



**Board of Fire Commissioners Meeting  
Station 16  
Wednesday, March 4<sup>th</sup>, 2020 @ 5:30pm**

**Minutes**

1. Chairman Shafer called the meeting to order at 5:35pm.
2. Commissioners present: Burrell, Clarkson, Shafer, Vandusen. Absent: Tuttle
3. The Pledge of Allegiance was recited.
4. Motion by Brian Vandusen to approve minutes of CJFD Commissioner's meeting on February 19<sup>th</sup>, 2020 as written was seconded by John Clarkson and carried.
5. Motion by Brian Vandusen to receive the Treasurer's Report was seconded by John Clarkson and carried. A list of monthly bills requiring approval was presented to Commissioners by Treasurer Coons and reviewed. A copy of the list is appended to these minutes. Motion by Brian Vandusen to authorize payment of these bills was seconded by Ryan Burrell and carried.
6. Motion by Brian Vandusen to discuss the vacancy on CJFD Ethics Board was seconded by John Clarkson and carried. Chairman Shafer reported that according to CJFD Policy & Procedure, we need to appoint 3 individuals to our Ethics Board. 1 of these individuals can be an officer or employee of the fire district or member of a fire company in the district. The other 2 cannot hold any of these positions. Volunteers for the district seat and 1 of the 2 independent seats have been identified. However, we need to identify 1 more candidate for the independent seat. An individual who might be willing to serve as an independent member of the Ethics board was suggested by Commissioner Burrell. Chairman Shafer will follow up on that recommendation.
7. Motion by John Clarkson to review the draft of a "Payment in Lieu of Lease Agreement" authorizing CJFD to reimburse the North Corning VFD, Inc.(NCVFD) for the amount that they were left "under water" on payoff of a loan agreement with Community First National Bank (e.g. \$18,132.91) after selling PT-43 to Jon's Fire Apparatus, LLC for \$175,000 was seconded by Brian Vandusen and carried. Discussion on the matter ensued. Subsequently, Ryan Burrell made a motion to approve execution of this agreement by Chairman Shafer. The motion was seconded by John Clarkson and carried.
8. Motion was made by John Clarkson to approve an amended version of the Credit Card Policy & Procedure for CJFD that was reviewed and tabled at last month's meeting. A copy of the approved P&P is appended to these minutes.
9. Motion by Brian Vandusen to discuss and act on the following procurement requests was seconded by John Clarkson and carried:
  - Motion by Ryan Burrell to approve the purchase of 3-year service contract from Carbonite for cloud-based back-up of CJFD administrative records at a cost of \$194.37. Motion seconded by John Clarkson and carried.



- Motion by John Clarkson to purchase 3 HON lateral file cabinets and 1 HON Bookcase for CJFD administrative office on NYS contract at a cost of \$2,906.45 delivered & installed. Motion seconded by Ryan Burrell and carried.
- Motion by Ryan Burrell to approve purchase of up to \$750 in office supplies on NYS Contract with Staples Contract & Commercial, LLC. Budget code: A3410.4050 (\$3,000 budgeted for 2020). Motion seconded by Brian Vandusen and carried.
- Vendor Charge Accounts: Discussion ensued about a best practice for purchasing cleaning supplies for Stations 16, 34 & 43. It was suggested that we develop a Request for Proposal for these items and distribute it to prospective vendors (e.g. Mason, Sanico, etc).
- Motion to send 6 firefighters from CJFD fire companies to an Extrication Training Class (May 1<sup>st</sup>-3<sup>rd</sup>) at Crash Course Village in Dayton, OH at an expected cost of \$6,000 for tuition, lodging, mileage and per diem expenses. Motion was seconded by Ryan Burrell and carried.
- Vehicle Maintenance Services: Discussion ensued about a best practice for obtaining routine maintenance and emergency repair services for the district's emergency response vehicles. It was suggested that we should prioritize having this work performed by technicians who are certified to work on emergency response vehicles whenever possible to ensure that the work is done in a reliable manner and reduce liability for CJFD in the event of a catastrophic equipment failure on one of its vehicles. It was suggested that we develop a Request for Proposal for these items and distribute it to prospective vendors (e.g. JPB Fire, B&W, T&R, etc). Chairman Shafer will also follow-up with Attorney Hannigan to obtain his input on the matter.

10. Motion by Brian Vandusen to discuss fire company fund raising events in 2020 was seconded by John Clarkson and carried. Station 16's request to continue as sponsor for the East Corning Neighborhood Sale and rent their Community Room twice annually to Friends of the Steuben County and on 15-20 occasions annually to private individuals was reviewed. Motion was made by Brian Vandusen to approve these requests, seconded by John Clarkson and carried.

11. Motion by Ryan Burrell to discuss EMS-related topics with District EMS Coordinator was seconded by Brian Vandusen and carried. Discussion ensued about need to develop a Standard Operating Procedure (SOP) for responding to BLS emergencies where there is reason to suspect or known infection by Coronavirus and to ensure that members of the district's fire companies have adequate training and personal protective equipment (PPE).

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

- Lock Out Tag Out procedure: It was noted that CJFD needs to develop an appropriate SOP for lock out/tag out events. Line officers will make recommendations regarding supply requirements to implement this SOP.
- Disciplinary Procedure (Corrective Coaching): It was also noted that we should also develop a District P&P for disciplinary actions that arise from time to time.
- SDS Update/Action Plan: Deputy Chief Nehring reported that the VelocityEHS/SDS system for helping ensure compliance with OSHA's Hazard Communication Standard is operational. However, he recommends that each station conduct a thorough assessment and clean-up of chemical hazards in their work environments before it is implemented.
- It was noted that as the authority having jurisdiction, CJFD needs to develop a protocol for issuing red-light cards to district chiefs.
- Train the Trainer reimbursements: It was reported that 5 members of CJFD fire companies have successfully completed CPR/AED Train the Trainer training and have submitted reimbursement requests for expenses that they personally incurred to take and complete this training. Motion by John Clarkson to approve payment of the following reimbursement requests submitted by these 5 individuals was seconded by Ryan Burrell and carried.

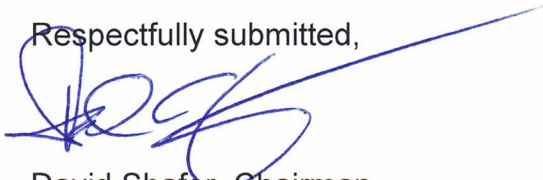
1) Heather Shay	\$ 87.75
2) Cheryl Colegrove-Landon	\$ 34.00
3) Adam Landon	\$141.50
4) Max Sevret	\$ 34.00
5) Joanne Woodard	\$212.75
Total:	\$510.00

- Motion by Ryan Burrell to purchase 10 PFDs and 20 ice rescue bags for distribution to CJFD fire companies at a cost not to exceed \$2,797.50 was seconded by Brian Vandusen and carried.
- Motion by Brian Vandusen to purchase a Sensit 4-gas meter for Station 43 at a cost of \$2,239.00 was seconded by John Clarkson and carried.

- Motion by John Clarkson to purchase 4 Galaxy S5E tablets @ \$279.99 each and a wireless support plan for \$39.99 each from Verizon Wireless. 2 tablets will be used on Station 16 emergency response vehicles and 2 will be used on Station 43 vehicles. Station 43 already has this technology in place. Motion seconded by Ryan Burrell and carried.

13. Motion by John Clarkson to discuss establishing standards for CJFD-branded apparel was seconded by Brian Vandusen and carried. Lengthy discussion ensued. Motion by Brian Vandusen to table the matter was seconded by John Clarkson and carried.
14. Visitor's Comments: A visitor commented that from his experience W.B. Mason is often a less expensive option for office supplies than Staples.
15. Motion by Brian Vandusen that the Board enter into Executive Session for the purpose of discussing matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person was seconded by John Clarkson and carried. The Board went into Executive Session at approximately 7:45pm.
16. Motion made by Brian Vandusen at 7:59pm that the Board return to its Regular Meeting session was seconded by Ryan Burrell and carried.
17. Motion by Brian Vandusen to adjourn the meeting was seconded by John Clarkson and carried. The meeting adjourned at 8:00pm.

Respectfully submitted,



David Shafer, Chairman  
Board of Fire Commissioners



# CJFD Expense Report

3/4/2020

<u>Payee</u>	<u>DueDate</u>	<u>Amt Due</u>	<u>Station</u>	<u>Expense Code</u>	<u>Comments</u>
NYSEG	3/18/2020	\$ 121.17	16	A.3410.4091	E Corning Road
NYSEG	3/20/2020	\$ 24.00	43	A3410.4091	Baker Street
Corning Natural Gas	3/9/2020	\$ 259.27	34	A3410.4092	Clark Street
Spectrum Business	3/6/2020	\$ 169.98	16	A3410.4070	E Corning Road
Corning Natural Gas/Village of South Corning	Upon Receipt	\$ 121.46	34	A3410.4092	1/3 of service at Clark Street
Corning Natural Gas	3/23/2020	\$ 414.17	16	A3410.4092	E Corning Road
Charles Tuttle	Upon Receipt	\$ 85.00	47	A3410.4154	Comm. Training
NYSEG	3/18/2020	\$ 193.48	16	A3410.4091	E Corning Road
NYSIF	3/26/2020	\$ 3,516.45	47	A9040.81	
Verizon	3/15/2020	\$ 80.02	34	A3410.7034	
Wex Fleet Bill	3/23/2020	\$ 123.28	47/34	A3410.2060	
Division of Homeland Security	3/17/2020	\$ 33.00	47	A3410.4154	
BLS Instructor Reimbursements	Upon Receipt	\$ 510.00			Adam Landon, Heather Shay, Cheryl Colegrove-Landon, Joanne Woodard, Max Severt
<b>Total</b>		<b>\$ 5,651.28</b>			