



**Board of Fire Commissioners Meeting  
Station 16  
Wednesday, March 4<sup>th</sup>, 2020 @ 5:30pm**

**Agenda**

1. Call to Order
2. Roll Call of Commissioners present
3. Pledge of Allegiance
4. Motion to approve minutes of CJFD Commissioner's meeting on February 19<sup>th</sup>, 2020.
5. Motion to receive Treasurer's Report.
  - Review & approve payment of monthly bills
6. Motion to discuss vacancy on CJFD Ethics Board.
7. Motion to review/approve Payment in Lieu of Lease Agreement with North Corning VFD, Inc.
8. Motion to approve Credit Card Policy & Procedure for CJFD.
9. Motion to discuss and act on the following procurement requests:
  - Motion to approve the purchase of 3-year service contract from Carbonite for cloud-based back-up of CJFD administrative records; \$194.37
  - Motion to purchase 3 HON lateral file cabinets and 1 HON Bookcase for CJFD administrative office on NYS contract; \$2,906.45 delivered & installed.
  - Motion to approve purchase of up to \$750 in office supplies on NYS Contract with Staples Contract & Commercial, LLC. Budget code: A3410.4050 (\$3,000 budgeted for 2020)
  - Vendor Charge Accounts
  - Ohio Extrication Training Class (May1st-3<sup>rd</sup>)
  - Vehicle Maintenance Vendors
10. Motion to discuss fire company fund raising events in 2020:
  - ECFD Neighborhood Sale & Hall Rentals
11. Motion to discuss EMS-related topics with District EMS Coordinator.
  - Coronavirus prevention preparedness for EMS responders and firefighters
12. Motion to discuss firematic-related topics with District Chief and Deputy Chiefs.
  - Lock Out Tag Out procedure
  - Disciplinary Procedure (Corrective Coaching)
  - SDS Update/Action Plan
13. Motion to discuss establishing standards for CJFD-branded apparel.
14. Visitor's Comments
15. Motion to 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.

16. Motion to return to Regular Meeting session.

17. Motion to adjourn the meeting @ \_\_\_\_pm.

**Next Meeting: Wednesday, April 1<sup>st</sup> @ 5:30pm @ Station 43**