



**Board of Fire Commissioners Meeting
Wednesday, January 6th, 2021 @ 5:30pm**

Meeting Minutes

1. Call to Order by Commissioner Shafer at 1752 pm.
2. Roll Call of Commissioners present: Commissioner Burrell, Commissioner Clarkson, Commissioner Gridley, Commissioner Shafer, Commissioner VanDusen
3. Pledge of Allegiance led by Commissioner Shafer.
4. Motion to approve minutes of CJFD Commissioner's meetings on December 28th, 2020 made by Commissioner VanDusen. Second by Commissioner Burrell. Carried. None opposed.
5. Motion to approve the following nominations for membership in the Fire Companies that comprise the firefighting force of the Corning Joint Fire District
 - Station 34 (SCFD): Patrick Conti, Li Lei; nominated for membership in SCFD on 01/04/21made by Commissioner VanDusen. Second by Commissioner Burrell. Carried. None opposed.
6. Motion to review renewal of CJFD's insurance policies for 2021 by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed. After discussion, motion to approve renewal of CJFD's insurance policies for 2021 by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
7. Motion to receive and review the Treasurer's Report by Commissioner Burrell. Second by Commissioner Gridley. Carried. None opposed.
 - Motion to ratify verbal authorization received from Commissioners Burrell, VanDusen & Clarkson on 12/31/2020 to transfer \$1,617.08 from CJFD General Checking Acct (0297) to CCTC Apparatus Repair/Replacement Reserve Acct (4116) by Commissioner VanDusen. Second by Commissioner Burrell. Carried. None opposed.
 - Cash Reconciliation Report for 2020 reviewed.
 - Motion to approve payment of monthly bills on CJFD's Expense Report for 01/06/2021 with adjustments made to Attorney Butler's invoices by Commissioner VanDusen. Second by Commissioner Clarkson. Carried. None opposed.
8. Motion made by Commissioner Vandusen to discuss the following prospective purchase in 2021. Second by Commissioner Burrell. Carried. None opposed.:
 - Procurement of 2 new Tankers in 2021 to replace TA4 (Sta 34) and TA44 (Sta43)
9. Motion to discuss development of recruitment initiatives in 2021 by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed.
10. Motion to discuss proposed facility improvements at Station 16 by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed. Commissioner Shafer to follow up on how volunteers can work on station improvements and be covered under insurance to do so. Next meeting to discuss possibility and cost.
11. Motion to discuss EMS-related topics with District EMS Coordinator by Commissioner VanDusen. Second by Commissioner Clarkson. Carried. None opposed.
 - Purchase of CPR pocket masks (n=20; est \$98.60)

- Purchase of CPR Manikins (n=2; est \$1135.88)
- Disposable lung bags (\$72.50 est)
- Manuals and DVD set
- Total \$1684.32

Motion to approve made by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.

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

- Susquehanna Fire Eqpt; Service proposal for Station 34 cascade system- no update yet per Chief Nehring.
- FY2020 Assistance to Firefighters Grant Program; Open 1/4/2021→02/12/2021. Jeff Brenning agreeable to help write the grant to assist.
- CJFD Apparel- Job shirts. Kabrics' quote is \$58 without denim elbow and collar. \$57 with denim elbow and collar. Members may choose. Will need between 80-90 shirts. \$4640 for 80 shirts approx. \$5000 budgeted for uniforms. Motion to approve up to \$5,000 to purchase of job shirt for every active member of the department by Commissioner Burrell. Second by Commissioner Gridley. Carried. None opposed. Contingent on receiving three written quotes per procurement policy.
- Chief Brenning discussed Engine 92 for refurbishing pipe valves. To submit quote to Commissioners for February meeting to discuss. Must decide if wants valve stem cover redone and what items should be covered. Would like sent to Syracuse first quarter of the year. Motion made to repair engine 92 not to exceed cost of \$9154 for repair of engine 92 by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed. Commissioner Burrell and Chief Brenning to review quote to determine what needs to be covered.
- Commissioner Shafer working with the Village of South Corning to have tablet bills switched from Village to CJFD. Village has total of 8 lines that CJFD are being billed for. Working to try and remedy this.
- Chief Brenning states 394 fire calls for 2020.
- Chief Nehring update on labels. Rainbow Lettering is able to provide labels for a much lesser amount. 15,000 labels needed. Total of \$112 per thousand. \$6000 previously approved. This price would be \$1,680 for 15 rolls Motion revalidated by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed to purchase 15 rolls of labels at \$1,680.
- CJFD Administrative Policies (1st Read):
 - New Member Approval Policy
 - Restricted Member Program Requirements
 - Physical Examination Policy
 - Injury/Illness Reporting & Medical Clearance Policy
 - Code of Ethics (revised)
 - Operations Plan for Certain Declared Public Health Emergencies

Commissioners to read this month and review at February monthly meeting.

- SOP's (1st Read):
 - Mutual Aid Responses
 - Clandestine Drug Labs
 - Hydraulic & Electric Rescue Tool Operation
 - Operating Power Saws
 - Issuance of Communication Equipment
 - Risk Management & Safety
 - Overhaul Operations
 - Salvage Operations
 - Summoning Additional Resources
 - Tactical Objectives
 - Tire Chains
 - Vehicle Fires
 - Training Fires
 - Water Rescue Operations
 - Vertical Ventilation Operations

Motion to approve above SOP's by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.

13. Visitor's Comments:

- Chief Brenning discussed COVID vaccines. Vaccines open to people who are offering direct patient care which covers additional 15-18 people in district. May be completed at Corning and Arnot hospital locally.
- Commissioner Shafer requesting other Commissioners to come by office and review and sign bills.
- Commissioner Shafer reminded other Commissioner's about upcoming classes that must be completed.

14. Motion to adjourn the meeting @ 19:42 pm by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed.

Respectfully submitted,

Jennifer Mullen, Secretary

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