



**Board of Fire Commissioners Meeting
Wednesday, December 6th, 2023
Station 43 North Corning Fire Dept, Inc.
Minutes**

1. Call to Order by Commissioner Shafer at 1733
2. Roll Call of Commissioners present: Commissioner Clarkson, Commissioner Eccleston, Commissioner Gridley, Commissioner Shafer. Absent: None
3. Pledge of Allegiance led by Commissioner Shafer
4. Motion to approve minutes of CJFD Board of Fire Commissioner meetings on November 8th, 2023 and November 29th, 2023.
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 16:
 - Station 34:
 - Station 43: Motion by Commissioner Clarkson to accept Duane (DJ) Locke & Alexander Mann for membership contingent upon completion of a satisfactory criminal background check. Motion seconded by Commissioner Gridley and carried with none opposed.
6. Motion to receive and review the Treasurer's Report by Commissioner Clarkson and seconded by Commissioner Eccleston. Motion carried with none opposed.
 - Motion to accept the Treasurer's Report made by Commissioner Clarkson and seconded by Commissioner Eccleston. Motion carried with none opposed.
 - Motion to approve transfer of \$25,000 from CJFD's ICS account# xxxxx4090 to CJFD's General Checking account# xxxxx0297 to cover monthly expenses by Commissioner Gridley and seconded by Commissioner Clarkson. Motion carried with none opposed.
 - Chairman Shafer reported NYS OSC reported "No findings" on their review of CJFD's compliance with 2023/24 tax cap policy.
 - Chairman Shafer reviewed the status of CJFD's 2023 YTD Budget Reports.
8. Motion by Commissioner Eccleston to review and act on proposed CJFD's 2024 Meeting Schedule for the Board of Fire Commissioners was seconded by Commissioner Clarkson. Motion carried with none opposed. Schedule approved.
9. Motion to discuss status of the following CJFD initiatives by Commissioner Eccleston and seconded by Commissioner Gridley. Motion carried with none opposed.
 - Motion to approve RFP for one-year contract of \$5,000 for CJFD community education/public relations campaign by Commissioner Gridley and seconded by Commissioner Clarkson. Motion carried with none opposed.
 - Job Descriptions: Academic Services Program Manager, Asset Control Manager, Recruitment & Retention Manager, Quartermaster, EMS Coordinator. Job description for EMS Coordinator was reviewed. Motion to accept EMS Coordinator Job Description by Commissioner Eccleston and seconded by Commissioner Clarkson. Motion carried with none opposed. The job description for Quartermaster is in draft form. Tabled for review at next meeting.
 - Rotary Grant Program – Jen Mullen to have performance data for next month's meeting to determine how many smoke alarms are remaining and how many have been issued.

9. Motion by Commissioner Eccleston to discuss the following prospective purchases was seconded by Commissioner Clarkson and carried with none opposed:
- Review coverages for Gibson Fire District vehicles being transferred to CJFD on 1/1/24. Motion to remove collision coverage from 2001 Ford and 1997 by Commissioner Clarkson and seconded by Commissioner Eccleston. Motion carried with none opposed.
 - Update digital signs at Stations 16 & 34 to have header that states "Corning Joint Fire District." Stewart Signs in Florida estimated \$3,400 for Station 16 sign and \$2,800 for Station 34 sign. Commissioner Shafer to review other options.
10. Motion to discuss recruitment and retention initiatives for CJFD by Commissioner Eccleston and seconded by Commissioner Gridley. Motion carried with none opposed.
- Create video of 2023 Firefighter Experience Camp. Commissioner Shafer and other members met with individual who reported on the camp for Big Fox news. She is working on a 1st draft of a recruitment video that will be approximately 5 minutes long. First draft to hopefully be done by end of month.
 - LOSAP Program Updates:
 - Public Referendum on December 12th, 2023.
 - Motion to authorize the Treasurer to transfer \$60,000 from CJFD's ICS account# xxxxx4090 to a 12-month CD with a competitive interest rate prior to 12/31/2023 to ensure adequate startup funds are available for implementation of CJFD's LOSAP Program in 2024 (contingent upon passage of Proposition 1 at CJFD's Annual Election on 12/12/23) by Commissioner Eccleston and seconded by Commissioner Clarkson. Motion carried with none opposed.
 - Discuss proposed initiative to create an integrated academic/Bunk-In program.
 - Development of AAS program @ Corning Community College reviewed by Jen Mullen. Chiefs and Commissioner Shafer to meet with Jen Mullen next week to discuss emergency management courses.
 - Devon Bower was a member of the fire camp. CCC requested that CJFD pay articulation fee of \$85 by Commissioner Gridley and seconded by Commissioner Eccleston. Motion carried with none opposed.
11. Motion to discuss firematic-related topics with District Chief and Deputy Chiefs by Commissioner Eccleston and seconded by Commissioner Clarkson. Motion carried with none opposed.
- President Locke of Station 43 would like brush pile to be removed. Requesting District to manage this. Commissioner Shafer raised a question about status of other maintenance needs at Station 43 (e.g, diesel tank, gutter, floors etc.) and requested that Commissioner Locke prepare a list of the projects that we need to address for discussion at our next meeting. Commissioner Clarkson to communicate this to President Locke.
 - It was reported that the annual cost for Emergency Reporting has greatly increased. Current price is \$1,800/yr and it will increase to \$12,000/yr. Chiefs have been actively shopping for another vendor/possible alternative. Emergency Networking is another company that is similar to Emergency Reporting and it was recommended that we switch to this vendor as of January 1, 2024. Cost of new program is \$1,995. Start up cost is \$1,845. First year: \$3,840. At the end of 2024, NIFRS will be changing vendors and Emergency Networking is compatible with the change so fire reports will be able to be submitted. Motion to approve purchase of Emergency Networking for \$3,840 and extract data from Emergency Reporting on December 20, 2023 by Commissioner Eccleston and seconded by Commissioner Gridley. Motion carried with none opposed.
12. Visitor's Comments: none
13. Motion to adjourn the meeting @ 1902 pm by Commissioner Gridley and seconded by Commissioner Eccleston. Motion carried with none opposed.

Respectfully submitted,



Jenniffer Mullen, Secretary