



**Board of Fire Commissioners Meeting  
Station 16 East Corning Fire Department  
Wednesday, September 2<sup>nd</sup>, 2020 @ 5:30pm**

**Meeting Minutes**

1. Call to Order by Commissioner Shafer at 1800. Delay due to structure fire.
2. Commissioner's Present: R. Burrell, J. Clarkson, D. Shafer, C. Tuttle, B. VanDusen
3. Pledge of Allegiance led by Commissioner Shafer
4. Motion by Commissioner VanDusen to approve minutes of CJFD Budget Meeting on July 29<sup>th</sup>, 2020 and CJFD Commissioner's meeting on August 5<sup>th</sup>, 2020. Second by Commissioner Tuttle. None opposed. Carried.
5. Motion by Commissioner VanDusen to approve the nomination of Ryan Thomas as a new member ECFD (contingent upon ECFD nominating him for membership at their monthly meeting on 09/14/2020) Second by Commissioner Burrell. None opposed. Carried.
6. Motion by Commissioner Tuttle to receive Treasurer's Report. Second by Commissioner Clarkson. Carried. None opposed. The District is sending the 2% fire tax monies received from NYS DFS to the fire departments to be used for the benefit of their members. Discussed cost of physicals and payout of physicals.
  - a. Motion by Commissioner Tuttle to pay bills on CJFD Expense Report for 9/2/20. Seconded by Commissioner Clarkson and carried. None opposed.
  - b. Clarkson to ratify creation of a PayPal account for the Corning Joint Fire District that is linked to our general checking account at Chemung Canal Trust Company. Second by Commissioner Burrell. Carried. None opposed.
  - c. Motion to transfer \$50,000 from ICS account to general checking by Commissioner VanDusen. Second by Commissioner Tuttle. Carried. None opposed.
  - d. Reviewed 2021 Statutory Spending Limit calculation for CJFD by Commissioner Shafer.
  - e. Motion by Commissioner Burrell to hold CJFD's final 2021 Budget workshop on September 23, 2020 at Station 16 (ECFD). Second by Commissioner VanDusen. Carried. None opposed.
7. Discussion of prospective purchases:



- a. Motion by Commissioner Tuttle to ratify agreement to pre-pay Avery for acquisition of 10,000 asset labels at a cost of \$3,587.50 using CJFD Pay Pal Account. Second by Commissioner Clarkson. Carried. None opposed.
  - b. Discussion ensued about prospective purchase of SCBA equipment at estimated cost of \$166,505. Commissioner Clarkson feels this is a valuable purchase to have equipment the same at all departments. Commissioner Burrell agrees. Commissioner Tuttle feels this unifies the departments and works as a district. Commissioner Shafer feels it is prudent to spend the down payment this year. Deputy Chief Nehring feels there may be an additional charge for mounting new pack brackets on apparatus. NFPA update in 2018 changed bracket recommendation to smart-docks. Motion by Commissioner Burrell to proceed with purchase of SCBA equipment contingent upon obtaining Municipal Bond financing to fund the purchase (\$166,505.60) Second by Commissioner Clarkson. Carried. None opposed. For municipal bond would need public referendum and approval.
  - c. Discussion ensued about quotes received to install an emergency dialer on the alarm system at Station 43. Three quotes attached and reviewed. CPE interlink, fire alarm services technologies and Davis Ulmer quotes obtained by Commissioner Clarkson and Commissioner VanDusen. CPE interlink comes in at lowest bid. Commissioner VanDusen states that CO detector installation should wait as would be counter-productive with an older service. Suggests installing a dialer. For CO monitoring, Commissioner VanDusen suggests picking up CO detectors at local store and installing. CPE includes annual inspection built into price. Commissioner Burrell states would like inspection done to ensure dialer will work before installing the dialer in case it does not work. Commissioner Shafer agrees. Motion by Commissioner VanDusen for inspection of dialer to ensure it works. If inspection works, authorize installation of a Fire/CO alarm dialer with monitoring support through CPE @ Station 43. Second by Commissioner Clarkson. Carried. None opposed
  - d. Discussion ensued about chief's request to purchase a cross-band repeater and other radio system components. Deputy Chief Nehring reports we need this bridge (crossband repeater) to help radios communicate. Needs 4 UAF antennas and units for Engine 25, 59, 92 and brush 34. Kenwood is the preferred manufacturer of this equipment. He does not feel that there will be any other high cost purchase request coming from the chiefs for the remainder of the year. Motion by Commissioner Tuttle to purchase crossband repeater panels, radio, incident, labor for Engine 25, 59, 92 and Brush 34 (\$4,744.19 plus labor cost for installation). Second by Commissioner Burrell. Carried. None opposed.
  - e. Motion by Commissioner Tuttle to approve purchase of up to \$1,500 in COVID-19 infection prevention PPE and supplies. Second by Commissioner Clarkson. Carried. None opposed.
8. Discussion of RFP submissions to provide CJFD with Accounting/Quickbooks Support Services & preparation of its Annual Audit in 2021 moved to budget meeting on September 23rd, 2020. Four proposals received on Friday and more time needed to review.
9. Motion by Commissioner VanDusen to discuss local option for emergency repair vehicles. Second by Commissioner Clarkson. Carried. None opposed.

Discussion ensued on what should be included in the budget for next year and what additional priorities may be on the horizon. Commissioner Burrell states best to budget approximately \$400,000 for tanker and states this is top priority for upcoming year.

- e. Deputy Chief Nehring states JPB Fire will be performing annual maintenance and pump testing for emergency vehicles at Stations 16 & 34 starting next week

14. Visitor's Comments: Commissioner Clarkson states Ms. Cervoni from Sprague would like meeting. Commissioner Shafer will schedule a meeting.

15. Motion to adjourn meeting by Commissioner VanDusen. Second by Commissioner Tuttle. Meeting adjourned at 1952.

Respectfully Submitted,

 CJFD Secretary

Jenniffer L. Mullen, CJFD Secretary