

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: October 9, 2018

Time: 7:00 p.m.

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

Guests: T. Dell'Anno, G.Frey and B. Boss.

Commissioner Tobin presided over the meeting.

Open to the Public:

No one came forward to speak.

Minutes:

18.10.09.244 Commissioner Murphy, and Commissioner Ford seconded the motion to approve the Board Meeting Minutes of September 11, 2018. **APPROVED.**

Claims:

Judy directed the Board's attention to the list of additional claims that were received after the spreadsheet was emailed on Oct. 6, 2018.

18.10.09.245 Commissioner Ford moved, and Commissioner Murphy seconded the motion to approve payment of claims: 018500-018568. **APPROVED.**

Treasurer's Report:

Discussion:

- Breann commented that a copy of the proposed budget was delivered to the TOCP for posting and it was posted on the District's website and bulletin boards, and hardcopies were available in the District Office.
- Public Hearing for the Proposed 2019 Budget has been scheduled for Oct. 16, 2018 at 7 p.m. at Station 1.
- A special meeting will need to be scheduled for Oct. 18th to discuss mandated cancer insurance and to approve the final budget. A brief discussion followed.
- Petty cash has been reconciled.

18.10.09.246 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve a special meeting for Oct. 18, 2018 at 8 p.m. at Station 1 to discuss cancer insurance and to approve a final budget. **APPROVED.**

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

District Manager Report:

Discussion:

- Judy commented there were no bids received for the sale of the 2011 Ford Rescue (old MED 364) at the sealed opening on Oct. 9, 2018 at 3 p.m. A discussion of options followed with the consensus to lower the minimum bid to \$12,500 and have another sealed bid opening on Nov. 13, 2018 at 3 p.m.

- Request from Shen Key Club to hold a car wash on Oct. 20th from 11 am to 2 pm. A discussion followed and IAC G. Frey commented that he may be able to be onsite during that time period.
- Advance per diem requests from B. Adams and G. Frey for Vital Signs EMS Conference.
- Discussion of TOCP ESAB appointments. Chief Champagne commented that he will have a recommendation by the next Board meeting.
- Annual LOSAP Service Fee Agreement from PenFlex Inc. needs to be approved and signed.

- 18.10.09.248 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the request from the Shen Key Club to hold a car wash on Oct. 20, 2018 at Station 2 from 11 am – 2 pm contingent on having a member present during those hours. **APPROVED.**
- 18.10.09.249 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the payment of per diem to B. Adams and G. Frey for attendance at the Vital Signs EMS Conference, Oct. 10-12, 2018. **APPROVED.**
- 18.10.09.250 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the Annual LOSAP Service Fee Agreement, LOSAP audit fee, and participant fees/directive letters from PenFlex Inc. **APPROVED.**
- 18.10.09.251 Commissioner Ford moved, and Commissioner Tobin seconded the motion to accept the District Manager's Report. **APPROVED.**

Lt. T. Dell'Anno enters the meeting at 7:30 p.m.

Purchasing Director's Report:

Discussion:

- Discussion was held on adding PPD as an option to the annual physical for non EMT members.
- Bill commented that he needs approval to order chlorine gas detector, regulator, calibration gas and an additional hydrogen meter at a cost of \$1871.00.
- Discussion was held on the driveway repair project at Station #1 and the need to approve an additional \$3K for prevailing wages requirements.
- Bill submitted the estimate to spray and prune the apple trees at Station 1 with the consensus to approve but delay treatment and pruning until next spring per the recommendation of the tree service company.
- Approval requested to renew EMST online learning licenses through CentreLearn for up to 25 EMTs at a cost of \$59.99/person for a total of \$1,498.75.
- Discussion of the EL hydraulics combo tool with the consensus to hold off until next year.
- Discussion of the water damage along the west wall in the Training Room with the consensus to hold off until after the Halloween Open House when we can open the wall and better assess the damage.
- Request for replacement of hand lights on the ETAs with LED Streamlight Vulcan lights.

- 18.10.09.252 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve PPD testing as an option for non EMT members. **APPROVED.**
- 18.10.09.253 Commissioner Murphy moved, and Commissioner Ford seconded the motion to approve the purchase of chlorine gas detector, flow regulator, calibration gas and hydrogen meter at a cost of \$1871.00. **APPROVED.**
- 18.10.09.254 Commissioner Murphy moved, and Commissioner Ford seconded the motion to approve an additional \$3000.00 to Malta Asphalt for the driveway repair project at Station 1. **APPROVED.**
- 18.10.09.255 Commissioner Murphy moved, and Commissioner Ford seconded the motion to approve the spraying and pruning of the crab apple trees at Station 1 by Davey's Tree Service at a cost of \$1,160. **APPROVED.**

- 18.10.09.256 Commissioner Murphy moved, and Commissioner Ford seconded the motion to approve the renewal of Up to 25 EMT online learning licenses through CentreLearn at a cost of \$59.99/person for a total of \$1,498.75. **APPROVED.**
- 18.10.09.257 Commissioner Murphy moved, and Commissioner Ford seconded the motion to approve the purchase of 13 LED Streamlight Vulcan hand lights for the ETAs from Opticplanet.com at a cost of \$145.49/each for a total of \$1,891.37. **APPROVED.**
- 18.10.09.258 Commissioner Ford moved, and Commissioner Tobin seconded the motion to accept the Purchasing Director's Report. **APPROVED.**

MEMBERSHIP:

Lt. T. Dell'Anno presented the membership application of Jacob Rybak for the Board's consideration.

- 18.10.09.259 Commissioner Murphy moved, and Commissioner Ford seconded the motion to approve the membership application of Jacob Rybak. **APPROVED.**

T. Dell'Anno and B. Parseghian exits the meeting at 8:02 pm.

Chief's Report:

Discussion:

- Chief Champagne commented that we need to register our glucometers of the NYS DOH with a related cost of \$200 for a CLIA number.
- Discussion on various training requests.
- Chief Champagne commented that the JVFD Apparatus Committee for the possible purchase of new engines will meet one more time and then present a report at the next Board Meeting. He further commented, he would like to include representatives from Pierce and/or Spartan at that committee meeting. A discussion followed.

- 18.10.09.260 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the fee of \$200 to the NYS DOH for a CLIA number to register our glucometers. **APPROVED.**
- 18.10.09.261 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the attendance of B. Hodgdon at the BEFO/IFO course starting Oct. 16, 2018. **APPROVED.**
- 18.10.09.262 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the attendance of M. Cecilione at the Annual Symposium for Trauma Care Providers on Oct. 25, 2018 at the Albany Marriott at cost of \$100. **APPROVED.**
- 18.10.09.263 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the attendance of any Explorer Post member, at the TOCP Annual "Things that Go Bump in the Night" event on Oct. 20, 2018 at the Veterans Memorial Park and use of F363. **APPROVED.**
- 18.10.09.264 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the use of one (1) ETA and R373 on Oct. 20, 2018 for a walk thru mutual aid drill at The Bentley. **APPROVED.**
- 18.10.09.265 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve the purchase of two (2) double side banners for recruitment purposes at cost not to exceed \$400. **APPROVED.**
- 18.10.09.266 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the Chief's Report. **APPROVED.**

Bob Boss enters the meeting at 8:30 p.m.

Committee Reports

Apparatus:

M367 is out of service and Upstate Plow is currently working on it.

Audit/Budget/Insurance:

No Report

Building and Grounds:

Discussion on the driveway repair project at Station 1. Commissioner Murphy inquired if Malta Asphalt can extend the paving to the door of the storage shed for the same price. Bill Adams responded that he will ask.

Capital:

No Report

Equipment:

No Report

Personnel:

Commissioner Tobin commented that Tyler Gizzi was interviewed for a part time maintenance worker position and it was the Personnel Committee's recommendation that he be hired at a rate of \$15/hr. A brief discussion followed with the consensus to for B. Adams and S. Bonesteel to work their extra hours until the end of October for training orientation purposes.

18.10.09.267 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the hiring of Tyler Gizzi as a part time maintenance worker at \$15/hr. and a \$400 maintenance uniform allowance.
APPROVED.

Policy & Procedures:

No report

OLD BUSINESS:

No Report

NEW BUSINESS:

JVFC President Bob Boss commented that the JVFC would like to use the PA system for the Halloween Open House, he further commented that they would like to set up a Recruitment table and position some trucks outside on the pavement. A discussion followed with the consensus that it was fine to use the PA systems and Chief Champagne gave approval for the placement of the trucks. Bob commented that sign up sheets for help with the Halloween Open House will be put up next week.

Bob commented that the Memorial Statue hopefully will be installed next week.

Bob Boss exits the meeting at 8:43 p.m.

Commissioner Ford moved, and Commissioner Murphy seconded the motion to adjourn the meeting at 8:45 p.m.
APPROVED.

Next meeting:

Public Hearing	Oct. 16, 2018	7:00 p.m.	Station 1
Special Board Meeting	Oct.18, 2018	8:00 p.m.	Station 1
Board Meeting	Nov. 13, 2018	7:00 p.m.	Station 1

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer
District Manager

Not Yet Approved

TREASURER'S REPORT:
Submitted for the October 9, 2018 Board Meeting



Financial:

1. Proposed Budget delivered to TOCP for posting, posted on JVFD website, and hardcopies made available in the District Office.
 - a. Cancer insurance update
 - b. Schedule Special Meeting
2. Petty cash reconciled.

Training:

Correspondence Received:

1. Received insurance check for damages to ETA 362 and deposited in General Fund.

Miscellaneous:

Will be out of the office at Treasurer/Secretary training October 11th and 12th in Saratoga, NY.

Will be out of the office November 5th – 7th.

End of Treasurer's Report.

Not Yet Approved

October 9, 2018

District Manager REPORT:

Previously distributed Sept. 11, 2018 Minutes.

Correspondence Received:

1. No bids received for Sale of 2001 Ford Rescue. Bid Opening was 3 p.m. on Oct. 9, 2018. ✓

Correspondence Sent:

1. 9-18-2018: Get well card sent to K. Sarsick and J. Reicherter.
2. 9-25-2018: legal notice for 2019 Budget Public Hearing sent to TU and Gazette .
3. 9-26-2018; press release for Halloween Open House sent to TU, Gazette and TOCP website.

Buildings & Grounds:

1. Request from Shen Key Club to hold a car wash at Station 2 on Oct. 20th from 10 am to 4 pm. ✓

Miscellaneous:

1. Advance per diem of \$127.50 requested by G. Frey and B. Adams for Vigil Signs EMS Conference on Oct. 10-12, 2018. ✓
2. FYI _ESAB Member representative terms for A. Atwell and K. Graves expire 12/31/2018. K. Graves does not want to be reappointed.
3. Approval for service agreement with Penflex Inc. to include base fee of \$3650.00, LOSAP Audit fee of \$495.00 and Participant fees/directive letters of approximately \$2150.00. ✓
Service Fee Agreement needs to be signed by the Chairman.

End of District Manager's Report.

Not Yet Approved

Purchasing Director Report

Informational/Discussion

I spoke with Dana at Occupational Medicine regarding firefighters who are not EMT's receiving a PPD test and we agree that it is not necessary for non EMT personnel to receive the test. Open for discussion whether or not the BOC would allow non EMT's to receive PPD test?

Items for Approval

1. 1 Chlorine gas detector - \$541, docking station can be used from hydrogen meter. Demand flow regulator \$420, Calibration gas \$369, additional hydrogen meter \$541 – Total \$1,871
2. Additional \$3,000 for Station 1 paving project due to prevailing wage requirement
3. Spraying and pruning of crab apple trees at Station 1. Pruning - \$560 spray 3 trees - \$600 1 treatment in April, 1 in May and 1 in June – Total \$1,160 Davey Tree Experts
4. Renew up to 25 EMT online learning licenses through Cengage.com at \$59.99 per EMT for a total of up to \$1,498.75
5. EDraulics Combi tool for ETA 372
 - a. MES - \$12,600 includes a charger and 2 batteries
6. Repair to west wall in training room from water damage where sidewalk slab settled and sank enough to let moisture in the wall
 - a. Drywall repair - \$2,600 DiVetro Construction
 - b. Sidewalk repairs - Machnick Builders
7. Replace hand lights on ETA's with LED Streamlight Vulcan like other trucks have:
 - a. www.opticsplanet.com \$145.49 X 13 = \$1,891.37
 - b. www.brightguy.com \$153.95 X 13 = \$2,001.35

Chief's Report for October 9, 2018

Informational

Congratulations to Geoff Frey as Firefighter of the month for September.

Thank you to those that attended the annual St. Edward's Catholic Church picnic.

Thank you to those that attended and assisted at Nick's Fight to Be Healed.

Construction for the roundabout project at Route 146&146a and Vischer Ferry Road is anticipated to begin in the Spring 2019.

Pagers have been reprogrammed with the Vischer Ferry Fire Department frequency for activation of their daytime mutual aid request.

We need to register our Glucometers with the Department of Health. Fee is \$200.00 CLIA number.

I have drafted a letter to Plug Power, Inc. regarding the Hydrogen meter inquiry.

Training/Events

Request for Brian Hogdon to attend the BEFO/IFO course beginning October 16, 2018 in Burnt Hills.

Request for Mark Cecilione to attend the Annual Symposium for Trauma Care Providers on October 25, 2018 at the Albany Marriott from 8am - 4:30pm.

Request for the Explorer Post 36 to attend the annual "Things that Go Bump in the Night" event on Saturday, October 20 at 5:30 to 8 p.m. at Veterans Memorial Park along with use of F363.

Request for use of the (1) ETR and R373 on Saturday, October 20, 2018 from 9:30 am - 12pm at the walk-thru mutual aid drill at The Bentley.

Request to purchase two 4 x 8 banners to be used for recruiting. Information attached.

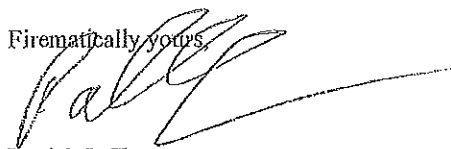
Apparatus/Chief's Vehicles/Equipment/Stations

New MEDs are both in-service.

Brackets for the 30 degree 5' storz elbows have been installed on each Engine.

The Apparatus Committee for replacement of both Engines met on September 27 and input was shared among everyone.

Firemanically yours,


Patrick J. Champagne
Chief - Jonesville Fire Department