



**Board of Fire Commissioners Meeting
North Corning Fire Department
Wednesday, February 5th, 2020 @ 5:30pm**

Minutes

1. Chairman Shafer called the meeting to Order at 5:40pm.
2. Commissioners present: Clarkson, Shafer, Vandusen, Tuttle. Absent: Burrell (Excused-work)
3. Motion by Chet Tuttle to approve minutes of CJFD Commissioner's meeting on December 18, 2019 was seconded by Brian Vandusen and carried.
4. Motion by John Clarkson to approve payment of the invoices detailed on Expense Report for 2/5/2020 (attached) was seconded by Brian Vandusen and carried.
5. Motion by Chet Tuttle to adopt Resolution 1 of 2020 (attached) transferring \$35,000 in funds raised through the 2020 budget process to four (4) specific capital reserve accounts approved by a vote of qualified electors of the fire district on December 10, 2019. Motion seconded by John Clarkson and carried.
6. Motion by Brian Vandusen to appoint District Deputy Chief Mike Mahnke as Chairperson of the Safety Committee required as part of the Organizational Statement adopted by CJFD on 10/23/2019. Motion seconded by John Clarkson and carried.
7. Motion John Clarkson to discuss status of search process for the position of CJFD Secretary was seconded by Chet Tuttle and carried. Chairman Shafer reported that after advertising this job vacancy at the joint department meeting on January 13th, the CJFD website and at each fire company, he has not received any additional applications. Following discussion, it was agreed that we should invite the individual who has applied for the position to meet with the Board of Fire Commissioners in executive session at our next meeting on February 19th.
8. Motion by Brian Vandusen to discuss establishment of a functional procurement and payment approval/remittance process that would apply to all CJFD operations was seconded by John Clarkson and carried. Commissioner Tuttle distributed and reviewed a flow diagram that he developed to summarize the procurement process/requirements included in the district's Procurement Policy & Procedure. As a basic rule, a Procurement Form should be completed for all purchases of goods and services. Also, all purchases between \$501 and \$3,000 require documented verbal quotes from at least 3 separate vendors, if available, and documented approval must be obtained from 3 Commissioners before the purchase is made. Purchases in excess of \$3,000 to \$19,999 require 3 written quotes and written approval must be obtained from 3 Commissioners before the purchase is made. Additional rules apply for purchase of goods for \$20,000 or more and for service contracts and public works projects. Guidance and forms to facilitate compliance with the district's procurement policy will be delivered to district and fire company officers.

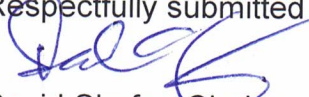
9. Motion by Brian Vandusen to whether CJFD would host a district-wide Annual Inspection Dinner in 2020 was seconded by John Clarkson and carried. Discussion ensued about CJFD should hold a district-wide event or provide support to each fire company so that they could hold an event for their individual station. Subsequently, Chet Tuttle made a motion that CJFD provide \$3,000 in funding support to each fire company to host an event for their station. Motion was seconded by Brian Vandusen and carried. It was noted that each Fire Company must follow the district's procurement guidelines when planning for these events. It was suggested that Commissioner's consider holding a district-wide picnic for all members in Summer/Fall 2020.
10. Motion made by Brian Vandusen to discuss fire company fund raising events in 2020, including:
- SCFD Auxiliary Dinners (2/9, 3/14, 4/11)
 - NCFD Monthly Chicken BBQs, Hall Rentals
 - ECFD Hall rentals (including Friends of the SE Steuben Library), Neighborhood Sale (May), Calendar Drive (Dec)
 - Pool Fills

Motion was seconded by John Clarkson and carried. Motion made by Brian Vandusen to approve the SCFD Auxiliary's request to hold a fund-raising dinner on February 9th was seconded by Chet Tuttle and carried. Dave Shafer will distribute a prototype request form to each station to use for requesting approval of all other planned fund-raising activities in 2020. Discussion about whether the CJFD will also fire companies to continue the practice of filling pools was tabled until next meeting for input from District Chief(s).

11. Motion by Brian Vandusen to discuss firematic-related topics with District Chief and Deputy Chiefs was seconded by Chet Tuttle and carried.
- Status of PT-43: Deputy Chief Mahnke confirmed that PT-43 has been released to the broker who purchased it and checks for the balance due on the financing agreement have been delivered to the bank and negotiated. As soon as he receives a lien release form from the bank he will submit a registration transfer request to NYS DMV.
 - E-LEARNING Online Training: It was reported that most members are now enrolled and engaged in the completion of 6 mandatory annual training modules.
 - Expansion of Knox Box system: A plan is being developed to expand use of the Knox Box program to all 3 stations. This will require the purchase of additional key safes for emergency response vehicles that are not already so equipped.
 - New York State Insurance Fund (VFBL) Site Visits: Commissioner Shafer reported that our VFBL insurance carrier (NYSFI) contacted him about doing new client on-site visits to all 3 stations on Tuesday, February 11th. He will assist them with the tour at Station 16. He will need some assistance with facilitating their subsequent visits to Station 34 and 43.
 - BLS Update: District EMS Coordinator Joanne Woodard reported that CJFD's EMT CME program documentation has been completed and will be submitted to NYS DOH asap.

12. Motion by Chet Tuttle to adjourn the meeting @ 7:00pm was seconded by John Clarkson and carried.

Respectfully submitted by:


David Shafer, Chairman
Board of Fire Commissioners

Next Meeting: Wednesday, February 19th @ 5:30pm @ SCFD

CJFD Expense Report

2/5/2020

<u>Payee</u>	<u>DueDate</u>	<u>Amt Due</u>	<u>Station</u>	<u>Expense Code</u>	<u>Comments</u>
Bank of Greene County	2/1/2020	\$ 4,712.98	16	A3410.207016	E25 loan
Kleen Sweep	1/31/2020	\$ 120.00	16	A3410.403016	
NYSEG	1/22/2020	\$ 49.37	16	A3410.409116	Rooftop HVAC
NYSEG	1/22/2020	\$ 102.85	16	A3410.409116	Bays
NYSEG	1/24/2020	\$ 142.82	43	A3410.409143	
NYSIF	2/1/2020	\$ 136.19	47	A9040.8047	WComp (1/1→7/1/2020)
Village of S Corning	1/1/2020	\$ 352.00	34	A3410.409534	1/3 share of annual disposal fee
Corning Natural Gas Corp	2/6/2020	\$ 168.92		A.3410.4092	3344 Winfield St
Corning Natural Gas Corp	2/7/2020	\$ 110.15		A.3410.4092	7 Clark St
John Clarkson	Upon Receipt	\$ 85.00		A.3410.4154	Reimburse for training
Brian Vandusen	Upon Receipt	\$ 85.00		A.3410.4154	Reimburse for training
Town of Corning	Upon Receipt	\$ 18.11			Return of overpayment on tax payment
Total:		\$ 6,083.39			