

VILLAGE OF SCOTTSVILLE
FIRE COMMISSION MEETING

Minutes of Meeting
Tuesday December 13, 2011 – 6:00 p.m.

CALL TO ORDER: Mayor 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. Trustee Elizabeth Murray, Trustee Jim Clark, Trustee Rick Clark, and Attorney Peter Skivington

Also Present: Treasurer- Beverly Martin, Fire Chief – Bob Emerson, EMS Chief – Matt Jarrett, Executive Deputy Chief of Safety and Compliance – Jay Coates, Frank Wunder, and Ted Rouden

APPROVAL OF MINUTES

Approval of Tuesday, November 08, 2011 minutes

MOTION: made by Deputy Mayor L. Wagar and seconded by Trustee E. Murray to approve the minutes of the Tuesday, November 08, 2011 Fire Commissioner Meeting as submitted

VOTE: 5-0 Carried unanimously

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Rick Clark	AYE	Mayor Paul Gee	AYE
Trustee Jim Clark	AYE		

NEW MEMBER:

No new members

PUBLIC BEFORE THE BOARD

No public before the board

REPORTS:

FIRE CHIEF BOB EMERSON previously provided his report via e-mail dated December 11, 2011 (on file)

Listed on November report were 14 calls for the month and 173 for the year. Unit Responses for the month were 38 and yearly 405. Man-hours for the month were 312.87 and 3446.59 for the year.

- **Monthly Briefing:**
 - Call/Activity report (on file)
 - 4615
 - Civil Line Officers Approval:

Mayor Gee stated the following; the board at this time is tabling the nominations pursuant to Village Law. The Fire Company should hold their convention in April. Until a resolution can be found stating that the Fire Company can convene in December and submit to the Village Board at their December meeting said nominations.

Attorney Skivington will send a formal letter to the Fire Company explaining the process.

Village Clerk is researching records for any information/resolutions on the subject.

To be in compliance the Board has to receive a list of qualification for the Department Line Officers and Fire Police nominees.

All positions stay as is.

Mayor Gee asked for a motion

MOTION: made by Deputy Mayor Leslie Wagar and seconded by Trustee Jim Clark to table the Fire Company nominations until further review/investigation by Village Attorney Peter Skivington and Village Clerk.

VOTE: 5-0 Carried unanimously

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Jim Clark	AYE	Mayor Paul Gee	AYE
Trustee Rick Clark	AYE		

RESCUE SQUAD

EMS CHIEF MATT JARRETT:

Previously submitted an informational packet via: e-mail, pages which included the Rescue Squad Monthly Report dated: November 08, 2011, a Monthly Call Report for November 2011, a monthly duty hours report/graph report, and Deposit / Income Report and Projected Revenue. (On file)

Listed on November 2011 report was: Response Information: for the month 30 and 337 for the year. Duty Hours: for the month 409 and for the year 5276, Road hours for the month 66 for the year 959.5.

Current Membership Status:

7- Active, cleared EMT's (Jay Coates, Josh Coates, Davis, Jarrett, Wihlen, James Brown, Connelie)

2-Limited Duty-Active (Jackie Coates, Michelle Jarrett)

1-EMT in Training

1- Certified First Responder(Bowman)

13- Active –clear Drivers Including EMT's

Rescue Squad Operations:

I seek formal approval/confirmation of the slate of Officers for CY2012. One change to current

Lineup- Josh Coates is dropping Lieutenant Position. Josh is starting a paramedic program in January

2012. For easy reference, I am attaching the qualification requirements, as well as resumes for 3

Officers.

- o Matthew Jarrett, Chief
- o Ed Wihlen, Captain
- o Matt Davis, Lieutenant

Mayor Gee again stated that the Board at this time is tabling the nominations pursuant to Village Law. All positions stay as is.

📌 Personnel Updates:

○ Jon Seiler, who is a probationary member, notified us. He will be resigning within the next 2

Weeks, due to taking a job out of town.

○ Jim Chamot has successfully completed his New York State EMT practical skills test.

○ Mike Connelie is becoming certified as a CPR instructor through Monroe Community College. He will be assisting with instructing our CPR and first aid classes.

📌 Duty jacket sizing will be this week. We will be purchasing 8 to 10 jackets. This is a budgeted capital expenditure.

📌 This month, we are starting our patient/customer satisfaction survey. Patients will be sent a letter explaining the purpose of the survey and asking them to participate, and will include a postage-paid post card they fill out & return to us, or they can complete the survey on line.

Matt Davis has done an outstanding job putting this together. Samples of the material that will be utilized are attached.

📌 2012 Goals and Operations plan: Line Officers as well as staff are participating in a process to

formulate our 2012 goals. This is intended to document our goals, set timelines, track progress and allow us to measure our growth. If you have specific goals or objectives for us this year, please let me know and I'll include it in the document.

📌 Bunk In Program: in January, I will be putting together a committee of 4 to 5 individuals to

investigate, analyze, and make recommendation on the feasibility of initiating a residential bunk in program. I would like a member of the Village Board to participate in this process.

📌 Chief Emerson, Chief Coates and I have been discussing our image and how we project ourselves in the community. With that, we are in agreement that the signage on the outside of our building should be changed to "Scottsville Emergency Services". This more accurately represents the services that are provided from our facility, most notably EMS service. Fire Departments also offer many other services than simply "putting out fires." Rendering is attached. This project is anticipated to be completed within 45 days.

📌 724 North Rd. group home update- Since July, we have been dispatched 17 times to this location for the same individual. This is a violent psychiatric patient. We have scheduled a meeting with the regional director of Finger Lakes DDSO, who runs the group home to discuss our concerns regarding this patient. Update will follow next month.

📌 As we close out the year, I wish to thank you for your support in helping us exceed expectations and provide exceptional service in a very cost-effective manner. I look forward to working with you this coming year.

Merry Christmas.

BUILDING MAINTENANCE COORDINATOR

FRANK WUNDER

- Fan & Light replacement being done

VICE PRESIDENT FIRE COMPANY

DAVE SHEFFIELD

Not Present

EXECUTIVE DEPUTY CHIEF OF COMPLIANCE AND SAFETY
JAY COATES

Fire Company- Introduction meeting with Board of Directors on October 3, 2011, reviewed job description, duties and responsibilities, answered questions and requested that:

1. Fire Company approve and adopt Strategic Plan Approved 2009 **COMPLETED**
2. Appoint/designate person(s) to work with me to implement Fire Company items of Strategic Plan
 - No action since 2009 request made 11/7 for members to serve on Committee
 - **Current Status – Pending no response yet**
3. Fire Company if they so choose to activate SOP review Committee as provided for under Bylaws
 - Request made 11/7 for members to serve on Committee
 - **Current Status – Pending no response yet**
4. Appoint/designate person(s) to work with me to Fire Company compliance items
 - Discussion with Acting President – he will be lead on this, memo sent with initial items (copy attached)
 - Reminder sent (acknowledged) – **Current Status – Pending no response yet**

EMS – Initial Audit completed audit draft in progress. Personnel file review **was completed in November.**

Pending - review of Operating Procedures, MLREMS & NYSDOH compliance and review of referenced plans.

Fire- Detailed in attached memo.

- NFPA 1500 Audit completed **Need to schedule review with Commissioners.**
- Immediate Process changes – reduce paper, collect needed data, support filing systems
 - **Current Status – Revised & Implemented**
- Filing systems initial design and began implementation
 - Personnel files- Jeff Brown 4c36
 - Review with each member
 - Get HEP B releases
 - Get any missing information/certifications
 - Training records are an issue not tied to persons, training generally not documented, many missing years
 - Equipment files - Brian Ely 4c26
 - **Current Status - In progress**
 - Redesigned and backfilling information
- Chief requested items
 - Requested moratorium and study of proper vehicle configuration/replacement
 - Requested laptop PC & USB drives for Assistant Chiefs
 - **Current Status - Pending**
 - Need RIC NYS evaluation
 - **Current Status - Pending**
 - HEP B form
 - **Current Status - Received**
 - Bloodborne Plan
 - **Current Status - Pending**
 - I am responding for fire department
 - **Current Status - Pending**
 - Need the turnout gear specs
 - **Current Status – Pending**
 - County Accountability Draft SOP

▪ **Current Status – Received 12/06/11**

- Begun drafting of Accountability and various SOP's

Safety/General-

Begun drafting of Fire Dept. SOP'S – Accountability & various high priority SOP'S
Assistant Chief Brown & Myself, 1st drafts done for seven (7) plus table of contents.
Accountability – out for comment

- Special Fire Commissioner Meeting :

After a brief discussion, the Board was in agreement to set Wednesday January 04, 2012 at 6:00p.m. as the date of the Special Fire Commissioner meeting.

MOTION: made by Trustee R. Clark and seconded by Trustee E. Murray to schedule a Special Meeting of the Fire Commissioners to review NFPA 1500 Audit on Wednesday, January 04, 2012 at 6:00 p.m.

VOTE: 5-0 Carried unanimously

Trustee E. Murray	AYE	Deputy Mayor Leslie Wagar	AYE
Trustee Jim Clark	AYE	Mayor Paul Gee	AYE
Trustee Rick Clark	AYE		

OLD BUSINESS:

No old business

NEW BUSINESS:

- NYS Department of Health
Update to State

To: NYS Dept. of Health
Bureau of Emergency Medical Services

Re: Statement of authority to provide public EMS

This is to serve notice that the Village of Scottsville has granted authority to the Scottsville Fire Department to provide emergency medical care, as defined by Article 30 of NYS Public Health Law, to the Village of Scottsville and Wheatland Fire Protection District. Response is on a regular and ongoing basis and is dispatched by the Monroe County Emergency Office Communication 911 Center.

The Village of Scottsville understands it assumes all liability, to the extent permissible by law, for granting operational authority for such EMS response within its jurisdiction, and requests the issuance by NYS Department of Health an EMS Agency code to Scottsville Fire Department # 0937

Signed,
Mayor Paul Gee

MOTION: made by Deputy Mayor L. Wagar and seconded by Trustee J. Clark authorizing Mayor Paul Gee to sign Statement of Authority to provide Public EMS. After clarification & review.

VOTE: 5-0 Carried unanimously

Trustee Elizabeth Murray	AYE	Deputy Mayor Leslie Wagar
AYE		
Trustee Jim Clark	AYE	Mayor Paul Gee
AYE		
Trustee Rick Clark	AYE	

ADJOURNMENT

MOTION: made by Deputy Mayor L. Wagar and seconded by Trustee J. Clark to adjourn the meeting at 6:37 P.M.

VOTE: 5-0 Carried unanimously

Trustee E. Murray	AYE	Deputy Mayor L. Wagar	AYE
Trustee R. Clark	AYE	Mayor Paul Gee	AYE
Trustee J. Clark	AYE		

Respectfully submitted by

Julie A. Kuhn.

Julie A. Kuhn.
Clerk
Village of Scottsville