

Board of Fire Commissioners

Greenfield Fire District
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A Special Meeting of the Greenfield Fire District was called to order at Company #1 by Chairman Don Kugler at 6:30 PM on June 29, 2010. The flag salute and a moment of silence were recognized for departed members.

Present were:

Commissioners: Kugler, Spackmann, Robarge, Waite; Secretary J. Petkus, P/A J. Chouinard. Please see sign in sheet for others in attendance.

RESOLUTION #166 TO GO INTO EXECUTIVE SESSION AT 6:31 PM IN REFERENCE TO AN EMPLOYMENT ISSUE REGARDING THE PURCHASING AGENT.

MOTION: Kugler

SECOND: Waite

RESOLVED to go into executive session at 6:31 pm in reference to an employment issue regarding the purchasing agent.

VOTE: All in favor, motion carried.

RESOLUTION #167 TO RECONVENE FROM EXECUTIVE SESSION AT 7:35 PM.

MOTION: Robarge

SECOND: Spackmann

RESOLVED to reconvene from executive session at 7:35 PM.

VOTE: All in favor, motion carried.

RESOLUTION #168 IN THE MATTER PERTAINING TO THE EMPLOYMENT ISSUE REGARDING THE PURCHASING AGENT, A LETTER IS TO BE PLACED IN THE PURCHASING AGENT'S PERSONNEL FILE.

MOTION: Kugler

SECOND: Spackmann

RESOLVED to in the matter pertaining to the employment issue regarding the Purchasing Agent, a letter is to be placed in the Purchasing Agent's personnel file.

VOTE: All in favor, motion carried.

Commissioner Robarge then left the special meeting due to personal obligations.

Brief discussion regarding holding special monthly meetings to discuss Porter Corners Co #2

construction/renovations. Meetings to be held the second Thursday of each month at Porter Corners firehouse beginning at 7:00 PM, except for July when the meeting will be held on July 15, 2010 at Porter Corners Firehouse beginning at 7:00 PM. Secretary J. Petkus to advertise special meetings each month. Commissioner Waite noted he spoke to Bill Reed, and they are complete except for the floor covering and they need to put the baseboard down after that. He also requested Mr. Reed to be present at the July meeting to talk about the work that has been done. Commissioner Kugler requested that each month Commissioner Waite have an update for the rest of the Board. Commissioner Waite also noted he had received a bill from Complete Construction and had it in the Treasurer's box. Brief discussion regarding payment of bill received; Building Inspector is in every other week and Commissioner Waite will speak with him. Brief discussion regarding hiring a Clerk of the Works for the exterior portion of the project; Secretary Petkus waiting on some information she requested from another fire district who recently went through the same process. Advertisement to be placed by the end of the week regardless if information received or not.

RESOLUTION #169 THAT UPON RECEIPT OF BUILDING INSPECTOR'S SATISFACTORY REPORT, TREASURER IS AUTHORIZED TO PAY COMPLETE CONSTRUCTION PARTIAL PAYMENT OF \$20,000.00 IN ACCORDANCE WITH THE CONTRACT.

MOTION: Spackmann

SECOND: Waite

RESOLVED that upon receipt of Building Inspector's satisfactory report, Treasurer is authorized to pay Complete Construction partial payment of \$20,000.00 in accordance with the contract.

VOTE: All in favor, motion carried.

Discussion regarding hiring someone to help out in the District office: Secretary J. Petkus noted that she would like to hire someone that would work with her in the office when she is there as well; since there are so many meetings that take up a lot of her time she is falling behind in completing other projects including updating District Manuals, getting all the personnel information into Firetracker, completing training certificates for the training that is being done and helping the Chief as necessary. Commissioner Spackmann noted he had spoken with Joyce earlier in the day, who had suggested Jessica Bullard, who had volunteered this spring in the office. Joyce noted having Jessica here for the summer before she leaves for college would be a good test to see if we just need temporary help or if the Board needs to think about hiring more staff. Discussion including salary and number of hours; the Board agreed on salary of \$9.50 per hour and a maximum of 20 hours per week. Joyce to contact Jessica Bullard to see if she would be interested. Joyce thanked the Board for the extra help.

RESOLUTION #170 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Kugler

SECOND: Spackmann

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

RESOLUTION #171 TO ADJOURN THE MEETING AT 7:52 PM.

MOTION: Kugler

SECOND: Spackmann

RESOLVED to adjourn the meeting at 7:52 PM.
VOTE: All in favor, motion carried.

Respectfully submitted,

Joyce A. Petkus
District Secretary