

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: November 13, 2018

Time: 7:00 p.m.

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

Guests: B. Fox, B. Bowers and F. LaVigne

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

Membership:

18.11.13.275 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve the membership application of Bradley A. Bowers. **APPROVED.**

Minutes:

18.11.13.276 Commissioner Byrnes moved, and Commissioner Murphy seconded the motion to approve the Board Meeting minutes of October 9, 2018, Public Hearing for Proposed 2019 Budget minutes of Oct. 16, 2018, and the Special Board Meeting minutes of Oct. 18, 2018. **APPROVED.**

Claims:

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

18.11.13.277 Commissioner Byrnes moved, and Commissioner Miller seconded the motion to approve payment of claims: 018567-018645. **APPROVED.**

Treasurer's Report:

Discussion:

- Breann commented that the Proposed 2019 Budget was approved, and a copy of the Final Budget was delivered to the Town of Clifton Park by the deadline.
- Breann commented that the Property Tax Cap was submitted by the deadline.
- Breann commented she would present a list of members who qualify for the cancer insurance at the next Board Meeting.
- Breann requested approval for early pay of the NYS Retirement contribution to take advantage of discount for early payment. A brief discussion followed.
- Breann commented that she will be watching the OSC webinar on Competitive Bidding on November 28th and brought the information to everyone's attention. Purchasing Director Bill Adams indicated his interested and that he would plan to watch.
- Breann commented that on Nov. 13, 2018, there was a clerical error involving a transfer of funds from the General Fund to the Reserve Fund, and it was corrected as soon as the error was realized.

18.11.13.278 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve early payment of the NYSLERS Retirement contribution for 2019. **APPROVED.**

18.11.13.279 Commissioner Ford moved, and Commissioner Murphy seconded the motion to approve the Treasurer's Report. **APPROVED.**

Purchasing Director's Report:

Discussion:

- Discussion held on the sidewalk and Training Room West wall repairs with the consensus to repair the drywall in house and to hire a contractor for the sidewalk repair.
- Bill requested approval to pay the 2019 TruGreen Lawn Services bill in advance to receive a discount.
- Bill requested approval to renew FCC License for JVFD high band frequency.

18.11.13.280 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve Machnick Builders, LTD. for the sidewalk repairs at Station 1 at a cost not to exceed \$4,600.00. **APPROVED.**

18.11.13.281 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve prepayment of 2019 TruGreen Lawn Service fees. **APPROVED.**

18.11.13.282 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve the renewal of the FCC license for JVFD high band frequency at a cost of \$110.00. **APPROVED.**

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

Commissioner Tobin enters the meeting at 7:26 p.m.

Open to the Public:

JVFC Treasurer Bob Fox asked that the invoice for the yellow jacket extermination treatment at the pavilion be forwarded to him, and he would reimburse the District. Judy replied that she would do so.

Bob Fox commented that he met with Andy Jensen of Albany IT to discuss ways to utilize the Jonesville Fire District website to drop money for contributions and to connect the Pavilion Calendar to see the availability of dates.

Safety Officer Franz LaVigne submitted a proposal to increase LOSAP points for Safety Officers from 15 points earned to 20 points earned. A discussion followed with the consensus for the Chief and Policy Committee members, Commissioners Miller and Murphy, to review the LOSAP point system and discuss at the next Board Meeting. Commissioner Tobin asked Judy Bayer to check with PenFlex Inc. as to the maximum points that an Officer can earn on an annual basis.

District Manager Report:

Discussion:

- Judy commented that Carol Hotaling called saying she wrote a letter to the editor of the Gazette asking residents to sent gift cards to their local fire department. Judy further commented that Carol send a \$100 gift card to JVFD and asked for suggestions for awarding this gift card, and any subsequent ones that we may receive.
- Request received from IAC G. Frey to serve wine and/or beer at a social event in the Training Room on Nov. 24th.
- Approval for the slate of election officials for the Dec. 11, 2018 election.
- Approval for up to \$3000 for Inspection Dinner expenses and payment to be paid that evening Nov. 16, 2018 with the District credit card.
- Approval for the list of Chief and District guests for 2019 Installation Banquet on Jan. 26, 2019. Chief requested the addition of Art Hunsinger and Paul Parker and Commissioner Miller requested the addition of Fran Tranka and Joyce Eichorst.
- Approval request from the Chief for up to \$1800 to the Chief's Drill on Dec. 19, 2018, and \$300 for Explorer Post Party on Dec. 15, 2018.

- Judy commented that resolution #18.08.14.212 was missing some verbiage that was approved, and she is asking approval to amend that resolution to include the following verbiage “approve the expenditure of funds from the Building Reserve Fund not to exceed \$45K for driveway and landscaping services at Station 1 contingent on no contest to the permissive referendum”.
- Discussion on the sale of 2001 Ford Rescue Truck (old MED 364) sealed bid results, which were opened at 3 p.m. on Nov. 13, 2018, with the consensus to sell to the highest bidder, Patrick Oare, for \$15,501.01.

- 18.11.13.284 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the serving of beer and/or wine at a social event in the Training Room sponsored by 1AC Frey on Nov. 24, 2018. **APPROVED.**
- 18.11.13.285 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the slate of election officials for the 2018 Annual Election on Dec. 11, 2018.
- 18.11.13.286 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve up to \$3K for 2018 Inspection Dinner expenses, and payment at conclusion of the event via District’s credit card. **APPROVED.**
- 18.11.13.287 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the Chief’s and District’s guest list for the 2019 Installation Banquet to be held on Jan. 26, 2019. **APPROVED.**
- 18.11.13.288 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve up to \$1800 for expenses for the Chief’s Drill on Dec. 19, 2018 and up to \$300 for the Explorer Party on Dec. 15, 2018. **APPROVED.**
- 18.11.13.289 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the amending of Resolution #18.08.14.212 to include the following verbiage: “*approve the expenditure of funds from the Building Reserve Fund not to exceed \$45K for driveway and landscaping services at Station 1 contingent on no contest to the permissive referendum*”. **APPROVED.**
- 18.11.13.290 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the sale of 2001 Ford Rescue Truck (old MED 364) in “as is” condition to Patrick Oare for \$15,501.01. **APPROVED.**
- 18.11.13.291 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the District Manager’s Report. **APPROVED.**

Chief’s Report:

Discussion:

- Discussion on training requests.
- Requests to utilize crew and apparatus for Toy For Tots convoy on Nov. 25, 2018, and traffic control for the Quick Response’s Holiday Event on Dec. 7 & 8, 2018.
- Discussion on Apparatus Committee’s recommendation to upgrade M377 with a slide out, additional lighting and protective covering/cap with the consensus for B. Adams to do some research and report back at the next Board Meeting. Further discussion held on the status of the old MED 374 with the consensus not to keep it in the fleet.
- Chief Champagne submitted the Apparatus Committee’s list of recommendations for specifications regarding the replacement and purchase of two new Engines. A discussion followed.
- Discussion held on delegates to the TOCP Emergency Services Advisory Board with the consensus to reappoint Allan Atwell and appoint Franz LaVigne.
- Discussion held on probationary status on members.
- Discussion held on appointing Bill Mackesey as Radio Room Operator.

- 18.11.13.292 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the use of crew and one ETA for use at the Basic Exterior Firefighter Operations course on Nov. 20, 2018 at SCFTC. **APPROVED.**
- 18.11.13.293 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the use of crew and apparatus for the Toys For Tots Convoy to be held on Nov. 25, 2018. **APPROVED.**
- 18.11.13.294 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the use of crew and apparatus for traffic control at the Quick Response Annual Holiday Event on Dec. 7 &8, 2018. **APPROVED.**
- 18.11.13.295 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the appointment of Allan Atwell and Franz LaVigne to the TOCP Emergency Services Advisory Board for a two-year term effective January 1, 2019. **APPROVED.**
- 18.11.13.296 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve Bill Mackesey as Radio Room Operator. **APPROVED.**
- 18.11.13.297 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to accept the Chief's Report. **APPROVED.**

Committee Reports

Apparatus:

No Report

Audit/Budget/Insurance:

No Report

Building and Grounds:

Commissioner Miller commented that there is a water leak problem that may be sprinkler related and someone from Odorless Septic is coming to troubleshoot the problem when the weather is drier.

Capital:

No Report

Equipment:

No Report

Personnel:

- 18.11.13.298 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to enter Executive Session at 8:25 p.m. for discussing matters leading to the employment of a particular person. **APPROVED.**
- B. Parseghian, B. Fox, B. Bowers, and F. LaVigne exit the meeting
- B. Adams exits the meeting at 8:31 p.m.
- Chief Champagne exits the meeting at 8:48 p.m.
- 18.11.13.299 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to exit Executive Session at 9:14 p.m. **APPROVED.**

No Action Taken

- 18.11.13.300 Commissioner Miller moved, and Commissioner Byrnes seconded the motion that effective January 1, 2019 all employees are to take an annual urine drug screen. **APPROVED.**
- 18.11.13.301 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve crew, staff and apparatus to attend the funeral of former member Jon David Scott on Nov. 15, 2018 at St. Edward's Catholic Church. **APPROVED.**
- 18.11.13.302 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve a one-time payment to B. Parseghian for \$1716.67 for additional hours worked over the past few months for special projects. **APPROVED.**
- 18.11.13.303 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to sell the 2001 Ford Rescue Truck (old MED 374) to the City of Schenectady FD for \$15,108.00. **APPROVED.**

Policy & Procedures:

Judy commented that she sent a draft of the updated Sexual Harassment Policy to Policy Committee Members, Commissioners Miller and Murphy, for their review. Commissioner Murphy commented that he reviewed, and it appears that all the updates that NYS mandated are included in the draft. Commissioner Miller concurred, and it was his recommendation that the Board approve the changes. A brief discussion followed.

- 18.11.13.304 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the updated Sexual Harassment Policy. **APPROVED.**

OLD BUSINESS:

No Report

NEW BUSINESS:

Commissioner Miller asked Judy to send a copy of the change in policy for heart coverage to the entire membership.

Commissioner Byrnes moved, and Commissioner Murphy seconded the motion to adjourn the meeting at 9:24 p.m. **APPROVED.**

Next meeting:

Annual Election	Dec. 11, 2018	6-9 pm	Both Stations
Board Meeting	Dec. 11, 2018	7:00 p.m.	Station 1

Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer
District Manager

Purchasing Director Report

Informational/Discussion

Items for Approval

1. 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. Drywall & Sidewalk repairs - \$5,920
 - i. \$4,600 for concrete work alone
2. Trugreen Lawn Service – Both stations 6 applications for 2019 = \$984.24
3. Renew FCC License for JVFD high band frequency - \$110

TREASURER'S REPORT:

Submitted for the November 13, 2018 Board Meeting

Financial:

1. 2019 Proposed Budget approved and delivered to TOCP.
2. Property Tax Cap submitted.
3. Cancer Insurance update.
4. Request early payment of NYS Retirement, to save the District funds.

Training:

OSC webinar, November 28th, on Competitive Bidding Legal Requirements.

Correspondence Received:

Miscellaneous:

End of Treasurer's Report.

District Manager REPORT:

Previously distributed October 9, 2018 Board Meeting minutes

Correspondence Received:

1. \$100.00 check from Mr. & Mrs. W. Bentley.
2. 10-27-2018 Notice of injury to B. Westlake.
3. 10-29-2018: notice of injury to B. Fox.
4. 11-5-2018: \$500 donation received from Howard Family. Check passed along to the JVFC for memorial scholarship fund.
5. 11-9-2018: Commissioner petitions with at least 25 validated signatures received from L. Casper.
6. 11-9-2018: notice from B. Westlake of damages to her car responding to an alarm on 11-9-2018.
7. 11-9-2018: notice from S. Warne of damage to glasses during drill on 10-31-2018.
8. **11-12-2018: \$100 gift card received from C. Hotaling.**

Correspondence Sent:

1. 10-18-18: Inspection Dinner invitations sent.
2. 10-10-18: letter to Plug Power from Chief Champagne.
3. 10-10-18: signed copy of service fee agreement sent to PenFlex Inc.
4. 10-15-18: legal notices sent to Gazette and TU newspapers for notice of Special Meeting on Nov. 18th to discuss budget, cancer insurance and facility use request.
5. 10-15-18: notice of Nov. 18th Special Meeting was posting on JFD website.
6. 10-17-18: get well card sent to T. Tobin
7. 10-17-18: baby congratulations card sent to A. Price.
8. 10-19-18: thank you letter sent to Mr. & Mrs. W. Bentley for \$100 donation.
9. 10-25-18: sympathy card sent to the family of Chuck Goody.
10. 10-29-18: First Report of Employee Injury sent to Corvel for B. Westlake and B. Fox.
11. 10-29-18: get well card sent to B. Westlake.
12. 11-6-2018: thank you letter sent to the Howard Family.
13. 11-7-2018: legal notice for election sent to TU and Gazette.
14. 11-13-2018: claim sent to Amsure for glass lens replacement – S. Warne.

Buildings & Grounds:

1. Approval requested to serve beer/wine at a social event sponsored by G. Frey on Nov. 24th.

Miscellaneous:

1. Approval of slate of election officials for annual Commissioner Election on Dec. 11th, payment of fees of \$35/each, and refreshments.
 - Jan Holick – Chairman
 - Julie Holick – Station 1
 - Terry Bucci – Station 1
 - Matthew Cinadr – Station 2
 - Maureen Cinadr – Station 2
2. Approval for Inspection Dinner expenses (40 dinners, bar tab, appreciation gifts) at Ravenswood Pub on Nov. 16, 2018 at cost not to exceed \$3000.00 and payment to be made that evening via district credit card.
3. Approval for District guests and Chief's guests for 2019 Installation Banquet. See attached list.
4. List of annual medical clearances through 11/13/18 and extension requests.
5. Approve for Chief's Drill (Dec. 19,2018) expenses – food from Pig Pit and misc. desserts. Approximately \$1800 and Explorer Post Dinner on Dec. 15th approx. \$300.00.
6. Approval to amend the of the minutes of Aug. 14, 2014 to include the following verbiage in resolution #18.08.14.212 *"approve the expenditure of funds from the Building Reserve Fund not to exceed \$45K for driveway and landscaping services at Station 1 contingent on no contest to the permissive referendum"*.

End of District Manager's Report.

Chief's Report for November 11, 20178

Informational

Congratulations to Bob Boss as Firefighter of the month for October.

Thank you to those that assisted with the Halloween Party and Open House

Our annual Hazmat Ops drill will be held on Wednesday, November 21, 2018. This is a mandatory OSHA requirement.

The Slishman traction splints will be going in-service this month.

The fire pump at 767 Pierce Road is back in-service

Annual Chief's drill will take place on December 19. Pig Pit will be the vendor.

Training/Events

Request for use of one ETA on November 20, 2018 Basic Exterior Firefighting Operations class being held at the county training center. We have two members in the course.

Toys for Tots will take place on Sunday, November 25, 2018. Request to utilize the necessary apparatus for the event.

The Quick Response annual holiday event will take place on December 7 and 8. Request to utilize the necessary apparatus for traffic control at the event.

Apparatus/Chief's Vehicles/Equipment/Stations

ETA362 is out-of-service this week for body damage repair

In lieu of keeping one of the MED's, the Apparatus Committee is requesting the following to upgrade M377 with the following purchases: install a slide out, additional lighting and a protective covering/cap.

Attached is a list of recommendations for specification regarding the replacement and purchase of two new Engines.

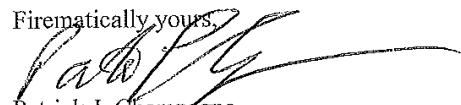
Personnel

Removing Brian Hodgdon from probation and placing on full-active status.

Extending the probation of Steve Shost an additional three (3) months.

Request to approve Bill Mackesy as Radio Room Operator.

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: November 13, 2018

Below is a list of recommendations for specification from the Apparatus Committee regarding the replacement and purchase of two new Engines.

- Roll up doors: Silver
- American flag cover on the grille
- Tank capacity: 650/750 gallons
- Pump capacity: 1500 g.p.m. minimum (HALE)
- Lever handles: We will look further into at another department that have them
- Shape of the tank: Whatever is conducive to having a lower hose bed
- Front bumper: 150' of 1 ¾"
- Front and rear intake: Yes
- Ladder storage: Beam or flat position
- Number of personnel: 5 in the rear cab
- 30-gallon Class "A" foam tank
- Q siren
- Slide outs for tools: Same as the R373 style
- Officer side screen in the cab
- I-pad
- Different location or set-up for any books/binders that are necessary to carry
- Lighting: Similar to R373, but no light tower
- Battery powered fan
- Built in generator
- Bag for all our adapters
- Headsets
- SCBA seats like the Rescue
- Exposed discharges on the rear for any preconnects
- Spare SCBA bottles; 1 per seat
- 3" supply hose in the hosewell like we have now
- Deck gun: Yes. Smoothbore set up.

REAR HOSEBED

- 1100' of 5" HOSE
- Water thief connection w/300' of 3"
- 1 – 2 ½" line (325' w/smoothbore nozzle)
- Blitzfire monitor w/200' of preconnected 3" hose
- Highrise pack storage
- Exposed discharges

PRECONNECT CROSSLAYS

- Lower configuration
- 1 – 2 ½" preconnect @ 225' with a smoothbore nozzle
- 1 – 1 ¾" preconnect @ 250' with a smoothbore nozzle
- 1 – 1 ¾" preconnect @ 200' with an adjustable nozzle
- Stow the piercing nozzle in a compartment. It can be easily assembled when needed. .

CLASS "B" FOAM TANK

- Forego