

Commissioners Meeting
September 18, 2023

Attendees:

Secretary: Shawn Smith

Commissioners: Peggy Darling, Kelly Engel, Karen Edwards

Representatives from Fire Department: Chief Finen

Absent: Commissioners John Pavelock and Trisha Finen

Public Attendees:

Guest:

Meeting: called to order at 18:33

Minutes reviewed: Motion to accept Aug meeting minutes by Peggy Darling, seconded by Karen Edwards, all in favor with the below adjustment

*** regarding Corey Michik, he can attend calls, he is not able to drive any apparatus.***

Correspondence:

Old Business:

- Based on initial feedback on the medical rfp, additional revisions have been made. The deadline to submit to the Board of Commissioners has been pushed out to Sept 15, 2023. Secretary to submit an extension for bid notice to the Queen Central.
- Chief Finen stated he will be notifying Corey Michik that he is not able to drive any apparatus. A letter will be sent from the Department. No action for the Commissioners at this time
 - A certified letter went out and to date, Corey has not accepted the certified letter.
- Chief Finen received a call from Oneida County on the morning of 8/21/2023 regarding an alleged inappropriate comment that was made during an EMS call on 8/20/2023. No action for the Commissioners at this time.
- Video recording policy – Peggy Darling made a motion to have the recorded minutes be the official minutes, Karen Edwards seconded, 1 in favor, 2 opposed.
 - Peggy Darling would like to reevaluate the approved motion to have recorded minutes be official minutes due to the intricacy associated with town law and recording.. This will be tabled until the Oct Commissioners meeting

New Business:

- Access Compliance submitted a sealed bid in a large envelope addressed to the McConnellsville Board of Commissioners postmarked 9/6/23. Chairman of the Board opened the sealed bid and distributed a copy to each Commissioner and Secretary in attendance.
 - The full RFP was reviewed and a motion was made by Peggy Darling to award the bid for annual physicals for 2023 and 2024 to Access Compliance, seconded by Karen Edwards. All in favor

- Firefighter Medical Examination at \$135 per employee
- Per the physical policy, we will require the Electrocardiogram at an additional \$65 per employee
- Secretary Shawn Smith will reach out to Access Compliance via email and advise the McConnellsville Board of Commissioners has awarded them the bid for 2023/2024
- Per the RFP, Secretary Shawn Smith will request 30 copies of the blank Questionnaire and request 5 dates and times for evening appointments to bring back to the Chief to set the date.
- OSHA training to be held on Sept 24th 2023 from 8-12 for all Officers. Chief Finen has already contacted those that are required to attend. Remaining members will be trained by the Officers. Cost is \$500 and will be instructed by Rob Bartholomay.
- The Fire Department will be holding another chicken BBQ on Saturday Oct 14, 2023.
- 2024 proposed budget was presented to the Commissioners via email on 9/17/2023. It was reviewed during this meeting and a motion was made to approve the 2024 budget by Karen Edwards with a second by Kelly Engel, all in favor; with the below revisions
 - Increase phone/internet by \$1,000
 - Increase physicals by \$823
 - Increase contingency by \$1,000
 - Secretary will send the proposed budget to Vienna Town Clerk and the Town of Annsville and will submit the notice to the Queen Central for voting. October meeting will be held with budget voting on Tuesday 10/17
- Martin Handler will be attending EMS Fall Forum on Sept 29th 2023 at Harts Hill Inn.
- It is that time of year to solicit snow plow bids.
 - No changes to the bid from last year
 - Secretary will send notice to the Queen Central for posting for 2 consecutive weeks with deadline of sealed bids by 10/17

Financial Bank Statement: Statement for Aug 2023 were presented for the board's review.

Monthly Invoices: Invoices for Sep were reviewed and authorized for payment by commissioners that were present at this meeting.

Adjournment: Motion to adjourn at 19:33 by Peggy Darling seconded by Karen Edwards. All in favor

Minutes Submitted
Shawn B. Smith
Secretary/Treasurer