



Corning Joint Fire District (CJFD) Regular Meeting

*South Corning Fire Department, Inc.
Wednesday, October 23, 2019 @ 5:30pm*

Meeting Minutes (DRAFT)

1. The meeting was called to order at 5:32pm.
2. Commissioners present: Clarkson, Shafer, Tuttle, Vandusen. Absent: Burrell
(*Commissioner Burrell later joined the meeting during discussion of agenda item# 13.*)
3. Pledge of Allegiance
4. Motion by Brian Vandusen to approve minutes of CJFD meeting and Public Hearing on October 15, 2019 was seconded by Chet Tuttle and carried.
5. Note to Record: CJFD has received an Exempt Organization Letter from the NYS Department of Tax & Finance.
6. Motion by Chet Tuttle to adopt 2020 CJFD Budget requiring a \$520,000 tax levy that includes \$35,000 for establishing Reserve Funds for Repairs (\$19,250), Equipment Repair & Replacement (\$5,250), Capital Improvements (\$5,250), and Apparatus Repair & Replacement (\$5,250). Seconded by John Clarkson and carried.
7. Motion by Brian Vandusen to discuss draft Legal Notice for CJFD Annual Election on 12/10/2019 was seconded by Chet Tuttle and carried.
8. Motion by Brian Vandusen to discuss draft of a Temporary Line of Credit Agreement between CJFD and its member fire departments was seconded by John Clarkson and carried.
9. Motion by Brian Vandusen to adopt the Temporary Line of Credit Agreement between CJFD and authorize Chairman to send executed copies to CJD's member fire departments seconded by Chet Tuttle and carried.
10. Motion by Brian Vandusen to authorize Chairman to submit a \$130.00 invoice from The Leader for services rendered to CJFD to East Corning Fire Department, Inc. for payment on CJFD's behalf as soon as a Temporary Line of Credit agreement between the two organizations is executed. Seconded by Chet Tuttle and carried.
11. Motion by John Clarkson to discuss website development proposal submitted to CJFD by First Arriving was seconded by Brian Vandusen and carried.
12. Motion by Brian Vandusen to discuss status of DOH requirements for consolidating BLS EMS services provided by member fire departments under CJFD was seconded by Chet Tuttle and carried. Discussion ensued about details associated with merging individual BLS agency codes assigned to member departments by NYSDOH under CJFD. Deputy Chief Mahnke reported that DOH has indicated that the first step in the process is to request issuance of a new agency code to CJFD. Motion by Brian Vandusen to authorize Chairman Shafer to send a letter to NYSDOH requesting

issuance of a new agency code number to CJFD was seconded by John Clarkson and carried.

13. Motion by Brian Vandusen to discuss status of VFBL insurance coverage for CJFD was seconded by Chet Tuttle and carried. Chairman Shafer reported that he has spoken with John Fleury from Fleury Risk Management in Saratoga, NY about providing VFBL and WComp coverage for CJFD. He will make a presentation to Commissioners at our meeting on November 6th. Shafer reported that he has also asked representatives from Sprague Insurance to solicit a VFBL/WComp proposal from Comp Alliance/Wright Risk Management which the Town of Corning currently uses to provide VFBL/WComp coverage for volunteer firefighters.
14. Motion by Ryan Burrell to discuss status of real property, fleet and general liability insurance coverage for CJFD was seconded by Chet Tuttle and carried. Chairman Shafer reported that he and Commissioners Vandusen and Clarkson met with representatives from Sprague insurance on Monday (21st) about obtaining a quote for coverage from ESIP. SCFD currently uses ESIP for its insurance coverage. They will present a quote for coverage to Commissioners at our meeting on November 20th. Shafer and Clarkson also met with Jason Kimball from Farmer Insurance about obtaining coverages from Utica National. NCFD and ECFD currently use Utica National for their insurance coverage. Mr. Kimball will present a quote to Commissioners at one of their meetings in November.
15. Motion by Chet Tuttle to discuss status of ECFD/NCFD real property leases and/or transfer of property ownership to CJFD was seconded by Brian Vandusen and carried. Chairman Shafer reported that in accordance with authorization approved at the Commissioners last meeting (October 15th), real property lease/transfer proposals have been transmitted to ECFD/NCFD for review at their respective monthly meetings in November.
16. Motion by Ryan Burrell to review the following administrative Policies & Procedures proposed for the CJFD was seconded by John Clarkson and carried:
 - Organizational Statement
 - Americans With Disabilities Act
 - Code of Ethics
 - Investments
 - Fixed Asset Capitalization
 - Procurement
 - Travel & Expense
 - Meeting Recording

Each Policy & Procedure was reviewed and minor adjustments were suggested. Follow-up requirements for implementation of these Policies & Procedures were also discussed.

17. Motion by Chet Tuttle to adopt the Policies & Procedures reviewed in Item# 16 with minor adjustments discussed was seconded by Ryan Burrell and carried.
18. Motion by Brian Vandusen to distribute the following administrative procedures proposed for the CJFD for review and adoption at our next meeting on October 30th was seconded by Chet Tuttle and carried:
 - Administrative Leave
 - Commissioner Attendance
 - Travel & Expense
 - Drug and Alcohol Abuse
 - Harassment & Sexual Harassment
 - Workplace Violence
 - Sex Offender
 - Freedom of Information

19. Motion by John Clarkson to refer the following Policy & Procedure proposed for the CJFD to the Chief and Deputy Chiefs for their review and comment was seconded by Chet Tuttle and carried:

- Personal Safety Systems

20. Visitor's Comments – None received.

21. Motion by Chet Tuttle to adjourn the meeting @ 6:25pm was seconded by Brian Vandusen and carried.