



**Board of Fire Commissioners Meeting
Corning Town Hall
Wednesday, January 8th, 2020 @ 7:15pm**

Minutes

1. Chairman Shafer called the meeting to order at 7:17pm.
2. Commissioners present: Burrell, Clarkson, Shafer, Tuttle, Vandusen. Absent: None
3. Motion by Brian Vandusen to recognize issuance of WC Policy#2497 615-1 and VFBL Policy# 2497 613-6 issued by the NYS Insurance Fund, effective 1/1/2020 was seconded by John Clarkson and carried.
4. Motion by Chet Tuttle to review 2020 Important Dates summary for Commissioners and Secretaries was seconded by Ryan Burrell and carried.
5. Motion by John Clarkson to approve Press Release announcing launch of CJFD webpage (See: www.corningjfd.org) was seconded by Ryan Burrell and carried.
6. Motion by John Clarkson to discuss 2020 schedule of Basic Fire Commissioner Training course offerings by Mark Butler and Terry Hannigan (*Required for all CJFD Fire Commissioners within 270 days of appointment; e.g. June 28th, 2020*) was seconded by Chet Tuttle and carried.
7. Motion by Ryan Burrell to approve posting of Job Opportunity notice for CJFD Secretary was seconded by Chet Tuttle and carried.
8. Motion by Brian Vandusen to discuss Ethics Policy & Procedure and first read of draft documents for:
 - Internal Guidelines
 - Procedures
 - Annual Statement of DisclosureMotion seconded by John Clarkson and carried. Following discussion, further action was tabled until an Ethics Board is seated.
9. Motion by Brian Vandusen to review Station 16 ECFD request in accordance with General Municipal Law Section 204-A to conduct a "Comedy Night" fund-raising event on February 15th @ 7:30pm at their fire house was seconded by John Clarkson and carried. Following discussion, motion to approve the request was made by Brian Vandusen, seconded by John Clarkson and carried.
10. Motion by Ryan Burrell to discuss "To Do" list for adopted Policies & Procedures was seconded by Chet Tuttle and carried.

11. Motion by Chet Tuttle to approve payment of the following invoices as soon as funds are available:

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|---|-------------|
| • Bank of Greene County-E25 Lease payment | \$4,712.98 |
| • McNeil Commercial Insurance package, NYS fee & Terrorism Risk Insurance Act | \$7,674.18 |
| • McNeil Inland Marine Commercial Insurance | \$2,652.50 |
| • McNeil Umbrella Insurance | \$ 501.50 |
| • Keller Group dba Sprague Ins Cancer Insurance | \$6,016.00 |
| • Village of South Corning annual property lease | \$12,000.00 |
| • ECFD quarterly property lease | \$1,000.00 |
| • NCFD quarterly property lease | \$1,000.00 |

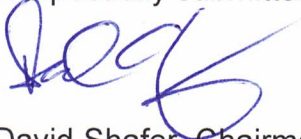
Motion was seconded by John Clarkson and carried.

12. Motion by Brian Vandusen to discuss firematic-related topics with District Chief and Deputy Chiefs was seconded by Chet Tuttle and carried:

- Status of PT-43: It was reported that the sale agreement has been executed by NCFD and payment is in transit. The vehicle will be stripped of mobile radios, hose and other equipment items not included in the sale agreement before it is released to the purchaser.
- E-LEARNING Online Training: CJFD trainers have been registered in this new learning system and members of each fire company will be registered asap. Training resource and required training modules will be introduced to all fire company members at CJFD's Joint Member meeting on January 13th.
- Radios: It was noted that we have received all of the portable radios ordered for CJFD members by Steuben County EMO. Motion by Ryan Burrell to approve proposal from Northern Tier Communications to install radios in 4 CJFD trucks was seconded by Chet Tuttle and carried.

13. Motion by Brian Vandusen to adjourn the meeting @ 7:58pm was seconded by John Clarkson and carried.

Respectfully submitted by:



David Shafer, Chairman
Board of Fire Commissioners