



**Board of Fire Commissioners Meeting  
Wednesday, July 7<sup>th</sup>, 2021 @ 5:30pm  
Station 43-North Corning FD (In-Person Meeting)  
and**

**ZOOM Conference Meeting**

**Meeting ID: 849 8756 8089**

**Invite Link:** <https://us02web.zoom.us/j/84987568089?pwd=bmYrUWwhRSFN3WEtaSHhJWXNESk0xUT09>

**One tap mobile:** +16465588656,84987568089#,\*072450# US (NY)

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**Pass Code: 072450**

**Meeting Minutes**

1. Call to Order at 1736 by Commissioner Shafer
2. Roll Call of Commissioners present: Commissioner Burrell, Commissioner Clarkson, Commissioner Shafer. Absent: Commissioner Gridley, 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 June 2<sup>nd</sup>, 2021 made by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
5. Motion to receive and review the Treasurer's Report by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
  - Motion to approve payment of monthly bills on CJFD's Expense Report for 07/07/2021 by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
  - Motion to approve transfer of \$6666.66 from 2021 Budget line A9710.6 Serial Bonds-Principal and \$8,333.34 from 2021 Budget Line A.2075 Emergency Vehicle Acquisition to 2021 Budget Line A2100 Small Eqpt Purchases (for purchase of KFT Fire Trainer) by Commissioner Clarkson. Second by Commissioner Burrell. Carried. None opposed.
  - Motion to approve transfer of \$45,000.00 from CJFD's ICS account# xxxxx4090 to CJFD's General Checking account# xxxxx0297 to cover CJFD's expected operating expenses through 07/31/2021 by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.
  - Discussion of EFPR's final Report to the Board of Fire Commissioners issued 06/24/2021.
6. Motion to ratify sale of surplus SCBA equipment to Glenn Miller Fire Equipment for \$3,500.00 by Commissioner Clarkson. Second by Commissioner Burrell. Carried. None opposed.
7. Motion to discuss submissions on our RFP for emergency towing and repair services for CJFD apparatus by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed. B&W proposal submitted and reviewed at meeting. Commissioners to review again next month to allow time for full review of proposal.
8. Motion to discuss status of our search for a new District Treasurer by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed. Job notice posted on District and Town website, Corning Leader and Indeed. 6 qualified candidates noted per Commissioner Shafer. Resumes circulated to Commissioners for review and to set up interviews with at least 3 candidates.
9. Motion to discuss format for distributing 2020 2% Fire Tax proceeds (\$13,422.80) to CJFD member departments by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed. It was noted that these funds must be used to benefit members of the fire



departments that comprise the CJFD. Discussion ensued regarding legal obligations for dividing funds and whether an equal split between the 3 departments would be acceptable. Commissioners referred this question to the 3 member departments for discussion at their respective monthly meetings on Monday July 12, 2021.

10. Motion to discuss the following prospective purchases by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.

- EMS Supplies (Station 16 gloves especially) Commissioner Shafer requesting orders for EMS supplies. Question arose about replacement of expired AED pads. Commissioner Shafer to check and see if they are available on NYS contract.

11. Motion to discuss recruitment initiatives for CJFD by Commissioner Clarkson. Second by Commissioner Burrell. Carried. None opposed.

- Update: "Firefighter Experience Camp" for 14 to 18-year olds @ Station 16; Date: July 7-9, 2021. Commissioner Burrell reports positive experience from group today. States approx. 20 participants.

12. Motion to discuss EMS-related topics with District EMS Coordinator tabled to next month as Joanne not present.

- ePCR rollout occurred per Chief Brenning.

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

- Common Volunteer Application for CJFD being reviewed by Attorney Hannigan. Commissioner Shafer to follow up.
- Hose testing starts Tuesday July 13, 2021 per Chief Brenning.
- Chief Brenning reported Engine 92 is back in service. Cost of repairs not yet finalized.
- Paperwork signed on purchase of 2 new pumper tankers and Chief Brenning to meet with them in approximately 45 days to review progress.
- Chief Brenning discussed proposed feasibility study for creating a combined campus for the Town of Corning and CJFD in the South Corning area. He reports that the Village of South Corning has declined an offer to participate in this study. He will propose to the Town of Corning that it cover the cost of this feasibility study. Commissioner Shafer commented that the District needs to start developing an estimate of what it can realistically afford to contribute to the cost of development and operation of a consolidated Town/District campus. Motion made by Commissioner Burrell to support goals and ideals of a feasibility study conducted by Town of Corning. Motion seconded by Commissioner Clarkson and carried. None opposed.

14. Visitor's Comments: none

15. Motion to adjourn the meeting @ 18:48 pm by Commissioner Burrell. Second by Commissioner Clarkson. Carried. None opposed.

Respectfully Submitted by:

A handwritten signature in blue ink that reads "Jenniffer L. Mullen, Secretary". The signature is fluid and cursive.

Jenniffer L. Mullen, Secretary

#### Upcoming Events / Important Dates:

- 1) **Wednesday, August 4<sup>th</sup>:** CJFD Board of Fire Commissioners Meeting at Station 34 at 5:30pm.
- 2) **Wednesday, August 18<sup>th</sup>:** CJFD Board of Fire Commissioners 2022 Budget Workshop at Station 16 at 5:30pm.