



**Board of Fire Commissioners Meeting
Wednesday, February 3rd, 2021 @ 5:30pm**

Meeting Minutes

1. Call to Order by Commissioner Shafer @ 1731.
2. Roll Call of Commissioners present: Commissioner Burrell, Commissioner Clarkson, Commissioner Shafer, Commissioner VanDusen. Absent: Commissioner Gridley
3. Pledge of Allegiance led by Commissioner Shafer.
4. Motion to approve minutes of CJFD Annual Meeting and Board of Fire Commissioner's meeting on January 6th, 2021 by Commissioner Burrell. Second by Commissioner VanDusen. 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 by Commissioner VanDusen. Second by Commissioner Burrell. Carried. None opposed.
 - Station 34 (SCFD): Darren Evans; nominated for membership in SCFD on 02/01/21.
6. Motion to review coverages in CJFD's insurance policy renewals with Nikki Cervoni and Kayla Wagner from Sprague Insurance by Commissioner VanDusen. Second by Commissioner Clarkson. Carried. None opposed.
7. Motion to discuss current topics of interest with Attorney Terrance Hannigan made by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed.
 - CJFD renovation/repair/construction projects discussed.
 - Bid Specs for acquisition of 2 tankers in 2021 discussed.
 - **Roll call vote** on bid specs: Commissioner Burrell: aye; Commissioner Clarkson, aye; Commissioner VanDusen, aye; Commissioner Shafer, aye. Absent: Commissioner Gridley.
 - Legal documentation of CJFD as a political subdivision of NYS? (for NYS DMV) discussed.
8. Motion to receive and review the Treasurer's Report made by Commissioner VanDusen. Second by Commissioner Clarkson. Carried. None opposed.
 - Motion to review 2020 Year-End Budget Report for CJFD.
 - Motion to recognize receipt of NYS Tax Levy to CJFD; \$520,000 deposited to CCTC General Checking account (xxx0297) on 1/26/2021 by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed.
 - Motion to approve payment of monthly bills on CJFD's Expense Report for 02/03/2021 by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
9. Motion to discuss the following prospective purchases made by Commissioner VanDusen. Second by Commissioner Clarkson. Carried. None opposed.
 - CJFD t-shirts (n=33 for \$276.40) Motion to purchase by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed.
10. Motion to discuss development of recruitment initiatives in 2021 tabled until next meeting.
11. Motion to discuss EMS-related topics with District EMS Coordinator by Commissioner VanDusen. Second by Commissioner Burrell. Carried. None opposed.
 - Message from EMSTAR would like to have the District use Electronic PCR's. NYS has free software. Joanne to follow up.

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

- Susquehanna Fire Eqpt; Service proposal for Station 34 cascade system
- FY2020 Assistance to Firefighters Grant Program; CJFD request will be for 35 sets of turnout gear and 2 washer/extractor/dryers
- CJFD asset labels / inventory have arrived.
- Cancel Crash Course training / Implement "Mayday" training by Task Force 1 (\$6,000 est cost). Motion to proceed made by Commissioner Burrell, and seconded by Commissioner Clarkson. Carried. None opposed.
- CJFD Administrative Policies (2nd 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

Motion to adopt Administrative Policies as written made by Commissioner Burrell and seconded by Commissioner Clarkson, Motion carried. None opposed.

- SOP's:
 - Apparatus Placement
 - Post Alarm
 - Fire Ground Strategy
 - Rope Inspection
 - Fire Station Safety
 - Spotting of Apparatus

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

- Chief Brenning discussed fees regarding EMT classes.
- Chief Brenning states next month may need to discuss purchase of pagers.
- Deputy Chief Nehring requested permission to use Station 16 as site for NYS BEFO training class. Motion to approve request made by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.

13. Visitor's Comments: none

14. Motion to adjourn the meeting @ 1925 by Commissioner VanDusen. Second by Commissioner Burrell. Carried. None opposed.

Respectfully submitted,



Jenniffer Mullen, Secretary

Upcoming Events / Important Dates:

- 1) **Wednesday, March 3rd**, CJFD Board of Fire Commissioners Meeting at 5:30pm via ZOOM Conference.