



**Board of Fire Commissioners Meeting
South Corning Fire Department
Wednesday, February 19th, 2020 @ 5:30pm**

Minutes

1. Chairman Shafer called the meeting to order at 5:36pm.
2. Commissioners present: Clarkson, Shafer, Vandusen, Tuttle. Absent: Burrell (*Excused @ work*).
3. The Pledge of Allegiance was given.
4. Motion by Chet Tuttle to approve minutes of CJFD Commissioner's meetings on December 30th, 2019, January 8th, 2020 and February 5th, 2020. Motion seconded by John Clarkson and carried.
5. Motion by Brian Vandusen to approve minutes of CJFD Organizational Meeting on January 8th, 2020. Motion seconded by John Clarkson and carried.
6. Motion by Chet Tuttle to approve payment of the invoices detailed on Expense Report for 2/19/2020 (attached). Motion seconded by Brian Vandusen and carried.
7. Motion by Brian Vandusen to enroll CJFD as a member of the Association of Fire Districts of the State of NY at an annual membership fee of \$500.00/yr. Motion seconded by John Clarkson and carried.
8. Motion by Brian Vandusen to review draft Credit Card Policy & Procedure for CJFD. Motion seconded by John Clarkson and carried. Discussion ensued about a draft P&P for credit card use and best practice recommendations from the NYS Office of the State Comptroller for accountable use of credit cards. Matter was then tabled to the next meeting for final review and approval.
9. Motion by John Clarkson to discuss short/long-term priorities for use/maintenance/repair of real property facilities at Stations 16, 34 and 43. Motion seconded by Brian Vandusen and carried. Brian then reviewed a document he developed outlining goals for development of a strategic plan for CJFD facilities that emphasizes and prioritizes safety, security and efficiency of operations at all three sites. He also reviewed a detailed facility assessment that he and John Clarkson created for Station 43. Initial priorities for improvement include:
 - Upgrading fire and CO alarm systems for Station 43 (and 34?)
 - Roof and floor repairs @ Station 43. Install railing on outside stairwell.
 - Install a common security system for all 3 stations.
 - Windowsill replacements @ Station 16. Exterior door replacements at Stations 16 & 43.
 - Monitoring and advocating for progress on facility improvements requested at Station 34.

These facility recommendations (and others as they are developed) will be forwarded to the Strategic Planning Committee for review and further action. It was suggested that repairs and

improvements deemed urgent should be compiled into a single work order that can be used to obtain competitive price quotes from prospective contractors.

10. Motion by Brian Vandusen to discuss proposed fire company fund raising events in 2020. Motion seconded by John Clarkson and carried.

- SCFD Auxiliary Dinners: Request from SCFD Auxiliary to hold fund-raising dinners at Station 34 on several occasions in 2020 was reviewed. No alcohol will be sold. Motion by Brian Vandusen to approve their request was seconded by Chet Tuttle and carried.
- NCFD Barbeques: Request from NCFD, Inc. to hold fund-raising chicken barbeques at Station 43 on several occasions in 2020 was reviewed. No alcohol will be sold. Motion by Brian Vandusen to approve their request was seconded by John Clarkson and carried
- Pool Fills (VFBL / Liability insurance coverage): Discussion ensued about whether CJFD will allow use of district apparatus to be used to perform pool fills as a fund-raising activity. Chairman Shafer reported that pool filling is an activity covered by CJFD's VFBL and general liability insurance carriers. Concerns were expressed, however, about the wear and tear that this practice adds to the useful life of district apparatus and whether, in the long run, it creates as much maintenance expense as it generates as a fund-raising activity. Motion subsequently made by Brian Vandusen to terminate the practice of filling pools as a fund-raising activity was seconded by John Clarkson and carried.

11. Motion by Brian Vandusen to discuss EMS-related topics with District EMS Coordinator. Motion seconded by Chet Tuttle and carried. District EMS Coordinator Joanne Woodard commented on the following items:

- Paperwork required to obtain lab certification for CJFD (to facilitate performance of field-testing of blood glucose, etc.) has been submitted to District Medical Director Kathleen Hallinan, MD for review and approval. A \$200 application fee will need to be submitted with this paperwork.
- EMT CME protocol paperwork has been submitted to NYS DOH but no response has been received.
- CJFD needs to obtain a NYS VendorID in order to be eligible to receive the \$300 stipend from NYS DOH for EMT recertification training.
- 5 members will be participating in a AED/CPR Train the Trainer program in March. A recertification class will then be scheduled for all members.

12. Motion by John Clarkson to discuss firematic-related topics with District Chief and Deputy Chiefs. Motion seconded by Chet Tuttle and carried. District Chief Mike Brenning commented on the following items:

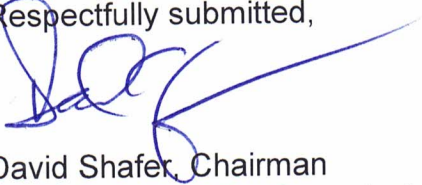
- **SOP Committee**: Committee involving members from each station has been convened and they are actively reviewing/updating district SOPs. As soon as they are finished, the updated SOPs will be referred to the Board of Fire Commissioners for final review and approval.
- Status of PT43: It was reported that a lien release has not yet been received from the lender that financed the purchase of PT43 and this is holding up progress with resale of the vehicle by the dealer who acquired it from NCFD, Inc.. John Clarkson will check into this matter asap.
- Knox Box program: It was reported Stations 16 & 34 have interoperable "district" keys for safes used on their apparatus. In order to comparably equip Station 43 apparatus with Knox Box functionality, we need to purchase 2 key safes and mounting brackets. Knox Corporation is the sole source provider of this equipment. Motion by Brian Vandusen to purchase this equipment from Knox Corporation for \$1,818.00 was seconded by John Clarkson and carried.
- Emergency Reporting: Chief Brenning reported that the Emergency Reporting system that CJFD acquired earlier this year now being used for all CJFD operations and it is working very well.
- Ice Water Rescue: Proposed purchase of equipment and gear to support CJFD ice water rescue activities will be referred to the Strategic Planning Committee for review.
- Fire Police: Deployment practices and protocols for members of Station 43's Fire Police corps will be reviewed by district chiefs.

13. Visitor's Comments: None

14. The plan to enter Executive Session for the purpose of discussing matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person was tabled until the March 4th meeting because the person was not in attendance.

15. Motion by Brian Vandusen to adjourn the meeting was seconded by Chet Tuttle and carried.
Meeting was adjourned @ 6:50pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'D. Shafer', with a long horizontal stroke extending to the right.

David Shafer, Chairman
CJFD Board of Fire Commissioners

Next Meeting: Wednesday, March 4th @ 5:30pm @ Station 16

CJFD Expense Report

2/19/2020

<u>Payee</u>	<u>DueDate</u>	<u>Amt Due</u>	<u>Station</u>	<u>Expense Code</u>	<u>Comments</u>
NAPA Auto Parts	3/10/2020	\$ 164.99	34	A.3410.203034	
NYSIF	2/26/2020	\$ 10,519.35		A.9040.81	
Fleury Risk Management	2/28/2020	\$ 2,669.80		A9040.81	6 month policy premium 1/1/2020-7/1/2020
The Leader	Upon Receipt	\$ 37.58	47	A3410.4197.47	2020 org meeting legal notice w/affadavit
Casella	3/2/2020	\$ 88.32	16	A3410.409516	
↓	↓	\$ 202.04	43	A3410.409543	
Mark C. Butler	Upon Receipt	\$ 85.00	47	A3410.415447	Commissioner training class-D.Shafer
Bank of Green County	3/1/2020	\$ 4,712.98	16	A3410.207016	Payment on Fire Truck
Spectrum Business	2/1/2020	\$ 234.95	34	A3410.407034	Reimbursement of partial payment they made to
ECFD	Upon Receipt	\$ 705.00	47	A3410.413147	First Arriving
Verizon	2/15/2020	\$ 80.02	34	A3410.7034	
Nothern Tier Communications	2/13/2020	\$ 427.16	47	A3410.204247	On site service
NYS Assoc of Fire Chiefs	Upon Receipt	\$ 150.00	34	A3410.415434	"Hoarder's Class"
J.P.B Fire Services	2/19/2020	\$ 408.00	43	A3410.209343	Pump testing-PT43
J.P.B Fire Services	2/19/2020	\$ 583.00	43	A3410.209343	Pump testing/travel-Engine59
NYSEG	2/19/2020	\$ 26.79	34	A3410.409134	Electricity
Corning Natural Gas	2/24/2020	\$ 513.82	16	A3410.409216	Natural gas
Corning Natural Gas	3/9/2020	\$ 262.57	43	A3410.409243	Natural gas
Total:		\$ 21,871.37			