

VILLAGE OF SCOTTSVILLE
FIRE COMMISSIONERS MEETING

Minutes of Meeting
Tuesday, January 13, 2009

Mayor Souers called the meeting to order at 6:00 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL:

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

Also Present: Fire Chief Bob Emerson, EMS Chief Matt Jarrett, Attorney Peter Skivington, Treasurer Beverly Martin, Building Maintenance Coordinator Frank Wunder, Mike Melito – new member and nine Fire Dept. and EMS Officers.

APPROVAL OF MINUTES:

MOTION: made by Deputy Mayor Gee seconded by Trustee VenVertloh to approve the minutes of the Tuesday, December 9, 2009 Fire Commissioners meeting as written.

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

SWEARING IN of 2009 Officers

Mayor Souers invited the 2009 Officers forward to be sworn in. The following eleven were sworn in and asked to sign the Oath of Office book:

Brian Ely – Fire Dept. Captain
Frank Wunder – Fire Police Lieutenant
Michelle Hellaby – EMS Lieutenant
Robert Valerio – Fire Dept. Lieutenant
Matthew Jarrett – EMS Chief
Robert Emerson – Fire Chief
Jim Ely – Asst. Fire Chief
Dave Sheffield – Asst. Fire Chief
Don Brown – Fire Police Captain
Tom Scott – Fire Police Lieutenant
Dave Merritt – Fire Dept. Captain

Four new officers were not present: Russ Hogue –EMS Captain, James Brown EMS Lieutenant, Steve Bowman – Fire Dept. Lieutenant and Jon Barker Fire Dept. Lieutenant.

Mayor Souers congratulated all the new officers and thanked them for their volunteerism, dedication and good service to our community.

Fire at 1-3 Main Street

While the new officers signed the oath of office book, the Fire Chief reviewed the Fire Dept. call they had at 1-3 Main Street. The building is owned by Jamie Swann. The building has three apartments in it. It appeared the fire started in the apartment in the upstairs back of the building which was burned the worst. Several neighboring fire departments responded; Rush, Mumford, Caledonia and Chili. Chief Emerson said they got a good stop on the fire. They received much praise of how well the fire was handled. The fire is still under investigation by Monroe County Sheriff's Dept. Samples have gone to the lab and they are waiting for further report. The insurance company has done inspection. A cause may or may not ever be determined. The building has been deemed structurally sound.

NEW MEMBERS

Fire Chief Emerson introduced Mike Melito as a new Fire Dept. member. Mike has been an explorer since 2006 and now at the age of 18 years old is ready to join the Scottsville Fire Dept. as a member. The Mayor thanked him for his volunteerism as an explorer and congratulated him on his membership. Chief Emerson will provide a copy of Mike's application to the Village Clerk.

MOTION – New Member Michael Melito

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

VOTE: 5-0. Carried unanimously.

PUBLIC BEFORE THE BOARD – None

REPORTS

FIRE CHIEF ROBERT BOB EMERSON previously submitted his Scottsville Fire Department, Inc. report via: email dated: January 13, 2009 (on file). There were 21 calls for the month and 183 for the year. Fire Chief Emerson pointed out there were over 6000 man hours between the Fire, EMS and Corporation last year. There are 25-30 active members at present.

Fire Dept. SOP's

Fire Chief Emerson provided via: email copies of the entire updated Village of Scottsville Fire Department Standard Operating Guidelines. The following action was taken:

MOTION – Approval of SOP's

Made by Trustee Contestabile seconded by Trustee Bryant to approve the updated Village of Scottsville Fire Department Standard Procedures document.

VOTE: 5-0. Carried unanimously.

Per Fire Chief: This document of SOP's will be updated as needed. If there are any new policies he will have a separate dated sheet put with the document in the radio room; all members will receive copies.

1-3 Main Street Fire

Fire Chief Emerson reiterated that a good job was done in response to the 1-3 Main Street Fire. No fire alarms were heard at this location the night of the fire. Fire Marshall, Terry Rech has said that he did a fire inspection at this location a year ago and the fire alarms worked. Dave Sheffield emphatically agreed there were no sound of alarms in the 1-3 Main Street building that night.

Safety Vests

Fire Chief Emerson reported they have received the safety vests and are being worn by all active members. They are lime green with orange trim.

Entrance system at Fire Facility

Per Fire Chief Emerson: the Fire Dept. is looking into purchasing 100 new fobs at approx \$580.00. They are needed for new members and to replace any old broken ones. The whole lock/key system at the Fire Facility is obsolete and needs to be replaced. It would need to be a custom order. Fire Chief Emerson will work with Treasurer Martin to decide if there is money left in the Building Fund to cover the cost of a new system.

EMS CHIEF MATT JARRETT previously e-mailed his January 13, 2009 report with the November and December Monthly Call Reports (on file) and also provided hard copies at the meeting. During December there were 21 calls and 300 for the year. Total calls for the year were lower than past years. 32% of the calls were not covered – 82% of that 32% were Monday – Friday. Average response times; enroute 8.2 and on scene 12.5.

Member Resignation – Per EMS Chief Jarrett: Ken Hubregsen resigned after 20 years of volunteer service. One reason cited was the increasing load of new mandates, etc.

Flu Clinic – Per EMS Chief Jarrett: there were 22 people immunized at the December 15th clinic. There will be a make-up immunization clinic held on January 19, 2009 at 7:00 P.M. at the Firehouse for those who didn't make the first one.

MedEx Third Party Billing went live January 1, 2009. There is one more form that needs to be completed to finish the process. EMS Chief Jarrett hoped to get it done next week.

Transfer of Operating Certificate

MLREMS and NYS DOH approved transfer of operating certificate on the 30th of December. NYS DOH site inspection has been completed. The report was good and the inspector was very impressed with the facility, equipment and records. Mayor Souers and EMS Chief Jarrett have attended meetings of numerous organizations to educate them of the Transfer of Operation and MedEx Third Party Billing. The concept was extremely well received.

Internship Program

Brian Ely will be the first to participate in the Internship Program for training at Henrietta EMS. Training will be completed faster doing it in other locations because of their heavy number of calls.

EMS Outreach Program

Per EMS Chief Jarrett: Scottsville EMS will be starting a community outreach program with offering:

- Free CPR training for community
- Blood pressure clinic for Senior Center
- Misc. Community education

Public Access Defibrillation site

Now that the Rescue Squad and Fire Department have split, it is necessary for the Fire Department to apply to be a Public Access Defibrillation site. The AED's have been removed from all fire apparatus. To meet requirements, the Fire Department must have:

- CPR Training
- Medical Director direction must be obtained
- Policies and procedures must be in place.

EMS Chief Jarrett will work with Fire Chief Emerson to accomplish getting the Fire Department to be a Public Access Defibrillation site. The Wheatland Municipal Building is a Public Access Defibrillation site because everyone working in the building is certified.

“Agency of the Year” award

EMS Chief Jarrett announced that Scottsville Rescue Squad has been nominated for the Monroe Livingston Regional EMS Council (MLREMS) “Agency of the Year” award. The criteria for the award is: “Any agency which strives for consistency in EMS excellence and exhibits exemplary performance when providing pre-hospital emergency medical care”. Being nominated for the award is an honor in itself. Determination of the award will be in March.

BUILDING MAINTENANCE COORDINATOR

FRANK WUNDER reported:

- The Fire Facility is ok at present. There is some ice build up, but no problem yet.
- The Village DPW crew is doing a great job with snow removal.
- He will be leaving town next week for the winter to return in April.

PRESIDENT

RUSS HOGUE was not present but had submitted his report via: e-mail (on file) with five items of interest listed:

- Strategic Planning Committee draft report to be issued soon.
- Preparation for the Banquet underway, to be held March 28th.
- Vice President and Secretary Positions are still vacant.
- An audit was performed by our accounting firm per the request from our insurer, we appeared to be exercising good practices in our accounting, all recommendations that were made will be reviewed and implemented if possible.
- Incentive program is underway.

Ownership of Vehicles & Insurance

Mayor Souers reported that he has conversed with Churchville Insurance Agent, Gary Johnson, to clarify the issue of the Village insuring vehicles that are registered to individuals in the Fire Dept. Bottom line clarification is: if the Village doesn't own the vehicle/equipment, the Village cannot insure it, except Fire Co. owned vehicles that are used exclusively for Fire Department purposes. One piece of equipment in question is a gator trailer. Attorney Skivington recommended obtaining ownership of the trailer now being used (registered to Glenn Sickles), because it can't be registered to an individual and insured by the Village. There was discussion of selling the smaller trailer that is owned by the Village. Deputy Mayor Gee advised that grants be reviewed to determine if there are stipulations in how you get rid of equipment that grant money was used for. Ownership of all vehicles and equipment used by the department will be reviewed to make sure they are appropriately insured. Mayor Souers instructed the Firemen to put the gator on the village owned trailer; the gator cannot be taken out on the one not owned by the Village because of liability.

OLD BUSINESS – None

NEW BUSINESS – None

ADJOURNMENT

MOTION: made by Trustee VenVertloh seconded by Deputy Mayor Gee to adjourn the meeting at 6:55 P.M.

VOTE: 5-0. Carried unanimously.

Submitted by,

Elaine M. Driscoll
Village Clerk