

VILLAGE OF SCOTTSVILLE
FIRE COMMISSION MEETING

Minutes of Meeting
Tuesday November 08, 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 and 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, Vice President – Dave Sheffield, Frank and Diane Wunder, and Herm and Shirley Yahn

APPROVAL OF MINUTES

Approval of Tuesday, October 11, 2011 minutes

MOTION: made by Deputy Mayor L. Wagar and seconded by Trustee E. Murray to approve the minutes of the Tuesday, October 11, 2011 Fire Commissioner Meeting as submitted

VOTE: 4 -0 1 Abstention

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

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 October 11, 2011 (on file)

Listed on October report were 10 calls for the month and 159 for the year. Unit Responses for the month were 22 and yearly 366. Man-hours for the month were 382.02 and 3133.72 for the year.

- **Monthly Briefing:**
 - Call/Activity report (on file)
 - 4615, light tower not working

- Future Plans for Trucks
- Stokoe Farm Corn Dryer Fire

Upcoming Events/Activities:

- Various meetings thru month
- Slate of Candidates for 2012 Fire Officers

CHIEF:

Bob Emerson
Dave Sheffield

ASST. CHIEF:

Brian Ely
Jeff Brown

CAPTAIN:

Dave Merritt

LIEUTENANTS:

Dave Merritt
Mike Connelie
Jay Wihlen

FIRE POLICE CAPTAIN:

Don Brown
Tom Scott

**FIRE POLICE
LIEUTENANTS:**

Tom Scott
Frank Wunder

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 October 2011, a monthly duty hours report/graph report, and Deposit / Income Report and Projected Revenue. (On file)

Listed on October 2011 report was: Response Information: for the month 26 and 307 for the year. Duty Hours: for the month 479 and for the year 4867, Road hours for the month 103 for the year 893.5.

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)
0-EMT's in Training
1- Certified First Responder(Bowman)
12- Active –clear Drivers Including EMT's

Rescue Squad Operations:

- Fire Co held nominations Line Officers. EMS Nominations as follows:
Chief (1) -Matt Jarrett
Captain (1) Ed Wihlen
Lieutenant (2) -Matt Davis.
All meet eligibility requirements and are currently serving in the positions. During the December meeting, I will seek formal approval/confirmation of the officers.
- We are investigating the purchase of duty jackets. These are in the \$300-\$400 price range.

- Working cooperatively with Deputy Chief Coates on compliance. We have incorporated Deputy Chief Coates in to our line officer meetings, specification review and other relevant projects.

BUILDING MAINTENANCE COORDINATOR

FRANK WUNDER

- Oven is fixed
- Turkey Raffle made little over \$1,400.00

VICE PRESIDENT FIRE COMPANY

DAVE SHEFFIELD

- List of Candidates for Department and EMS
- Lights on Fire Department Sign are fixed and working
- Grass Cutting front of Fire House
 - Hours spent by Village 14-16 hours per month
Dave is proposing that the Fire Department maintain the grass in front of building and down the hill, just riding mower part, if the Village is willing to supply the gas for mower. The Village will still have to do trim work.
This will free up the DPW Crew by 4 hours a week.
The Village Board had no objections to the Fire Department maintaining the grass. This will start January 2012.

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
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
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
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)

EMS – Initial Audit completed audit draft in progress. Personnel file review is in progress. Pending - review of Operating Procedures, MLREMS & NYSDOH compliance and review of referenced plans.

Fire- Detailed in attached memo.

- NFPA 1500 Audit completed
- Immediate Process changes – reduce paper, collect needed data, support filing systems
- 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
 - Redesigned and backfilling information
- Chief requested items
 - Requested moratorium and study of proper vehicle configuration/replacement
 - Requested laptop PC & USB drives for Assistant Chiefs
 - Need RIC NYS evaluation
 - HEPB form
 - Bloodborne Plan
 - I am responding for fire department
 - Need the turnout gear specs
 - County Accountability Draft SOP
- Begun drafting of Accountability and various SOP's

Safety/General-

No current update.

Guiding Principals 1 – Safety-Everyone Goes Home, 2- Operational Excellence, 3- Attention to detail, 4-Professionalism.

Safety – Three strikes 1-Verbal Warning, 2-Written warning, 3- Formal action. In general enforcement will be only after SOP's revised and personnel trained EXCEPT FOR: 1-Vests, 2- Seat belts, 3- Safety Equipment, 4- Accountability

OLD BUSINESS:

Meeting Date Discussion: Separate meeting date for Fire Commissioner meeting. Would start on June 01, 2012

Village Clerk did research on having separate meetings for Fire Commissioner

- Meetings lasted as long as Village Board meeting
- Items kept being rehashed.
- Additional items were put on agenda: ex: Village Board business

Village Clerk would rather stay longer one night per month, than to have 2 meeting per month.

Deputy Mayor Leslie Wagar and Trustee Jim Clark agreed with Village Clerk.

Trustees Elizabeth Murray and Rick Clark feel that with the new process that Jay Coates is setting up as Executive Deputy Chief of Compliance & Safety it is important that the Village Board, as Fire Commissioners allot more than 30 minutes for issues to be covered and understood by all.

Mayor Gee stated that starting with the new fiscal year, June 01, 2012 the Fire Commissioner Meeting will start at 6:00 p.m. and the Village Board Meeting will start at 7:00 p.m. The changes will take place at the Organizational Meeting in April 2012.

NEW BUSINESS:

No new business

EXECUTIVE SESSION:

Mayor Gee asked for a motion to go into executive session to discuss personnel issues.

MOTION: made by Trustee J. Clark and seconded by Deputy Mayor L. Wagar to enter into executive session to discuss personnel issues at 6:26 pm

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		

MOTION: made by Deputy Mayor L. Wagar and seconded by Trustee E. Murray
To adjourn executive session and return to regular session at 7:02 pm

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		

ADJOURNMENT

MOTION: made by Deputy Mayor L. Wagar and seconded by Trustee J. Clark to adjourn the meeting at 7:07P.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.

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Clerk

Village of Scottsville