



NORTH EAST JOINT FIRE DISTRICT

COMMISSION MEETING AGENDA

April 17, 2024 - Enderlin Station Commission Room - 1900 Hrs.

Pledge of Allegiance: Led by Chairman Swingly
Guest Speakers: Public Comments Limited to Five (5)
Minutes
Agenda Topics: Approval Commission Meeting Minutes: 03/20/24
Approval Agenda for This Meeting/Additional Topics

Reports/Treasurer's Actions:

District Fire Chief's Report	District Chief
Approval of General Account Bills	Dep. Treasurer
Approval of New Purchase Orders Per E-Mail & Workshop	Dep. Treasurer
Treasurer's Report	Dep. Treasurer
Consideration Bank Transfer(s) and CD Rollover(s)	Dep. Treasurer
Communications	Secretary
Executive Director's Report	Ex. Director
Apparatus Monthly Report	Ex. Director
Facilities Monthly Report	Vorndran

Unfinished Business:

Extrication Pad Project Update	Secretary
Retaining Wall Project Update	Secretary

New Business:

Consideration: Authorize Chairman to Sign AIA Contract/Extrication Project	Secretary
Consideration: Refuse Collection Quotes	Secretary
Verizon Wireless Site Exploration (1391 Salt Road)	Secretary

Executive Session: N/A

Meetings/Events: MCFDOA Meeting: April 18, 2024, St. Paul Exempts
May Commission Meeting: Wednesday, May 15, 2024
Workshop 1800 Hrs.
SVHB (Robert Billings) Workshop 1800 Hrs. – 2023 Audit Review
Regular Board Meeting 1900 Hrs.

04/16/24



North East Joint Fire District

Commission Meeting Minutes

March 20, 2024

Enderlin Station, 35 South Avenue, Webster, NY 14580

Present: Commissioners Ball, Hoffman, Southwell, Swingly, Vorndran, Treasurer Wright, Deputy Treasurer Rosen, Executive Director/Secretary Small, Chief Smith, Assistant Chief Kozak, Assistant Chief Andrews, Attorney Peter Weishaar (Workshop), Citizens Wayne Conklin & Mike Hyman, PVEA Operations Director Daniel Riordan, PVEA Paramedic Matthew Llyod.

Chairman Swingly called the meeting to order with the Pledge of Allegiance and a moment of silence at 1900 Hrs.

Guest Speakers:

None

Approval of Commission Meeting Minutes of February 21, 2024:

Motion Commissioner Hoffman, Second Commissioner Southwell: 5 Aye 0 Nay

Approval of Agenda as Presented:

Motion Commissioner Ball, Second Commissioner Vorndran: 5 Aye 0 Nay

Reports:

Webster Fire Chief's Report:

(Chief Smith)

- There were 72 calls in February. Total for the year through February, 213 calls. Call report made part of the permanent file.
- Chief Smith gave an update on the rescue airbag replacement project including the information that the new (demo) airbag system will have superior safety features and controls, and purchasing the demo package will save the District significant funds.
- Chief Smith gave an update on the District's commercial properties pre-plan project and expected process.
- Discussions were had with the Chiefs regarding the New York State training stipends and the issues surrounding the New York State training liability forms. The Chief's Office has a thorough understanding of these issues and is following up on both.

General Account Bills:

(Treasurer Wright)

Treasurer Wright reviewed the reconciled abstract of claims and credit card/charge accounts for March 2024. Treasurer’s report to be made part of the permanent file.

Motion Commissioner Southwell, Second Commissioner Vorndran: 5 Aye 0 Nay

Purchase Orders:

(Treasurer Wright)

Treasurer Wright reviewed the new purchase orders. Treasurer’s report to be made part of the permanent file.

Motion Commissioner Hoffman, Second Commissioner Ball: 5 Aye 0 Nay

Treasurer’s Report:

(Treasurer Wright)

Treasurer Wright reviewed the remainder of the Treasurer’s report to be made part of the permanent file. (Continued below for approval)

Consideration Bank Transfer(s) and CD Rollover(s):

(Treasurer Wright)

- CD Ending in 9897 Due 2/09/2024- Debt Service transfer from GF Checking \$931,031 and rollover balance of \$147,681 for 90 days. Total balance in 90-day CD will be approximately \$1,079,337.04. CD matures on 5/9/2024.
- CD Ending in 2205 Due 4/04/2024- Transfer \$304,912.00 from CNB General Checking to this account and roll over approximately \$1,972,204 to a 90-day CD. CD matures on 7/4/2024.
- CD Ending in 8835 Due 4/12/2024- Land and Building Reserve transfer \$119,000 to the GF Checking 1733 and roll over balance approximately \$290,125.00 to a 90-day CD. CD matures on 7/12/2024.
- CD Ending in 9820 Due 3/18/2024- Transfer \$400,000 to GF Checking 1733 and rollover remainder \$819,056 for 30 days. Total balance in 30-day CD will be approximately \$819,056.00.
- Rates Approximately- 5.25% APR-90 days

Motion Commissioner Hoffman, Second Commissioner Southwell: 5 Aye 0 Nay

Communications:

(ED/Secretary Small)

Secretary Small advised the Board of the following communications of significance:

AFDSNY Bylaw Amendments:

The District is in receipt of a bylaw amendments document package from the AFDSNY. The document package was disseminated to the Board of Fire Commissioners for review.

Empire Pipeline Service Fee Increase:

The District is in receipt of a notification from Mirabito Power & Gas advising of a significant increase in the Empire Pipeline service fees. This price increase will have a negative impact (increased prices) on the District's natural gas commodity charges.

NYSAFC Fire Expo 2024:

The District is in receipt of the information packet for the 2024 Fire Expo organized by the New York State Association of Fire Chiefs. The information packet, registration forms and gift certificate were forwarded to the District Chief.

Governmental Insurance Disclosure:

From Walsh Duffield, the District is in receipt of the mandated annual Governmental Insurance Disclosure, pursuant to 11 NYCRR 29.5 (Regulation 87). As required, said document will be kept on file with the District.

Town of Penfield Planning Board:

The District is in receipt of a Planning Board notification from the Town of Penfield regarding pending plans to construct a single-family home at 1396 Salt Road. (Across the street from Station 2) The notification was disseminated to the Board of Fire Commissioners for review.

PERMA Credit:

The District is in receipt of a credit from PERMA due to the restructuring of the member accidental insurances. The credit is in the amount of \$11,061.00. The credit memo has been forwarded to Treasurer Wright and the funds will be credited to the appropriate budget line.

Executive Director Report:

(ED/Secretary Small)

ED Small advised the Board on the following items of significance:

District Personnel Files/Records Project:

ED Small advised that he has completed the District personnel file(s) consolidation and organization project. The Board of Fire Commissioners and District Chief were advised of the specific goals and objectives of this records management project.

211/Lifeline Annual Update Process:

ED Small advised that he has completed the annual 211/Lifeline updating process.

District Facilities:

Station 1 South Vestibule Protection:

Pursuant to a Board directive, ED Small reviewed his and Commissioner Vorndran's efforts to obtain information and quotes to install the proper wall protection in the Station 1 south vestibule. Two companies specializing in this type of work were contacted and consulted. The resulting quote from Accurate Acoustical to professionally install Inpro Continuum in the vestibule was reviewed and discussed. The costs were found to be too cost prohibitive, and the Board directed ED Small to continue to monitor the vestibule for repainting as needed. No further action on this issue at this time.

Fire Alarm Systems Testing:

ED Small advised that the facility fire alarm systems at all locations were all successfully tested on 03/08/24.

Fire Sprinkler Testing:

ED Small advised that the facility fire sprinkler systems at all locations were successfully tested on 03/19/24.

Station Bee Treatments:

ED Small advised that he has scheduled the annual bee treatment for all three stations for April 15, 2024, weather permitting. ED Small will be scheduling the station window cleaning after the bee treatments are successfully completed.

Station 2 Domestic Water Meter:

ED Small advised that the MCWA replaced the Station 2 domestic water meter with a 'smart' meter on 03/06/24. There was no additional charge for this proactive meter replacement.

Station 1 HVAC Global Controller:

ED Small advised that the Station 1 Alerton ACM global controller had failed and cannot be repaired. ED Small is working with PASCO to source a new unit ASAP and to get it programmed and installed. The HVAC system is still (minimally) operational, and this is a priority repair.

Apparatus Monthly Report:

(Southwell)

- E102 is at Firematic for DEF manifold repairs.
- R108 issues with compartment lighting.
- E103 monitoring a possible right front wheel bearing leak.

Facilities Monthly Report:

(Vorndran)

Commissioner Vorndran advised of an access door reader problem on the Station 2 handicapped access entry door. ED Small advised he already has parts on order and will install them when they arrive, hopefully next week.

UNFINISHED BUSINESS:

Agency Logo Trademark Update:

(Secretary)

ED Small advised that the long process of obtaining a trademark for the joint agency logo for the North East Joint Fire District and Webster Volunteer Fire Department Inc. is completed. The trademark has been approved and fully registered with the United States Patent and Trademark Office. (USPTO)

Station 2 Extrication Pad Project:

(Secretary)

ED Small briefly reviewed the bid process and project status to date. The received bids were reviewed, along with the due diligence conducted by Costich Engineering. The recommendation letter from Costich Engineering was reviewed, which recommended awarding the project bid to Whitney Pines LLC. See New Business.

NEW BUSINESS:

Consideration: Approval of Bid-Rescue Extrication Pad Project: (Secretary)

Consideration to approve the lowest acceptable bid for the rescue extrication pad project, which was received by Whitney Pines LLC, and to award said project to Whitney Pines LLC, contingent upon the successful passage of the permissive referendum cited in Resolution 2024-43, and to authorize the Chairman to sign any required award letter, agreement, contract, or other documents required to facilitate the completion of said project.

Motion Commissioner Vorndran, Second Commissioner Ball: 5 Aye 0 Nay

Resolution 2024-43: Permissive Referendum Capital Reserve Ext. Pad: (Secretary)

Consideration, that the Board of Fire Commissioners of the North East Joint Fire District desires to expend from the Land and Building Capital Reserve Fund the sum of not to exceed \$119,000.00 (One Hundred Nineteen Thousand Dollars) to fund a rescue training extrication pad, to wit; project architectural plans and drawings, engineering plans and drawings, project planning and estimating, soil & environmental testing, materials testing, site engineering, complete construction of said rescue training extrication pad and required security fencing required to complete said project to be located at 1391 Salt Road, Penfield, New York, and that monies up to such amount may be so appropriated from the Land and Building Capital Reserve Fund.

Motion Commissioner Southwell, Second Commissioner Vorndran:

Upon a Roll Call Vote: 5 Aye 0 Nay

Resolution 2024-44: Surplus Property Air Bags, Etc. (Secretary)

Consideration to approve Resolution 2024-44.

Motion Commissioner Hoffman, Second Commissioner Ball:

Upon a Roll Call Vote: 5 Aye 0 Nay

NEJFD/WWFD District Boundaries Discussion: (Commissioner Hoffman)

Commissioner Hoffman reviewed the informal discussions that have taken place between him and a Commission representative from the West Webster Fire District regarding the possibility of restructuring portions of the NEJFD/WWFD district boundaries. Specifically, the neighborhood of Sunleaf Drive, Mount Eagle Drive and Plum Tree Drive was cited as the catalyst for the district boundary restructuring concept. A thorough and in-depth discussion was had reviewing the pros and cons of such a restructuring, along with the legal requirements to complete such a project. Town Law Section 172-a was thoroughly reviewed including Town Law Section 172-a-5, addressing the issues of outstanding debt held by a fire district(s) considering such a district boundary alteration. After thorough discussion and comments from many in attendance, the Board moved to table the concept at this time. No further action shall be taken on this matter unless directed by the Board of Fire Commissioners. The Board advised Chief Smith that if he believes the automatic aid to the aforementioned neighborhood needs to be adjusted, he should move forward with what he feels is appropriate.

Executive Session: Contractual Matter (BOFC)

Enter Executive Session at 2006 Hrs.

Motion Commissioner Vorndran, Second Commissioner Southwell: 5 Aye 0 Nay

Exit Executive Session at 2053 Hrs.

Motion Commissioner Hoffman, Second Commissioner Ball: 5 Aye 0 Nay

Facilities Use Agreement With PVEA: (Commissioner Swingly)

Consideration to approve the Facilities Use Agreement with the Penfield Volunteer Emergency Ambulance Inc., as presented, and to authorize the Chairman to sign said agreement.

Motion Commissioner Southwell, Second Commissioner Hoffman: 5 Aye 0 Nay

Meetings/Events: April Commission Meeting: Wednesday, April 17, 2024

Workshop 1800 Hrs.

Regular Board Meeting 1900 Hrs.

MCFDOA Meeting: April 18, 2024, St. Paul Exempts

With no further business to come before the Board, Chairman Swingly called the meeting closed at 2055 Hrs.

Steven C. Small
Secretary /Executive Director
North East Joint Fire District

DRAFT-NEJFD