

VILLAGE OF SCOTTSVILLE
FIRE COMMISSION MEETING

Minutes of Meeting

Tuesday October 11, 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 Rick Clark

Also Present: Treasurer Beverly Martin, Fire Chief – Bob Emerson, EMS Chief – Matt Jarrett, Executive Deputy Chief of Safety and Compliance – Jay Coates, and Vice President – Dave Sheffield

Absent: Trustee Jim Clark

APPROVAL OF MINUTES

No minutes to approve for September 13, 2011. Meeting canceled due to emergency at Burnwell Gas in Mumford

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 17 calls for the month and 149 for the year. Unit Responses for the month were 53 and yearly 344. Man-hours for the month were 475.64 and 2751.70 for the year.

- **Monthly Briefing:**
 - Call/Activity report (on file)
 - 4615,4618 light towers out
 - Kitchen fire on Diana Drive, couldn't find cause of fire
 - Glenn Sickles Award from Monroe County and City of Rochester Fire Department for his 911 Trailer.

Upcoming Events/Activities:

- Various meeting thru month
- Halloween standby
- Water Rescue Drill on Saturday, October 15, 2011 in Scottsville

RESCUE SQUAD**EMS CHIEF MATT JARRETT:**

Previously submitted an informational packet via: e-mail, pages which included the Rescue Squad Monthly Report dated: October 11, 2011, a Monthly Call Report for September 2011, a monthly duty hours report/graph report, and Deposit / Income Report and Projected Revenue. (On file)

Listed on September 2011 report was: Response Information for the month 43 and 281 for the year. Duty Hours: for the month 448 and for the year 4388, Road hours for the month 155 for the year 790.5.

EMS Chief Matt Jarrett asked the board for a motion to appoint Matthew Davis to the open position of Lieutenant with the Scottsville Rescue Squad. His was the only letter of interest received. Captain Wihlen and EMS Chief Matt Jarrett interviewed Matthew Davis.

MOTION: made by Deputy Mayor L. Wagar and seconded by Trustee E. Murray to approve the appointment of Matthew Davis to the open Lieutenant position on the EMS Squad. Effective thru the remainder of 2011.

VOTE: 4-0 Carried unanimously

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

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:

- Captain Wihlen and I have interviewed Matt Davis for the open Lieutenant position. I seek a motion from the Board in regular meeting to appoint Matt Davis to the position of Lieutenant.
- New initiatives by the Rescue Squad:
 - Community Education about medication errors and prevention.
 - Distribution of medication minders and

- information regarding medication safety.
- Material is being developed for a customer satisfaction survey. This will be mailed to patients' 2-3 weeks after their contact with EMS. Matt Davis is taking the lead on this.
- Community Outreach Initiatives:
 - Community night at Senior Center September 15.
 - Cook at Farmers Market September 28th.
- Rescue Squad was well represented at the Burnwell Incident. Chief Jarrett was EMS Command. Conducted an after action review session, and will issue a final EMS after action review document.
- I am attending an EMS conference in two weeks. My employer is paying expenses with the exception of the "Executive Institute" portion of the conference. I seek approval for expenditure from contractual budget to attend the extra portion of the conference (\$320.00), as well as one extra night lodging (\$150.00). Total cost not to exceed \$ 470.00. Full Conference brochure can be found at: www.abc3conference.com
- I am attaching a memorandum from 2009 with regard to the Unison Mgmt cell tower discussion. Whichever decision the Board comes to, Chief Emerson and I ask that you ensure appropriate provisions for Village equipment and critical infrastructure remain. Keep existing – do not strip down.
- Captain Wihlen will be attending MS Excel training in Henrietta in the coming months.
- Staffing, still looking at Bunk – In Programs

BUILDING MAINTENANCE COORDINATOR (not present)

FRANK WUNDER

- There are two exterior lights out; one at the sign in front of the fire house and one at the flag pole. One was hit with a mower and the fixture might require replacing. Frank will contact Jim Laughlin and have him look at them.
- Driveway sealing is complete. Frank mailed letters to the two unsuccessful bidders thanking them for their quotations
- Fan in truck bay not repaired yet, Frank will contact Jim Laughlin in November.
- Check / clean high gutters and high exterior lights to be done in November.
- One of the ovens on the gas stove in the kitchen will not light; will contact a serviceman to take a look at it.
- Everything else in the building seems to be working fine.

VICE PRESIDENT FIRE COMPANY

Dave Sheffield

- Working on Budget, runs from January 01- December 31
- Nominations next month for next year
- Lights: Mayor Gee would like to have a preventative maintenance schedule for the lighting at the fire house.
- National Grid Audit on lighting system at fire house and truck bays
Fire Chief Bob Emerson stated there are grants available for upgrades to lighting.

EXECUTIVE DEPUTY CHIEF OF COMPLIANCE AND SAFETY

Monthly Report sent via e-mail on October 11, 2011

Jay Coates

Monthly Report

EMS – Introduction meeting with Line Officers combined with NFPA 1500 Audit. Initial Audit completed with Chief and Line Officers, audit draft in progress. Personnel file review is in progress. Pending - review of Operating Procedures, MLREMS & NYSDOH compliance and review of referenced plans.

Fire- Met separately with Chief Officers (several meetings). Initial Audit completed with Chief Officers, audit draft in progress. Personnel file review is completed. Review of SOP's completed- revisions will be required. Filing system design in progress. Operating Procedure for accountability will be developed shortly.

Recommended SOP approval process:

- Draft to Chief & Executive Deputy
- Line Officer Review
- Fire Company Committee review (optional & advisory)
- Legal review optional
- Redraft
- Post for comments (optional if emergency or compliance) – comments in writing
- Final Legal review
- Department Approval – Chief & Executive Deputy
- Implementation & Effective- if emergency or compliance.
- Commissioner Approval
- Redraft if required.
- Final Effective
- Post, email and notice at Department meeting
- Training Session
- Individual member signoff and tracking
- Enforcement

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
2. Appoint/designate person(s) to work with me to implement Fire Company items of Strategic Plan
3. Fire Company if they so choose to activate SOP review Committee as provided for under Bylaws
4. Appoint/designate person(s) to work with me to Fire Company compliance items

Provided copy of Strategic Plan to President for distribution.

Safety/General- At monthly Rescue Squad & Fire Department meeting did power- point presentation on position, responsibilities, Mission Statement, Vision Statement, implementation plan outline and answered questions.

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

Safety – Three strikes 1-Verbal Warning, 2-Written warning, and 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.

Met with existing Safety Officers reviewed plan duties/responsibilities- one committed, one pending.

Attended Monroe County Accountability Training – one of first SOP revisions, we have similar system but will be a change.

OLD BUSINESS:

No old business

NEW BUSINESS:

- Mayor Gee Thanked all for the response and professionalism at Burnwell Gas.
- Moving Fire Commissioners meeting to end of month. Discussion at November meeting

EXECUTIVE SESSION:

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

MOTION: made by Deputy Mayor Leslie Wagar and seconded by Trustee Rick Clark to enter into executive session to discuss personnel issues at 6:23 pm

VOTE: 4 -0 Carried unanimously

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

MOTION: made by Deputy Mayor L. Wagar and seconded by Trustee E. Murray To adjourn executive session and return to regular session at 7:19 pm

VOTE: 4-0 Carried unanimously

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

ADJOURNMENT

MOTION: made by Deputy Mayor L. Wagar and seconded by Trustee R. Clark to adjourn the meeting at 7:20 P.M.

VOTE: 4-0 Carried unanimously

Trustee E. Murray	AYE
Trustee R. Clark	AYE

Deputy Mayor L. Wagar	AYE
Mayor Paul Gee	AYE

Respectfully submitted by

Julie A. Kuhn.

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Clerk

Village of Scottsville