



**Board of Fire Commissioners
Station 34 South Corning Fire Department w/ZOOM Conferencing
Wednesday, August 5, 2020 @ 5:30pm**

Minutes

1. Call to order @ 1737.
2. Roll Call of Commissioner's Present: David Shafer, John Clarkson, Ryan Burrell (Zoom), Brian VanDusen, Absent Chet Tuttle.
3. Pledge of Allegiance led by David Shafer.
4. Motion made by Commissioner Burrell to approve CJFD meeting minutes from July 1, 2020. Second by Commissioner Clarkson. Carried. None opposed.
5. Motion by Commissioner VanDusen to approve nominations for membership in the Fire Companies that comprise the firefighting force of the Corning Joint Fire District. Second by Commissioner Clarkson. Carried. None opposed.
 - Station 16 (ECFD): Jarod Williams, Jaivon Fisher
 - Station 34: Andria Pfunter
6. Motion by Commissioner Clarkson to approve discussion with MES representative Thomas Harrington about replacement options for SCBA equipment used by members of the firefighting force of the CJFD. Second by Commissioner VanDusen. Carried. None opposed.

Station 43: Received a grant for air packs 4-5 years ago. Using Scott air packs.

Station 16: 5.5 years left on air packs. Using Scott air packs.

Station 34: Approaching last year of eligibility for air packs. Will be switching to Scott air packs as both other departments have Scott. Discussion led by Chief Brenning regarding air pack need and finances. Needs 22 new packs (masks included). 10 packs to department 16. 12 packs to station 34. Wants interoperability. Discussed grants but may want to save for apparatus as per several grant writers, the district may not be able to obtain.

Tom Harrington discussed variables in air packs Discussed finances, lease options and warranty. Cost incentives for purchasing more air packs. RIT pack will be included with purchases of 22 air packs. First year of flow testing no cost; a cost savings of approximately \$5000.

- For 22 packs \$164,000 with 30-minute bottle. Want 45-minute bottle add \$175 more per cylinder. Add about \$300 cylinder for 30-year cylinder.
 - Estimated payment with 20% down
 - 3-year term for \$48,597
 - 4-year term \$37,578
 - 5-year term \$31,041
 - Total order would arrive in 5-6 weeks.
 - Price is good until February 1, 2021.
7. Motion by Commissioner VanDusen to receive Treasurer's Report. Second by Commissioner Clarkson. Carried. None opposed. Reviewed report. Add-on of Voucher #20-192, a reimbursement to the Village of South Corning of CJFD's share of a 6-month NYSEG bill in the amount of \$532. Motion to approve by Commissioner Clarkson. Second by Commissioner VanDusen. Carried. None opposed.
8. Motion by Commissioner VanDusen to discuss prospective purchases. Second by Commissioner Clarkson. Carried. None opposed.
- Update on acquisition of 4 tablets. New SIM cards have not been received. Deputy Chief Nehring states SIM card to be delivered to his work tomorrow and then will update with county.
 - Asset inventory labels price increase. Approved \$2772. Unable to obtain that price. New price is \$3500 for 10,000 labels. Motion made by Commissioner VanDusen to approve increase. Second by Commissioner Clarkson. Carried. None opposed.
 - Strobe light burned out at Station 34 for Engine 92. Deputy Chief Nehring requesting \$623.96 for 4 strobe lights and department members will replace. Motion by Commissioner VanDusen to purchase. Second by Commissioner Clarkson. Carried. None opposed.
 - Station 16 requesting office 365 subscription for new laptop. Cost \$200 approx. Motion made by Commissioner Clarkson. Second by Commissioner VanDusen. Carried. None opposed. Deputy Chief Mahnke to check and determine if Station 43 has more licenses for other departments to share with current 365 subscription.
 - Station 43 may need a new graphic card. Deputy Chief Mahnke to let Commissioners know if repair is possible or a new computer is needed.
9. Motion by Commissioner VanDusen to discuss draft Policy & Procedures on reimbursement of cell phone expenses for District Chief & Deputies. Second by Commissioner Clarkson. Carried. None opposed.
- Draft policy reviewed. Motion by Commissioner VanDusen to approve. Second by Commissioner Clarkson. Carried. None opposed. Deputy Chief & Deputies will receive \$45 reimbursement of cell phone expenses per month.
10. Motion by Commissioner VanDusen to approve draft RFP for Accounting/Quickbooks Support Services & Preparation of CJFD's Annual Audit in 2021. Second by Commissioner Clarkson. Carried. None opposed.
11. Motion by Commissioner VanDusen to review draft COVID Business Reopening Safety Plan for the Corning Joint Fire District. Second by Commissioner Clarkson.

Carried. None opposed. Commissioner Shafer reviewed requirements and volunteered to draft a policy for Board review.

12. Motion by Commissioner Clarkson to discuss real property repair estimates for Station 43 (\$37,281) & Station 16 ((\$2,700). Second by Commissioner VanDusen. Carried. None opposed.

Reviewed repair estimate received from Mike Kennis, contractor. He was the only contractor we could locate who would submit a prevailing wage proposal. After budget meeting, District has noted surplus carrying over of approx. \$150,000 (which includes a one-time payment from Village of South Corning of \$41,617).

- Motion by Commissioner VanDusen to spend \$2,700 to fix urgent repairs at Station 16 and \$9,775 to fix acute repairs at Station 43 including: water damage to roof (Item 1 on page 1 of estimate), all items on page 2 of estimate, and install a vinyl handrail on outside steps (Item 3 on page 3 of estimate). All totaling \$12,475. Second by Commissioner Clarkson. Carried. None opposed. We will table decision about any further improvements until later in the budget planning cycle.
13. Motion by Commissioner Burrell to discuss EMS-related topics with District EMS Coordinator. Second by Commissioner Clarkson. Carried. None opposed.
- Receipt of Glucose testing equipment/supplies. EMT/CFR Training Schedule. Joanne has 6 meters, 6 glucose strips with boxes of lancets. Training set up for August 18, 2020 @ 6pm at East Corning Fire Dept. Includes EMT recertification for Epinephrine, Blood Glucose and Albuterol. EMSTAR coordinating this training.
 - Setting up committee to form rehab trailer and/or plan for the district.
14. Motion by Commissioner VanDusen to discuss firematic-related topics with District Chief and Deputy Chiefs. Second by Commissioner Clarkson. Carried. None opposed.
- District SOP's- Commissioner Shafer talked to Jeff. SOP's in progress. Draft SOP on radio-communication reviewed. Deputy Chief Nehring led discussion. Motion by Commissioner VanDusen to approve radio communication SOP. Second by Commissioner Clarkson. To be effective September 1, 2020. Carried. None opposed.
 - Fleet replacement priorities/options. Per Commissioner Burrell no price quotes at this time. Chief Brenning setting up a meeting August 10th for tanker specs. Replacing engines will need committee for overview and insight.
 - Deputy Chief Nehring reports:
 - Hose testing completed this month. 2,500 feet of hose has been removed/failed due to aging.
 - Ladder testing completing and all ladders passed/remain in service.
 - Fire extinguisher quote received from LaFrance from station 34 to replace 4 extinguishers. Quote \$466.97. Motion made by Commissioner VanDusen to purchase 4 extinguishers not to exceed \$466.97 for station 34. Second by Commissioner Clarkson. Carried. None opposed.
 - New gear has arrived and been distributed to appropriate members.
 - Fire reports are going to state as required.

- Knox lock boxes have been ordered for Station 43.
- Station 16 has 2 firefighters who want to start EMT at EMSTAR.
- Last Monday of month will be officer development training. Will start this month.
- Local vehicle repairs: What types of repairs can be done in house and what needs to be set out? B&W gave checklist and rate proposal for local repair. Will request RFP from T&R and B&W for preventative maintenance and local need repair.

15. Visitor's Comments:

- Jeff Cross states that "TechSoup" and Microsoft.com has free Office 365 for non-profit 501-C3 organizations. States could help cut down cost for each station.
- Deputy Chief Nehring: Station 34 has open outlets, needing concrete repairs, and manual override door broken. Per Deputy Chief Nehring Village Mayor Thomas has been notified and nothing has been done. Commissioner Shafer states he will talk to the Mayor.
- Deputy Chief Nehring: Inquired about how 2% Fire Tax funds received in 2020 will be distributed. Commissioner Shafer reported that he recently discussed this with Attorney Hannigan and he reaffirmed that funds must be disbursed to the fire companies not held by the District. Motion by Commissioner Burrell to distribute 2% funds earned in 2019 and received by the District in 2020 as they would have been disbursed by NYS and the Town of Corning in 2019 (before the District was formed). Second by Commissioner VanDusen. Carried. None opposed.

16. Motion to adjourn meeting by Commissioner VanDusen. Second by Commissioner Burrell. Carried. None opposed. Meeting adjourned at 1950.

Respectfully Submitted,

 CJFD Secretary

Jenniffer L. Mullen, CJFD Secretary