

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: December 11, 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, Bob Boss.

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

Open to the Public:

JVFC President Bob Boss presented the slate of 2019 Chiefs Elects, Company Officers and Board of Directors.

18.12.11.305 Commissioner Ford moved, and Commissioner Murphy seconded the motion to accept the slate of 2019 Chiefs Elect, JVFC Officers and Board of Directors. **APPROVED.**

Membership:

No one member applications.

Minutes:

18.12.11.306 Commissioner Byrnes moved, and Commissioner Murphy seconded the motion to approve the Board Meeting minutes of Nov. 13, 2018. **APPROVED.**

Claims:

Judy directed the Board's attention to the list of additional claims that were received after the spreadsheet was printed on Dec. 11, 2018.

18.12.11.307 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve payment of claims: (018646 – 018692). **APPROVED.**

District Manager Report:

Discussion:

- Judy passed around the list of members who were delinquent in obtaining their annual physical. A brief discussion followed.
- Judy commented that she spoke with our attorney, Tim Hannigan, about the legality of purchasing gift cards for the Top Ten Firefighters of 2018 to be presented at the Installation Banquet and he recommended a resolution approving it at a cost not to exceed \$75 per gift card.

18.12.11.308 Commissioner Murphy moved, and Commissioner Byrnes seconded the motion to approve the purchase of gifts for the JVFD 2018 Top Ten Firefighters at a cost not to exceed \$75. **APPROVED.**

18.12.11.309 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve the District Manager's Report. **APPROVED.**

Commissioner Tobin enters the Board Meeting at 7:13 p.m.

Purchasing Director's Report:

Discussion:

- Bill updated the Board about the tank issue behind Station 1. A discussion followed with Commissioner Tobin suggesting adding top soil to the area in the spring.
- Bill commented the hose testing will take place on Dec. 19 and Dec. 20.
- Bill commented that he will be replacing the 4-drawer filing cabinet that houses the alarm and drill sheets because the lock mechanism is broken. A brief discussion followed with the consensus to dispose of the old filing cabinet in an appropriate manner.
- Discussion was held replacing the laptop computer in the Training Room with the consensus to purchase a DELL through ABS Solutions. Commissioner Miller commented that there needs to be written instructions on operating the big screen available to organizations that use the Training Room for training purposes. Bill commented that part of the issues was incorrect IP addresses and that has been corrected. Bill further commented the will write down instructions for use of the big screen. Commissioner Tobin asked that he include instructions for all the AV equipment.
- Discussion was held on retrofitting M-377 with a Tonneau cover and slide out tray with the consensus that installation of the cover will be done in house and installation of the emergency lighting will be done by LaRosa's with the total cost of the project not to exceed \$3K.

18.12.11.310 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the purchase of a Dell Laptop computer from ABS Solutions at a cost of \$2284.60. **APPROVED.**

18.12.11.311 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the purchase and installation of a Tonneau cover and emergency lighting for M377 at cost not to exceed \$3K. **APPROVED.**

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

Chief's Report:

Discussion:

- Chief Champagne congratulated Rich Craver for Firefighter of the Month November 2018.
- Chief thanked members who assisted with the Quick Response and Toys for Tots details.
- Chief commented that the annual OSHA offerings have been completed as of Dec. 8, 2018.
- Chief requested approval for S. Shost to attend Basic Exterior Firefighting Operations starting Jan. 2, 2019 to include use of vehicles if needed and available. Commissioner Tobin asked Chief Champagne to make sure S. Shost is qualified on the truck.
- Chief thanked the Board for their support throughout 2018. Board Members thanked the Chief for his service in 2018.

18.12.11.313 Commissioner Miller moved, and Commissioner Murphy seconded the motion to approve the attendance FF Steve Shost at the Basic Exterior Firefighting Operations course starting on Jan. 2, 2019 to include use of a department vehicle if needed and available. **APPROVED.**

18.12.11.314 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to accept the Chief's Report. **APPROVED.**

Committee Reports:

Apparatus:

Commissioner Tobin commented that the website needs to be updated with photos of the new MED Trucks and M365. Judy indicated she would do so but need some updated photos and Bill said he would take some and send them to her.

Audit/Budget/Insurance:

No Report

Building and Grounds:

No Report

Capital:

No Report

Equipment:

No Report

Personnel:

No Report

Policy & Procedures:

No Report

OLD BUSINESS:

Commissioner Miller commented regarding the LOSAP points for Officers review that was brought to the Board's attention by Safety Officer F. LaVigne, He recommends that a committee be formed to include the Chief and Board members. Commissioner Miller further commented that nothing can be done without voters' approval, so the committee should meet during 2019 and if warranted, put any changes on the ballot at the December 2019 election for voter approval.

NEW BUSINESS:

Commissioner Miller commented that it is his opinion that the District should not ask the JVFC to reimburse the District for their portion of the driveway that was recently replaced, but instead ask JVFC to give permission for the District to use their portion of the driveway for the next 10 years to use for parking, training and other uses as needed. A discussion followed with the consensus to forward the request to the JVFC. JVFC President Bob Boss indicated that he will bring it up a the next JVFC Meeting.

Treasurer's Report:

Discussion:

- Breann requested the Board amend resolution #18.10.09.254 to reflect approval up to \$31,350 to allow for overrides of \$350 on the project.
- Discussion was held on encumbered funds from July 2017 for iPad purchases that we have not received an invoice for and no responses to numerous inquiries. Breann commented that she discussed this was our auditors, and it was their recommendation that we remove the encumbrances.
- Breann requested approval of up to \$750 for our auditors to review our AUD before it is submitted to the NYS Comptroller's Office. A brief discussion followed.
- Breann commented that she anticipates an end of year surplus of approximately \$100K.

18.12.11.315 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve amending of Resolution #18.10.09.254 to approve up to \$31, 350.00 for the driveway project by Malta Asphalt.
APPROVED.

18.12.11.316 Commissioner Miller moved, and Commissioner Tobin seconded the motion to remove the encumbrance of the 2017 Verizon purchase order for iPads and return the funds to the general fund.
APPROVED.

18.12.11.317 Commissioner Miller moved, and Commissioner Byrne's seconded the motion to approve up to \$750 for fees to Bryans & Garmuglia for review of the 2018 AUD before submittal. **APPROVED.**

Bob Boss, Bob Fox, Bill Adams and Chief Champagne exit the meeting at 7:53 p.m.

Short break

18.12.11.318 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to enter Executive Session at 8:04 p.m. for discussing matters leading to the employment of a person. **APPROVED.**

18.12.11.319 Commissioner Miller moved, and Commissioner Tobin seconded the motion to exit Executive Session at 9:06 p.m. **APPROVED.**

No Action Taken

Short Break – for results of Election

18.12.11.320 Commissioner Miller moved, and Commissioner Tobin seconded the motion to approve the list of JVFD members who are active as of January 1, 2019 and met the following requirements to the eligible list for cancer insurance coverage.

- Served at least 5 years as an interior firefighter.
- Passed 5 annual mask fit tests.
- Passed a physical exam with no evidence of cancer upon entrance as a volunteer.

APPROVED

18.12.11.321 Commissioner Miller moved, and Commissioner Tobin seconded the motion to use The Hartford Financial Services Group Inc., for coverage of eligible member premiums for a cancer insurance policy for 2019 at a cost not to exceed \$17,500. **APPROVED.**

Commissioner Byrnes moved, and Commissioner Murphy seconded the motion to adjourn the meeting at 9:38 p.m. **APPROVED.**

Next meeting:

Annual Organizational Board Meeting	Jan. 8, 2019	7:00 p.m.	Station 1
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Note: All motions unanimously passed unless otherwise noted.

Respectfully submitted,

Judith S. Bayer
District Manager

District Manager REPORT:

Previously distributed Dec. 11, 2018 Board Meeting minutes

Correspondence Received:

Correspondence Sent:

1. 12-12-2018: legal notice sent to Gazette and TU for notice of annual organizational meeting on Jan. 8, 2019.
2. 12-12-2018: results of Fire Commissioner Election and Insurance Reserve Fund proposition submitted to the TOCP Town Clerk.

Buildings & Grounds:

Miscellaneous:

1. List of 2018 physical delinquencies.

End of District Manager's Report.

Purchasing Director Report

Informational/Discussion

- New concrete pad was put down. Will open the wall in training room soon
- Odorless looked at tank out back. All lines and tank are in perfect condition. Charged sprinkler system with no issues. Tank cover was shifted a bit. Concrete was placed over the cover to seal up the edge of the cover better. Area is a low lying part of the property. Septic guys believe that with all the stone for drainage out of the tank and all the drainage ports out of the tank, the water is just undermining the ground.
- Hose testing will take place on Wednesday Dec. 19 and Thursday Dec. 20th
- Will be purchasing a new 4 drawer filing cabinet to secure alarms and drills for current and previous year as old cabinet lock not working

Items for Approval

1. Replace computer in training room
 - a. ABS Solutions \$2284.60
 - b. Dell.com \$2307.35
 - i. ABS will do setup and configuration \$525
2. Retrofit M-377 with Tonneau cover and slide out tray - \$1972 [www.anything auto.com](http://www.anythingauto.com)
 - a. Installation will be done in house
 - b. Install emergency lighting on the 4 corners of truck – LaRosa’s - \$800
3. Hose testing – up to \$5,000 and to approve payment upon completion

Chief's Report for December 11, 2018

Informational

Congratulations to Rich Craver as Firefighter of the month for November.

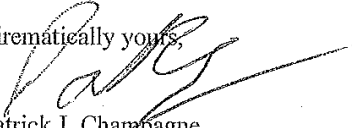
Thank you to those that assisted with the Quick Response and Toys for Tots detail.

Annual OSHA offerings have been completed as of December 8, 2018.

Training/Events

Request for Steve Shost to attend the Basic Exterior Firefighting Operations course beginning January 2, 2019 in Porter Corners.

Firematically yours,


Patrick J. Champagne
Chief – Jonesville Fire Department

TREASURER'S REPORT:

Submitted for the December 11, 2018 Board Meeting

Financial:

1. Request resolution amendment.
2. 2017 encumbered funds.
3. Request for fees for Bryans & Gramuglia to assist with year-end and AUD.
4. 11/20/18 - deposited checks for MED 364
5. 11/21/18 – deposited check for MED 374.
6. Cancer insurance update.
7. Estimated surplus.

Training:

Correspondence Received:

Miscellaneous:

End of Treasurer's Report.



2019 JVFC Officers and Chiefs

✓ Officers:

President: Bob Boss

Vice President – Kaleb Stores

Secretary – David Stores

Treasurer – Bob Fox

Chiefs:

Chief – PJ Champagne

1st Assistant Chief – Geoff Fry

2nd Assistant Chief – Bill Dell'Anno

Board of Directors:

Chuck Fannucci

Craig Lewis

Chris Fox

Allan Atwell

Dick Forgea

Bill Mackesey