



**Board of Fire Commissioners Meeting
Wednesday, November 4th, 2020 @ 5:30pm**

ZOOM Conference Meeting

Meeting ID:

One tap mobile: +16465588656 US (New York)

<https://us02web> Dial in #: +1 646 558 8656

Meeting Minutes

1. Call to Order by Commissioner Shafer at 1737.
2. Roll Call of Commissioners present- Commissioner Burrell, Commissioner Clarkson, Commissioner Shafer, Commissioner VanDusen. Commissioner Tuttle absent.
3. Pledge of Allegiance
4. Motion to approve minutes of CJFD Commissioner's meetings on October 7th, 2020 and October 20th, 2020 by Commissioner VanDusen. Second by Commissioner Burrell. Motion carried. None opposed.
5. Motion to receive and review the Treasurer's Report by Commissioner VanDusen. Second by Commissioner Burrell. Motion carried. None opposed.
 - Motion to approve payment of monthly bills on CJFD's Expense Report for 11/4/2020.
 - Review of the 2021 2% tax cap report filed with the NYS Office of the State Comptroller.
 - Motion to adopt CJFD's proposed 2021 Budget with a tax levy of \$520,000 by Commissioner Clarkson. Second by Commissioner VanDusen. Roll call vote of Commissioners on the motion: Burrell: Aye, Clarkson: Aye, Shafer: Aye, Tuttle: Absent, VanDusen: Aye. Motion carried.
6. Motion to adopt the Resolution for Standardization of Self-Contained Breathing Apparatus reviewed at our meeting on October 7, 2020 by Commissioner Burrell. Second by Commissioner VanDusen. Roll call vote of Commissioners on the motion: Burrell: Aye, Clarkson: Aye, Shafer: Aye, Tuttle: Absent, VanDusen: Aye. Motion carried.
7. Motion by Commissioner Vandusen to discuss a Bond Resolution Authorizing the Acquisition of Self-Contained Breathing Apparatus with Related and Incidental Equipment and Services in Connection with the Foregoing; Estimating the Total Cost Thereof at \$180,000; Appropriating Said Amount Therefor; and Authorizing the Issuance of \$130,000 in Serial and/or Statutory Installment Bonds of the District to Finance Said Appropriation. Second by Commissioner Clarkson. Motion carried.
 - Discussion occurred regarding bond resolution to not exceed \$180,000 and regarding the bond sections and mandatory referendum. Worked with Attorney Butler on bond resolution and publication in the newspaper. Separate referendum will take place on night of elections December 8, 2020. Discussed sections of resolution provided with agenda. Mark Butler to publish this notice in the Leader due to specifics that must be held.
8. Motion to adopt a Bond Resolution Authorizing the Acquisition of Self-Contained Breathing Apparatus with Related and Incidental Equipment and Services in Connection with the

Foregoing; Estimating the Total Cost Thereof at \$180,000; Appropriating Said Amount Therefor; and Authorizing the Issuance of \$130,000 in Serial and/or Statutory Installment Bonds of the District to Finance Said Appropriation by Commissioner VanDusen. Second by Commissioner Clarkson. Roll call vote of Commissioners on the motion: Burrell: Aye, Clarkson: Aye, Shafer: Aye, Tuttle: Absent, Vandusen: Aye. Motion carried.

9. Motion by Commissioner Burrell to discuss the following prospective purchases. Second by Commissioner Clarkson. Motion carried. None opposed.

- Procurement of Self-Contained Breathing Apparatus with Related and Incidental Equipment and Services. Discussed Mark Butler counsel on purchase. Discussed general municipal law and OGS HIRE contract. Commissioner Burrell contacted OGS and was told that HIRE contractors may offer lower than contract pricing but may not charge more than the HIRE contract price approved by OGS. "OGS or less" clause was referenced to Commissioner Burrell by OGS as basis for allowing purchase price below the HIRE contract price. Commissioner Burrell believes that the quote we received from MES complies with the NYS HIRE contract and that it also complies with CJFD's procurement policy. To secure bond funding for the purchase, it must be put up for public referendum at Dec. 8, 2020 election. Estoppel notice would need to be published on Dec. 9, 2020 to initiate mandatory 20-day public review/challenge period. If no challenge is submitted, purchase could be executed on on December 30, 2020. Unanimous vote by Commissioner Burrell, Clarkson, Shafer and VanDusen to move forward with purchase under terms of OGS HIRE contract. Placement of Estoppel notice on December 9, 2020 approved by Commissioner Burrell, Clarkson, Shafer and VanDusen. Procurement of 2 new Pumper Tankers in 2021 to replace TA4 (Sta 34) and TA44 (Sta43) @ estimated cost of approximately \$775,000 discussed.

10. Motion to review critical finding and recommendations in ESIP's Risk Management Recommendation Report on CJFD facilities/operations conducted presented 10/27/2020 by Commissioner VanDusen. Second by Commissioner Clarkson. Carried. None opposed. Exposed electrical wires at station 43 identified by ESIP as a critical finding.

Commissioners Clarkson and Vandusen agree to review the matter and initiate corrections. Discussed recommendations for written policies on use of personal vehicles. A policy on review of vehicle accidents and on complete stops at traffic signals and stop signs. A policy on weapons on duties is also recommended. Emergency evacuation plan should be considered per the recommendations as well. Pointed out flammable liquids needing to be stored in flammable liquid cabinet. Discussed need for CO2 detector and uncovered hose bed at station 43. Follow up to continue.

11. Discussion regarding review of new provision in NYS Labor Law 27-c; "Adopting a Plan for Operations in the Event of a Declared Public Health Emergency involving a Communicable Disease" and draft Policy & Procedure for compliance from Attorney Butler. Encouraged Chiefs and Commissioners to review.

12. Motion to discuss 2020 CJFD Elections by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed. Notice of Election was placed to run in The Leader this Sunday November 8th and will be posted in each fire station and on the Town of Corning and Corning JFD websites.

13. Motion to discuss EMS-related topics with District EMS Coordinator by Commissioner Clarkson. Second by Commissioner VanDusen. Carried. None opposed

- Joanne questioned if vendor number for reimbursements for CME program was received. Commissioner Shafer to follow up on this.
- Commissioner Shafer and Joanne to meet regarding albuterol and medication orders.

14. Motion to discuss firematic-related topics with District Chief and Deputy Chiefs by Commissioner Clarkson. Second by Commissioner VanDusen. Carried. None opposed.

- Susquehanna Fire Eqpt: Service proposal for Station 34 cascade system. Proposal semi-annual service of MACO breathing air compressor to include all parts and labor due June 2021 for cost of \$483 per event. Annual service of MACO air compressor same as noted above \$680. May choose either of the two noted. Quarterly air sample grade E due February and September with cost of \$145 each. Total \$290 if biannual. NFPA recommends air samples to be completed quarterly. To revisit after clarification from company at next month's meeting.
- Review draft Policy & Procedure from Attorney Hannigan on Injury/Illness Reporting & Medical Clearance. Would like to review and determine how this policy correlates with current policies and procedures.
- Motion to approve the following District SOPs. Second by Commissioner Clarkson. None opposed. Carried.
 - 1.2.3 Personnel Parking (Rev1)
 - 1.4.1 Vehicle Maintenance (Rev1)
 - 1.4.4 Testing-Hoses (Rev1)
 - 1.4.5 Testing-Ladders (Rev1)
 - 2.0.1 Natural Gas, CO and Automated Gas Alarms (Rev1)
 - 2.0.4.1 Fire Exposure Reporting
 - 2.0.7 ATV Operations
 - 5.0.6 Apparatus Operator-Pump Training

The following District SOPs were reviewed and will be returned next month with revisions:

2.0.21 Emergency and Non-Emergency Response Modes-To be modified and discussed next month.

2.0.24 Highway Incidents- To be modified and discussed next month.

2.0.25.15 Helicopter Landing Zones- To be modified and discussed next month.

5.0.5 Apparatus Operator-Driving Training Program- To be modified and discussed next month.

- Chief Brenning states pump testing for engines owned by the District was completed today. E92 to go to Syracuse for repair for valve replacement. E59- pump needs to be repacked. The dry prime did not hold. E70 needs work but pump working well. Primer is weak on truck but pumping well. List to be compiled on what needs to be repaired. Will review what repairs should be completed and in what order at December meeting.
- "I Am Responding" being changed over to one system for entire district.
- Station 16 membership recently voted to purchase a HURST battery-operated combination cutter/spreader tool and donate it to the Joint Fire District. Membership feels this is needed and it will be placed in service on Engine 16.

15. Visitor's Comments: Commissioner Clarkson inquired about whether CJFD has a SOG on Qualifications for Line Officers. Commissioner Burrell and Deputy Chief Nehring stated that candidates need to meet NYS best practices.

16. Motion to adjourn the meeting @ 7:36pm by Commissioner Clarkson. Second by Commissioner Burrell. Carried. None opposed.

Respectfully Submitted,



Jenniffer L. Mullen, CJFD Secretary

Upcoming Events / Important Dates:

Tuesday, December 8th, 2020 Annual Election of Fire Commissioners, Corning Town Hall, 6:00-9:00pm