

VILLAGE OF SCOTTSVILLE
FIRE COMMISSION MEETING
 Tuesday, August 12, 2014- 6:00 P.M

CALL TO ORDER – Mayor Gee called the meeting to order at 6:00 PM.

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

Present: Mayor Paul Gee, Deputy Mayor Leslie Wagar, Trustee Alex Ronnenberg, Trustee Rick Clark, Fire Chief Jeff Brown (late – on fire call), and EMS Chief Matt Jarrett

Absent: Trustee Jim Clark and Attorney Peter Skivington

Also Present: President of the Fire Company Frank Wunder, Carole Brown, Executive Deputy Chief of Compliance and Safety Jay Coates and Village Clerk Lee Mikewicz

NEW MEMBERS - There are two new members in process.

PUBLIC BEFORE THE BOARD - None

REPORTS:

A) FIRE CHIEF JEFF BROWN (absent – at fire call)

B) EMS CHIEF MATT JARRETT

Rescue Squad Operations:

- Recommendation regarding new electronic medical records vendor- (ImageTrend) -Document attached. We will look to make a transition to a new vendor by the end of the year. An evaluation was done by representatives of Monroe and Livingston Counties and Image Trend was recommended. Our current vendor is going out-of-business due to a patent infringement problem. They have given us a 6-month notice of termination, but it could be sooner. A potential problem could be the migrating of patient records to the new system. Some different scenarios related to records retention were discussed.
- Update on 724 North Road: It is quite active with calls again. We are attempting to work with the authorities to get the problem patient moved to another facility.
- Review of motor vehicle crash, Rt 383 & Scottsville Mumford Road. 37 patients: The accident, which had one fatality, involved a car and school bus. Comments were received about how well the accident scene was handled. The organization for triage with Dr. Cushman at the scene helped things run smoothly. It eliminated the need for many hospital transports. An “after action” report has been prepared to review all steps taken and what can be improved upon.

Chief Jeff Brown arrived at 6:06 PM.

- NYS Department of Health full service agency inspection Friday August 15, 09:00. Inspection sheets attached;
- Lots of upcoming training. Cpt. Wihlen and Lt. Dunn attending EMS Conference in Lake Placid Sept 6, 7; NYS Vital Signs Conference (Rochester) October. Sept 29-Oct 3 Chief Jarrett and Lt Dunn

attend “Initial Response to Terrorist Bombings” | Socorro, NM. October 13-Oct 17 Chief Jarrett and Lt Dunn attend “Enhanced Incident Mgmt and Unified Command” | College Station, TX (Both are DHS/FEMA funded programs)

- Request to purchase new laptop computer for Captain Wihlen, not to exceed \$600.00. Current laptop is 8 years old. The Fire Commissioners concurred that they were okay with the purchase.
- Discussion on potential use for UAV (unmanned aerial vehicle) for operations. Uses include search and rescue, disaster assessment and recovery. Cost is around \$1,300. They are very feature-rich. You can view a video through a mobile device as it flies its mission. You can pre-program a flight route. There is a hitch. It is still being determined if using it for search and rescue is considered a commercial use because the FAA has banned commercial use of these drones. Weather would also be a drawback for use, along with darkness (use only during the day). A demonstration will be set up for the Fire Commissioners to view.

We are ready for the festival. Captain Wihlen will be in charge.

Building Maintenance:

- Painting at facility complete. Kitchen is only room left;
- Carpet cleaning will be completed next month.

C) FIRE CHIEF JEFF BROWN

He had just returned from a car fire call.

Monthly Briefing:

- Call/Activity summary for July – Busy with 23 runs.
- Working on refurb costs for 4613; met with vendor should have pricing soon.
- Working fire in East Avon. Responded mid-afternoon with 4617, mutual aid for a barn fire.
- Fatal car vs bus MVA/MCI Wheatland Center Rd. at Scottsville Mumford Rd. Scottsville was assisted by Mumford, Caledonia Fire and EMS, and 4 Henrietta ambulances, with help from the County. Reports from the County complemented the job performed by the Scottsville EMS Unit and Fire Department.
- Mutual aid with Mumford and Caledonia for water problems and flooding issues.
- Gear inspections and cleaning still in progress
- Had a joint drill with East Avon at Henrietta Station
- 6. Live fire and TIC training
- Appoint Dave Merritt to Captain

MOTION: made by Deputy Mayor Wagar and seconded by Trustee Ronnenberg to accept the appointment of David Merritt to the position of Captain of the Scottsville Volunteer Fire Department. Mr. Merritt does not have previous service at or above the position of Lieutenant. The Fire Commissioners will waive the service requirement on a one-time basis to complete the appointment David Merritt to Captain.

VOTE: Carried 4-0.

Trustee Jim Clark	ABSENT	Deputy Mayor Leslie Wagar - AYE
Trustee Rick Clark	AYE	Trustee Alex Ronnenberg - AYE
Mayor Paul Gee	AYE	

- 4 people have graduated Firefighter 1 Training.
- The Fire Department is set for the fireworks on Saturday at the festival.

D) EXECUTIVE DEPUTY CHIEF OF COMPLIANCE AND SAFETY
JAY COATES

EMERGENCY MANAGEMENT

- There was a flooding event in the western portion of the Town. The area was surveyed with EMS Chief Jarrett and contact was made with the Mumford Fire Department. No request was made by them for Town assistance.
- We are monitoring the Ebola issue worldwide.

FIRE/EMS

- Mr. Coates and EMS Chief Jarrett are now on the County Communications Committee.
- OSHA/PESH – Complete for now. Will make sure new trainees are prepared for next year.
- Bus Event – The after action review has been lead by EMS Chief Jarrett
- Updated Fire/EMS rosters are attached.
- Application Process – The Member Application tracking form/checklist is done. The process review has started. There are two members in the pipeline.
 - Objectives:
 - Complete application packet to Commissioners a minimum of one week ahead of action.
 - Checklist for verification of applications – to be completed prior to presentation to Commissioners.
 - Certifications, training, emergency contact information and references included in application.
 - Revise application to reflect current requirements, cover all legal notices/releases and provide accurate information on position expectations.
 - Comply with PESH/OSHA and legal requirements.
 - Minimize rework, processing time and clarify what needs to be done.
 - Records – redundant with formal copies to Village Clerk.
- Fire Department Strategic Plan – Met with Chief concerning complete financial long-term capital plan and completing vehicle replacement plan.
- EMS Electronic PCR – Reviewing with EMS Department and Chief.
- Manual of Operations – No change.
- FCC License – No change – In progress.

E) PRESIDENT FIRE COMPANY – FRANK WUNDER

- A brochure was presented to the Board detailing the proposed Fire Department/Village sign. He asked the Fire Commissioners to look at page 2, where the request for Village assistance in purchasing the sign was located. The Village cost for the electrical component was set at \$1,000 (could be less). There was also an estimate for freight and other items with the Village portion to be about \$4,482. He asked the Commissioners to discuss it and get back to him. The sign would be operated by computers back at the Fire House. Mayor Gee asked the Commissioners to review the proposal and get back to him by the end of the week.

OLD BUSINESS – None.

NEW BUSINESS:

- Oaths of Office – Mayor Gee asked both Chiefs to remind their officers to stop by and fill out the Oath of Office pledge.

APPROVAL OF MINUTES

Tuesday, July 8, 2014

MOTION: made by Deputy Mayor Wagar and seconded by Trustee Ronnenberg to approve the minutes of the Tuesday, July 8, 2014 Fire Commissioners meeting as submitted.

VOTE: Carried 3-0 with 1 abstention.

Trustee Jim Clark	ABSENT	Deputy Mayor Leslie Wagar - AYE
Trustee Rick Clark	ABSTAIN	Trustee Alex Ronnenberg - AYE
Mayor Paul Gee	AYE	

ADJOURNMENT

MOTION: made by Deputy Mayor Wagar and seconded by Trustee Ronnenberg to adjourn the Fire Commissioners Meeting at 6:34 PM.

VOTE: Carried 4-0.

Trustee Jim Clark	ABSENT	Deputy Mayor Leslie Wagar - AYE
Trustee Rick Clark	AYE	Trustee Alex Ronnenberg - AYE
Mayor Paul Gee	AYE	

Respectfully submitted by,

Lee Mikewicz

Village Clerk