



City of Norwich
Fire Department
31 East Main Street
Norwich, New York 13815

Fire & Rescue

(607) 334-3411

Emergency Medical Services

(607) 334-1213

Jan Papelino
Chief

(607) 334-1208 - FAX

William H. Edwards
Department Secretary

Fire Council Minutes
December 12, 2022

Members in Attendance:

Chief's Office1st Asst. Chief Dale Smith, Jr.**Alert Hose Co. #1**

Tim Jeffrey – Co. Rep.

George Rider H&L Co.:

Captain John Fowlston

Maydole Hose Co. #2**Ontario Hose Co. #3**

Sara Burton – Co. Sec'y

Fire Police**MTO****NVFA****Fire Council Secretary**

William Edwards

Auxiliary Members:

President Jamie Spencer

Local 1404**Other Department Members Present:**

Mike Ray

Gideon Schena

Dan Ackerman

Wendall Eckert

Greg Franklin

Robert Boellmann

Blake Parry

Guest:

Natalee Franklin

Nathan Franklin

Amy Franklin

Meeting called to Order by 1st Assistant Chief Dale Smith, Jr. at 07:00 pm.

Alert Co. Representative Timothy Jeffrey moved to accept the minutes from the November 2022 meeting, 2nd by Ontario Co. Representative Sara Burton, accepted.

APPLICATIONS / TRANSFERS:

Natalee L. Franklin – George Rider Hook & Ladder Co. – Captain John Fowlston, 2nd by Alert Co. Representative Timothy Jeffrey, accepted.

Nathan H. Franklin – George Rider Hook & Ladder Co. – Captain John Fowlston, 2nd by Alert Co. Representative Timothy Jeffrey, accepted.

Sworn in by 1st Assistant Chief Dale Smith, Jr.**OFFICERS / COMPANY REPORTS:** See next page

OFFICERS / COMPANY REPORTS:

Alert Hose Co. #1 – Reported by Captain Cary McConnell – Not Present; Reported by Co.. Representative Timothy Jeffrey:

- Officers for 2023:
 - President – Michelle Jenkins
 - Vice President –
 - Secretary – Ray Burke
 - Treasurer – Charles Newton
 - Captain – Cary McConnel
 - Lieutenant - None

George Rider Hook & Ladder Co. – Reported by Captain John Fowlston:

- Officers for 2023:
 - President – Robert Boellmann
 - Vice President – Jessica VanDeusen
 - Secretary – Alexa Burton
 - Treasurer – Cody Christophersen
 - Captain – John Fowlston
 - 1st Lieutenant Mike Ray
 - 2nd Lieutenant Gideon Schena
- 235 Starting Issue – working with Captain Franklin to resolve

Maydole Hose Co. #2 – Reported by Captain Christopher Coombs – Not present; Reported by 1st. Assistant Chief Dale Smith, Jr.:

- Officers for 2023:
 - President – Pat Ford
 - Vice President – Steve Crawford
 - Secretary – Mike Powell
 - Treasurer – Mike Powell
 - Captain – No Captain
 - Lieutenant – Mitchell Felker

Ontario Hose Co. #3 – Reported by Captain Travis Burlingame – Not present; Reported by Co. Representative Sara Burton:

- Officer's for 2023:
 - President – Brenda Hatch
 - Vice President – Scott Newman
 - Secretary – Sara Burton
 - Treasurer – Joseph Wagner
 - Captain – None
 - Lieutenant – None
 - Fire Council Representative: Sara Burton
 - Company Maintenance and Tools: Daniel Ackerman

Fire Police: No report.

Auxiliary – Reported by President Jamie Spencer:

- Chinese Auction – March 2021

Local 1404: No report.

OFFICERS / COMPANY REPORTS:

Norwich Volunteer Fireman's Association, Inc.: Reported by 1st Assistant Chief Dale Smith, Jr.

- Reminder: Election / Meeting at 7:00 tomorrow night.

Training: - Reported by MTO Gerald Parry, Jr. – Reported received email and read.

Fire Council Meeting – Training Division Report

December 12, 2022, 7pm

Things that are currently scheduled and training being prepared for the 2023 Year.

1. We need to get all City of Norwich members enrolled into the NYS LMS system. This is required for all members to have their own login and be registered for future state courses, printing certificates and viewing attended and completed training. I have posted a directions packet on the bulletin board for all members to access and get enrolled into the LMS system. You will need access to a computer. If you wish, you can go to the NYS OFPC web site and follow directions as well for the LMS (Learning Management System). This needs to be accomplished by the end of month. As of Jan 1, 2023. Everything training related will be done through the LMS systems. Except for the department training.
2. The **NYS TIMS** course will be starting Thursday the 15th from 6pm to 10pm at the station. The 2nd night will be on the 29th of December 6pm to 10pm.
3. Training on December 22, 2022 6:30pm @ station. Representatives from the 911 Center will be at the station to conduct a "Communications" Training Session for all members. This is a topic area needing improvement throughout the county, and we urge members to attend. This gives everyone an in site to the current communications procedures and radio traffic demeanor.
4. PESH/OSHA & NYS Mandatory Training will start during the month of January 2023. Workplace Violence, Sexual Harassment, Blood Borne Pathogens, Fire Station Safety. All members are required annually to attend these sessions. The Training Division is working with HR department to ensure that all members receive this annual training. There will be more than one opportunity to make these mandatory sessions.
5. If any member has not provided me with a copy of your driver's license, please make a copy or see me while I am working. So, we can keep the drivers list accurate with Insurance and the City records. I have received several DLIC's, but if you have not provided and plan operating or becoming an operator. We need this for City and Insurance.
6. Several members of this department have spent many hours throughout the year of 2022 with in house training, county, and State level training certification. Along with the drive to improve ourselves and our performance. I want to say Good Job !! and Keep up the good work.
7. I will have a completed and detailed report for the January 2023 Fire Council Meeting regarding the full year training attended. Once the year has concluded.
8. There will be a list of up-and-coming State Level Training being held within Chenango County posted on the board this week. The Fire Instructors just met and have determined courses and dates. So please take the time to review the board. I have also posted a Truck Company Training held by the NYSAFC. Flyer is on the board as well.
9. We do have one (1) new Career Firefighter currently working as a 5th until he attends the Recruit Firefighter School at Fire Academy in Montour Falls during February 2023. His name is FF Cody Minckler. FF Dan Mooney is finishing his Recruit Firefighter Training Series at the Utica Fire Academy. He graduates on Thursday December 15th. Then will be starting his orientation on the 19th. FF Mooney is a Paramedic as well.

Respectfully submitted.

Gerald E Parry, Jr.
Training Division

OFFICERS / COMPANY REPORTS:

2nd Assistant Chief Richard Burton: Not present.

1st Assistant Chief Dale Smith: No report.

Chief Jan Papelino: Not present. Reported by 1st Chief Dale Smith Jr.:

- Chief Jan Papelino meeting with the City Common Council on the Norwich Fire Department budgeted FD Budget for 2023
- FF Dan Mooney will be starting on December 19, 2022
- December 20th, Fire Safety, Gibson School, 3 sessions, request postponed
- New 234 bid approved ,50% down payment, lead time 26-28 months
- Norwich School – Junior Firefighter program, have not met with Joe Alger
- Firefighter Civil Service Exam February 22, 2023, applications must be received by January 31st, 2023

OLD BUSINESS:

- City Handbook for Employees - there is a City Volunteer Firefighter Policy Handbook – Secretary Edwards to review and provide assessment to Chief Papelino –per Secretary William Edwards has not completed the review. Update as of this meeting 9/12/2022 – review is almost complete. **Update 12/12/22 - No update, still work in progress.**
- Chief Jan Papelino is looking into what would be needed to do away with individual Companies for firematics and be one unified Department for firematics (Company firematics would be eliminated), the investigation has started Chief Papelino will provide further information at next month's meeting. Still looking into details. Concerns on Contract money approximately 9% how would it be managed. A City Charter change would need to be proposed and would require a public vote. More to come.
Update: Common Council could do it at any time without any warning, it's the City Charter. It would be best if the Department came up with a proposal on how this change would happen versus it being imposed on the Department with no input. Bring up at the next Volunteer Fireman's Association if they would be willing to hire an attorney with the process. Chief to talk to NVFA President Cary McConnell – No Update as of July 11th, No new updates as of this meeting 8/8/2022. Update: Chief Papelino and 1st Asst. Chief Dale Smith have met with the City Attorney, she is researching and looking at possible proposals to make this happen. Chief Jan Papelino stated once there are proposals feels the Department should hire an independent lawyer to review the proposal that has experience for input to ensure it is the best for the Department. **No update as of 12/12/2022.**
- Junior Firefighter program firing up shortly. Update as of July 11th: Jan talked to Kelly Colosi, talk to Joe Alger Vice Principal of High School, more to come. No new updates as of this meeting 8/8/2022. **See Chief's report.**
- Copy of Department Laws – There needs to be a consolidated version with all the changes in recent years. Once have a final version work on any further updates as needed. Per Secretary William Edwards researching the minutes to ensure all the changes have been captured as of 8/8/2022. Update as of this meeting 9/12/2022, all the past information has been gathered now needs to consolidate into a final version to present to Fire Council for review and determine if any further changes are needed. **Update: 12/12/2023 – Constitution and By-Laws have been updated with all the changes over the past few years. A copy was sent to Chief Papelino to review.**
- Back to companies – By Law's updated and similar not exact, if you make a change the By-Laws have to be updated and the entire membership advised
- Firematic Constitution and By-Laws – Discussion – qualification if so, they have preference to the position. Per 1st. Assistant Chief Dale Smith, Jr. if they only lack a qualification, they are given the opportunity to get that training. However, if non-qualified and something happens, there are liability concerns.

OLD BUSINESS: (cont.)

- Next meeting Fire Council Meeting (January 2023) Firematic Constitution By-Laws need to be overhauled ASAP and approved by all companies.

NEW BUSINESS:

- Who is eligible to vote. Lots of discussion. Need Chief Jan Papelino for input. Will discuss at tomorrow's election meeting.
- Reminder Company copies of Company Minutes need to be sent to the City. Recommended they are sent as PDF files, protected and redacted as necessary, i.e., financial info. Do NOT provide "Word" copies.
- Discussion on the new Extrication Tools and the newspaper article that came out the same time as a request for funding being reviewed for a grant. Per Captain John Fowlston he takes responsibility. There was no attempt to cover up anything.

Captain John Fowlston moved to adjourn, 2nd by President Jamie Fowlston, passed

Meeting adjourned at 08:10 pm.

Respectfully Submitted.

William H. Edwards - Fire Council Secretary