

A Special Meeting of the Board of Trustees of the Village of Oxford was held at 6:00 p.m. on January 9, 2024 at the Village Hall - 20 LaFayette Park, Oxford, NY 13830.

**Present were** Mayor Terry Stark, Trustee Dale Leach, Trustee Dustin Hendricks, Trustee Richard Rice. Also attending Fire Chief Ron Martin, ES squad Captain Mark Forrest, Fire Capital Committee members - Greg Ross & Kim Nichols

Absent: Trustee Richard Marks

Mayor Terry Stark called the meeting to order at 6:00 p.m.

Pledge of Allegiance to the American Flag was given.

**PUBLIC CONCERNS:**

None

**PROCUREMENT POLICY UPDATE TO REFLECT – FEMA GRANT REQUIREMENTS**

Mayor Stark discussed the request from Fire Recruiting coordinator Kylie Ferguson, Grant Administrator for the Village of Oxford Fire Department to update Procurement Policy. Recently FEMA has determined that the Village's procurement policy requires an update to include the Federal Procurement requirements of 2 CFR 200.317 through 200.327. The attached Policy amendment to include Section II was drafted based on the FEMA requirements regarding Grant Awards as updated by FEMA and forwarded to the Village via email from Kylie on January 9<sup>th</sup> 2024.

Following Discussion Trustee Leach , seconded by Trustee Rice made a motion to amend the current Procurement policy to include Section II regarding FEMA Grant requirement effective January 10, 2024. All voted Aye and the motion was approved

**OFD ROOF BID -SUGGESTED CHANGES – VENDORS- TIMING**

Following a review in late November of the only roof bid submitted (\$225,000 ) from Premier roofing, the Board rejected the BID. It was decided to re-bid the project early in the new year. Discussion with Consultant Sean Foran indicated he was confident we should receive several bids on the project during the winter months. During discussion, the following factors were listed as important to be included in a rebid process:

1. Confirm whether the original capital project specifications and thus the standalone roof project specifications provided by Labella Associates addressed the removal of the chimney. If not, Hueber-Breuer or Labella should be contacted and a meeting set up to address all new specifications that should be included in the rebid.
2. Determine any HVAC issues resulting from the chimney removal and include specifications that address HVAC system. Ventilation and furnace were the main concerns raised.
3. A short timing window to submit bids was deemed an issue in previous bid process. The group consensus was that the rebid must allow enough time to amend any engineering specifications, send out a bid package by mid-February, submit bids by March 15<sup>th</sup> and include language that confirms a spring start no later than May 1st.
4. Mayor to contact Sean Foran to determine rebid role of Hueber Breuer (HB) and/or Labella Engineers. Sean and Colin Bragg (HB Assistant Project Manager) completed the roof BID package. We need to determine and engage the most appropriate consultant (HB or LaBella) to attend a meeting with the Board Fire Committee (Leach, Marks) and OFD Capital Project Committee (Martin, Ross, Nichols) and other interested Board members. The meeting should be scheduled no later than January 26<sup>th</sup>.

Trustee Hendricks moved and Trustee Rice seconded a motion to rebid the roofing project with a target date for receipt of new bids no later than March 15, 2024 and a project start date no later than May 1, 2024. All voted Aye and the motion was approved .

**OFD ELECTRICAL RESOLUTION - WAIVER OF COMPETITIVE BIDDING**

**SUGGESTED CHANGES – TIMING**

**RFP – DISCUSSION**

Based upon Several recent discussions regarding serious concerns about the safety of the Fire station electrical system (see attached meeting minute Notes and Chief Martin summary) and the desire of the Village Board to maintain a safe and secure fire station the Board called this special meeting to address the concerns. During discussion, the following factors were listed as critical in determining how best to resolve the issues as soon as possible:

1. Accelerating frequencies of electrical damage and interruptions causing an aging generator to become unreliable.
2. The Village Board has a responsibility to the OFD members and its residents, business owners, property owners and the public to ensure the Fire station is safe, secure, and protected from dangerous electrical issues.
3. Unforeseen occurrences/conditions have occurred to the station's electrical system that jeopardizes the continuous operation of station facilities and can jeopardize the safety of station operators (fire fighters and EMS providers).
4. This meeting was interrupted by a Village wide power failure resulting in the meeting being terminated and fire station Generator reliability called into question.
5. Emergency BID requested by Village was received this day by local contractor who has assessed the issues and provided guidance how to ensure the electrical system is working properly and emergency power can be maintained, as necessary.
6. The Village has a responsibility to resolve the issue at the lowest possible cost.

Based upon the discussion, Trustee Leach offered, seconded by Trustee Hendricks the following resolution :

**RESOLUTION NO. R-2024-01**

**A RESOLUTION AUTHORIZING A WAIVER OF THE COMPETITIVE BID PROCESS AND APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH ELECTRICAL CONTRACTOR TO PERFORM EMERGENCY ELECTRICAL SERVICES AT OXFORD FIRE STATION AT THE LOWEST POSSIBLE COST.**

WHEREAS, the Village Board of Trustees of the Village of Oxford New York, pursuant to General Municipal Law §103, may forego compliance with the competitive bidding requirements when a situation arises that requires emergency procurement. And,

WHEREAS, the Village Board of Trustees of the Village of Oxford must determine that an emergency, as that term is defined by §103(4) of the General Municipal Law, exists before the Board of Trustees may declare an exemption; and

WHEREAS, Fire Department members upon notifying Fire officers of strange smells, power surges, electrical interruptions, and other electrical anomalies during the course of conducting routine procedures at the station in late September; and

WHEREAS Fire officers after investigation documented electrical damage to department equipment contacted a local electrician who had completed an electrical inspection in late summer in connection with a plan to replace an aging back-up station generator and upgrading power services; and

WHEREAS Fire Officers have recommended that the Village Board take immediate action that cannot wait for competitive bidding steps and authorizing the local electrical contractor to

undertake the work at an estimated cost not to exceed \$80,000 to replace the aging generator and upgrade the power system at the station; and

WHEREAS the Village Board upon review of all known facts has found that:

A public emergency arising out of an inspection by a qualified electrical company of the Village of Oxford Fire Station's electrical system has occurred, and

1) this unforeseen occurrence/condition has occurred to the station's electrical system that jeopardizes the continuous operation of station facilities and could jeopardize the safety of station operators (fire fighters and EMS providers). And,

WHEREAS, the Village Board Village finds that it is in the best interests of the Village Fire Department members and its residents, business owners, property owners and the public to ensure the Fire station is safe, secure, and protected from dangerous electrical issues

NOW, THEREFORE, BE IT RESOLVED BY THE Village Board of Trustees of the Village of Oxford, Chenango County NY as follows:

Section 1: **Incorporation.** Each Whereas paragraph above is incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Resolution.

Section 2: **Bid Waiver and Approval of Documents.** The Board of Trustees of the Village of Oxford waive competitive bidding in order to approve and enter into an Agreement with Electrical contractor per specification outline in attached RFP at a cost not to exceed \$80,000 unless subsequent approved by Village Board .

Section 3: **Execution of the Agreement and Approval of Financial Obligations and Other Documents.** The Board of Trustees of the Village authorize and direct the Village Mayor and Village Clerk, or their designees, to execute the final version of the Agreement, which may contain certain non-substantive and non-financial modifications that are approved by the Village Attorney, and to execute and deliver all other instruments and documents and pay all costs that are necessary to fulfill the Village's obligations under the Agreement.

Section 4: **Delivery of Signed Documents.** The Mayor and Board of Trustees of the Village direct the Village Clerk's Office, or its designee, to forward a copy of this Resolution and a request for proposal to electrical contractors indicating that the scope of work will be awarded to a qualified contractor who can perform the work at the lowest cost prior to March 1, 2024.

Section 5: **Effective Date.** This Resolution shall be effective immediately upon its approval and adoption as provided by applicable State law.

ADOPTED this 9th day of January, 2024, pursuant to a roll call vote as follows:

AYES: Mayor Stark, Trustees Richard Rice , Dustin Hendricks, and Dale Leach

NAYS: None

ABSENT: Trustee Richard Marks

#### **EMS – STATUS – MONTHLY – REPORT PENSION – FICA EXPENSES EMS STAFFING FUND REVIEW & LONG-TERM OPTIONS, AMBULANCE**

There are several long standing and more recent issues regarding serious concerns about the long-term viability of the Emergency Medical Services (EMS) operations. This led the Village Board to question whether the service could be continued to provide cost effective service to

the community. During discussion, the following findings are critical factors that will impact how to resolve the long-term issues:

1. The Village's paid EMS staff responded to 284 (61%) of 468 total call during the last year.
2. The response rate during scheduled paid staffing hours of 8 AM to 8 PM seven days a week was 76%. NY State Emergency Services Council via its Technical Service Group (TAG) recommends agencies should respond to 80% of dispatched calls without mutual aid.
3. There were 184 calls that were not covered of which 100 (54%) were outside of the paid staff schedule. The cost to add paid staff to capture those 100 calls between the hour of 8 pm to 8 AM will far exceed the Billing revenue generated from those calls.
4. FICA expense (\$10,400) and NY state retirement pension costs (\$7,600) have been absorbed by the general fund for the last two years. Effective December 2023, both FICA and pension costs will be charged to the EMS paid staff fund. The fund balance is currently \$125,000.
5. The paid staff cost to respond to 76% of calls during scheduled staffing hours now exceeds billing revenue by about \$40,000 per year. This shortfall will result in the Oxford EMS service fund being depleted by mid Village FY 2025 (December 2025).
6. The continuation of the EMS paid staff cannot be achieved beyond December 2025 without a \$40,000 per year subsidy included in the Fire District #23 renewal contract.
7. The aged two EMS ambulances are beyond their useful life span and a new ambulance should be purchased at a cost of about \$200,000. Lead time for new non inventory unit is about two-three years. Lead time for used or new in stock unit is a few months at most.
8. The OFD/EMS Apparatus space allocation planned to be addressed with the Coe replacement building appears to no longer be fiscally viable. Consequently, the current plan is to purchase, maintain and house only one ambulance at the Fire station.
9. Volunteer EMS service is no longer viable due to the stringent training requirements, and the equity challenges of working without pay alongside paid staff.
10. Potential for other local EMS providers such as Greene, Chenango County, and the City of Norwich to replace Oxford EMS has not yet generated any viable interest.

### **OFD CAPITAL PROJECT SUMMARY**

Committee indicated that given all the changes and cost escalations during the past three years, it would be helpful to have an updated summary of the capital project. This would include all the costs to date, changes in scope of work, commitments for future costs and total Budget. This would be based upon the budget vote in 2021 that approved a \$2,800,000 total project costs. This consisted of \$2,370,000 in Bonding and \$430,000 from OFD capital Reserve. This would help the committee to better understand what funds are left to work with regarding any additional changes in scope of work and how best to prioritize project spending. Due to the power failure and adjournment of a shortened meeting, the attached Capital Project summary estimate #8 was not discussed but is included as an attachment for all to review and used for a review at next meeting.

### **FIRE CONTRACTS      5 YEAR BUDGET REVIEW** **CONTRACT CRITICAL ASSUMPTIONS**

The Mayor would like to provide a preliminary contract/budget review in February with Oxford Fire Protection District #23 Liaisons for towns of Oxford, Preston, and Smithville to provide preliminary budgets and costs for the contract renewal. The attached Exhibit V Budget summary includes all the factors discussed in the previous sections. The mayor has asked the OFD and Village Board members to review the DRAFT budget and provide feedback, questions, concerns etc.

**TRUSTEE COMMENTS:**

None

**ADJOURNMENT:**

Following Village wide power failure, Mayor Terry Stark made a motion to adjourn the meeting at 7:30 p.m.

Respectfully Submitted,

Terry M. Stark  
Recorder of Minutes