

VILLAGE OF SCOTTSVILLE  
FIRE COMMISSIONERS MEETING

Minutes of Meeting  
Tuesday, June 9, 2009

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 and Elizabeth Murray.

Absent: Trustee Lino Contestabile

Also Present: EMS Chief Matt Jarrett, Building Coordinator Frank Wunder, Asst. Fire Chief Dave Sheffield, Asst. Fire Chief Jim Ely and Treasurer Martin.

APPROVAL OF MINUTES

MOTION: made by Deputy Mayor Gee seconded by Trustee VenVertloh to approve the minutes of the Tuesday, May 12, 2009 Fire Commissioners meeting as written.

VOTE: 4-0. Carried unanimously.

NEW MEMBERS – None

PUBLIC BEFORE THE BOARD – None

REPORTS

FIRE CHIEF BOB EMERSON previously submitted, via: email, his report dated: June 9, 2009 with an April incident information sheet(on file). Chief Emerson was not present because of his work schedule. As indicated on the report, there were 12 calls in April and 75 for the Year. Mayor Souers has spoken to Chief Emerson about the use of the gator. Since the gator is to be used by the Fire Dept. and Rescue Squad, the Fire Dept. was concerned that the Rescue Squad could have it out of the district when there is a fire call and they need it. A compromise has been made that when the Rescue Squad is using it, which is only two or three times a year, and there is a fire call, mutual aid could be used for coverage.

RESCUE SQUAD

EMS CHIEF MATT JARRETT previously submitted, via: email, his Scottsville Rescue Squad report dated: June 9, 2009, a Monthly Call Report, a Yearly Billing Summary and specs for a new ambulance (on file). EMS Chief Jarrett reported:

- There were 22 calls for the month and 114 for the year.

- Medicare Approval - EMS Chief Jarrett indicated that the five month data for the billing is a little low. Approval from Medicare has been received, so billing should increase. There haven't been any calls from residents yet re: billing for ambulance.
- Ambulance Specs - Would like to put ambulance specs out for bid; to be back to open at the July 14, 2009 meeting. Award mid July after review and recommendation. The old ambulance should bring \$10,000 - \$15,000 trade-in. The estimated cost is \$140,000. There is approx. \$130,000 in reserve. The specs are 11 pages long – very specific. Most ambulances are custom made. Specs aren't written to one manufacturer. They would like to get approximately 10 bids back. After order, an ambulance would take 6–8 months to come in. After more discussion re: cost and available money to pay for the ambulance, the following action was taken:

MOTION – Ambulance Bids

Made by Trustee VenVertloh seconded by Trustee Murray to approve the Rescue Squad to use the submitted specs to go out to bid for a new ambulance.

VOTE: 4-0. Carried unanimously.

Chief Jarrett will have a Bid Notice to be published by the Village Clerk. He is attending an Equipment Show in Syracuse where he can give notices to manufacturers as well.

- Flu Update – Cases of H1N1 (Swine Flu) have been confirmed in our community. The County has sent notification letters to Terry Fyke Dance Studio families, but not the community as a whole or to our health and safety providers. Monroe County Dept. of Health is not making confirmations of H1N1 public. This is a concern. Notifications have generally been made after the patient has recovered. The Rescue Squad feels that health & care providers should be notified of the local confirmations of H1N1 flu cases. Mayor Souers has relayed the concern to Mr. Fred Rion of Monroe County, that the health and safety providers in our community weren't made aware and need to be informed of what is going on. Mr. Rion will take this concern/issue to a Monroe County briefing. POD is planning to do training and be ready to set up in the Fall if necessary.
- Strategic Planning – Per Mayor Souers: the Strategic Planning Committee; made up of Fire Chief, EMS Chief, Company President and the Mayor, met to discuss steps to look at the future for hiring rescue service in the community. They have a compilation of recommendations, objectives and time lines. They are focusing on shorter term time lines which are priority driven: a range of 3 to 18 months period. Long range will be focused on after they get started. Highlights of planning now includes: compliance coordinator, retention recruitment, and equipment matrix (to include a financial plan for equipment). EMS Chief Jarrett is working on formulating a job description. A concerted effort is being given to not losing momentum with the planning. EMS Chief Jarrett will provide Trustee Murray with a copy of the Strategic Plan that was submitted March 12, 2009.

- CPR/AED Community Training – EMS Chief's goal for 2009 Calendar year is to do CPR/AED Community Training for free. He did organize CPR/AED training for the employees who work in the Municipal Building which went very well.

#### BUILDING COORDINATOR

FRANK WUNDER reported:

- Electrical work has been done. Ballasts have been repaired on the outside lights. They have found out that only bulbs up to 70 watt can be used.
- Pavement crack sealing has been done; in August the driveway and parking lots will be sealed and striped.
- Voucher System/ Charge Cards - Frank Wunder will be meeting with Treasurer Martin to set up a better voucher system for the Fire Co. and Fire Dept. Recommendations have been made by their CPA for keeping better track of purchases. The subject of getting charge account card was discussed at length. The Treasurer is not in favor of Charge Card use. The State passed a law that for tax exempt, charge cards have to be in individual names. It was generally preferred that accounts be opened at repeat vendor establishments for purchases.

#### SCOTTSVILLE FIRE DEPARTMENT INC.

PRESIDENT RUSS HOGUE was not present but had submitted his report via: email, dated June 9<sup>th</sup>, 2009(on file) with seven items listed. Mayor Souers reviewed his report.

- 1942 Fire truck damage, the last item on the report, was discussed at length. There was damage done to the truck while it was housed inside the Fire Facility. There was question whether reports of the incident were submitted to the Fire Commissioners or Sheriff's Dept. The security cameras in the Fire Facility had been tampered with and the tapes wiped clean. The control and location of the cameras was questioned. The damage to the truck has been corrected. Mayor Souers will talk with the Board of Directors about this issue and how it will be resolved.

#### ADJOURNMENT

MOTION: made by Deputy Mayor Gee seconded by Trustee VenVertloh to adjourn the meeting at 6:45 P.M. VOTE: 4-0. Carried unanimously.

Submitted by,

Elaine M. Driscoll  
Village Clerk