



**Corning Joint Fire District (CJFD)
Board of Fire Commissioners Meeting
East Corning Fire Department
Wednesday, December 4th, 2019 @ 5:30pm**

Minutes

1. The meeting was called to order at 5:30pm.
2. Commissioners present: Clarkson, Vandusen, Shafer, Burrell Absent: Tuttle
3. The Pledge of Allegiance was given.
4. Motion made by Brian Vandusen to enter Executive Session in accordance with Public Officers Law, Article 7 Open Meetings Law, Section 105, motion to enter into Executive Session for the purpose of discussing matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.
5. Motion made by Brian Vandusen to return to Regular Meeting session was seconded by John Clarkson and carried.
6. Motion by Ryan Burrell to approve minutes of CJFD meeting on November 20, 2019 was seconded by John Clarkson and carried.
7. Motion by Brian Vandusen to approve contracting with Jennifer S. Coons to provide financial consulting services to CJFD in December 2019 at a cost of \$475.00 was seconded by John Clarkson and carried.
8. Motion by Ryan Burrell to hire Jennifer S. Coons as the Treasurer of the Corning Joint Fire District at a salary of \$5,500.00 per annum, effective January 1, 2020 was seconded by John Clarkson and carried.
9. Motion John Clarkson to discuss quotes from Paychex and ADP to provide comprehensive payroll services for CJFD was seconded by Brian Vandusen and carried. Chairman Shafer reported that he has obtained proposals from both of these vendors but some questions remain about how ADPs per payroll cost might change after initial promotional discounts expire. Question also remains about whether Paychex proposed cost per pay will change materially after 2020. Matter tabled until next meeting so clarifications can be obtained from each vendor.
10. Motion by Brian Vandusen to appoint Ruth Plaisted as Chairman of the CJFD Board of Elections and Kim Benjamin and Jeremy Golkiewicz as ballot clerk and election inspector for the annual CJFD election to be held on Tuesday December 10th at Corning Town Hall from 6pm-9pm was seconded by John Clarkson and carried.
11. Motion to discuss Commissioner Tuttle's analysis of proposals from 4 prospective vendors to provide 24x7x365 access to on-line resources to facilitate compliance with

OSHA/PESH safety requirements on occupational exposure to hazardous chemicals including chemical safety data sheets was tabled until next meeting.

12. Motion Brian Vandusen to discuss status of proposed real property lease agreements with NCFD/ECFD and the Village of South Corning (for space currently used by the South Corning FD) was seconded by John Clarkson and carried. It was noted that a majority of members of the ECFD voted last month to transfer ownership of their real property to CJFD. A vote of NCFD members came to the same conclusion. Unfortunately, these transfers won't be addressed by CJFD until early 2020 so departments will be encouraged to execute the Lease Agreements originally proposed by CJFD. The Village of South Corning has not responded to the proposed lease agreement provided to them in late October. Motion made by Ryan Burrell to notify the Village that if we don't receive a response to this lease proposal by our next meeting on December 11th, we will need investigate the feasibility of securing another location to house SCFD fire equipment was seconded by Brian Vandusen and carried.
13. Motion Ryan Burrell to discuss status of Apparatus Lease Agreement with NCFD for PT43 was seconded by Brian Vandusen and carried. Chairman Shafer reported that the draft Agreement has been updated to include specific information about the vehicle and leasing details. Also, since NCFD has already made an annual payment on the lease that includes the period from January 1, 2020 to March 14, 2020 (when CJFD is subleasing the vehicle from NCFD), this Apparatus Lease Agreement has been amended to afford NCFD a \$4,040.46 refund for that portion of the annual payment that pertains to 2020 (e.g. 74 of 365 days). Motion by John Clarkson to present this modified agreement to NCFD was seconded by Brian Vandusen and carried. It was noted that ECFD will also receive a refund of \$4,712.98 for the monthly payment it must make for January 2020 (by January 1st) for its purchase agreement with Bank of Greene County for E25.
14. Motion by John Clarkson to discuss status of BLS service transition from member departments to CJFD was seconded by Brian Vandusen and carried. Joanne Woodard reported that she has most of the documents required by NYSDOH complete and hopes to have it to them next week.
15. Motion to discuss SCFD (Station 34) departmental election results for 2020 was tabled to a future meeting when the outcome of elections for all 3 stations is known.
16. Motion to discuss status of insurance proposals received from Utica National, Fleury Risk Management, Sprague Insurance, etc. was tabled to the next meeting.
17. Motion by Brian Vandusen to discuss firematic-related topics with District Chief and Deputy Chiefs was seconded by Ryan Burrell and carried. Deputy Chief Nehring reported that:
 - Work on updating Box Alarms and SOGs continues,
 - CJFD training calendar is complete for 2020,
 - Proposals from several IT vendors to provide systems to integrate fire reports, training records, documentation, etc. are being evaluated.
 - He noted that the Elks Club will be holding an Installation Dinner for new officers on January 10th, 2020 at 5:30pm.
 - He also indicated that responsibility for VSC's account with Verizon that supports 2 tablets used in their response vehicles should be transferred over to CJFD on/about 01/01/2020.

18. Meeting dates for the remainder of 2019 and all of 2020 were discussed. It was agreed that the Board of Fire Commissioners should schedule 2 meeting in January and February 2020 and then try and scale back to one regular meeting per month thereafter (i.e., on the first Wednesday of the month).
19. Motion by Brian Vandusen to adjourn the meeting was seconded by John Clarkson and carried. The meeting was adjourned @ 6:48pm.