



**Corning Joint Fire District (CJFD)  
Board of Fire Commissioners Meeting  
South Corning Fire Department  
Wednesday, November 20, 2019 @ 5:30pm**

**Minutes**

1. The meeting was called to order at 5:30pm.
2. Commissioners present: Clarkson, Vandusen, Tuttle, Shafer. Absent: Burrell (excused)
3. The Pledge of Allegiance was recited.
4. Motion by Chet Tuttle to approve minutes of CJFD meeting on November 13, 2019 was seconded by John Clarkson and carried.
5. Motion by Brian Vandusen to discuss status of proposed real property lease agreement with the Village of South Corning for space currently used by the South Corning FD with Mayor Jim Thomas was seconded by John Clarkson and carried. Mayor Thomas indicated that he and village trustees have reviewed the draft agreement they received from Attorney Hannigan and have submitted it to the village attorney with their requested modifications. He indicated that they are not looking to make major changes to the terms previously discussed but want to make sure it covers all important details of the lease arrangement. Chairman Shafer requested that Mayor Thomas make every effort to ensure that their attorney's review and change requests are made available to the Board of Fire Commissions by the time of its next meeting on December 4, 2019.
6. Motion by Brian Vandusen to discuss Elks Club invitation to cater and host an installation dinner for CJFD Fire Commissioners and Officers was seconded by John Clarkson and carried. Adam Nehring and Brad Jacobus provided details on the Elks Club generous offer. Motion by Brian Vandusen to accept this offer was seconded by John Clarkson and carried.
7. Motion by Brian Vandusen to discuss proposal from VelocityEHS/MSDSOnline to host an online database system for compiling and maintaining organizational records on workplace chemical hazards and providing 24x7x365 access to chemical safety data sheets was seconded by Chet Tuttle and carried. Adam Nehring discussed details of this cloud-based software program and how is it currently being used by Corning Natural Gas to help ensure compliance with OSHA/PESH's Hazard Communication Standard. Chet Tuttle agreed to review CJFD procurement guidelines relative to acquisition of this type of product, including consumer ratings and alternative systems/costs, and report back at our next meeting.
8. Motion by Chet Tuttle to approve hiring a Treasurer who is not a resident of the area served by the Corning Joint Fire District, in accordance with NY Town Law, Section 174 Fire District Officers, Paragraph 4, was seconded by John Clarkson and carried.

9. Motion by John Clarkson to approve extending an offer of employment as CJFD Treasurer to Jennifer Coons at a salary of \$5,500/yr with date of hire on/about 12/1/2019 was seconded by Chet Tuttle and carried.
10. Chairman Shafer reported that Steuben Real Property Tax Service has created a map dated 11/15/2019 that depicts tax assessment boundaries of the CJFD. He notes that the map is believed to be correct and is consistent with boundary lines depicted in a similar map created by the Steuben County Emergency Management Office to use for the purpose of dispatching emergency services. Motion by John Clarkson to authorize Chairman Shafer to approve the Real Property Fire Assessment Boundary map created by Steuben County Real Property Tax Service Agency was seconded by Chet Tuttle and carried.

Motion by Brian Vandusen to discuss details of annual election to be held on 12/10/2019 for purpose of approving establishment of four Special Reserve funds for CJFD was seconded by John Clarkson and carried. Chairman Shafer noted that we need to appoint 3 election site staff who will be paid \$35 each for their efforts in accordance with NYS law. He offered and was given approval to contact Ruth Plaisted who has extensive experience supervising election events at the East Corning polling site to see if she and two of her poll site colleagues would be interested in providing this service. Brian Vandusen agreed to review the eligible voter list provided by Kelly Penziul at Steuben County Board of Elections to ensure that only voters residing within the boundaries of the CJFD service area are on the list.

Chief Brenning requested that a standing agenda item for Chief Reports be added to the Agenda for all future CJFD commissioner meetings. He reported that he and the Asst. Chiefs are currently working to update box alarm arrangements for CJFD. He also expects that they will be implementing one comprehensive Knox Box system for the district. They have also updated the current list of firefighters eligible for cancer insurance coverage and gave it to Commissioner Shafer for implementation in 2020. In the near future they will also be evaluating a comprehensive database and reporting system for recording/tracking CJFD equipment, submitting fire reports, managing member records, etc. Finally, he noted that all 3 chiefs will need keys to access all 3 fire houses by 1/1/2020.

11. Motion by Brian Vandusen to invite Kayla Wagner and Nicki Cervoni from Sprague Insurance to present proposals from ESIP to provide Property, General Liability and Fleet insurance, from Wright Risk Management to provide VFBL and Workers' Comp insurance and a proposal for Cancer insurance coverage for CJFD was seconded by John Clarkson and carried. Ms. Wagner and Ms. Cervoni then made their presentation.
12. Motion by Brian Vandusen to add another Fire Commissioners meeting to the schedule on Wednesday, December 4, 2019 at ECFD @ 5:30pm was seconded by John Clarkson and carried.
13. Motion by Brian Vandusen to adjourn the meeting @ 6:45pm was seconded by Chet Tuttle and carried.