



**Board of Fire Commissioners Meeting
Wednesday, March 6th, 2024
Station 43 North Corning Fire Dept, Inc.**

Minutes

1. Call to Order by Commissioner Shafer.
2. Roll Call of Commissioners present: Commissioner Clarkson, Commissioner Eccleston, Commissioner Gridley, Commissioner Shafer. Absent: Commissioner Brenning
3. Pledge of Allegiance led by Commissioner Shafer
4. Motion to approve minutes of CJFD Fire Commissioners Meeting on February 7th, 2024 by Commissioner Clarkson and seconded by Commissioner Eccleston. All in favor. 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. None at this time.
6. Motion to receive and review the Treasurer's Report by Commissioner Clarkson and seconded by Commissioner Eccleston. All in favor. Motion carried.
 - Motion to accept the Treasurer's Report by Commissioner Gridley and seconded by Commissioner Eccleston. All in favor. Motion carried.
 - Motion to approve transfer of \$15,000 from CJFD's ICS account# xxxxx4090 to CJFD's General Checking account# xxxxx0297 by Commissioner Gridley and seconded by Commissioner Eccleston. All in favor. Motion carried.
 - Confirm transfer of \$15,642.10 (Revenue derived from closure of Gibson Fire District's operating account) from CJFD's General Checking acct xxxxx0297 to CJFD's Equipment Repair/Replacement Reserve Acct (02/27/2024) per board authorization of 02/07/2024.
7. Motion to review and act on Resolution 2024-01 Formation of a CJFD Facilities Committee by Commissioner Gridley and seconded by Commissioner Eccleston. All in favor. Motion carried. Discussion regarding renovating the current Station 34 and deciding what needs are required for the building. Motion to start committee by Commissioner Eccleston and seconded by Commissioner Gridley. All in favor. Motion carried.
8. Motion to discuss status of the following CJFD initiatives by Commissioner Gridley and seconded by Commissioner Eccleston. All in favor. Motion carried.
 - Job Descriptions; Academic & Community Educational Services Program Manager, Quartermaster, Asset Control Manager, Recruitment & Retention Manager, Chief District Fire Instructor, Administrative Officer, Budget Officer.
 - Final job description for Quartermaster completed and reviewed. Motion made by Commissioner Clarkson and seconded by Commissioner Eccleston to accept the job description. All in favor. Motion carried.
 - Follow-up on status of real property lease with Gibson Fire Department, Inc. for Gibson Fire Hall and substation on Gorton Rd. Attorney Hannigan has provided a 5-year lease for the buildings/property at a cost of \$1 per year. The Treasurer of the Gibson Fire Dept, Inc. signed off on it on 2/29/2024. Corning Natural Gas to the fire station has already been turned over to CJFD and we are working to do the same with NYSEG electrical service.
 - Surplus Asset Auction – May'24
 - Rotary Grant Program
9. Motion to discuss the following prospective purchases by Commissioner Eccleston and seconded by Commissioner Gridley. All in favor. Motion carried.
 - Update digital signs at Stations 16 & 34 – tabled until next month.
 - Annual Installation Banquet; April 6, 2024 – Beth would like RSVP's by March 15th.

10. Motion to discuss recruitment and retention initiatives for CJFD by Commissioner Eccleston and seconded by Commissioner Clarkson. All in favor. Motion carried.

- LOSAP Program status updates. Commissioner Shafer would like to create a report on hours and status updates for Q1'24 to distribute to all members. Chief Nehring states this is not feasible with Emergency Networking at this time but may be in the future. Commissioner Shafer will draft a format for the report.
- Planning update for 2024 Firefighter Experience Camp scheduled for July 31st – August 2nd. Pat Conti is working on updates for our website and is developing an on-line registration module for fire camp. Bob Ricotta is working on a trifold pamphlet for CJFD and a camp flyer with a QR code linked to CJFD's website. Goal is to get all completed registration materials in hand before the first day of camp.
- Update on development of AAS Program @ Corning Community College: Program is expected to receive final approval on March 26, 2024. CCC Associate Dean Deb Beall to going to film a brief video clip about the new program to add to our marketing video about the camp. It was also noted that NYS recently published program details for the stipend program for volunteer firefighters that it approved in 2023.

11. Motion to discuss firematic-related topics with District Chief and Deputy Chiefs by Commissioner Eccleston and seconded by Commissioner Gridley. All in favor. Motion carried.

- Chief Brenning and Deputy Chief reported that CJFD members performed very well at 2 recent structure fires (Orchard Drive and mutual aid to Campbell).
- EMS turnout vests – tabled until next meeting.
- Physicals for inactive members - tabled until next meeting.

12. Visitor's Comments: Question raised about who we plan to have on the CJFD Facilities Committee that was created at this meeting. Commissioner Shafer states he intends to invite the president from each of our member fire departments and other members of the organization that have experience/expertise in this area.

Question raised about whether we are pursuing grant opportunities (e.g. AFG, PERMA, etc). Commissioner Shafer reported that we don't have any applications submitted or in development at the moment but will evaluate opportunities as they arise.

13. Motion to adjourn the meeting @ 1825 pm by Commissioner Eccleston and seconded by Commissioner Clarkson. All in favor. Motion carried.

Respectfully submitted;

Jennifer L. Mullen, CJFD Secretary

Upcoming Events / Important Dates:

Wednesday, April 3rd, 2024, CJFD Commissioners Monthly Meeting
Saturday, April 6th, 2024 CJFD Installation Banquet at Y @ Watson Woods