

VILLAGE OF SCOTTSVILLE  
FIRE COMMISSIONERS MEETING

Minutes of Meeting  
Tuesday, April 13, 2010

CALL TO ORDER: Mayor Paul Gee called the meeting to order at 6:00 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL:

Present: Mayor Paul Gee, Deputy Mayor Leslie Wagar,  
Trustees Elizabeth Murray and James Clark.

Also Present: Fire Chief Bob Emerson, EMS Chief Matt Jarrett, Treasurer Beverly Martin, President Russ Hogue, Communication Edie Cornish, Building Coordinator Frank Wunder and recording secretary Elaine Driscoll.

APPROVAL OF MINUTES

MOTION – Approve minutes of Tues., March 9, 2010 meeting

Made by Trustee Murray seconded by Trustee Clark to approve the minutes of the Tuesday, March 9, 2010 Fire Commissioners meeting as submitted.

VOTE: 4-0. Carried unanimously.

NEW MEMBER - None

PUBLIC BEFORE THE BOARD – None

REPORTS

FIRE CHIEF ROBERT EMERSON previously submitted his report via: email dated: April 13, 2010 with a February call report (on file). He reported:

- Fire Chief Emerson explained the outline of his report for the new board members.
- There were 10 calls this month and 28 for the year.
- Coopervision recently put a call in which came in as an EMS call, but later involved a Hazmat condition (to be reported more in EMS Chief report).
- DOH/EMS - No word yet for DOH/EMS number.
- FEMA grant awarded will cover cost of 12 SCBA packs. Federal Share: \$61,275, Applicant share: \$3,225 Total Budget: \$64,500. Chief Emerson will work with the Treasurer on this grant.

- Fire Chief Emerson has talked to Christa Construction re: getting the gutter ice problem resolved at the fire facility; they will have someone come out.
- CPR courses are being given to all the Scottsville Fire Fighters – 8 members per class. The first class was completed last night and another will begin next Monday night. Matt Jarrett is the instructor.
- Churchville Fire Equipment will be providing an estimate to refurbish 4617, buy new or leave as is. Fire Chief Emerson will have the numbers at the next meeting.
- Chief's Vehicle – the new Chief's vehicle has been ordered. Approx. cost \$27,000.00. It's a Tahoe with flex fuel.
- Water/Road Rescue - there will be drill Sunday, April 25, 2010 for the Water Rescue Team combined with a Road Rescue Team out of the East side of the City. Both these teams are specialized and will be part of a Monroe County team that can serve anywhere in New York State during emergencies. The team should be ready to serve by the end of the year. The training Sunday will take place at the Rush/Scottsville Bridge. It begins at the site at 9:00 A.M.
- Fire Dept. Tour/Inspection – there will be a Fire Facility tour/inspection on Saturday, May 1, 2010 at 9:00 A.M. for the new Trustees and anyone interested in attending.

### RESCUE SQUAD

EMS CHIEF MATT JARRETT previously submitted his report dated: April 13, 2010 with a March incident report, a five page final draft (v1.7) of Volunteer incentive Program (last modified 4/10/2010), and a draft (v1.1) of Cell Phone Use and Issuance Policy. Items reviewed:

- There were 27 calls for the month and 70 for the year.
- New ambulance has been picked up from manufacturer in Ohio.
- CPR class was held at the Fire/EMS facility for four community members. Another class will be offered in July.
- Phone Use Policy – EMS Chief Jarrett has modified the Phone Use Policy to address extended absence or illness. Mayor Gee asked the Board to review the policy provided and make comment to EMS Chief Jarrett. The issue will be put on the May agenda for possible approval.
- Mike Connelie has been cleared as a driver and Jared Kase has begun Medic and Driver Training.

- Coopervision Call – EMS Chief Jarrett reported re: a call that came from Coopervision 4/9/10. There were 9 patients, 4 were transported to the hospital due to exposure from a floor buffing operation. Ambulance coverage came from other companies as well as Scottsville. Some unsafe issues arose from this call such as the MSDS not being available quickly and the Fire Chief’s order to evacuate being ignored. EMS Chief Jarrett and Fire Chief Emerson will be meeting with Coopervision to review the issues that arose during this call and remedy any problems in the future.
- Personal Appearance Uniform Policy – Per EMS Chief Jarrett: since there is no policy at present, he is working on a policy that would have the volunteers look and feel more professional when on duty. He will have a draft policy in the next couple weeks.
- Volunteer Incentive Program – EMS Chief Jarrett provided copies of his “Volunteer Incentive Program, last modified 04/10/2010 and pointed out the changes in the text that he highlighted in red. Attorney Skivington has reviewed the plan and approves. Incentives given will reflect Fire Dept. business; such as gas cards, uniforms, etc. EMS Chief Jarrett indicated his desire to begin the program on June 1<sup>st</sup>. In the 2010-2011 budget, the contractual line was increased for this program. The hope is that this program will increase the number of volunteers and hours spent.  
MOTION – Approval of Scottsville Rescue Squad Volunteer Incentive Program  
 Made by Trustee Murray seconded by Deputy Mayor Wagar to approve the Scottsville Rescue Squad – Volunteer Incentive Program, draft #7, as submitted by EMS Chief Matt Jarrett, to begin June 1, 2010.  
 VOTE: 4-0. Carried unanimously.
- AAVS Security Camera is still not working. Representatives have been out to complete the job numerous times. EMS Chief Jarrett has requested that payment be held until all is working well.

#### BUILDING MAINTENANCE COORDINATOR

FRANK WUNDER reported:

- The Fire Facility is being kept nice & clean.
- Mr. Wunder will be in contact with the contractor that built the Fire Facility to get them to remedy the gutters/ice problem.
- The Fire Corporation has a new lawn mower to take care of their property around the pavilion and the ball field. He would like to fill the mower’s gas tank at the Village pump; keep track of usage for the season and reimburse at the end of the year. It was generally agreed it would be ok. This would alleviate danger of storing gasoline at the pavilion. The corporation would have to fill out gas sheets at the pump.

PRESIDENT RUSS HOGUE reported:

- Lease modification – New Storage Building – Attorney Skivington will revise the lease between the Village/Fire Company to add the new storage building. This would

provide that if the lease was terminated, the Fire Company still owns the shed. Copies of the revised lease will be provided to the Board for approval at the next meeting.

- Fire Incentive Program is ongoing. All the items being used as incentives can be used on the job. The points system is used in compensating for participation.
- Lawn Mower – Per President Hogue: Dave Sheffield is in charge of the new lawn mower. It is a commercial grade. Anyone using it needs to be trained. The Insurance Company has been advised of the purchase and is adequately covered.
- Accounting System – The changeover to automated accounting is going well.
- Festival – President Hogue requested the Fire Dept. be advised as to whether the Festival will be scheduled or not. If not their efforts can go in another direction.

OLD BUSINESS – None

NEW BUSINESS

- President Russ Hogue – Request for extension to complete NIMS Requirements.  
Mayor Gee reviewed the history of setting up the NIMS requirements for elected officials and employees. President Hogue needs the ICS-300 class to complete his NIMS requirements, but has trouble fitting it in with his work schedule. EMS Chief Jarrett recommended that all training classes for everyone be done on line except ICS-300 and ICS-400 which needs to be done in classroom. He briefed everyone re: what NIMS is - a 5 year FEMA Plan that entitles the same level of training for emergency response. Possible scheduling of Saturday training for in class requirements was considered. After discussion the following action was taken:

MOTION – extend Russ Hogue’s time to complete NIMS Training

Made by Trustee Murray seconded by Trustee Clark to approve the extension of time for Russ Hogue to get his certificate for NIMS ICS-300 training – deadline November 1, 2010.

VOTE: 4-0. Carried unanimously.

Mayor Gee stated for the record that this would be the last extension given to Russ Hogue. The elected officials have six months for compliance. The instruction should be taken in the order that is outlined on the requirement sheet. Mayor Gee reviewed the training requirements. He indicated that Community Watch members also are required to do NIMS training.

ADJOURNMENT

MOTION: made by Trustee Clark seconded by Deputy Mayor Wagar to adjourn the meeting at 6:47 P.M.

VOTE: 4-0. Carried unanimously.

Submitted by,

Elaine M. Driscoll  
Village Clerk