



**Corning Joint Fire District (CJFD)
Board of Fire Commissioners Meeting
East Corning Fire Department
Wednesday, December 30th, 2019 @ 5:30pm**

Minutes

1. Call to Order
2. Commissioners present: Burrell, Clarkson, Vandusen, Shafer. Absent: Tuttle
3. The Pledge of Allegiance was made.
4. Motion by Brian Vandusen to conduct Oath of Office/Swearing In for Jennifer S. Coons as Treasurer of the Corning Joint Fire District, effective January 1, 2020. Motion seconded by John Clarkson and carried. Jennifer completed an Oath of Office and was sworn in as CJFD Treasurer by Chairman Shafer.
5. Motion by Brian Vandusen to discuss a Corporate Authorization Resolution creating a bank account at Chemung Canal Trust Company and name David Shafer, Jennifer Coons and Ryan Burrell as Agents to exercise the financial powers granted in said Resolution was seconded by John Clarkson and carried. Following discussion, motion to adopt Corporate Authorization and appoint Commissioners Shafer and Burrell and Treasurer Coons as financial Agents for CJFD was made by Brian Vandusen, seconded by John Clarkson and carried.
6. Motion by Brian Vandusen to recognize receipt and deposit of \$3,001.49 from the Town of Corning for the balance of funds in the Town's Firefighter Cancer Insurance Reserve Fund was seconded by John Clarkson and carried.
7. Motion by John Clarkson to recognize that VFBL and Workers' Compensation insurance coverage has been secured with the State Insurance Fund with Fleury Risk Management as our agent, effective 1/1/2020 was seconded by Brian Vandusen and carried.
8. Motion by Ryan Burrell to discuss status of proposed real property lease agreement with Village of South Corning (for space currently used by SCFD) was seconded by John Clarkson and carried. Chairman Shafer reported that he sent a copy of the Village's counterproposal lease agreement back to Mayor Thomas with a few minor change requests and that execution of a final document is imminent.
9. Motion by Brian Vandusen 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 was seconded by John Clarkson and carried. Chairman Shafer reported that he delivered an Asset Transfer Agreement developed by Attorney Hannigan to NCFD, ECFD and the Village of South Corning today. Based on motions already approved by all 3 of these organizations, he anticipates that execution of the agreements is imminent.

10. Motion by Ryan Burrell to approve advance payment of \$2,284.90 to Southern Tier PC to provide computer hardware and software and other peripherals required to establish CJFD's administrative office at 20 South Maple Street was seconded by John Clarkson and carried.
11. Motion by Brian Vandusen to discuss progress on CJFD webpage and planned go live on/about 12/31/2019 (See: <https://corningnyjfd.wpengine.com/>) was seconded by John Clarkson and carried. Chairman Shafer reviewed progress on site development.
12. Motion by Brian Vandusen to approve payment of the following invoices as soon as services are satisfactorily delivered and funds are available was seconded by John Clarkson and carried:
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| • First Arriving (website development/hosting) | \$1,705.00 |
| • Velocity/EHS (for MSDSonline acct) | \$3,836.52 |
| • McNeil & Company (Accident/Health insurance) | \$1,994.00 |
| • The Leader (notices) | \$ 115.40 |
| • Emergency Reporting (Fire-reporting package) | \$2,400.00 |
| • 2019 Election Officers (Ruth Plaisted, Patricia Lott, Jeremy Golkiewicz; \$35.00 ea) | \$ 105.00 |
13. Motion Brian Vandusen to discuss status of plan to obtain CJFD-branded t-shirts for all CJFD members from Rainbow Lettering was seconded by John Clarkson and carried. Deputy Chief Nehring reported that the order has been placed and that the cost was actually reduced by \$0.50/unit because of the size of the order. They will be ready in time for distribution at our joint member meeting on January 13th.
14. Motion by Brian Vandusen to discuss draft CJFD Meeting Schedule for 2020 was seconded by John Clarkson and carried. Corrections were made to dates on the draft schedule and it was determined that a proposed meeting on Jan 22nd will not be necessary. Motion to approve the updated schedule was made by Ryan Burrell, seconded by Brian Vandusen and carried.
15. Motion by Brian Vandusen to discuss firematic-related topics with District Chief and Deputy Chiefs was seconded by Ryan Burrell and carried:
- Status of PT-43: It was noted that while CJFD Commissioner's approved a motion at their meeting on December 18th to put PT-43 up for sale at a price of \$200,000, the vehicle actually belongs to NCFD, Inc. As such, the decision to sell rests with NCFD, Inc.. It was noted, however, that CJFD Commissioners and line officers favor this action. NCFD has received a valid purchase offer of \$175,000 (net) for the vehicle. Sale of the vehicle at this price, however, would leave NCFD "underwater" on the financing agreement. Since it is widely agreed that this vehicle doesn't fit into the strategic plan that is being formulated for CJFD, Ryan Burrell made a motion that CJFD reimburse NCFD for the "underwater" amount of the sale proceeds (e.g. expected to be about \$18,000). Motion was seconded by Brian Vandusen and carried.
 - Fleet Fuel Program: It was noted that Commissioner Burrell is working on details for establishing the fleet fuel program with WEX that was approved by Commissioners at our meeting on 12/18/2019.
 - It was noted that dispatch protocols have been finalized with Steuben EMO and they will go into effect tomorrow.
 - Brief discussion ensued about service and mutual aid relationship with Hornby Fire Department.
16. Motion to adjourn the meeting was made by Brian Vandusen @ 6:32pm, seconded by John Clarkson and carried.

Respectfully submitted by:


David Shafer, Chairman
Board of Fire Commissioners