



**Board of Fire Commissioners Meeting
Wednesday, June 2nd, 2021 @ 5:30pm
Station 16-East Corning FD (In-Person Meeting)**

and

ZOOM Conference Meeting

Meeting ID: 849 8756 8089

Invite Link: <https://us02web.zoom.us/j/84987568089?pwd=bnYrUWhRSFN3WEtaSHhJWXNESk0xUT09>

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Meeting Minutes

1. Call to Order by Commissioner Shafer at 1735
2. Roll Call of Commissioners present: Commissioner Burrell, Commissioner Clarkson, Commissioner Gridley, Commissioner Shafer, Commissioner VanDusen
3. Pledge of Allegiance led by Commissioner Shafer at 1736.
4. Motion to approve minutes of CJFD Board of Fire Commissioner meetings on May 5th, 2021 made by Commissioner Clarkson. Second by Commissioner Burrell. Carried. None opposed.
5. Motion to receive and review the Treasurer's Report made by Commissioner Gridley. Second by Commissioner VanDusen. Carried. None opposed.
 - Motion to approve payment of monthly bills on CJFD's Expense Report for 06/02/2021 by Commissioner Gridley. Second Commissioner Clarkson. Carried. None opposed.
 - Motion to approve transfer of \$35,000.00 from CJFD's ICS account# xxxxx4090 to CJFD's General Checking account# xxxxx0297 to cover CJFD's expected operating expenses through 06/30/2021 by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed.
 - Discussion of EFPR's preliminary report on CJFD's Annual Audit led by Commissioner Shafer.
 - Review of 2021 YTD Budget Report by Commissioner Shafer.
6. Motion to authorize Chairman Shafer to accept the Bid Proposal from JPB Fire for purchase of 2 new pumper tankers in the amount of \$751,424.22 contingent upon uncontested completion of the 20-day Estoppel period for the Bond Resolution approved May 25, 2021 on June 19, 2021 made by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
7. Motion to discuss the following prospective purchases made by Commissioner VanDusen. Second by Commissioner Gridley. Carried. None opposed.
 - KFT Hose Line Trainer 0-100 This is a live fire training prop. Price approximately \$15,000. This will be beneficial for experience camp and firefighter training simulation. Motion to approve purchase as unbudgeted capital expense made by Commissioner Clarkson. Second by Commissioner Burrell. Carried. None opposed.
 - Attorney Consultation: Motion made by Commissioner Burrell to approve legal expenses up to \$5,000 for consultation with Attorney Hannigan about development of cooperative alliances with other fire departments/districts in the area. Motion was seconded by Commissioner VanDusen and carried. None opposed.
8. Motion to discuss proposed recruitment initiatives for CJFD made by Commissioner VanDusen. Second by Commissioner Clarkson. Carried. None opposed.
 - Update: "Firefighter Experience Camp" for 14 to 18-year olds @ Station 16; Date: July 7-9, 2021. Tentatively 16 people enrolled. Custom Ink can complete shirts, cinch packs and water bottles. Per Commissioner Shafer will need 3 quotes. Can be billed on account or purchase order. \$1,250 limit on District credit card. Per Commissioner Shafer would like 25-30 participants.

9. Motion to discuss RFP for emergency towing and repair services for CJFD apparatus made by Commissioner VanDusen. Second by Commissioner Gridley. Carried. None opposed. Motion for RFP made by Commissioner VanDusen. Second by Commissioner Gridley. Carried. None opposed.
10. Motion to revisit NYS DOH Interim Guidelines for Food Services During the COVID-19 Public Health Emergency and the Steuben County Event Notification form as they relate to rental of fire department facilities and catering services made by Commissioner Gridley. Second by Commissioner VanDusen. Carried. None opposed. Discussed station 34 and 43 interest in resuming chicken barbeques and off-site catering. Motion to allow departments to resume rental and catering options provided they comply with all state and county guidelines made by Commissioner Gridley. Second by Commissioner Clarkson. Carried. None opposed.
11. Motion to discuss EMS-related topics with District EMS Coordinator made by Commissioner VanDusen. Second by Commissioner Burrell. Carried. None opposed.
- Per Joanne all paperwork for E-PCR has been submitted to NYS. Awaiting to hear from NYS on approval. Tentative start date is June 29, 2021.
 - Commissioner Shafer requesting copy of EMSTAR agreement that was signed. Joanne to provide.
 - AED trainers were on back-order but have not been received. Joanne to follow up.
 - Joanne gave Jeff Brenning a list of supplies she will need for the camp.
 - 2-part PCRs: Commissioner Burrell found prices at multimedia services for 500 copies = \$140. 1000 copies = \$240. PrintRunner.com was lowest price found by Brad Jacobus.
12. Motion to discuss firematic-related topics with District Chief and Deputy Chiefs made by Commissioner VanDusen. Second by Commissioner Clarkson. Carried. None opposed.
- Disposition of CJFD Assets. CJFD assets under \$20,000 (value at time of disposal) is allowed to be disposed of per the district discretion. Over \$20,000 needs public hearing.
 - Common Volunteer Application for CJFD sent to Attorney Hannigan for review. Awaiting response.
 - Repairs for hovercraft needed per Chief Nehring and Brad Jacobus. Approximately \$800-2,500 to rebuild for cylinder that is potentially bad. For new \$8,000. \$225 to look at computer and assess settings. Motion by Commissioner Clarkson to initiate repair including computer assessment. Second by Commissioner Gridley. Carried. None opposed. Turn-around time is approx. 6 weeks for repair per Brad Jacobus.
13. Visitor's Comments: Discussion by Commissioner Clarkson on Class A uniforms. It was noted that Station 16 doesn't have them. Discussion on obtaining district uniforms for established members was tabled for more research.
- Discussion ensued regarding District Picnic. Picnic menu being discussed. Brad Jacobus meeting with caterers. Confirmed date of September 18, 2021 at Ellison Road. Approximately 150 people will attend. Sam Pallet band will be on site 4-8pm. \$350 for band.
14. Motion to adjourn the meeting @ 1848 pm by Commissioner Burrell. Second by Commissioner VanDusen. Carried. None opposed.

Upcoming Events / Important Dates:

- 1) **Wednesday, July 7th:** CJFD Board of Fire Commissioners Meeting at Station 43 at 5:30pm.
- 2) **Wednesday, August 4th:** CJFD Board of Fire Commissioners Meeting at Station 34 at 5:30pm.
- 3) **Wednesday, August 18th:** CJFD Board of Fire Commissioners 2022 Budget Workshop at Station 16 at 5:30pm.

Annally Mullen, Secretary