



**Board of Fire Commissioners Meeting
Wednesday, February 7th, 2024
Station 43 North Corning Fire Dept, Inc.**

Minutes DRAFT

1. Call to Order by Commissioner Shafer
2. Roll Call of Commissioners present: Commissioner Brenning, Commissioner Clarkson, Commissioner Shafer
3. Pledge of Allegiance led by Commissioner Shafer
4. Motion to approve minutes of CJFD Annual Organizational Meeting on January 3rd, 2024 and the Board of Fire Commissioner monthly meeting on January 3rd, 2024 by Commissioner Clarkson and seconded by Commissioner Brenning. None opposed. Motion carried.
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 Clarkson and seconded by Commissioner Brenning. None opposed. Motion carried.
 - Station 16: Javian Fisher contingent upon successful background check and approval of station 16.
 - Station 34:
 - Station 43:
6. Motion to receive and review the Treasurer's Report by Commissioner Brenning and seconded by Commissioner Clarkson. None opposed. Motion carried.
 - Motion to accept the Treasurer's Report by Commissioner Brenning and seconded by Commissioner Clarkson. None opposed. Motion carried.
 - Motion to acknowledge receipt of Gibson Fire District's 2024 Tax Levy (\$15,289) and balance of funds in the Gibson Fire District's operating account (\$15,642.10) by Commissioner Brenning and seconded by Commissioner Clarkson. None opposed. Motion carried. Total: \$30,931.10
 - Motion to acknowledge receipt and deposit of CJFD's annual tax levy for 2024 (\$561,412) by Commissioner Brenning and seconded by Commissioner Clarkson. None opposed. Motion carried.
 - Motion to approve transfer of \$530,000 from CJFD's to General Checking account# xxxxx0297 to CJFD's ICS account# xxxxx4090 by Commissioner Brenning and seconded by Commissioner Clarkson. None opposed. Motion carried.
 - Discuss proposed transfer of \$15,642.10 (Revenue derived from closure of Gibson Fire District operating account) from CJFD's General Checking acct xxxxx0297 to CJFD Equipment Repair/Replacement Reserve Account. Motion by Commissioner Clarkson to approve the transfer contingent upon approval from Office of State Comptroller was seconded by Commissioner Brenning. None opposed. Motion carried.
 - Review of Year-to-Year Comparison of Fire Service Tax Levy for CJFD; 2020→2024
7. Motion to review 2023 Utilization Report for CJFD's Employee Assistance Program with Pathways, Inc by Commissioner Brenning and seconded by Commissioner Clarkson. None opposed. Motion carried. Four members utilized the services out of sixty-one members. 4.5% utilization rate which, per Pathways, is a typical utilization rate. EAP agreement renewed for 2024. EMS Coordinator Ryzdewski and Commissioner Shafer working with EAP on offering education to EMS.
8. Motion to enter into Executive Session to discuss matters regarding contract negotiations with candidates for the position of Member/Public Relations Manager for the Corning Joint Fire District by Commissioner Clarkson and seconded by Commissioner Brenning. None opposed. Motion carried.

9. Motion to return to Regular Session by Commissioner Clarkson and seconded by Commissioner Brenning. None opposed. Motion carried.
10. Motion by Commissioner Brenning to extend a contractual offer to a candidate for the position of Member/Public Relations Coordinator for Corning Joint Fire District at a cost of \$4,100/yr was seconded by Commissioner Clarkson. All in favor. Motion carried.
11. Motion by Commissioner Clarkson to create a position as CJFD Website and Social Media Coordinator at a cost of \$3,600/yr and extend a contractual offer to a candidate for the position. Motion seconded by Commissioner Brenning. All in favor. Motion carried.
12. Motion to discuss status of the following CJFD initiatives by Commissioner Brenning and seconded by Commissioner Clarkson. None opposed. Motion carried.
 - Job Descriptions; Academic Services Program Manager, Asset Control Manager, Recruitment & Retention Manager, Quartermaster Draft job descriptions for Quartermaster and Academic Services Program Manager sent to prospective members who are currently working in those positions for review and comment. Final versions will be reviewed at the Board's meeting in March.
 - Real property lease with Gibson Fire Department, Inc. for Gibson Fire Hall and substation on Gorton Rd. Motion by Commissioner Brenning to enter into lease with Gibson Fire Department, Inc. for use of the building once it has been received from Attorney Hannigan. Lease will include responsibility for utilities, insurance, etc. Motion seconded by Commissioner Clarkson. None opposed. Motion carried.
 - Rotary Grant Program- Jenn Mullen gave an oral update on progress. 2023 Progress Report must be filled with Rotary by 7/1/2024.
13. Motion to discuss the following prospective purchases by Commissioner Brenning and seconded by Commissioner Clarkson. None opposed. Motion carried.
 - Update digital signs at Stations 16 & 34 Rainbow Lettering declined to bid on this. Commissioner Shafer continues to look for a local vendor.
 - Annual Installation Banquet; April 6, 2024. Working with Beth Cleveland to plan and implement.
14. Motion to discuss recruitment and retention initiatives for CJFD by Commissioner Clarkson and seconded by Commissioner Brenning. None opposed. Motion carried.
 - Planning update for 2024 Firefighter Experience Camp. Review promotional video. Tentative dates for camp July 31 – August 2, 2024.
 - LOSAP Program Updates:
 - Review and act on payout policy for vested members who have reached the age of entitlement: 1x or 2x annually: Discussion ensued about whether CJFD should make payouts to vested member reaching the age of entitlement (e.g. 62 years) on one or two occasions annually. Administrative cost with single payout annually is \$4,000/yr. Adding a second payout option (i.e. in July) would increase administrative costs by \$1,000/yr (even if no one is paid during the second payout period). Motion by Commissioner Brenning and seconded by Commissioner Clarkson to authorize one-time annual payment for vested members. None opposed. Motion carried.
 - Discuss proposed initiative to create an integrated academic/Bunk-In program.
 - Update on development of AAS program @ Corning Community College
15. Motion to discuss firematic-related topics with District Chief and Deputy Chiefs by Commissioner Clarkson and seconded by Commissioner Brenning. None opposed. Motion carried.
 - EMS turnout vests. Sample reviewed that was purchased by Commissioner Shafer. Further review and discussion with CJFD EMS providers to be completed with EMS Coordinator Ryzdewski and Commissioner Shafer before acting further on the matter.
 - Physicals for inactive members to be reviewed by Chief Brenning and revisited at our next meeting.
 - Chief Brenning initiated a discussion about options for disposal of Gibson equipment items that are not useful to CJFD. He suggests holding an open auction for lower value items in April/May and/or donate these items to other fire departments in the area. Discussed plans for disposition of surplus vehicles as well. He plans to keep Engine 12 and their side by side 4-wheeler. Gibson also had approximately 12 Unication pagers that we will not use. Purchase price for these pagers was approximately \$380 each. He has a potential buyer for these units at \$200 each. Motion by Commissioner Clarkson to sell these pagers for \$200 each was seconded by Commissioner Brenning. None opposed. Motion carried.

- Air bottles at Gibson have two years remaining. Valves to be exchanged in 30-minute bottles which allows for CJFD to have all 30-minute bottles. Chief Brenning will attempt to sell 45-minute bottles. These 30 minute bottles are good for another two years and then will have to be replaced.
- Lockers at station 16 need to be replaced. Per Commissioner Shafer, we can reallocate some funds from turn-out gear to pay for new lockers.
- Engine 70 (formerly Gibson Engine 12) needs to go to Syracuse for replacement of certain gauges and valves. CJFD lettering will also updated in Syracuse. Per Commissioner Shafer, funds are available to complete this.

16. Visitor's Comments: EMS Coordinator Ryzdewski would like to start updating access control hard/software at Station 34. Bill's Locksmithing recommended to assist for Ben's needs. Estimated cost is \$1,000. Approved.

17. Motion to adjourn the meeting @ 1900pm by Commissioner Clarkson and seconded by Commissioner Brenning. None opposed. Motion carried.

Respectfully submitted,

Jenniffer L. Mullen, CJFD Secretary

Upcoming Events / Important Dates:

Wednesday, March 6th, 2024, CJFD Monthly Meeting.