIRE DISTRICT
2019 Proposed Budget**

Appropriations for 2019		\$1,350,698
Less Estimated Revenues:		
	Interest on Deposits	(\$1,200)
		\$1,349,498
To Be Raised By Real Property Taxes		\$1,349,498
Tax Rate		\$1.40
Personnel Services		\$271,030
Equipment		\$141,250
Maintenance & Operating Expenses		\$578,730
NYS Employee Retirement		\$29,635
Social Security		\$18,000
Accident Insurance		\$12,000
Service Award Program		\$105,534
Administration Fees		\$6,700
Audit Fees		\$5,000
Bond Redemption		\$129,819
Contingency		\$0
Insurance Reserve		\$25,000
Apparatus Reserve		\$7,000
Building Reserve		\$7,000
Equipment Reserve		\$7,000
Repair Reserve		\$7,000
	Total Budget	\$1,350,698
Town of Clifton Park 2017 Full Valuation		\$1,721,298,113

SPENDING LIMIT CALCULATION

Town	Assessed Valuations (AV)	Equilization Rates (ER)	Full Valuations (AV / ER)
Clifton Park	\$ 963,926,943.00	56%	#####
			FALSE
			FALSE
			FALSE

Total Full Valuation #####

Less First Mil of Full Value \$ 1,000,000.00

Excess over First Mil of Full Valuation #####

Multiply Excess of One Mil 0.001

Expenditures Permitted on Full Valuation above \$1,000,000 \$ 1,720,298.11

Add expenditures Permitted on First \$1,000,000 \$ 2,000.00

Statutory Spending Limitation \$ 1,722,298.11

Add Exclusions From Statutory Limitations (Worksheet B) \$ 627,577.00

Add Spending Authorized by Voters

Total of Spending Limitation, Exclusions and Excess Authorized \$ 2,349,875.11

Less Budget Appropriations \$ 1,350,697.72

Spending Limit Margin \$ 999,177.39