

VILLAGE OF SCOTTSVILLE  
FIRE COMMISSIONERS MEETING

Minutes of Meeting  
Tuesday, December 9, 2008

Mayor Souers called the meeting to order at 6:10 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL:

Present: Fire Commissioners: Mayor Michael Souers, Deputy Mayor Paul Gee, Trustees Rick VenVertloh and Lino Contestabile.

Absent: Trustee Charles Bryant

Also Present: Fire Chief Bob Emerson, EMS Chief Matt Jarrett, Treasurer Beverly Martin, Fire Dept. President Russ Hogue, Building Maintenance Coordinator Frank Wunder, David Sheffield.

APPROVAL OF MINUTES:

MOTION: made by Trustee VenVertloh seconded by Deputy Mayor Gee to approve the minutes of the Tuesday, November 11, 2008 Commissioners meeting as written.

Fire

VOTE: Mayor Souers – yes  
Deputy Mayor Gee – yes  
Trustee VenVertloh – yes  
Trustee Contestabile – abstained  
Motion Carried 3-0.

NEW MEMBERS - None

PUBLIC BEFORE THE BOARD – None

REPORTS

FIRE CHIEF ROBERT BOB EMERSON

Chief Emerson previously submitted the Scottsville Fire Department Inc., report via: email, dated: December 9, 2008 with the November incident information sheet(on file). There were 9 calls for November and 161 for the year. There was one house fire call at 1406 North Road caused from an overloaded power-strip. The call was handled well. Chief Emerson reported:

- Hurst Tool: the new Hurst tool was used to pop open a door at an accident on Scottsville Road and it worked well.
- Overhead Door Damage: there was a second overhead door mishap. The door was not up all the way when the truck pulled out it caught the air conditioner unit on top. There will not be an insurance claim for it and has already been fixed.

- WCCS Safety Issue: Fire Dept. Chief Emerson has reported to Building Inspector Terry Rech: a recent call to WCCS high school gym finding hockey sticks inhibiting passage in and out of the doors in the gym. The sticks are being used to prop the doors and could cause a real safety issue. Deputy Mayor Gee has addressed this issue a couple times in the past with the school officials. He was told that although the school needs to have fire inspections annually, they do not have to use the local fire marshal. Fire Chief Emerson will continue to pursue the issue with Terry Rech to get the situation remedied.
- Fire Dept. SOPs: The “Standard Operating Procedure” draft was reviewed with changes requested:
  - Page 24, add 8-3 – notify the DPW Supt. when hydrant flushing is done.
  - Page 25, 8-2 – accidents should be also reported to the Village Clerk.
  - Page 26-1 – Commissioners to be notified of any suspensions.
  - Page 25-8-2 – Urine test required in case of vehicle accident.
  - Make sure qualifications for operating the pumper are included.
 Updates will be made to the SOPs and then revisited.

- Holiday Parade: will be held this Friday, Dec. 12, 2008. There will be floats. Other local Fire Departments have been invited to participate, but more than likely will not. Begins at 6:30 P.M.
- Mutual Aid w/Caledonia: Scottsville Fire Dept. will provide necessary mutual aid to Caledonia in December as they burn a couple trailers at the gravel pit.
- Scottsville Fire Dept. Officers 2009: Fire Chief Emerson submitted the following list of 2009 Officers:

Chief Robert Emerson – 4C16  
 Asst. Chief Jim Ely – 4C26  
 Asst. Chief Dave Sheffield – 4C36  
 Captain Dave Merritt – 4C46  
 Captain Brian Ely – 4C56  
 Lieut. Steve Bowman – 4C66  
 Lieut. Robert Valerio – 4C76  
 Lieut. Jon Barker – 4C86  
 Lieut. TBD – 4C96  
 Fire Police Captain Don Brown – 4X46  
 Fire Police Lieut. Tom Scott – 4X56  
 Fire Police Lieut. Frank Wunder – 4X66

MOTION: made by Deputy Mayor Gee seconded by Trustee Contestabile to approve the list of Scottsville Fire Department Officers for 2009 as submitted. VOTE: 4-0. Carried unanimously.

Chief Emerson indicated that all the listed 2009 Officers are current with their training. Monroe County will be putting together an Officer’s Training Course this coming year for volunteer fire departments which our people can utilize.

## SCOTTSVILLE RESCUE SQUAD

EMS CHIEF MATT JARRETT submitted his report at the meeting. It was dated: December 9, 2008. Attached was a draft of a Village of Scottsville Rescue Squad explanation letter that would go to patients having used the service of the ambulance and a proposed fee schedule(on file). The November call report was not attached, but EMS Chief Jarrett reported that there were 22 calls for the month of November with 75% call coverage. Daytime calls are hard to cover. EMS Chief reported:

- There are 8 active, cleared EMT's (Clancy, Coates, Hubregsen, Hogue, Hellaby, Jarrett, Brown and DiMauro); 1 limited duty (Coates) and 4 in training (B.Ely, Kase, Steimer and Jenna Coates).
- CPR/AED training was held for Town/Village employees who work in the Municipal Building. Two instructors were hired by EMS Chief Jarrett and were very affective. The class went well and satisfied requirements for having AED's in the building. Per Mayor Souers: the course will be scheduled again in the future and be mandatory for all other employees to take. Mayor Souers thanked EMS Chief Jarrett for organizing the training.
- Training "internship": Attorney Skivington has approved the agreement for EMT trainee "internship". Henrietta has already agreed, Matt is still waiting to hear from Gates and others.
- Flu Shot clinic will be held Monday, December 15 at the Fire Department at 6:30 P.M.
- New CPR manikins, babies and adults, have been ordered. Current equipment is approx. 10-20 years old.
- EMS Chief Jarrett has coordinated with Wheatland Senior Coordinator, Michelle Adair, to hold blood pressure testing once a month starting in 2009 at the Senior Center.
- Scottsville Rescue Squad 2009 Officers were listed as follows:
  - EMS Chief Matt Jarrett
  - EMS Captain Russ Hogue
  - EMS Lieut. Michelle Hellaby
  - EMS Lieut. James Brown
 Per EMS Chief Jarrett: those listed all meet their requirements.

MOTION – Approve EMS 2009 Line Officers

Made by Trustee VenVertloh seconded by Deputy Mayor Gee  
to approve the Line Officers for 2009 as submitted.

VOTE: 4-0. Carried unanimously.

- Third party billing update: EMS Chief Jarrett reviewed the draft of the letter that would be sent to the patients along with bills for ambulance service. He asked that the Board members review it and email their edit to him.

- Third party billing fee schedule: the proposed fee schedule provided by EMS Chief was listed as follows:

BLS Non-Emergency	\$375.00
BLS Emergency	\$475.00
ALS 1 Non-Emergency	\$500.00
ALS 1 Emergency	\$675.00
ALS 2	\$775.00
Specialty Care	\$800.00
Treat and Release	-
Loaded Mileage	\$ 15.00

MOTION – Approval - Third party billing fee schedule

Made by Deputy Mayor Gee seconded by Trustee VenVertloh to approve the Scottsville Rescue Squad Proposed Fee Schedule as submitted.

VOTE: 4-0. Carried unanimously.

- Mayor Souers and EMS Chief Jarrett have attended various meetings of local groups to inform/educate them of the Medex Third Party Billing issue. They have met with the Town of Wheatland Board and Scottsville Lion's Club, and will be going to the Wheatland Senior Center next week.
- Treasurer Martin reported that there is a meeting with Wendy from MedEx this Thursday re: accounting.

BUILDING MAINTENANCE COORDINATOR

FRANK WUNDER reported:

- A dividend check is being sent from Utica National's Safety Group dividend program for Fire Departments/Fire Districts. It is in the amount of \$4,614.65.
- Insurance Coverage for Fire Prevention Vehicles/Equipment  
Via: FrankWunder, Gary Johnson of Churchville Insurance Agency is concerned that the Fire Prevention vehicles etc. are covered by Village insurance but owned by Glenn Sickles. Recently when Glenn Sickles purchased a new truck, he called Churchville Agency to get it covered on the Village policy as has been in the past. Mr. Johnson was under the impression that the Village owned the truck and put it on the policy, but now questions if the Village can insure a vehicle it doesn't own. It was pointed out that the Fire Prevention vehicle has a County number on it. Mayor Souers: If the vehicle is solely used for fire prevention purposes it should be covered by the village, but if it is used part time as his personal vehicle, that is a gray area. There is also question about a trailer being used to transport the gator that is not owned by the fire co. and not properly insured. After considerable discussion, Mayor Souers said that Glenn Sickles, Matt Jarrett and Bob Emerson should determine ownership etc. and contact Attorney Skivington to determine what can be legally insured by the village. EMS Jarrett will contact Attorney Skivington. The Board will consider approval with recommendation from the Attorney.

PRESIDENT

RUSS HOGUE: passed out and reviewed his written report dated Dec. 8, 2008 with six items listed (on file).

- Strategic Planning Committee draft report has been issued.
- 2009 Budget has been ratified, no capital component.
- Elections have been held. VP and Secretary positions are vacant. There will be a special election in January.
- An audit is being performed by accounting firm per request from insurer.
- Christmas Party December 13<sup>th</sup>.
- Christmas parade will be held December 12<sup>th</sup>.
- In 2009 plan is to get finances in order to eliminate gray areas.

OLD BUSINESS - None

NEW BUSINESS

Monroe County EMS Mutual Aid Plan: In response to a letter from Monroe County from Tim Czapranski, dated: November 18, 2008(on file), asking for necessary resolutions for the EMS Mutual Aid Plan implementation. It was stated that there is no controversy in the County on this plan. The following actions were taken:

RESOLUTIONAppendix B

MOTION: made by Trustee Contestabile seconded by Deputy Mayor Gee to make the following resolution and the Mayor to sign:

approve

RESOLVED that the Village of Scottsville Rescue Squad elects to participate in the MONROE COUNTY EMERGENCY MEDICAL SERVICES

MUTUAL AID

call for Assistance

COMMUNICATIONS

Appendix A of the PLAN and will comply with the provisions of said plan.

PLAN, and will agree to recognize a through any RECOGNIZED AGENCY, as listed in

comply with the

Services

And be it further resolved that a copy of this resolution be filed with the Monroe County Emergency Medical Office.

VOTE: 4-0. Carried unanimously.

Appendix C

MOTION: made by Trustee Contestabile seconded by Deputy Mayor Gee to make the following resolution and the Mayor to sign:

approve

RESOLVED that the Village of Scottsville Rescue Squad does not prevent mutual aid by this agency pursuant to the MONROE COUNTY EMERGENCY SERVICES MUTUAL AID PLAN.

to the

That said mutual aid is not restricted.  
VOTE: 4-0. Carried unanimously.

ADJOURNMENT

MOTION: made by Deputy Mayor Gee seconded by Trustee VenVertloh  
to adjourn the Fire Commissioners meeting at 7:00 P.M.

VOTE: 4-0. Carried unanimously.

Submitted by,

Elaine M. Driscoll  
Village Clerk