



**Board of Fire Commissioners Meeting
Virtual Meeting Conducted Using ZOOM
Wednesday, May 6th, 2020**

1. Call to Order: Shafer at 1732
2. Commissioner's Present: Burrell, Clarkson, Shafer, VanDusen
Jenniffer Coons, Jenniffer Mullen, Deputy Chief Mahnke and Deputy Chief Brenning
Chief Nehring arrived at 1741
3. Pledge of Allegiance
4. Motion to approve minutes of CJFD Commissioner's Meeting on April 1st, 2020
Motion to accept by Commissioner Vandusen. Second by Commissioner Clarkson- carried.
None opposed.
5. Motion to receive Treasurer's Report
Motion by Commissioner VanDusen. Second by Commissioner Clarkson- carried. None
opposed.
 - Reconciliation of payments made in March:

3 prospective payments in March- Bank Loan, CB interlink (monitoring service) and
Station 34 business tablets. Motion to ratify perspective payments as noted above. Motion
made by Commissioner Clarkson and Second by Commissioner Burrell. Carried- none
opposed.
 - Payment authorized for VFBL premium- paid for before meeting with verbal
approval from Commissioners. Motion to ratify payment made by Commissioner
Burrell. Second by Commissioner Clarkson. Carried- none opposed.
 - Online bill pay- can set up with \$50 one-time fee. Unable to pay this fee by check.
Will need to have directly debited from bank account. Will allow online bill pay
instead of checks. Motion to approve made by Commissioner Clarkson and second by
Commissioner VanDusen. Carried- none opposed.
 - Bill from Chief Nehring for bottle testing on 16 SCBA bottles by LaFrance. Motion
to approve as expenditure prior to payment for bottle testing:

- Discussion by Commissioner Shafer: Per procurement policy- three quotes should be obtained prior to bottle testing but LaFrance is inclusive as only local company that services MSA.
 - Motion made by Commissioner VanDusen. Second by Commissioner Clarkson. Carried- none opposed.
 - Expense report reviewed.
 - Discussion:
 - Gas meter to be in-serviced by Chief Nehring with Station 43 officers before able to use. Reminder by Commissioner Shafer save packing slips whenever purchases come in.
 - Vouchers assigned to every single account and every single bill. Jennifer working on utilization of QuickBooks Income statement being completed. Bank records are completed until April and budget is being created. Income statement is also completed.
 - \$833 reimbursement check received from insurance after sale of PT-43.
 - Motion to approve expense report and pay monthly bills made by Commissioner Burrell. Second by Commissioner Vandusen – carried. None opposed.
6. Motion to review Draft format of 5-year capital budget. Motion by Commissioner VanDusen. Second by Commissioner Burrell. Carried. None opposed.
- Discussion led by Commissioner Shafer regarding 5-year long term plan. Discussion regarding:
 - Reserve accounts created and funds designated for repairs, expenditures and requirements for the District needs. Commissioner Shafer requests for Chiefs and fellow Commissioners to review spreadsheet and add estimates for each item for further review.
 - Will distribute tentative-plan to strategic planning committee for additional review.
 - Discussion to have virtual meeting in next week to begin detailing the 5-year plan.
7. Motion to discuss obtaining an attorney to represent CJFD's interests in acquisition of real property from East Corning Fire Department, Inc. and North Corning Fire Department, Inc. Motion by Commissioner VanDusen. Second by Commissioner Clarkson. Carried- none opposed.
- Discussion:
 Commissioner Shafer spoke with Steve Rossetti about East Corning Fire Department for real estate transfer as Attorney Rossetti has done work in the past. Consensus is opposing attorneys not needed as this is just a transfer of ownership. States unable to complete transfer for both North Corning and East Corning. Could only complete the East Corning Dept. due to busy schedule.
 Commissioner Tuttle does not feel second attorney is needed in acquisition.
 Commissioner Burrell and Commissioner VanDusen agree that separate attorneys are not needed.

Motion made by Commissioner VanDusen- Second by Commissioner Burrell- to utilize Attorney Rossetti in acquisition of East Corning Fire Department real estate transfer. Carried. None opposed.

Commissioner Shafer to follow up with Chief Mahnke on recommendations made of other attorneys to assist with NCFD. To follow up next month.

8. Motion to discuss EMS related topics with Joanne, EMS Coordinator. Motion by Commissioner Clarkson. Second by Commissioner VanDusen- carried. None opposed.
 - Discussion:
 - Check freeded or \$200 for lab certificate. Paperwork signed by medical director so EMS is able to complete blood glucose testing on scene.
 - McKesson medical is preference or glucose meters. Attempting to get account set up for this. AMR uses McKesson- would like to standardize so equipment is interchangeable. Looked on Amazon for meters- meters plus 50 strips \$23.09/each. Prep pads \$7.89 McKesson lancet \$14.89 box 100. With tax will be under \$150.
 - Motion for \$200 for lab cert made by Commissioner Burrell Second by Commissioner VanDusen- carried. None opposed
 - Motion to purchase glucose monitors for all three stations- total not to exceed \$200. Prices obtained from Amazon quote but Joanne will follow up with McKesson for price matching/comparability. Commissioner Shafer requests if McKesson is best choice for purchase to work together to create account and set up tax exempt status. Clarification that responder must be EMT to test blood glucose.
 - Motion made by Commissioner Burrell. Second by Commissioner Vandusen. Carried- none opposed.
 - Discussion for clarification on number of blood glucose monitors needed for each station. Per discussion each station will need 2 monitors- Total of \$400 to be allotted. Motion made by Commissioner VanDusen for total for blood glucose monitors to be increased to not exceed \$400, Second by Commissioner Clarkson. Carried. None opposed.
 - Joanne questioned if CJFD has vendor number for CME program to aide in reimbursement. Per Chief Brenning vendor number is available and Joanne to follow up to utilize.
 - Reminder by Chief Breening for everyone to wear masks while out on calls.
9. Motion to discuss firematic related issues with District Chief and Deputy Chiefs. Motion made by Commissioner. Burrell, Second by Commissioner Tuttle second carried. None opposed.
 - JPB Fire Services Inc- All in one inclusive repair center. General maintenance- fire pumps- anything that has to be done on a truck. Do bumper to bumper

service. Chief Brenning states would like to utilize JPB for all maintenance and contract work due to good reputation, someone always answers the phone and they have done excellent work in the past.

- If JPB more expensive or time line to long- Commissioners have option to reconvene and discuss alternatives for repairs/maintenance as needed.
- Motion made by Commissioner Burrell to make JPB Fire Services Inc. preferred vendor for District and unless cost/timeline is a concern- whereas Commissioners may reconvene and discuss. Second by Commissioner VanDusen. Carried. None opposed.
- Motion by Commissioner VanDusen to review/discuss Engine 59 Repair Estimate from JPB Fire Services Inc. Second by Commissioner Clarkson. Carried- none opposed.
- Discussion:
- Review and approve Engine 59 repair estimate of \$6,378.19 from JPB Fire Services Inc. for all work (check and repair darley stuffings box, remove and replace firepump master drain, rebuild valves that are leaking, repair front suction valve, replace all firepump gauges, firepump service, repair exhaust system). Plan in place to cover area during time of repair by other stations. Pump to be retested at end of summer as engine 59 failed pump test. Motion made by Commissioner VanDusen to pay \$6,378. 19 for repairs of Engine 59. Commissioner Burrell second. Carried. None Opposed.
- Request to approve purchase of 6 sets of turnout coats & pants and 24 firefighting hoods for members of the Corning Joint Fire District in the amount of \$14,922.00. Budget line is \$20,000. Purchase would be completed through MES. Morning Pride would be the manufacturer and holds the state contract. No multiple bids needed as Morning Pride holds the state contract per the procurement policy. The prices through MES are lower than state bid prices and they are lower than state bid prices.
- Coats: \$1,275 each
- Pants: \$1,100 each
- Hoods: \$28 x 24 hoods
- Total- \$14,992

Distribution: Each house would receive 3 sets of gear (as ECFD is buying 2 sets through grant).

- Motion by Commissioner Burrell Second by Commissioner Clarkson to purchase 6 sets of turnout coats & pants and 24 firefighting hoods for members of the Corning Joint Fire District in the amount of \$14,922.00. Carried- none opposed.
- Discussion regarding training if restrictions are lifted this month. Chief Nehring questions if COVID-19 restrictions are lifted on May 15th would like guidance on training schedule to complete OSHA and other training. Chief Nehring plans to