



**Corning Joint Fire District (CJFD)  
Board of Fire Commissioners Meeting  
North Corning Fire Department  
Wednesday, December 11<sup>th</sup>, 2019 @ 5:30pm**

**Minutes**

1. Chairman Shafer called the meeting to order at 5:32pm.
2. Commissioners present: Clarkson, Shafer, Tuttle, Vandusen. Absent: Burrell
3. The Pledge of Allegiance was recited.
4. Motion by Brian Vandusen to discuss outcome of yesterday's election was seconded by John Clarkson and carried. Chairman Shafer reported that CJFD resolutions to establish 4 Special Reserve Funds (*e.g. Repairs, Equipment Repair & Replacement, Capital Improvements, and Apparatus Repair & Replacement*) were all approved by voters.
5. A motion to extend an offer of employment to a CJFD resident to serve as Secretary of the Corning Joint Fire District was deleted from the Agenda because the candidate notified Chairman Shafer via email this afternoon that she was accepting another offer of employment and withdrawing her application for employment with CJFD.
6. Motion by John Clarkson to have Chairman Shafer execute Apparatus Lease Agreements signed by East Corning Fire Department, Inc. (E25) and North Corning Volunteer Fire Department, Inc. (PT 43) was seconded by Brian Vandusen and carried.
7. Motion by Brian Vandusen to have Chairman Shafer execute a five-year Fire District Lease Agreement signed by the East Corning Fire Department, Inc. for the premises ECFD owns at 11873 East Corning Road, Corning, New York 14830 was seconded by Chet Tuttle and carried.
8. Motion by Brian Vandusen to discuss status of proposed real property lease agreements with NCFD and the Village of South Corning (for space currently used by SCFD) was seconded by Chet Tuttle and carried. Chairman Shafer reported that he received a proposed property lease for space occupied/used by SCFD at 7 Clark Street from the Village on Monday. He has referred their proposal to Attorney Hannigan for his review. He also reported that he will follow-up with NCFD leadership about whether they are amenable to signing the lease proposal that CJFD delivered to them in November as a temporary measure until transfer of ownership of their real property to CJFD can be accomplished (likely in Q1 or Q2 of 2020).
9. Motion by Brian Vandusen to discuss status of process for transferring ownership of emergency response vehicles and firematic equipment, gear and supplies to CJFD from the Village of South Corning (SCFD), NCFD and ECFD was seconded by John Clarkson and carried. Chairman Shafer reported that Trustees for the Village of South Corning unanimously passed a resolution at their meeting on Monday, 12/9, to transfer

all emergency response apparatus used by the South Corning FD, as well as all firematic equipment, gear and supplies, to CJFD. Shafer also reported that a similar motion was adopted by members of the East Corning Fire Department, Inc. at their monthly meeting on 12/10/2019. He will check with NCFD leadership to be sure that their membership has also approved such a transfer. As soon as he receives an Asset Transfer Agreement from Attorney Hannigan, he will distribute it to all 3 organizations for execution.

10. Motion by Chet Tuttle to contract with Paychex for payroll processing services, effective 1/1/2020 was seconded by John Clarkson and carried.
11. Motion by Brian Vandusen to discuss and act on 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 seconded by Chet Tuttle and carried. Commissioner Tuttle noted that he reviewed proposals from these vendors in detail and concluded that the proposal from EHS, while not the lowest direct cost, is by far the best value. Motion made by Brian Vandusen to approve purchase of EHS system was seconded by John Clarkson and carried.
12. Motion by Brian Vandusen to discuss proposals received to provide insurance coverages for CJFD was seconded by John Clarkson and carried. Chairman Shafer reviewed a summary of insurance proposals received from Sprague Insurance and Farmer Insurance. He noted that while quotes from Sprague (ESIP) and Farmer (Utica National) to provide general liability/Crime/Auto/Equipment/Umbrella coverage for CJFD were nearly identical in cost, the estimated net premium for Utica National was predicated on receiving a 13.3% performance dividend which the ESIP premium was fixed. Coverages afforded under both policies were deemed to be essentially equivalent. In addition, Farmer did not provide quotes for Accident & Health or Cancer insurance coverages. Motion made by Commissioner Vandusen to accept proposals submitted by Sprague Insurance for general (ESIP), Accident & Health (ESIP) and Cancer (Chubb) insurance coverage.  
  
Discussion then ensued about VFBL/Workers' Comp insurance proposals received from Fleury Risk Management (NYS Insurance Fund) and Sprague Insurance (CompAlliance). It was noted that there are significant differences between these 2 options with respect to the structure of the insuring entities and their estimated costs. Decision on which proposal to select was tabled to our next meeting on 12/18/19 in order to obtain clarifications on several matters related to these alternative options.
13. Motion by Brian Vandusen to discuss proposal from Southern Tier PC to provide computer hardware and software and other peripherals required to establish CJFD's administrative office at 20 South Maple Street was seconded by Chet Tuttle and carried. Merits of proposal were discussed. It was noted, however, that alternative quotes will need to be obtained before a purchase decision can be made in order to be in compliance with CJFD's procurement policy. So the matter was tabled until next week's meeting.
14. Motion by Brian Vandusen to discuss ordering CJFD wear for active members of member fire departments was seconded by Chet Tuttle and carried. Discussion ensued about need to establish and enforce design standards for CJFD wear. Adam Nehring agreed to contact 3 local vendors for price quotes on t-shirts, polos, jobbers and hats.

15. Motion by Brian Vandusen to hold CJFD's annual Organizational Meeting for Yr2020 on Wednesday, January 8, 2020 at 7:00pm at the Corning Town Hall, 20 South Maple Street (if available) was seconded by Chet Tuttle and carried. Our regular monthly meeting will immediately follow the Organizational Meeting, NY.
16. Motion by Brian Van Dusen to discuss firematic-related topics with Deputy Chief Adam Nehring was seconded by John Clarkson and carried. Deputy Nehring reported:
- A comprehensive box alarm protocol for the CJFD fire district has been submitted to Steuben County,
  - An extensive evaluation of two IT systems (e.g. Firehouse and ESO) for consolidating the district process for preparing/submitting fire reports, managing inventory, etc is underway.
  - A process for obtaining fuel for emergency response vehicles needs to be developed. He suggested that we look at existing options for creating a "fleet" style system for obtaining fuel. He will obtain more information on existing options and Chairman Shafer will review NYS OSC guidelines on establishing this type of program.
  - He asked what procurement procedures line officers will need to follow when obtaining materials or supplies on an urgent or emergent basis. It was agreed that we should add this topic to the agenda for an upcoming meeting to address and clarify operational expectations and resources.
17. Chairman Shafer thanked District EMS Coordinator Joanne Woodard and Deputy Chief Mahnke for their efforts to complete all of the paperwork necessary to transfer the authority to provide BLS services that was granted to each of the 3 member fire departments by NYSDOH to CJFD, effective 1/1/2020. The completed request has been delivered to NYSDOH.
18. Motion by Brian Vandusen to adjourn the meeting was seconded by John Clarkson and carried. Meeting was adjourned @ 7:17pm.