

JONESVILLE FIRE DISTRICT
Board of Fire Commissioners Meeting
Station #1

Date: February 12, 2019

Time: 7:02 p.m.

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

Guests: None

Commissioner Jim Miller presided over the meeting at 7:02 p.m.

Open to the Public:

No one came forward.

Membership:

Two new member applications

19.02.12.056 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to accept the membership applications of Uzair Ahmad and Zubair Ahmad. **APPROVED.**

Minutes:

19.02.12.057 Commissioner Ford moved, and Commissioner Murphy seconded the motion to approve the Board Meeting minutes of January 8, 2019. **APPROVED.**

District Manager Report:

Discussion:

- Discussion held on contribution to 2019 Installation Banquet and list of members qualifying for 2018 LOSAP.
- Discussion on training requests, increase in legal counsel retainer fees and use of Training Room by the TOCP.

19.02.12.058 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the payment of \$7500 to the Jonesville Volunteer Fire Company to be used for Installation Banquet expenses. **APPROVED.**

19.02.12.059 Commissioner Miller moved, and Commissioner Ford seconded the motion to approve the list of members qualifying for 2018 Length of Service Award Program (LOSAP). **APPROVED.**

19.02.12.060 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the attendance of Commissioner Tobin at Commissioner Training to be held at the CFPD on March 2, 2019 at a cost of \$125. **APPROVED.**

19.02.12.061 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the increase of Hannigan Law Firm legal counsel fees to \$3500/annual retainer and \$325/hr. for work beyond scope of flat fee. **APPROVED.**

Commissioner Tobin enters the meeting at 7:06 p.m.

19.02.12.062 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the use of the Training Room by the TOCP Parks & Rec. Dept. for CPR Training on June 17, 18 and 20, 2019 from 6-8 pm. **APPROVED.**

19.02.12.063 Commissioner Ford moved, and Commissioner Byrnes seconded the motion to approve the District Manager's Report. **APPROVED.**

Purchasing Director's Report:

Discussion:

- A discussion was held on turnout gear Consulting with the consensus to purchase 14 sets of gear from MES. Bill mentioned that MES will no longer be a Globe rep after February 2019.
- Bill commented on the light placement/attachment to the vehicles and possibly using an Aerostick. He further commented that he would do more research.
- A brief discussion on REBUS EMS Consulting.
- Bill commented that he will dispose of the dated harnesses and file cabinets.
- Bill commented on Judy's behalf in regard to a box of Officer badges that are no longer be issued. Chief Champagne replied that he will distribute to appropriate members at his discretion.

19.02.12.064 Commissioner Ford moved, and Commissioner Tobin seconded the motion to approve the proper disposal of out of date harnesses. **APPROVED.**

19.02.12.065 Commissioner Ford moved, and Commissioner Tobin seconded the motion to approve the proper disposal of the old file cabinet from the Officers' Room. **APPROVED.**

19.02.12.066 Commissioner Ford moved, and Commissioner Tobin seconded the motion to approve the purchase of 14 sets of Globe turnout gear from MES on NYS Contract at a cost of \$2675/each for a total of \$37,450.00. **APPROVED.**

19.02.12.067 Commissioner Ford moved, and Commissioner Tobin seconded the motion to approve the payment of \$11,600 to REBUS EMS Consulting for services in 2019. **APPROVED.**

19.02.12.068 Commissioner Ford moved, and Commissioner Tobin seconded the motion to approve the replacement of interior front warning lights on Car36 and Car360 with Liberty II Light Bar at a cost of \$2375.52/each from Beyer-Fleet on NYS Contract and installation from LaRosa's at a cost of \$1575 for a total cost of \$6326.04. **APPROVED.**

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

Treasurer's Report:

Discussion:

- A discussion was held on QuickBooks Online issue.
- A discussion was held on the NYS Harassment Mandate with the consensus that Commissioners Miller and Murphy will research various training options including using an external company.
- Request for approval for services of William C. Adams to review AUD Report before submittal.
- A discussion was held on budget surplus and banking updates.

19.02.20.070 Commissioner Tobin moved, and Commissioner Byrnes seconded the motion to approve the services of William C. Adams to review AUD Report before submittal at a cost not to exceed \$600.00. **APPROVED.**

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

Claims:

19.02.20.072 Commissioner Tobin moved, and Commissioner Ford seconded the motion to approve payment of claims: (019052-019123). **APPROVED.**

Chief's Report:

Discussion:

- A discussion was held on various training requests.
- A discussion was held on apparatus replacement and field trip to Hudson City FD to view their Engine.

19.02.12.073 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the attendance of B. Dell'Anno, M. Mendrysa, K. Stores and S. Johnston at Principles of Building Construction – Combustibles Course starting Feb. 11, 2019 at Jonesville FD. **APPROVED.**

19.02.212.074 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the attendance of K. Stores at the NYSAFC seminar Commanding from the Front Seat on March 30-31, 2019 in Albany County. **APPROVED.**

19.02.12.075 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the attendance of D. Stores, M. Mendrysa and S. Johnston at the Incident Safety Officer course on March 5, 2019 at the Saratoga County Training Center. **APPROVED.**

19.02.12.076 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the attendance of Z. Wolfe and fees for 2019 EMS Education Day at Albany Medical Center on May 20, 2019. **APPROVED.**

19.02.12.077 Commissioner Tobin moved, and Commissioner Murphy seconded the motion to approve the attendance for G. Braglia, C. Lewis, T. Dippert, P. Liddy, AJ Baker, D. Forgea, R. Byrnes and J. Reicherter at the Annual Fire Police Training Seminar on March 30, 2019 at Arvin Hart FD to include use of M3777 and M368. **APPROVED.**

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

Committee Reports:

Apparatus:

A discussion was held on possibly replacing M367 and apparatus financing options.

Audit/Budget/Insurance:

No Report

Building and Grounds:

- Commissioner Ford commented that the bay door by ETA372 is starting to rust. Bill Adams commented that he will check it out.
- Commissioner Miller commented that the sidewalk by F363 is falling apart and a discussion followed with some options. Commissioner Miller further commented that the pipe trench at Station 2 has sunk and cracked and a discussion followed.
- Commissioner Byrnes commented that the hole in the back of Station 1 will be repaired in the Spring.

Capital:

No Report

Equipment:

No Report

Personnel:

- 19.02.12.079 Commissioner Miller moved, and Commissioner Ford seconded the motion to enter into Executive Session at 8:29 p.m. for discussing matters leading to the employment of a person. **APPROVED.**
- 19.02.12.080 Commissioner Tobin moved, and Commissioner Ford seconded the motion to exit Executive Session at 8:54 p.m. **APPROVED.**
- 19.02.12.081 Commissioner Miller moved, and Commissioner Tobin seconded the motion to remove Arianna Martuscello and Joseph Martuscello from the active rolls of the Jonesville Volunteer Fire Department for non-compliance with 2018 OSHA Training Requirement, effective February 12, 2019. **APPROVED.**
- 19.02.12.082 Commissioner Murphy moved, and Commissioner Tobin seconded the motion to approve 50% of employee benefits to half time employees to meet the hourly requirements effective March 1, 2019. **APPROVED.**
- 19.02.12.083 Commissioner Miller moved, and Commissioner Byrnes seconded the motion to approve the reimbursement of \$1280.43 to a firefighter for out of pocket medical expenses related to his annual physical. **APPROVED.**

Policy & Procedures:

No Report

OLD BUSINESS:

No Report

NEW BUSINESS:

No Report

Commissioner Byrnes moved, and Commissioner Murphy seconded the motion to adjourn the meeting at 8:57 p.m. **APPROVED.**

Next meeting:

Board Meeting March 12, 2019 7:00 p.m. Station 1

Note: All motions unanimously passed unless otherwise noted.

Minutes transcribed from notes taken by B. Parseghian.
Respectfully submitted,

Judith S. Bayer
District Manager

District Manager REPORT:

Previously distributed Jan 8, 2019 Board Meeting minutes

Correspondence Received:

Correspondence Sent:

1. 1-10-2019: claim forms sent to Shelter Point for disability claim on K. Sarsick.
2. 1-9-2019: Oaths of office dropped off to TOCP Town Clerk.
3. 1-29-2019: get well card sent to D. Murman.
4. **2-12-2019: notice of intent to file a claim with Amsure for data breach liability expenses.**

Buildings & Grounds:

Miscellaneous:

1. 1-8-2019: Oath of office administered to Commissioner Tom Tobin, Purchasing Director/Deputy Treasurer William G. Adams and Secretary/Treasurer Breann Parseghian.
2. **Approval for contribution of \$7500.00 to JVFC for the 2018 Installation Banquet.**
3. **List of 2018 LOSAP qualifying list. (*Commissioners need to sign blue form*)**
4. **1-22-2019: 2018 Summary of OSHA Incidents posted at both stations.**
5. **Approval for Commissioner Tobin to attend Commissioner training at CPFDD on March 2, 2019 at a cost of \$125.**
6. **Approve increase of legal counsel fees (Hannigan Law Firm) to \$3500/annual and hour fee to \$325/hour for work beyond scope of flat fee.**
7. **TOCP Park & Rec Dept. requests use of the Training Room for CPR Training from 6-8 pm on June 17, 18 and 20. Dates are available.**

End of District Manager's Report.

TREASURER'S REPORT:

Submitted for the February 12, 2019 Board Meeting

Financial:

1. The tax revenue check, in the amount of \$1,349,498.01 was deposited in the MMA.
2. Request for, and payment of, up to \$600 for AUD report to be reviewed and submitted by W.C. Adams.
3. Insurance Reserve Fund
4. General banking update and surplus.
5. New NYS Sexual Harassment Mandate.
6. Petty cash reconciliation.

Training:

Personnel:

Correspondence Received:

Miscellaneous:

End of Treasurer's Report.

Purchasing Director Report

Informational/Discussion

Items for Approval

1. Dispose of out dated harnesses
2. Dispose of old file cabinet from the Officers' room
3. 14 sets of Globe Gear – MES - \$2,675 each = \$37,450
4. EMS management and consulting for 2019 REBUS - \$11,600 Professional services
5. Replace interior front warning lights on C-36 & C-360 with Liberty II Light bar - \$2375.52 X 2 = \$4751.04
 - a. Install – Larosa's - \$1575 – Total project is \$6,326.04

Chief's Report for February 12, 2019

Informational

Congratulations to Ben Hogan as Firefighters of the Month for January in successfully completing his EMT course.

Training/Events

Request for Bill Dell'anno, Mike Mendrysa, Kaleb Stores, and Scott Johnston to attend the Principles of Building Construction - Combustible course taking place at Jonesville beginning February 11, 2019.

Request for Kaleb Stores to attend the NYS AFC seminar entitled, Commanding From the Front Seat taking place in Albany County on March 30 and 31, 2019.

Request for Dave Stores, Mike Mendrysa and Scott Johnston to attend the Incident Safety Officer course taking place at the county training center beginning March 5, 2019.

Request for Zach Wolfe to attend the 2019 EMS Education Day at Albany Medical Center on May 20, 2019.

Request for Gary Braglia, Craig Lewis, Tom Dippert, Pat Liddy, AJ Baker, Dick Forgea, Ross Byrnes and Jerry Reicherter to attend the Annual Fire Police Training Seminar taking place in Arvin Hart on March 30, 2019 along with use of M377 and 368.

Apparatus/Chief's Vehicles/Equipment/Stations

Slide out tray, tonneau cover, chevron and lighting have been installed on M377.

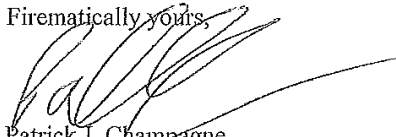
Requested Bill Adams to obtain quotes for the replacement of our Thermal Imaging Cameras. I provided him with specifications for the potential replacements. Rep is coming to the officer's meeting on February 18, 2019.

The apparatus committee took a field trip to view their Engine 30 at the Hudson City Fire Department on February 10, 2019.

Personnel

Met with and spoke to Arianna and JJ Martuscello on January 16, 2019

Firematically yours,



Patrick J. Champagne
Chief -- Jonesville Fire Department

