

VILLAGE OF SCOTTSVILLE  
FIRE COMMISSIONERS MEETING

Minutes of Meeting  
Tuesday, February 9, 2010

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

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL:

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

Also Present: Fire Chief Bob Emerson, EMS Chief Matt Jarrett, Treasurer Beverly Martin, Attorney Peter Skivington (6:05 P.M.), Dave Sheffield, Jim Clark, Mike Connelie and recording secretary Elaine Driscoll.

APPROVAL OF MINUTES

MOTION – Approve minutes of Tues., January 12, 2010 meeting

Made by Trustee Murray seconded by Deputy Mayor Gee to approve the minutes of the Tuesday, January 12, 2010 Fire Commissioners meeting as submitted.

VOTE: 4-0. Mayor Souers – yes  
Deputy Mayor Gee – yes  
Trustee VenVertloh – yes  
Trustee Murray – yes  
Trustee Contestabile – abstained  
Motion Carried.

NEW MEMBER

Fire Chief Emerson gave the Village Clerk a copy of Michael Connelie's application for membership in the Scottsville Fire Department saying that he will be in attendance later in the meeting. Mayor Souers indicated that his application will be revisited when he arrives.

PUBLIC BEFORE THE BOARD – None

Attorney Skivington arrived at 6:05 P.M. and acknowledged as present.

REPORTS

FIRE CHIEF ROBERT EMERSON previously submitted his report via: email dated: February 9, 2010 with a January call report (on file). He reported:

- It was a slow month with 10 calls, 4 of them being MVA's.

- Change to run cards: Mumford will still be called for MVA's 24/7. Mutual aid will be used from 6:00 A.M. – 6:00 P.M. during the day if necessary. Night time and weekends have been covered well by in house.
- Standard Operating Guide was previously submitted via: email to the Board and a hard copy provided as well. Fire Chief Emerson indicated there were no changes in the SOGs, but he has made them easier to read. The Village Board members will review the SOGs, comment back to Fire Chief Emerson with any changes and action next month.
- Dept. of Health (DOH) paperwork has been submitted for Fire Dept. EMS.
- \$1,000. DEC Grant has been received – the money has been used for turn out coats.
- Gutter drainage problem on the front of the Fire Facility: Improper gutter drainage is creating a dangerous ice condition along the front of the Fire Facility. Fire Chief Emerson will investigate to determine who installed the gutters and call them to come out and remedy the hazardous situation or make recommendations.
- Gas Charge Card - Per POD planning: getting a gas charge card for emergency use at Busters is being considered. Since they don't have diesel fuel, the only vehicle that was listed for using the card was the Fire Chief's vehicle #6486. There was no Rescue Squad listing.
- Budget Meeting: Fire Chief Emerson and EMS Chief Jarrett agreed Sat., Feb. 13, 2010 would work; Rescue Squad at 8:00 – 9:00 A.M. and Fire Dept. at 9:00 – 10:00 A.M.
- Telephone Policy: Because of a recent issue flagging that it would be advisable to have a cell phone policy, Mayor Souers asked Fire Chief Emerson and EMS Chief Jarrett to work together to come up with a draft policy that could be acted upon in a couple months.

#### Cont'd NEW MEMBER

Michael Connelie, 67 W. Cavalier Road, now present was introduced. Mr. Connelie lives in Scottsville and has been a member of Community Watch for many years. He is active in Scouting. Mayor Souers welcomed him into the Fire Dept. and told him his efforts are appreciated. The following action was taken:

#### MOTION – Michael Connelie New Fire Dept. Member

Made by Deputy Mayor Gee seconded by Trustee VenVertloh to approve Michael Connelie as a member to the Scottsville Fire Department.

VOTE: 5-0. Carried unanimously.

EMS CHIEF MATTHEW JARRETT previously submitted his report via: email, dated: February 9, 2010, the January Scottsville Rescue Squad Monthly Call Report, Symposium Interactive Pen Display information and a final draft of the one page Scottsville Rescue Squad

Policies and Procedures 110.0 Photo and Electronic Imaging dated 01/23/2010 (on file). He reported:

- Per written report: there were 23 EMS calls for the month.
- CPR/AED Class – there will be another Community CPR/AED class at the Fire Facility on Saturday, March 27, 2010. EMS Chief will post fliers with further information and email department heads.
- A New Scheduling Program has been purchased called “When to work”. It is a user friendly online system. It is replacing the present very antiquated system. At present it is being used along with the old system, but on March 1<sup>st</sup> the program will be implemented for duty crews solely. Russ Hogue, Ed Wihlen and EMS Chief Jarrett chose “When to work” over many other programs due to best functionality, easy user interface and reasonable cost.
- Symposium Interactive Pen Display – EMS Chief Jarrett is recommending the purchase of the Symposium Interactive Pen Display over the “Smart” board for the Training room. Cost is approx. 3k. Grant opportunities are being investigated to help with the cost. It would be a permanent fixture, will work with present screen and will be used by Fire Dept. and Rescue Squad.
- Security camera DVR is being replaced after being damaged as a result of a power outage. Fire Chief Emerson has submitted a claim to National Grid. The DVR security camera will be relocated into the Fire Chief’s office. Three Cameras will be added to cover exterior doors and medication safe that weren’t covered before. Surge Protectors were discussed.
- Per EMS Chief Jarrett: daytime call coverage has been good recently because more staff is available.
- Gas Charge Card – Per EMS Chief Jarrett: none of the Rescue Squad vehicles use regular gasoline, so he will not list vehicles for use at Buster’s gas pumps.
- Approval for “Photo and Electronic Imaging Policy”  
MOTION: made by Trustee Contestabile seconded by Trustee Murray to approve the final draft of the Scottsville Rescue Squad Policies & Procedures for 110.0 Photo and Electronic Imaging as submitted by EMS Chief Jarrett, dated: 01/23/2010.  
VOTE: 5-0. Carried unanimously.

BUILDING MAINTENANCE COORDINATOR FRANK WUNDER was not present.

PRESIDENT RUSS HOGUE was not present.

OLD BUSINESS – None

NEW BUSINESSAnnual Fire Department/Rescue Squad Inspection

MOTION – made by Deputy Mayor Gee seconded by Trustee Contestabile for the Scottsville Fire Commissioners to hold the Annual Fire Dept./Rescue Squad inspection on Saturday, March 20, 2010 at 9:00 A.M.

VOTE: 5-0. Carried unanimously.

“Communications Training” – Per EMS Chief Jarrett cited a “Communications Training” – NYS Emergency Management that will be held May 5 – 6, 2010 at the Public Safety Training Center at 1190 Scottsville road – Room 107. He recommended the training be taken by any EMS personnel and management. The Board received copies of the flier re: the training session and one will be on file in the Village Office.

ADJOURNMENT

MOTION: made by Deputy Mayor Gee seconded by Trustee Murray to adjourn the meeting at 6:30 P.M.

VOTE: 5-0. Carried unanimously.

Submitted by,

Elaine M. Driscoll  
Village Clerk