



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

1. Call to Order 17:35 by Commissioner Shafer
2. Members Present: Commissioners Clarkson, Shafer, Tuttle, VanDusen  
Absent: Commissioner Burrell
3. Pledge of Allegiance led by Commissioner Shafer: 1735
4. Motion by Commissioner VanDusen to approve minutes of regular CJFD Commissioner's meeting on June 3rd, 2020. Second by Commissioner Tuttle. Carried. None opposed.
5. Motion to discuss modifications to repair estimate for JPB Fire Services, Inc. for Engine 59 (Sta43; \$2,069.73 & \$6,163.60) and repairs to Engines 70 and 92 (Sta34, \$480 & \$419.28) made by Commissioner Clarkson. Second by Commissioner Tuttle. Carried. None opposed.
  - \$2,069.73 includes air leak and full-service work including rear drive service, oil/transmission flush, cooling system. \$6,163.60 including rebuild valves, deck guns, fire pump drain, master intake gauge, stuffing box repair but front suction remains not working. Pinholes in the sleeve and suction does not work. To fix sleeve \$459, valve is \$561 plus travel and other small parts. Total to fix suction \$2,355.36. Chief Brenning requested that suction be fixed. \$9,198.02 remains in emergency repair fund for this year. Motion made by Commissioner VanDusen to repair front suction on engine 59 at estimated cost of \$2,355.36. Second by Commissioner Clarkson. Carried. None opposed.
  - Engine 92 fire pump water leak and gasket and engine 70 transmission leaking when engaged. Travel rate and labor part of repair cost of \$480 & \$419.28.
6. Motion to receive Treasurer's Report made by Commissioner Vandusen. Second by Commissioner Clarkson. Carried. None Opposed.
  - Motion to acknowledge receipt of \$41,617.08 check from the Village of South Corning (which represents 50% of the balance of a Reserve fund held by VSC for the South Corning Fire Department) and deposit to CJFD's General Fund. Motion made by Commissioner Vandusen to acknowledge receipt and deposit as noted. Second by Commissioner Tuttle. Carried. None opposed.
  - Motion to review & approve payment of monthly bills on CJFD's Expense Report for 7/1/2020 (including employee payroll expenses for June 2020). Motion made by Commissioner VanDusen. Second by Commissioner Clarkson. Carried. None opposed.
7. Motion to discuss prospective purchases made by Commissioner Tuttle. Second by Commissioner VanDusen. Carried. None opposed.



- File cabinet rails for District Office \$374.40. Motion to approve purchase by Commissioner Tuttle. Second by Commissioner Clarkson. Carried. None opposed.
  - Annual fire extinguisher inspections (Stations 16, 34, & 43). Motion to accept LaFrance quote \$315 for inspections by Commissioner Tuttle. Second by Commissioner Clarkson. Carried. None opposed.
  - MES quote for annual air pack inspections (Stations 16 & 43). Inspecting 26 air packs \$910. Batteries to replace in 6 months for air packs \$78. Total \$988. Motion to approve inspections by Commissioner VanDusen. Second by Commissioner Clarkson. Approved. None opposed.
  - Cleaning services Station 43. Commissioner Clarkson obtained 2 quotes. D & R cleaning would clean hall two times a month, ground floor, halls, ceilings for \$475 for twice a month. KleenSweep would complete cleaning kitchen, bath, hall, sweep, mop for \$108 each cleaning (\$216/month). Both estimates include same services. Motion made by Commissioner Clarkson to hire KleenSweep for cleaning services. Second by Commissioner Tuttle. Carried. None opposed.
  - Stripping and waxing from D&R was estimating stripping/waxing floor once a year for \$150. Commissioner Clarkson to follow up on stripping/waxing services without cleaning services for accurate quote.
  - Financial review/Audit Services. John Savash asked to complete annual audit but reports that he does not have insurance to cover this audit. Motion made by Commissioner VanDusen to Commissioner Shafer to write RFP for accountant firm to complete audit/financial review and have appropriate insurance. Second by Commissioner Tuttle. Carried. None opposed
8. Motion to discuss reimbursement of cell phone expenses for District Chief & Deputies by Commissioner VanDusen. Second by Commissioner Clarkson. Carried. None opposed. Discussed policy for cell phone use and amount to reimburse District Chief and Deputies for expenses they incur for this necessary resource. Motion made for Commissioner Shafer to initiate draft proposal of cell phone reimbursement policy and possible reimbursement of \$45/month for District Chief and Deputies by Commissioner VanDusen. Second by Commissioner Tuttle. Carried. None opposed. To be reviewed next month.
9. Motion to discuss real property repair for East and North Corning Fire Departments made by Commissioner Clarkson. Second by Commissioner VanDusen. Carried. None opposed. Roofing and repair estimate reviewed. Discussed if repairs could be completed in segments or if would have to be fully completed at once. Per Commissioner Clarkson, repairs could be done "ala carte."
- Emergency repair would be \$3500 or \$18,500 for whole roof repair or \$20,250 for metal roofing.
  - Motion made by Commissioner VanDusen to table until August 5, 2020 meeting in order to complete budget workshop. Second by Commissioner Tuttle. Carried. None opposed.

**Commissioner Clarkson left meeting at 1835 to attend fire call.**

10. Motion to discuss request from AMR to use Station 43 for labor management meeting on Monday July 13<sup>th</sup> at 1500. Motion by Commissioner VanDusen to approve. Second by Commissioner Tuttle. Carried. None opposed.
11. Motion to discuss EMS-related topics with District EMS Coordinator by Commissioner VanDusen. Second by Commissioner Tuttle. Carried. None opposed.



- Limited Service Lab Registration (CLIA # 33D2186462) for blood glucose testing issued to CJFD on 6/17/2020.
12. Motion to discuss firematic-related topics with District Chief and Deputy Chiefs by Commissioner VanDusen. Second by Commissioner Tuttle. Carried. None opposed.
- Commissioner Shafer has 4 tablets from Verizon locked in district office. Working with Verizon to establish agreed upon contracts. Will discuss further next month.
  - Chief Brenning would like to increase budget item for Knox Box from \$1800 to \$3009 as there is a one-time licensing fee and Ethernet cable that was not included for 2 keysafe boxes. Motion made for increase by Commissioner VanDusen for increase of \$1209. Second by Commissioner Tuttle. Carried. None opposed.
  - Chief Brenning states that Jeff Brenning has sent SOG to Commissioner Shafer for review. Commissioner Shafer to review emails and will notify Chief Brenning if not received.
  - Chief Brenning questioning about credit cards. Commissioner Shafer states waiting on Chemung Canal to approve the account. Jennifer Coons, Treasurer to follow up with Rachel at Chemung Canal to find out when credit card will be sent.
  - Inventory tags need to be paid by credit card per Chief Brenning. Will wait for further direction based on conversation with Chemung Canal.
  - Hose testing- Chief Brenning spoke with Steve from First Due Services. Will be here August 26-30 for all three stations. Commissioner Tuttle made motion to proceed with First Due Services. Second by Commissioner VanDusen. Carried. None opposed.
  - Deputy Chief Nehring reports that 3 ice rescue suits were unexpectedly shipped to the South Corning Fire Department. Discussion ensued about whether to purchase these suits for \$1,900 or have the vendor issue a return order Motion by Commissioner VanDusen to purchase 3 suits for \$1900. Second by Commissioner Tuttle. Carried. None opposed.

13. Visitor's Comments- None.

14. Motion to adjourn the meeting @ 1913 pm by Commissioner Tuttle, Second by Commissioner VanDusen. Carried. None opposed.

Respectfully Submitted;



Jennifer L. Mullen, CJFD District Secretary