**CHATEAUGAY-BRAINARDSVILLE FIRE DISTRICT**

February 9, 2021

The regular monthly meeting of the Chateaugay-Brainardsville Fire District was called to order at 6:30 pm on Tuesday, February 9, 2021 at the Chateaugay Fire Department by Fire District Chairperson, Jo Ellen Saumier. In attendance were Commissioners J.Martin, J.Alexander, N.Collette, S.Hamelin attended via Facetime because of COVID. Matt Clarke and Gerald Ryan as well as Secretary-Treasurer Jill Cook were in attendance.

The Pledge of Allegiance was recited.

The Minutes from the January 12,2021 Organizational Meeting were approved on a motion from J.Alexander, 2nd by J.Martin, approved. Regular January Meeting minutes were approved on a motion made by J.Alexander 2nd by N.Collette, approved

**Communications and Petitions:**

**Treasurer Report:** A report of checks written and all account balances for

January was made by Treas Cook & approved on a motion from,

 J.Alexander, and 2nd by N.Collette, 2nd approved.

Chairperson Saumier explained the new financial spreadsheet we will now use.

**COMMITTEE REPORTS:**

**Grant Program:** S.Hamelin discussed the new update requiring new DUNs numbers for all. This must to completed by March 31,2021 to apply for FEMA grant.

**Liason**: CFD member**,** Jessica Johnson has moved and has resigned from the Department for this reason.

Recently decreased businessman John Harvey has donated $25,000 to the

CFD and all departments in Franklin County. These is a great gesture from a

community oriented man.

**Building:** J.Alexander reported on upgrading the Station’s internet service. Spectrum has service for $119.00 per month, with a $99.00 installation fee that will provide the Station with upgraded service. M.Clarke shared the Village uses DSL. N. Collette made the motion to upgrade internet service with Spectrum for $119.99 per month, 2nd by S.Hamelin, carried.

The advertised Skid Tank bid was opened at 7:00pm, there was only one bid.

The single bid was from Moira Volunteer Fire Dept with a bid for $500.00.

J. Alexander made the motion to accept $500.00 bid, 2nd by N.Collette, carried.

The Cancer insurance policy has been upgraded. The cost is $203.73 for current interior firefighters, $188.80 retired interior firefighters. This concerns 9 members. This policy covers all cancers, with the exception of skin cancer.

J.Martin moved to upgrade the Cancer policy,2nd by J.Alexander, carried.

The renovation of the bathrooms was discussed. N.Collette was unable to get anyone to come to the station for bids, he attempted to get bids from John Reynolds, Parmeter Construction and the Carsella’s. It was decided to go with

CO Construction with a bid of $4300.00. N.Collette made the motion to hire

CO Construction to do renovation, 2nd by J.Alexander, carried.

The replacement water heater has been ordered.

Chairperson Saumier requested a list of authorized Purchasers for the

Department for the March meeting.

Chairperson Saumier suggested changing the Procurement Policy to require

the CFD to provide a list of authorized purchasers prior to or at the Organizational Meeting in January instead of prior to January 1st of each year.

J.Martin moved to adopt change to policy, 2nd by J.Alexander, carried.

N.Collette suggested The Drug and Alcohol Policy will be send to our attorney for review. J.Saumier suggested instead of that, it is a good

question for Coffee with the Commissioners. This will be postponed until the March meeting.

The station cleaning by Citizens Advocates is going well. Everyone seems to be pleased with the monthly cleaning for a fee of $77.00 per cleaning.

The EMS District is currently working on incorporation, then will

start hiring personnel. Matt Clarke mentioned under a 24 hr shift, it is not required to provide sleeping/showering accomodations for EMTs

Chairperson Saumier will write a Resolution for Jon Damon. She will gather

Information about Jon. Everyone has a nice story about Jon, it will not be

difficult.

J. Alexander and J. Martin’s Commissioner Training was approved by a motion from S.Hamelin, 2nd by J.Saumier, carried.

Chairperson Saumier did some research on Accounting Programs for the District.

After discussion is was decided Quickbooks would work for us. J.Martin moved to purchase the Quickbook program, 2nd by J.Alexander,carried.

An outdoor signboard for the station was discussed, but no action was taken.

The annual insurance policy was reviewed noting some upgrades, good training

and good coverage. J. Alexander moved to renew the policy with

McNeil and Company INC, 2nd by J.Martin, carried.

**Executive Session:**

**Audit Bills:** Outstanding bills /invoices were presented for approval of payment by the Commissioners J.Alexander moved to approve bills, 2nd by S.Hamelin, carried.

**Adjournment:** On a motion from J.Alexander, 2nd by N.Collette, the meeting was adjourned at 8:27pm.

Jill W. Cook Jo Ellen Saumier

Secretary Chairperson