

VILLAGE OF SCOTTSVILLE
FIRE COMMISSION MEETING
 Tuesday, February 11, 2014- 6:00 P.M.

CALL TO ORDER – Mayor Gee called the meeting to order at 6:02 PM.

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

Present: Mayor Paul Gee, Deputy Mayor Leslie Wagar, Trustee Elizabeth Murray, Trustee Rick Clark and Trustee Jim Clark

Absent: Attorney Peter Skivington (late arrival), Fire Chief Jeff Brown, EMS Chief Matt Jarrett and Fire Company President Frank Wunder

Also Present: Village Clerk Lee Mikewicz, Assistant Fire Chief Bob Valerio, Captain Mike Connelie, Carole Brown, Jay Coats and Alex Ronnenberg

APPROVAL OF MINUTES

Tuesday, January 14, 2014

MOTION: made by Deputy Mayor L. Wagar and seconded by Trustee J. Clark to approve the minutes of the Tuesday, January 14, 2014 Fire Commissioners meeting as submitted.

VOTE: Carried unanimously 5-0.

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

NEW MEMBERS

Assistant Chief Bob Valerio presented the Board with two candidates. Amy Johnston is looking to join the EMS crew and Scott Bowman Sr. is looking to join the Fire Department and possibly EMS. We are just waiting for the results of the physicals to be received.

Mayor Gee said that the Board could approve Mr. Bowman pending physical results. Ms. Johnston would need to be approved at the Village Board Meeting.

MOTION: made by Trustee R. Clark and seconded by Deputy Mayor L. Wagar to approve the membership of Scott Bowman Sr. in the Fire Department/EMS pending a satisfactory physical.

VOTE: Carried unanimously 5-0.

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

PUBLIC BEFORE THE BOARD – None.

7. REPORTS:

A) FIRE CHIEF JEFF BROWN (absent, Assistant Chief Bob Valerio reporting)

Monthly Briefing:

- Call/Activity summary for January
- Hurst tool problems; will need to be replaced soon, discussion needed with board on this topic
- 16 calls for the month
- 4616 was fixed to meet OSHA standards
- All but 4 firefighters have been fit tested. We will be getting the fit tester back for the County at the end of March.
- 2 firefighters (Brian Ely and Dave Merritt) are starting a new pilot program for the County as Firefighters 1 and 2 with flashover and air consumption on February 24 at 7:00 PM.
- Record keeping is coming together and also lesson plans are almost complete to make things easier.
- Radio is fully functional on 4610
- 4610 hit a sign on Scott-Crescent no damage to sign but 10 had some damage. The adjuster came in and is handling it between Utica and E-One. The \$10,700 insurance check has been mailed to us.
- The driver from the accident has been removed from driving until he can be re-trained.

Membership:

Steve Bowman turned in his letter of resignation on January 31, 2014 taking effect on February 28, 2014

Upcoming Events:

_OSHA inspection upgrades moving along

B) EMS CHIEF MATT JARRETT (absent)

Rescue Squad Operations:

- Two new EMS members in progress. Waiting on physical evaluations. Anticipate approval request in March.
- Vehicle/Fleet Items:
 - Chiefs' vehicle has been lettered. Waiting on vendor to finish up reflective vinyl. Rear command cabinet has been ordered and is anticipated within a couple of weeks. The project will finish up under budget, with no use of reserve funds for the project.
 - 2003 Chevy Tahoe will be utilized for first response, staff vehicle (training classes, etc.). Currently being utilized as FR by Lt. Connelie. Vendor will be removing "Chief" lettering from front fender.
- Continue to meet with Chili Ambulance and Churchville Ambulance regarding long term sustainability and shared services. We have an attorney that specializes in public health law, EMS specifically developing options. I will look to update the Board within the coming month. Mayor Gee has been at all of the meetings as well, so either one of us can answer any questions in the interim.

- Training continues to be exceptionally busy. Two EMT's completed core content (EMT refresher), One EMT in a refresher class, one trainee in EMT original class. Two EMT's in process to be promoted to "Medic" status.
- Chief Brown and I met with our occupational health vendor, Onsite Occupational Health. We updated our procedure with the vendor as far as the services they are contracted for. In short, we "tightened up" our process with both new member physicals, and ongoing services (annual evaluation & return to work).
- New vendor for medical supplies is being utilized. This should result in more cost effective purchasing of medical supplies.
- Superbowl party was a huge success. Close to 20 people attended. Thanks to Rick Clark for items for the event.

Building Maintenance:

- Several Electrical projects were completed this month:
 - LED light conversion on exterior of building. Elizabeth has prepared a press release regarding this.
 - Interior bay lighting: Several units needed to be replaced. We were able to use parts from the energy efficiency project. It is the opinion of both our electrician and the National Grid vendor that we should evaluate replacement of the remainder of the high bay lighting. Life expectancy on the units are coming to an end, high replacement cost and high energy usage.
 - Light in "Ready Room" installed.
 - Electrician will need to come back out and run wires for the generator annunciator panel. There is a bad wire somewhere in the run.
- Lounge/Ready room project is almost complete. Stop up and see the result. It's beautiful, and it's being utilized a lot more.
- Plumber will be replacing bad faucets, one in each restroom.

C) EXECUTIVE DEPUTY CHIEF OF COMPLIANCE AND SAFETY JAY COATES

Emergency Management

- Continued monitoring of flu status. There was a big spike last month, but it is down slightly now.

Fire/EMS

- OSHA/PESH
 - Compliance – Several meetings with the Chiefs, Fire and EMS Officers to review issues and required training. Some training has begun. A PESH complaint with potential citations has been reviewed with the Department at the monthly meeting. There will be an intensified effort to complete all training within 90 days.
 - Mandated Plans – The three required joint plans (Infectious Disease, Hazard Communication and Respiratory Protection) are complete and in final draft form.
 - HAZMAT Plan – Waiting on the Fire Department draft.
 - Global Harmonization System – Done, needs verification.
 - PESH Department Training – In progress, will be completed when Plans are done.
 - Record Keeping – Ongoing discussions.
- Fire and EMS rosters were presented to the Fire Commissioners
- Application Process – Held pending compliance actions
- Manual of Operations – Conducting training this month as part of compliance.
- FCC License – In progress.

The Fire Department has received a “Notice of Violation and Order to Comply” from New York State Department of Labor – PESH (Public Employee Safety and Health) Bureau as a result of an inspection in January. There were two truck-related violations which have already been corrected. There were serious violations on the “Fit Testing” and Training and Education record keeping. The records must be squared up and compliant.

Attorney Skivington arrived at 6:10 PM.

Members will need to complete a training schedule or they will have to go “inactive.” There is a lot to do in a short period of time. Plans must be put in place to address the training issues.

Another violation required the naming of a Program Administrator to oversee the Respiratory Protection Program. Mr. Coats has volunteered to take on this responsibility.

Mayor Gee mentioned that there would be a short Executive Session at the end of the meeting to get an update on particular personnel issues.

C) PRESIDENT FIRE COMPANY – FRANK WUNDER (absent)

Assistant Chief Bob Valerio reported for Mr. Wunder and told the Board the following:

- Some very nice recruiting posters are up around town and in the school looking for new members.
- The day room update is completed and the new furniture is in.

OLD BUSINESS – None.

NEW BUSINESS:

The Department has received Steve Bowman’s resignation because he is moving to Virginia. The Board will formally recognize Mr. Bowman for his years of service.

MOTION: made by Trustee E. Murray and seconded by Deputy Mayor L. Wagar to recognize Steve Bowman for 20 years of outstanding service and dedication to the Village of Scottsville, Town of Wheatland and County of Monroe in serving as a firefighter and Mayor. Your community salutes you!

VOTE: Carried unanimously 5-0.

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

EXECUTIVE SESSION:

MOTION: made by Deputy Mayor L. Wagar and seconded by Trustee J. Clark to enter into executive session to discuss a particular personnel issue at 6:21 PM.

VOTE: Carried unanimously 5-0.

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

MOTION: made by Trustee J. Clark and seconded by Deputy Mayor L. Wagar to adjourn executive session and return to regular session at 6:35 PM.

VOTE: Carried unanimously 5-0.

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

ADJOURNMENT

MOTION: made by Deputy Mayor L. Wagar and seconded by Trustee E. Murray to adjourn the Fire Commissioners' Meeting at 6:37 PM.

VOTE: Carried unanimously 5-0.

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

Respectfully submitted by,

Lee Mikewicz

Village Clerk