



**Corning Joint Fire District (CJFD)  
Board of Fire Commissioners Meeting  
South Corning Fire Department  
Wednesday, December 18<sup>th</sup>, 2019 @ 5:30pm**

**Minutes**

1. Chairman Shafer called the meeting to order at 5:32pm.
2. Commissioners present: Tuttle, Burrell, Clarkson, Shafer and Vandusen. Absent: None
3. The Pledge of Allegiance was recited.
4. Motion was made by Chet Tuttle to approve minutes of CJFD meetings on December 4, 2019 and December 11, 2019. It was seconded by John Clarkson and carried.
5. Motion was made by Ryan Burrell to acknowledge receipt of BLSFR EMS Agency Code for Corning Joint Fire district (e.g. 1109). It was seconded by Chet Tuttle and carried.
6. Motion was made by Brian Vandusen to review status of search for a Secretary for the Corning Joint Fire District. It was seconded by John Clarkson and carried. Chairman Shafer reported that we currently have only one candidate for the position. In discussion, it was decided that we should make information about the opportunity available to all members of the member fire companies to be sure that all potential candidates within the organization have been notified before we make a hiring decision.
7. Motion made by Ryan Burrell to discuss status of proposed real property lease agreements with NCFD and the Village of South Corning (for space currently used by SCFD). It was seconded by Chet Tuttle and carried. Chairman Shafer reported that he has received a signed Lease Agreement from NCFD and is still waiting for feedback from Attorney Hannigan on responses from the Village to the Lease Agreement that was presented to them.
8. Motion made by Chet Tuttle to discuss status of process for transferring ownership of emergency response vehicles and firematic equipment, gear and supplies to CJFD from the Village of South Corning (SCFD), NCFD and ECFD. Motion seconded by Ryan Burrell and carried. Chairman Shafer reported that he is waiting to receive Asset Transfer agreements for each of these organizations from Attorney Hannigan.
9. Motion made by Brian Vandusen to discuss and act on proposals from Fleury Risk Management (NYS Insurance Fund) and Sprague Insurance (CompAlliance) to provide VFBL and Workers' Comp insurance coverages for CJFD. Motion seconded by Chet Tuttle and carried. Chairman Shafer presented a comparative analysis of the quotes submitted by Fleury Risk Management and Sprague Insurance. Since VFBL and WC coverages are statutory and therefore generally comparable under the two policies, discussion focused on the cost, risk and operational pros/cons of the two proposals. While the annual premium under CompAlliance is about \$9,000 less than the NYS Insurance Fund premium (including



Employer Coverage), CompAlliance is a self-insured entity so the possibility of additional premium exposure exists if group performance is less than expected. Also, there is a long history of paying significant premium dividends to organizations enrolled with the NYSIF plan (averaging 30.5% over the past 5 years). If the annual dividend under the SIF plan exceeds 19.3% of premium, that plan will be cheaper than the CompAlliance plan. Motion made by Brian Vandusen to accept the Fleury/SIF proposal contingent upon affirmation that they will continue to cover claims for incidents that occur while during a period when CJFD is covered by this policy, even if when have changed insurers at the time of reporting. Motion was seconded by Ryan Burrell and carried.

10. Motion made by Brian Vandusen to discuss proposal from Southern Tier PC to provide computer hardware and software and other peripherals required to establish CJFD's administrative office at 20 South Maple Street. Motion seconded by John Clarkson and carried. Following discussion, motion made by Chet Tuttle to accept Southern Tier PC's proposals from other vendors do not result in a lower cost to CJFD. Motion was seconded by Brian Vandusen and carried.
11. Motion made by Brian Vandusen to discuss design comp for webpage-header developed by First Arriving was seconded by Ryan Burrell and carried. Following discussion of layout proposed by First Arriving, motion to proceed with it was made by Ryan Burrell, seconded by Chet Tuttle and carried.
12. Motion made by John Clarkson to discuss bid proposal from Emergency Reporting for subscription to web-based reporting/inventory management support services was seconded by Chet Tuttle and carried. Deputy Chief Nehring discussed need for a fire reporting system that can be used for all 3 stations. He is currently evaluating 3 systems for providing this resource to CJFD. Discussion then tabled to next meeting so that service capability and cost of each system can be evaluated.
13. Motion made by Chet Tuttle to discuss WEX Fleet Card option for CJFD fuel requirements was seconded by Brian Vandusen and carried. Chief Brenning reported that his employer's experience with WEX services has been excellent. Market rates charged for fuel are modestly less than other local service options and fraud control features are particularly robust. Access to refueling options will also be improved for all 3 stations. Motion to establish an entity account with WEX was made by Chet Tuttle, seconded by Brian Vandusen and carried.
14. Motion made by Chet Tuttle review quotes for obtaining CJFD-branded apparel as seconded by Ryan Burrell and carried. Deputy Chief Nehring discussed quotes received from Rainbow Lettering, Kabics and Finger Lakes Sign & Design. Quotes received from Finger Lakes Sign & Design were significantly higher than the others. Cost of individual items varied somewhat between the other two vendors depending on the quantity of items ordered. Motion made by Brian Vandusen to accept Rainbow Letterings proposal to provide 100 CJFD t-shirts to distribute to members at our group meeting on January 13<sup>th</sup>. Motion to appropriate up to \$750 for these shirts was made by Chet Tuttle, seconded by John Clarkson and carried. More work need to be done to establish branding standards and a preferred vendor for future orders.
15. Motion made by Chet Tuttle to discuss contracting options for for internet, telephone & TV services for CJFD was seconded by Brian Vandusen and carried. Chairman Shafer reported that NCFD currently uses AT&T for voice service and Spectrum for internet. SCFD & ECFD use Spectrum for phone and internet. SCFD also uses Verizon Wireless for



service for 2 tablets. It was agreed that we should try and establish entity accounts that will cover all 3 stations for these services under one carrier.

16. Motion to add discussion with Treasurer Jennifer Coons about banking services to the Agenda was made by Brian Vandusen, seconded by John Clarkson and carried. Jennifer reported that she has reviewed banking service proposals submitted by Chemung Canal Trust Company (CCTC) and Five Star Bank. In her opinion, CCTC is the better option since it includes an electronic fund transfer (EFT) option that is approved by NYS OSC for use by municipal entities not offered by Five Star. Also, CCTC has a seamless option for providing collateralization of deposits in excess of \$250,000 that has also been approved by NYS OSC for municipal entities. Motion made by Ryan Burrell to approve Chemung Canal Trust Company as the banking institution for CJFD was seconded by Brian Vandusen and carried.

17. Motion to discuss firematic-related topics with District Chief and Deputy Chiefs was made by Ryan Burrell, seconded by Chet Tuttle and carried. Deputy Chief Nehring reported that he met with Steuben EMO official last week to finalize dispatching protocols and tones for CJFD and its member stations.

Discussion ensued about proposed sale of NCFD's PT43. Concerns expressed about the utility of this vehicle include:

- It is under powered to carry 3,000 gallons of water in an area with steep inclines,
- Access to rural areas and tight driveways is severely limited because of its size and weight. In fact, it has become stuck on more than one occasion and thus obstructed emergency operations.
- It is not being used as the front-line engine by Station 43.

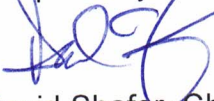
It was reported that they payoff on the 20-year financing agreement for the purchase of this vehicle in 2016 is approximately \$185,000.

Motion to put PT43 up for sale at a price of \$200,000 (stripped of hoses and other portable equipment) was made by John Clarkson, seconded by Brian Vandusen and carried.

Discussion ensued about utility of the Rescue vehicle acquired by NCFD for \$3,000 but never put in service. Currently, it is not on the list of assets to be transferred to CJFD. Motion made by Ryan Burrell to decline transfer of this vehicle from NCFD to CJFD was seconded by Brian Vandusen and carried.

18. Motion to adjourn the meeting was made by Brian Vandusen, seconded by Chet Tuttle and carried. The meeting was adjourned at @ 7:30 pm.

Respectfully submitted,



David Shafer, Chairman  
Board of Fire Commissioners