

Board of Fire Commissioners

Greenfield Fire District
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The April 8, 2015 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:00 PM.

Present were:

Commissioners Atwell, Chandler, Kugler, Mann; D/A Petkus, D/P Chouinard, D/T Thurman. Please see sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.

2. Payment of Bills:

Commissioner Atwell questioned voucher #150182 jaws repair; it is for 292. Also questioned voucher #150173 for radio installation on 289; it was noted it was the installation of the radios for A/C Jennings.

RESOLUTION #112 TO PAY ABSTRACT #7, VOUCHER #150171 THROUGH VOUCHER #150197 FROM THE GENERAL FUND, TOTALING \$29,086.86.

A3410.1	\$ 3,647.63
A3410.2	3,749.31
A3410.4	21,457.84
A9030.8	232.08
A9040.8	958.00

Total: \$ 29,086.86

MOTION: Chandler

SECOND: Kugler

RESOLVED to pay Abstract #7, Voucher #150171 through Voucher #150197 from the General Fund, totaling \$29,086.86.

VOTE: All in favor, motion carried.

3. Reports of the Staff

District Administrator – Joyce Petkus:

- Reminder for all firefighters to complete their annual physicals by the May 31st deadline.
- Deidre, the new Operations Secretary started last week; come in and say hi!
- Discussion regarding the new statute that extends the VFBL law and goes into effect mid-June. The District must opt in via resolution to cover firefighters. Will add to a May agenda for Board approval.

- Needs resolution approving some firefighter to attend Montour Falls training; Jill has ordered their books.

RESOLUTION #113 GIVING DERRICK BARSS, JERRID MARSHALL AND CHRISTOPHER STANTON PERMISSION TO ATTEND FIRE INSTRUCTOR I AT THE NYS ACADEMY OF FIRE SCIENCE IN MONTOUR FALLS, NY, JUNE 25-28, 2015 AND JULY 11-12, 2015. PERMISSION ALSO TO TAKE 266.

MOTION: Kugler

SECOND: Atwell

RESOLVED to give Derrick Barss, Jerrid Marshall and Christopher Stanton permission to attend Fire Instructor I at the NYS Academy of Fire Science in Montour Falls, NY, June 25-28, 2015 and July 11-12, 2015. Permission also to take 266.

VOTE: All in favor, motion carried.

- SCI lawsuit coming to a close; we should be receiving money back soon. Brief discussion regarding where to put the money once received; Joyce to place on April 22nd agenda.
- **Director of Purchasing – Jill Chouinard:**
 - Reminder to start thinking about fire prevention; she will be placing one order for the whole district.
 - New district office phone system installed, still trying to get used to it and work out the bugs, thanks for your patience!
 - Still have not received the old pager charger back from the Chief; he noted he lost it.
 - Who is participating in Recruit NY? It was noted Co #3 will be participating. Brief discussion.
 - Kincaid Networking has been working on IT stuff, they are doing a fantastic job and is very happy with them. Brief discussion.
 - Will start looking at upgrading cell phones.
 - No update on Co #4 siren.
 - Working on getting cleaning supplies, paper products and upgrading towel dispensers in the firehouses. Will be contacting the Presidents.
 - 2½" hose ordered from B-Lann is in and will be delivered by the end of the week. No ETA on 5" hose.
 - Co #3 water softener to be looked at by Toby Middlebrook; Commissioner Chandler noted he believes it has been fixed, there is one part that needs to be changed out.
 - Thanks to Mickey for fixing the toilets at Co #3.
 - Still no response regarding the email she sent out in March asking for black probie helmets back if they are inactive. She is in short supply and there are quite a few new members that have recently joined.
 - Willie Staiger returned his gear, including fire police gear. Brief discussion.
 - Has only heard from 2 firefighters regarding helmets that are going out of date; helmets have been exchanged for those two.
 - FF1 books are in and FF's Orvis and Murray have signed theirs out.
 - There are still some new members that have not come in for fit testing. Brief discussion.

- Co #4 has 2 chain saws down; they are at Spring Valley for repairs.
- Has a bunch of gas meters to be calibrated or repaired.
- 3 repaired packs are back for Co #3 along with a bottle that was leaking; Co #1 has one pack repaired.
- EMS Coordinator Tim Kemp is back and his radio returned, and OB kits were given to him as well. Believes FF Petkus has the other radio in his possession.
- Correction that the next 2016 banquet committee meeting in May 13th, not June as previously noted.
- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - Received copy of a receipt dated four months ago; original receipts need to be submitted to the district in order to receive reimbursement, and please do not hold receipts such a long time. Brief discussion.

4. Firefighter and Auxiliary New Members/Changes in Membership

Firefighter Applications:

- **Co #1:** None.
- **Co #2:** Clinton McGowan.
- **Co #3:** None.
- **Co #4:** Nicholas Carriger, Leif Catania, Adam Towers; Lucas Laplanche under 18.

Reminder that both FF McGowan and FF Catania cannot participate as active members until they come to the office to sign their final paperwork.

Firefighter Changes in Membership:

- **None this month.**

Auxiliary Applications/Changes in Membership:

- **None this month.**

RESOLUTION #114 GIVING THE CHAIRMAN PERMISSION TO SIGN OFF ON THE ABOVE NEW MEMBERS AS NOTED.

MOTION: Atwell

SECOND: Mann

RESOLVED to give the Chairman permission to sign off on the above New Members as noted.

VOTE: All in favor, motion carried.

5. Report of the Chief – John Lant

- Past Captain James Smith from Co #1 passed away earlier today; would like to dedicate a page of the minutes. The family would like the district to be involved in the services.
- Problems with 282 batteries; he will call KME.
- Problem with 266 siren again; asked Jill to call on that.
- Recently had National Grid seminar.
- Asked if the Board had time to review the curriculum for the Pump Ops class, and will the Board accept it for Officer qualifications. Discussion continued.

RESOLUTION #115 ACCEPTING THE PUMP OPS CLASS SUBMITTED BY THE CHIEF FOR DISTRICT OFFICER QUALIFICATION.

MOTION: Chandler

SECOND: Kugler

RESOLVED to accept the Pump Ops class submitted by the Chief for District Officer qualification.

VOTE: All in favor, motion carried.

6. Reports of the Companies:

- **Greenfield Center Co #1: D/C Davis**
 - Has a Captain stepping down this month, would like the Board to appoint Bill Coffey as an officer. Discussion regarding his qualifications; Commissioner Chandler noted that he understands their dilemma, but it is hard to bend the rules, we need to follow them. Discussion continued.
 - 261 is back in service; when is it going for painting? Commissioner Atwell noted after the truck maintenance is completed throughout the District.
 - Asked how they made out on the Auto eject on 263; KME was not here today.
 - Asked for an update on the floor renovation; Jill noted he is supposed to start the week of April 13th.
- **Porter Corners Co #2: D/C Burwell**
 - Nothing at this time.
- **Middle Grove Co #3: D/C Ellsworth**
 - Jack King found the generator leak, it is by the block heater. Jill to call.
 - Met with Tom regarding the Oliver B. Merlyn grant. Discussion continued; Jill to get prices on 2 cameras.
 - Went to help out at FF1 last Saturday; new curriculum does not seem to be the problem that everyone thought.
 - Would like permission for Andrea Mann to use the firehouse next week.

RESOLUTION #116 GIVING ANDREA MANN PERMISSION TO USE CO #3 FIREHOUSE APRIL 15, 16, 17, 2015.

MOTION: Atwell

SECOND: Kugler

RESOLVED to give Andrea Mann permission to use Co #3 firehouse April 15-17, 2015.

VOTE: All in favor, motion carried.

- Truck committee met last week, going pretty well; next meeting on April 20th. Brief discussion continued.
- Asked about the out of District rule, for example when trucks go to KME, mutual aid out of district. Brief discussion; Joyce to look into it.
- Asked about the roof; Commissioner Chandler noted they need to sit down and put a spec together.
- **Maple Avenue Co #4: D/C King**
 - Asked if Jill purchased the rubbing compound for the bus; Jill noted FF Ramsey was getting it.

7. EMS – Tim Kemp:

- He is not receiving the abstracts; Joyce apologized and noted she will put him on the email list. Bob Roxbury also to be added.
- 17 attended CPR at Co #3. Goal is to get everyone in the district certified.
- Reminder that EMS CME training is held the first Monday of every month.
- EMT CPR recert is going to be held on May 2nd at Wilton EMS.
- Will need the projector and screen for BBP on April 21st. Brief discussion.

8. Reports of the Commissioners:

- Mann
 - Forwarded to the Commissioner a 2nd draft of the employee handbook.
 - Discussion regarding getting 501C3 status for each fire company; Co #3 is currently the only one who has it. Sent an email to the Deputy Chiefs; she will help apply. Need it to apply for grants.
 - Sent out a job description for the maintenance person/station keeper position. Lengthy discussion continued regarding her concerns that that person also be required to be a firefighter and expected to respond to call during work hours. More research to be done.
 - Asked if the Board wanted more job descriptions for positions that are already in place under the Dictionary of Titles format?
 - Sent an email the deputy Chiefs regarding collection of the LOSAP records. Brief discussion.
- Kugler
 - Brief discussion regarding the broken toilets at Co #3; Toby Middlebrook suggested that both toilets should be replaced. To wait until there is a problem again and then replace them.
- Atwell
 - Lengthy discussion regarding results/quotes received for upgrading truck bay lights at Co #2 and Co #3 from Smartwatt; Co #2 cost would be \$1,867.81 and Co #3 would be \$2,433.93. D/C Ellsworth questioned if the meeting room lights were included; Commissioner Atwell noted on the truck bay lights. Added to April 22nd agenda.
 - In the process of doing pump and chassis services. Brief discussion.
- Chandler
 - Nothing at this time.

9. Planning Board:

- Town of Wilton: Gary Bullard
 - 98 unit assisted living facility similar to Prestwick Chase going on Perry Road.
 - Aldi's submitted a new plan to regarding building next to Lowes.
 - Other buildings in the planning stages going in across from Lowe's.
- Town of Greenfield: Mike Chandler
 - Dave Evans' project was approved, will have some shared driveways - they are waiting for contingencies from the fire department; would like to get together with A/C Middlebrook and D/C Ellsworth.
 - Town is putting a committee together to look at rules and regulations regarding building sites; they would like to have someone from the fire department on the committee but the meetings are on the same nights as the Commissioners meetings. Someone will need to be appointed.

10. Grants: Nothing other than the Oliver B. Merlyn grant.

11. Special Topics of Discussion:

- Discussion/approval of District Guidelines: Credit Card Policy, Investment Policy, Purchasing Policy, Training Approval Policy, Travel Policy, Alcohol & Drug Policy (new). Commissioner Mann requested the Investment Policy be moved to the April 22nd agenda.

RESOLUTION #117 APPROVING THE CHANGES TO THE CREDIT CARD POLICY AS SUBMITTED.

MOTION: Chandler

SECOND: Mann

RESOLVED to approve the changes to the Credit Card Policy as submitted.

VOTE: All in favor, motion carried.

RESOLUTION #118 APPROVING THE CHANGES TO THE PURCHASING POLICY AS SUBMITTED.

MOTION: Chandler

SECOND: Mann

RESOLVED to approve the changes to the Purchasing Policy as submitted.

VOTE: All in favor, motion carried.

RESOLUTION #119 APPROVING THE CHANGES TO THE TRAINING APPROVAL POLICY AS SUBMITTED.

MOTION: Chandler

SECOND: Kugler

RESOLVED to approve the changes to the Training Approval Policy as submitted.

VOTE: All in favor, motion carried.

RESOLUTION #120 APPROVING THE CHANGES TO THE TRAVEL POLICY AS SUBMITTED.

MOTION: Chandler

SECOND: Kugler

RESOLVED to approve the changes to the Travel Policy as submitted.

VOTE: All in favor, motion carried.

Commissioner Mann noted that there are guidelines and procedures and to possibly change the wording so that it is consistent across the Board. Brief discussion; Joyce to work on it, to be put on the agenda when project is complete.

Commissioner Chandler noted a draft Alcohol and Drug Policy has been created. Brief discussion; Joyce noted anything in red denotes something the Commissioners need to discuss. Will also need to go to the Attorney for review. Added to April 22nd agenda for more discussion.

- Commissioner Chandler noted two letters of interest were received in reference to the Commissioner vacancy. Suggested interviews be set up for the candidates. Brief discussion.

RESOLUTION #121 TO GO INTO EXECUTIVE SESSION AT 8:25 PM IN REFERENCE TO A POSSIBLE SEXUAL HARASSMENT CLAIM.

MOTION: Chandler

SECOND: Kugler

RESOLVED to go into executive session at 8:25 PM in reference to a possible sexual harassment claim.

VOTE: All in favor, motion carried.

RESOLUTION #122 TO RECONVENE FROM EXECUTIVE SESSION AT 8:55 PM.

MOTION: Chandler

SECOND: Mann

RESOLVED to reconvene from executive session at 8:55 PM.

VOTE: All in favor, motion carried.

12. Dispense with the reading of the minutes

RESOLUTION #123 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Kugler

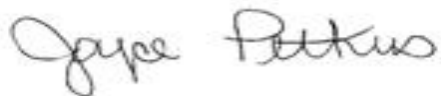
SECOND: Atwell

RESOLVED to dispense with the reading of the minutes.

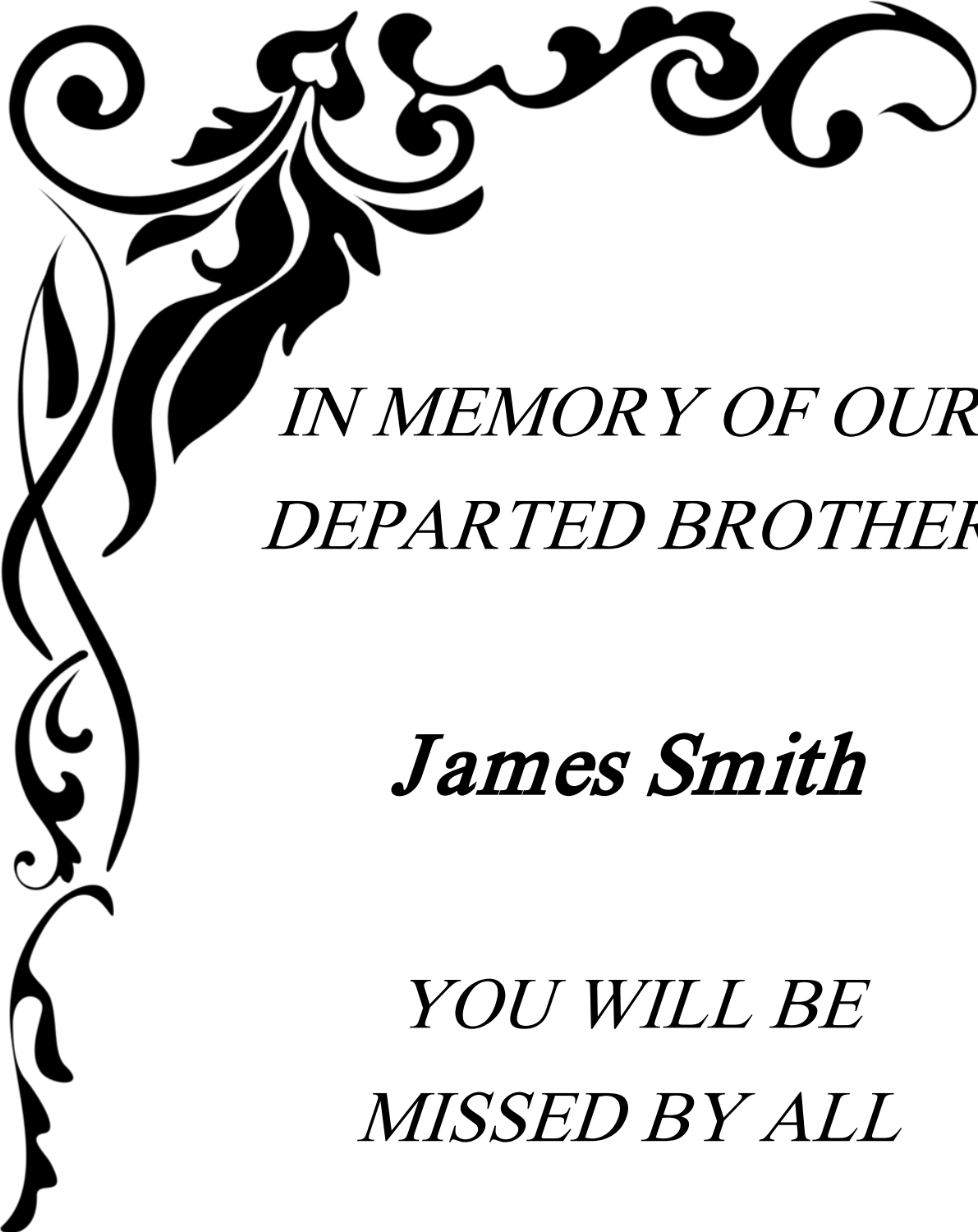
VOTE: All in favor, motion carried.

Motion made by Commissioner Mann with a second from Commissioner Atwell to adjourn the meeting at 8:57 PM. All in favor.

Respectfully submitted,



Joyce Petkus
District Administrator/Treasurer



*IN MEMORY OF OUR
DEPARTED BROTHER*

James Smith

*YOU WILL BE
MISSED BY ALL*