



**Board of Fire Commissioners Meeting
Virtual Meeting Conducted Using ZOOM
Wednesday, April 1, 2020 @ 5:30pm**

Minutes

1. Call to Order: Commissioner Shafer called meeting to order at 5:30pm
2. Commissioners Present: Shafer, Clarkson, Tuttle, Vandusen, Tardy: Burrell @ 1754
3. Pledge of Allegiance led by Commissioner Shafer
4. Motion by Commissioner Vandusen to approve, Second by Commissioner Clarkson, meeting minutes of March 4th, 2020 & March 16th, 2020-carried. None opposed.
5. Motion by Commissioner Vandusen, Second by Commissioner Clarkson to extend offer of employment to Jenniffer Mullen as Secretary of the Corning Joint Fire District effective April 1st. Carried- none opposed
6. Motion by Commissioner Clarkson, Second by Commissioner Vandusen to swear in Jenniffer Mullen as secretary of Joint fire district. Carried-none opposed. Jenniffer Mullen swore in by Commissioner Shafer.
7. Motion by Commissioner Tuttle, Second by Commissioner Vandusen to appoint Commissioner Burrell as Deputy Chairman. Carried- none opposed
8. Treasurer report presented and reviewed by Jennifer Coons:
 - a. Commissioner Shafer discussed payment of shortfall on NCFD truck of \$18,132.91.
 - b. Voucher needed for \$1000 for East Corning Fire Department. Per Jennifer this voucher is present and will be added to report so total payments for this month will be \$29, 641.31.
 - c. Discussed bidding out of physicals as Occustar payment was \$6365. Will eventually total over \$18,000 annually for physicals for all 3 departments. Would like to discuss more competitive action.
 - d. Motion by Commissioner Tuttle to approve \$29, 641.31 Second by Commissioner Vandusen for treasure report. Carried-none opposed.
 - e. Motion by Commissioner Vandusen, second by Commissioner Tuttle to ratify verbal approval of payment for emergency repairs to Station 34's TA-4 by JPB Fire in the amount of \$1,510.83. Carried-none opposed.
 - f. Motion by Commissioner Tuttle, Second by Commissioner Clarkson to obtain CJFD credit card for Chief Brenning, Deputy Chief Mahnke, Deputy Chief Nehring & Commissioner Shafer. Credit cards through Chemung Canal Trust Company with \$5,000 limit. Carried-none opposed.

- g. Auditing claims- Vouchers to be made available in district office for commissioners to review and sign off on all vouchers.
9. Motion by Commissioner Clarkson, second by Commissioner Vandusen to approve Station 34 election to replace 1st and 2nd Assistant Chief. Brad Jacobus resigned as first assistant chief. Joe Tongue to move up from 2nd Assistant to 1st Assistant. Jeff Brenning to fill 2nd Assistant. Carried-none opposed.
10. Motion by Commissioner Vandusen, second by Commissioner Clarkson for fire company ability to only elect on specific days of year. Must use one of six dates annually per NYS regulations. Carried- none opposed.
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| Annually: | In 2020: |
| First Thursday in December | December 3 rd , 2020 |
| First Saturday in December | December 5 th , 2020 |
| Thursday following the first Tuesday | December 3 rd , 2020 |
| Saturday following the first Tuesday | December 5 th , 2020 |
| Thursday following the second Tuesday | December 10 th , 2020 |
| Saturday following the second Tuesday | December 12 th , 2020 |
11. Motion by Commissioner Tuttle, second by Commissioner Clarkson to discuss disciplinary authority or fire companies and CJFD under Town Law 176 Section 10 & 11: Policy & Procedure on Progressive Discipline. Carried- none opposed. Councilman Shafer discussed his conversation with Attorney Hannagan. Discussed incompetence/ misconduct and possibility of due process hearing (article 78). Section 209- provisions. Fire company can take a broader and easier path concerning discipline. Fire companies can use incompetence/misconduct but can also use by-laws Progressive disciplinary policy for station 16 reviewed. May help structure process and policy for all departments. Would like to create a progressive discipline/code of conduct for fire companies to adopt. Look directly at by-laws. Fire Companies to review by-laws and remove firematic issues that are now the jurisdiction of the district. Don't have to be identical but should be cleaned up. Encouraged each department to review by-laws and policies to update and bring current.
12. Motion by Commissioner Burrell, second by Commissioner Clarkson to discuss short/long-term priorities for use/maintenance/repair of real property facilities at Stations 16, 24 and 43.
- Station 43: Dirt/moisture coming in as a result of a run off problem. Water coming directly off the roof perpendicular to the wall and leaking in. Redirected washer drain to go in another direction temporarily on Sunday March 28, 2020. Travis Askins, President, to obtain quotes. Only has one quote has been received at this time. Eaves trough repair needed. Discussed sandbags to surround areas where water is leaking in. John Clarkson and Dave Shafer to work off-line to obtain sandbags. Per Commissioner Clarkson- roof needs 3 quotes and is close to emergency status. Needs prevailing wage and workers comp for quotes.
13. Motion by Commissioner Vandusen, second by Commissioner Clarkson to discuss short/long-term fleet and equipment priorities
- Commissioner Burrell led discussion- behind on equipment.

- 2 tankers needed to replace TA 4 at Station 34 and TA-44 at Station 43. Engine 59 at Station 43 needs repairs in order to pass pump test.
 - TA-44 at Station 43 most immediate concern. Behind on maintenance. Needs to be updated.
 - North Corning engine 59 repairs need to be made to pass pump test. Service quotes being obtained by Mike Brenning from JPB out of Syracuse
 - Gasket set ordered for South Corning tanker and preparing to be put on.
 - Engine 59- Commissioner Burrell suggests replacement with urban interfaced type engine or mini pumper.
 - Discussed needing Scott airpaks for station 34 at approx. \$5000/pc. Discussion grant or state money to pursue purchase of the airpaks. Station 34 currently has 16 airpaks per Chief Nehring.
 - Turn-out gear- Chief Brenning feels their budget is sufficient at this time for turn out gear. Discussed bringing fleets up to modern needs.
14. Motion by Commissioner Tuttle Second by Commissioner Vandusen to discuss EMS-related topics with District EMS Coordinator. Per Joanne, CJFD approved for CME program by NYS DOH. Fit testing completed. Dispatching protocol on COVID-19 completed. Adequate PPE in place at this time. Per Mike Brenning- no requests for staff to dispatch to NYC.
15. Motion by Commissioner Burrell, second by Commissioner Vandusen to discuss firematic-related topics with District Chief and Deputy Chiefs. Carried-none opposed.
- "Crash Course" postponed until September 26th & 27th. Hotel notified by Councilman Shafer to change dates.
 - Status Update from Chief Nehring on annual training on who has completed and who is outstanding. Discussed final date of April 6th, 2020. If not completed- may have gear removed. Chiefs may reach out individually to determine why training not complete and decide if gear should be removed at that time.
 - Discussed using Zoom Business for ability of multiple hosts. Chief Brenning would like to use for monthly meeting. Chief Nehring states his meeting is cancelled but will discuss use with Mike Reynolds. Chief Mahnke states that his meeting is cancelled but will be holding a Board Meeting with social distancing rules. Agreeable to splitting cost of Zoom with Town of Corning and paying additional \$5 for business upgrade.
16. Visitor Comments: Chief Nehring questioned Village capital reserve fund. Commissioner Shafer states discussed capital reserve with Mayor Thomas. Mayor Thomas is awaiting opinion from the Village Attorney. Councilman Shafer to follow up. 2020 Rent to Village was paid with one-time \$12,000 payment.
17. Motion by Commissioner Vandusen, second by Commissioner Clarkson to adjourn at 1854. Carried, none opposed.

Respectfully submitted,

Jennifer L. Mullen, Secretary

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May 6, 2020