

VILLAGE OF SCOTTSVILLE
FIRE COMMISSIONERS MEETING

Minutes of Meeting
Tuesday, November 10, 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 Lino Contestabile, Rick VenVertloh and Elizabeth Murray.

Also Present: Fire Chief Bob Emerson (6:05 P.M.), EMS Chief Matt Jarrett(6:10 P.M.), Building Coordinator Frank Wunder, Asst. Fire Chief Dave Sheffield, Treasurer Beverly Martin and recording secretary Elaine Driscoll.

APPROVAL OF MINUTES

MOTION – Approve minutes of Tues., October 13, 2009 meeting

Made by Trustee Contestabile seconded by Trustee Murray to approve the minutes of the Tuesday, October 13, 2009 Fire Commissioners meeting as written.

VOTE: 5-0. Carried unanimously.

EMS Chief Jarrett previously indicated that he may be a bit late due to a meeting at work and Fire Chief Emerson was not present yet either, so Mayor Souers began by asking the Building Coordinator, Frank Wunder to do his report.

REPORTS:

BUILDING MAINTENANCE COORDINATOR

FRANK WUNDER – reported:

- Storage building – the new storage building is up and being filled.
- Lights in bays - Numerous light bulbs are out in the truck bay. Jim Laughlin will get a good quality, cheaper bulb, but will have to wait for them to come in on back order. When the bulbs are received, Frank will rent a high lift and they will change the bulbs and clean the gutters.
- Corporation Funds - Per Frank: the Corporation fund drive is suffering a significant shortage this year. It is down about \$3,000.00. 1900 fund drive letters went out, with less than 400 donations returned. United Way is also down about \$2,000.00. Trustee Murray volunteered her help to draft a more explanatory effective fund drive letter for

next year. In an effort to cut expenses, the Corporation wants to cease paying the annual \$800.00 bill for the two phones they have used in the past, but now use email and cell phones instead. They also want their lease agreement reduced to \$1.00 from \$940.00 per year. There was discussion re: the worth of volunteered hours and the cost of their lease. Per Mayor Souers: some of these concerns should be addressed during strategic planning. This discussion will be resumed at a later date in a different venue.

FIRE CHIEF BOB EMERSON arrived at the meeting at 6:05 P.M. He had previously submitted, via: email, his report dated: November 10, 2009, an October incident report and a Scottsville Fire Department Standard Operations for H1N1 Virus Outbreak or Extended Emergencies (on file). There were 17 calls for the month and 138 for the year. Chief Emerson reported:

- Small Engine equipment Service - All the small engine equipment has been serviced locally by a company across the street from the Fire House who continually does a good job.
- Mutual aid changes - The Chiefs have been going through the new box book to change some of the mutual aid requests in an effort to keep good relationships with neighboring departments.
- H1N1 - Fire Chief Emerson cited the H1N1 General Guidelines he attached to his report. He requests input from the Board for changes. Mayor Souers cited the check list that Jim Craven, POD Safety Officer, sent out with all the items that the Dept. heads should be talking to their employees re: H1N1.
- Member Jason Bendix has moved back into the fire district and has returned to active status.
- Holiday Parade – Fire Chief Emerson asked for clarification on the plans for the Holiday Parade and reviewed the activities in the past. The date of the event is Friday, December 11, 2009. To avoid conflicting information and duplicating efforts with this year's plans, Trustee Murray asked that one person from each organization attend the planning meeting that Shaunta Collier-Santos, Town of Wheatland's Communication Director, has called for this Thursday, November 12th at 6:00 P.M.

RESCUE SQUAD

EMS CHIEF MATT JARRETT – entered the meeting at 6:10 P.M. He previously submitted his report dated: November 2009 with the October 2009 Call Report attached, a 2008-2009 Scottsville Rescue Squad - Standard Operating Procedures Pg. 15-16, and a detailed summary of Income Status – Med-Ex Billing Summary, date prepared: 11/3/2009 (on file).

- There were 28 calls for the month and 240 for the year.
- H1N1 Clinics - There will be County run H1N1 clinics throughout the County with one being at the Dome in Henrietta on November 19th and 21st.

- Community CPR/AED Class scheduled for this Saturday, Nov. 14th was filled up in about a week. They have enough equipment for twelve people per class. He is willing to schedule another class for January to accommodate employees.
- NYSDOH Conference - Hellaby/Clancy/Jarrett attended a NYSDOH “Vital Signs” conference at Riverside Convention Center. It is a medical education conference with medical/leadership/management classes. Credits received go toward their EMT Certification.
- Open house – was held on October 17, 2009 from 11:00 A.M. – 3:00 P.M. at the Fire Facility and went well.
- Blood pressure clinic at the Senior Center continues to go well with positive response.
- Certified Driver - Josh Coates has been cleared as a certified driver.
- Nominations for 2010 EMS - Fire Company held nominations for 2010 EMS Line Officers. EMS Chief – Matt Jarrett, Captain – Russ Hogue, Lieutenants – Michelle Hellaby and James Brown. All positions are uncontested so there won't a vote at the next meeting. Commissioners will approve nominations at the December meeting. Russ Hogue needs to meet one more NIMS requirement which EMS Chief Jarrett will work at getting done.
- Attachments to Report - EMS Chief Jarrett told the Board to be in touch with him if they have any question about the Med-Ex Income Status report. He cited the last two pages with: Staffing, Training and Operations titles, explaining that he asked the members at a general meeting to write two suggestions for improving the Rescue Squad. All comments were reviewed and categorized. He asked the Board to look them over. Some of the content will be worked on in the future.
- Incentive Program - EMS Chief Jarrett is working on a revised Rescue Squad incentive program.
- Retirement Program - Per email from Russ Hogue, President; Mayor Souers will be talking to the Strategic Planning Committee re: a Retirement Program.
- Cell Tower proposal - EMS Chief Jarrett cited the memo (on file) that he provided, dated 11/9/2009, to the Board members re: 389 Scottsville Mumford Road Cell Tower. It listed concerns about the Unison Site Management LLC proposed agreement dated: September 3, 2009. Mayor Souers informed him that no decisions have been made and pros & cons are being weighed carefully. The Board is currently looking into other possibilities for the cell tower as well. He assured him that before any decisions were made, the Fire Department would be talked to. In any case, there is no problem with keeping the repeaters.

OLD BUSINESS – None

NEW BUSINESS – None

ADJOURNMENT

MOTION: made by Trustee VenVertloh seconded by Deputy Mayor Gee to adjourn the meeting at 6:44 P.M.

VOTE: 5-0. Meeting adjourned.

Submitted by,

Elaine M. Driscoll
Village Clerk