



Corning Joint Fire District (CJFD) Regular Meeting

North Corning Fire Department
Wednesday, October 30, 2019 @ 5:30pm

Minutes

1. Meeting was called to order at 5:32pm.
2. Commissioners present: Clarkson, Shafer, Tuttle, Vandusen. Absent: Burrell (excused)
3. Pledge of Allegiance
4. Motion by Chet Tuttle to approve minutes of CJFD meeting on October 23, 2019 was seconded by Brian Vandusen and carried.
5. Motion by Chet Tuttle to appoint Joanne Woodard, with Chief Brenning's recommendation, to the position of District EMS Coordinator was seconded by John Clarkson and carried.
6. Motion by Brian Vandusen to discuss proposals from Chemung Canal Trust Company and Five Star Bank to provide banking & investment services for CJFD was seconded by Chet Tuttle and carried. Chairman Shafer will evaluate objective differences between the 2 proposals and report back on his recommendation at a future meeting.
7. Motion by Brian Vandusen to discuss applicants for Treasurer and Secretary positions was seconded by Chet Tuttle and carried. Dave Shafer reported that he has received several applicants for each position but none are from individuals who reside in the area covered by the joint fire district. Motion by Brian Vandusen to hold a Special Meeting on Wednesday, November 13th at 5:30pm to interview candidates was seconded by John Clarkson and carried.
8. Motion by Chet Tuttle to discuss website development proposal from 1st Arriving relative to professional service contract requirements expressed in CJFD Procurement policy was seconded by Brian Vandusen and carried. It was agreed that this proposal meets the criteria expressed in paragraph 6A. of CJFD's procurement policy for a professional service and that it may therefore be executed without soliciting additional quotations or documentation for not accepting the lowest bid. 1st Arriving is a national organization that specializes in the development and support of websites and other social media tools for fire departments and EMS organizations. Motion made to Brian Vandusen to accept the proposal from 1st Arriving contingent upon verification that work products they develop for CJFD are not proprietary, belong to CJFD, and can be exported to another IT-support provider if we so choose. Motion seconded by John Clarkson and carried.
9. Motion by Brian Vandusen to review the following administrative Policies & Procedures proposed for the CJFD 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

10. Motion by Chet Tuttle to adopt the administrative Policies & Procedures reviewed in Item# 9 above was seconded by Brian Vandusen and carried.

11. Motion by Chet Tuttle to review the following OSHA Policies & Procedures proposed for the CJFD was seconded by Brian Vandusen and carried:

- Respiratory Protection
- Hazard Communication
- Bloodborne Pathogens
- Personal Safety Systems

Deputy Chief Adam Nehring mentioned that he has used “SDS Chemical Management” software to obtain access to SDS data sheets and other emergency/health information about chemicals used in the workplace as required by OSHA. He will obtain additional information about the software and report back at a future meeting.

12. Motion by Chet Tuttle to adopt the OSHA Policies & Procedures reviewed in Item# 11 above was seconded by Brian Vandusen and carried.

13. Motion by Brian Vandusen to discuss departmental election procedures for 2020 was seconded by Chet Tuttle and carried. Dave Shafer reported that Attorney Hannigan recently indicated that member departments should elect officers for 2020 in accordance with their current By Laws. However, CJFD has the authority to establish officer qualifications and reject line officers elected by the member departments if it so chooses (in which case the department would then be tasked with electing and submitting another individual).

14. Visitor’s Comments – A question was raised about whether convictions for criminal offenses other than arson/sex offender should/can be considered with respect to applications submitted by prospective members. Further review of legal statutes and parameters will need to be conducted on this matter.

15. Motion to adjourn the meeting @ 6:37pm.