

# **Board of Fire Commissioners**

Greenfield Fire District  
P.O. Box 103  
Greenfield Center, NY 12833  
(518) 893-0723

The January 2007 Reorganization Meeting of the Greenfield Fire District Board of Fire Commissioners was called to order at Co #1 by Treasurer Jean Bishop at 7:00 pm on January 3, 2007. The flag salute and a moment of silence were recognized for the departed.

## **Present were:**

Commissioners: King, Kugler, Robarge, Spackmann, Waite; Secretary Petkus, Treasurer Bishop, Purchasing Agent Howe

Assistant Chiefs: Gibbins, Murray, Ellsworth, Lant; 2<sup>nd</sup> Assistant Chiefs: Davis, Kemp, John King.

Others in attendance were: Andrea Mann, Ronald Bishop, Michael LaGalles, Bryan Chouinard, Jason Gibbins, Nancy Waite

Treasurer Bishop asked for a nomination for Chairman of the Board for 2007. Commissioner Waite nominated Donald Kugler with a 2<sup>nd</sup> from Commissioner Spackmann.

## **RESOLUTION #1 TO APPOINT DONALD KUGLER AS CHAIRMAN OF THE BOARD FOR 2007.**

MOTION: Waite

SECOND: Spackmann

RESOLVED to appoint Donald Kugler as Chairman of the Board for 2007.

VOTE: All in favor, motion carried.

## **RESOLUTION #2 TO APPOINT JOYCE PETKUS DISTRICT SECRETARY FOR 2007.**

MOTION: Kugler

SECOND: King

RESOLVED to appoint Joyce Petkus District Secretary for 2007.

VOTE: All in favor, motion carried.

## **RESOLUTION #3 TO APPOINT JILL HOWE DEPUTY DISTRICT SECRETARY FOR 2007.**

MOTION: Kugler

SECOND: Waite

RESOLVED to appoint Jill Howe Deputy District Secretary for 2007.

VOTE: All in favor, motion carried.

## **RESOLUTION #4 TO APPOINT JEAN BISHOP DISTRICT TREASURER FOR 2007.**

MOTION: Kugler

SECOND: Robarge

RESOLVED to appoint Jean Bishop District Treasurer for 2007.

VOTE: All in favor, motion carried.

**RESOLUTION #5 TO APPOINT KAREN GIBBINS DEPUTY DISTRICT TREASURER FOR 2007.**

MOTION: Kugler

SECOND: Spackmann

RESOLVED to appoint Karen Gibbins Deputy District Treasurer for 2007.

VOTE: All in favor, motion carried.

**RESOLUTION #6 TO APPOINT JILL HOWE DISTRICT PURCHASING AGENT FOR 2007.**

MOTION: Kugler

SECOND: Waite

RESOLVED to appoint Jill Howe District Purchasing Agent for 2007.

VOTE: All in favor, motion carried.

**RESOLUTION #7 TO NAME THE DAILY GAZETTE AS THE LEGAL NEWSPAPER FOR 2007.**

MOTION: Kugler

SECOND: Robarge

RESOLVED to name the Daily Gazette as the legal newspaper for 2007.

VOTE: All in favor, motion carried.

**RESOLUTION #8 TO NAME SARATOGA NATIONAL BANK, BALLSTON SPA NATIONAL BANK AND ADIRONDACK TRUST COMPANY AS BANKS FOR 2007.**

MOTION: Kugler

SECOND: Spackmann

RESOLVED to name Saratoga National Bank, Ballston Spa National Bank and Adirondack Trust Company as banks for 2007.

VOTE: All in favor, motion carried.

**RESOLUTION #9 TO SET MEETING NIGHTS AS LISTED ON ATTACHED SHEET.**

MOTION: Kugler

SECOND: King

RESOLVED to set meeting nights as listed on attached sheet.

VOTE: All in favor, motion carried.

Commissioner Waite questioned whether our meeting nights were supposed to change this year per the new laws; Chairman Kugler noted it was just regarding budget hearings and elections/votes.

Chairman Kugler then read the Special Accounts Assignments – see attached.

**RESOLUTION #10 TO APPOINT WILLIAM YOUNG AS LEGAL ADVISOR FOR 2007.**

MOTION: Kugler

SECOND: Robarge

RESOLVED to appoint William Young as legal advisor for 2007.

VOTE: All in favor, motion carried.

**RESOLUTION: #11 THAT ANY BILLS OVER \$250 MUST HAVE THE APPROVAL OF THREE COMMISSIONERS AND HAVE THREE BIDS OR QUOTES.**

MOTION: Kugler

SECOND: Waite

RESOLVED that any bills over \$250 must have the approval of three Commissioners and have three bids or quotes.

VOTE: All in favor, motion carried.

**RESOLUTION: #12 THAT THE ALLOTMENT CUT OFF DATE FOR 2007 SHALL BE NOVEMBER 30, 2007.**

MOTION: Kugler

SECOND: King

RESOLVED that the allotment cut off date for 2007 shall be November 30, 2007.

VOTE: All in favor, motion carried.

**RESOLUTION #13 THAT THE TREASURER HAS PERMISSION TO PAY VARIOUS BILLS, I.E. FUEL, LIGHTS, WAGES, FEDERAL AND STATE TAXES, POSTAGE, TELEPHONE, GAS, GARBAGE PICK UP EVERY MONTH.**

MOTION: Kugler

SECOND: Robarge

RESOLVED that the Treasurer has permission to pay various bills, i.e. fuel, lights, wages, federal and state taxes, postage, telephone, gas, garbage pick up every month.

VOTE: All in favor, motion carried.

**RESOLUTION #14 TO ADOPT SECTION 104B OF THE GENERAL MUNICIPAL LAW REGARDING DISTRICT PURCHASING PRACTICES.**

MOTION: Kugler

SECOND: Waite

RESOLVED to adopt Section 104B of the General Municipal Law regarding District Purchasing Practices.

VOTE: All in favor, motion carried.

**RESOLUTION #15 TO ADOPT A PURCHASE ORDER SYSTEM METHOD OF PURCHASING FOR THE GREENFIELD FIRE DISTRICT.**

MOTION: Kugler

SECOND: Spackmann

RESOLVED to adopt a purchase order system method of purchasing for the Greenfield Fire District.

VOTE: All in favor, motion carried.

**RESOLUTION #16 THAT THE HOME COMMISSIONER SHALL SIT ON THE COMMITTEE THAT IS PURCHASING A NEW TRUCK FOR HIS COMPANY.**

MOTION: Kugler

SECOND: Robarge

RESOLVED that the home Commissioner shall sit on the committee that is purchasing a new truck for his company.

VOTE: All in favor, motion carried.

**RESOLUTION #17 THAT TRUCK REPAIRS SHALL BE HANDLED BY THE CHIEF AND THE COMMISSIONER OF THE COMPANY CONCERNED.**

MOTION: Kugler

SECOND: Spackmann

RESOLVED that truck repairs shall be handled by the Chief and the Commissioner of the company concerned.

VOTE: All in favor, motion carried.

**RESOLUTION #18 TO FORM AN AUDIT COMMITTEE TO AUDIT THE BOOKS WHEN THE TREASURER HAS THEM READY. AUDIT COMMITTEE SHALL BE COMMISSIONERS KING, ROBARGE, SPACKMANN AND WAITE.**

MOTION: Kugler

SECOND: King

RESOLVED to form an audit committee to audit the books when the Treasurer has them ready. Audit committee shall consist of Commissioners King, Robarge, Spackmann and Waite.

VOTE: All in favor, motion carried.

**RESOLUTION #19 THAT ANY INDIVIDUAL WISHING TO TAKE A COURSE COSTING MORE THAN \$200 MUST COME TO THE BOARD FOR PRIOR APPROVAL. ANY COURSE LESS THAN \$200 MUST RECEIVE PRIOR APPROVAL BY THE CHIEF AND COMMISSIONER ROBARGE.**

MOTION: Kugler

SECOND: Waite

RESOLVED that any individual wishing to take a course costing more than \$200 must come to the Board for prior approval. Any course less than \$200 must receive prior approval by the Chief and Commissioner Robarge.

VOTE: All in favor, motion carried.

**RESOLUTION #20 THAT THE GREENFIELD FIRE DISTRICT SHALL MAINTAIN MEMBERSHIP IN FASNY (FIREMAN'S ASSOCIATION OF THE STATE OF NEW YORK).**

MOTION: Kugler

SECOND: Robarge

RESOLVED that the Greenfield Fire District shall maintain membership in FASNY (Fireman's Association of the State of New York).

VOTE: All in favor, motion carried.

**RESOLUTION #21 TO APPOINT DENNIS MCCONKEY CHIEF OF THE DISTRICT FOR 2007.**

MOTION: Robarge

SECOND: Waite

RESOLVED to appoint Dennis McConkey Chief of the District for 2007.

VOTE: All in favor, motion carried.

**RESOLUTION #22 TO APPOINT COMPANY #1 A/C GARY GIBBINS AND ALL HIS OFFICERS FOR 2007.**

MOTION: Kugler

SECOND: Robarge

RESOLVED to appoint Company #1 A/C Gary Gibbins and all his officers for 2007.

VOTE: All in favor, motion carried.

**RESOLUTION #23 TO APPOINT COMPANY #2 1<sup>st</sup> A/C SCOTT MURRAY, 2<sup>nd</sup> ASSISTANT CHIEF JONATHAN DAVIS, AND ALL THEIR OFFICERS FOR 2007.**

MOTION: Kugler

SECOND: Waite

RESOLVED to appoint Company #2 1<sup>st</sup> A/C Scott Murray, 2<sup>nd</sup> A/C Jonathan Davis, and all their officers for 2007.

VOTE: All in favor, motion carried.

**RESOLUTION #24 TO APPOINT COMPANY #3 1<sup>st</sup> A/C JAY ELLSWORTH, 2<sup>nd</sup> A/C TIMOTHY KEMP, AND ALL THEIR OFFICERS FOR 2007.**

MOTION: Kugler

SECOND: King

RESOLVED to appoint Company #3 1<sup>st</sup> A/C Jay Ellsworth, 2<sup>nd</sup> A/C Timothy Kemp, and all their officers for 2007.

VOTE: All in favor, motion carried.

**RESOLUTION #25 TO APPOINT COMPANY #4 1<sup>st</sup> A/C JOHN LANT, 2<sup>nd</sup> A/C JOHN KING, AND ALL THEIR OFFICERS FOR 2007.**

MOTION: Kugler

SECOND: Spackmann

RESOLVED to appoint Company #4 1<sup>st</sup> A/C John Lant, 2<sup>nd</sup> A/C John King, and all their officers for 2007.

VOTE: All in favor, motion carried.

Chairman Kugler then asked Chief McConkey to appoint the District EMS Coordinator for 2007. Chief McConkey appointed Gary Gibbins as District EMS Coordinator for 2007.

**RESOLUTION #26 THAT THE CHIEF APPOINT GARY GIBBINS DISTRICT EMS COORDINATOR FOR 2007.**

MOTION: Kugler

SECOND: Robarge

RESOLVED that the Chief appoint Gary Gibbins District EMS Coordinator for 2007.

VOTE: All in favor, motion carried.

**RESOLUTION #27 TO APPROVE THE MINUTES OF THE MEETING OF DECEMBER 29, 2006.**

MOTION: Robarge

SECOND: King

RESOLVED to approve the minutes of the meeting of December 29, 2006.

VOTE: All in favor, motion carried.

**RESOLUTION #28 TO DESIGNATE THE FOLLOWING PEOPLE AS ELECTION INSPECTORS FOR 2007: MARGE CORNELL, ANN CORNELL, JOYCE WOODARD, JUDY PECORARO, RUTH BARSS, BONNIE OLDER, PAT BRUST, DORIS OLDER, BETTY BOWEN, CAROL POTTER.**

MOTION: Kugler

SECOND: King

RESOLVED to designate the following people as Election Inspectors for 2007: Marge Cornell, Ann Cornell, Joyce Woodard, Judy Pecoraro, Ruth Barss, Bonnie Older, Pat Brust, Doris Older, Betty Bowen, Carol Potter.

VOTE: All in favor, motion carried.

Treasurer Bishop then read the claims on Abstract #1. Chairman Kugler asked about claim #7 and the bills for repairs to 282; make sure they are kept separate from the insurance claim. Not sure how the insurance company is going to handle the deductible yet on that.

**RESOLUTION #29 TO APPROVE CLAIMS #1 THROUGH #11 AS READ, TOTALLING \$6349.57 FROM ACCOUNT A3410.4.**

MOTION: Waite

SECOND: Spackmann

RESOLVED to approve claims #1 through #11 as read, totaling \$6349.57 from account A3410.4.

VOTE: All in favor, motion carried.

**RESOLUTION #30 TO PAY 48.5¢ PER MILE FOR FIRE CALLS OR DISTRICT BUSINESS ONLY (BASED ON FEDERAL GUIDELINES). MONTHLY SUBMISSION REQUIRED; SUBMISSIONS MUST BE RECEIVED BY THE THURSDAY MORNING PREVIOUS TO THE NEXT BOARD MEETING.**

MOTION: Spackmann

SECOND: King

RESOLVED to pay 48.5¢ per mile for fire calls or District business only (based on federal guidelines). Monthly submission required; submissions must be received by the Thursday morning previous to the next board meeting.

VOTE: All in favor, motion carried.

**Reports of Companies:**

Company #1: A/C Gibbins asked how we are doing on the door. Commissioner Spackmann said he will be calling him tomorrow regarding another issue as well. Asked about getting a copy of the rules for going into executive session. Secretary Petkus noted there were copies given out with the November minutes. She would get him another copy.

Company #2: A/C Murray asked for a copy of the monthly Commissioner meeting schedule. Secretary Petkus noted she would put a copy in with the minutes. The door that you enter the hall in that goes to the radio room, they would like to put in a window because with the new truck there it is a close fit. Chairman Kugler asked if Steve Van Dyk was still available and to get a hold of him and see if he could do it. A/C Murray said he would call him tomorrow. Also unhooked the water softener until the problem is fixed. Commissioner Waite noted that Toby is aware of it.

Company #3: A/C Ellsworth asked about the boots and Commissioner Spackmann noted he spoke with them yesterday and he wants to meet Tuesday. Apparently they believe the mistake is ours and not theirs and he is in the middle of trying to resolve that. Danielle's boots are in. A/C Ellsworth also noted that the back door on the station by 84 is sticking and when it is changed over to the access system could it be fixed. Commissioner Spackmann noted that it would be in working order when the doors are switched over, which he does not want switched over until all avenues are covered. A/C Ellsworth also asked about fobs for the ladies auxiliary. Commissioner Spackmann said that would be handled in January.

Company #4: A/C Lant asked if Gary had given Commissioner Spackmann a list of tubes needed for the drager. Chairman Kugler noted that he got something from Paul Coneski. A/C Lant figured all the A/C's should have a case each, they are expensive. Will purchase them from Granger. Also if the Board wants him to sit on the Fire Advisory Board a letter should be sent to Al Janik asking that he be on the FAB, unless someone else wants it. Commissioner Spackmann asked if that was an annual appointment; he noted he thought it was a 1 year appointment. Chairman Kugler asked if anyone else was interested.

### **RESOLUTION #31 APPOINTING JOHN LANT AS DISTRICT REPRESENTATIVE TO THE FIRE ADVISORY BOARD, AND SENDING A LETTER TO MR. JANIK ADVISING HIM OF SUCH APPOINTMENT.**

MOTION: Kugler

SECOND: Spackmann

RESOLVED appointing John Lant as District representative to the Fire Advisory Board, and sending a letter to Mr. Janik advising him of such appointment.

VOTE: All in favor, motion carried.

Al is no longer on the public safety committee and it is a big loss; he wished the letter was written because his feeling was in five or six years they never got a thing done, and now that they got a committee that finally got something done they break them up. Commissioner Robarge asked why they took him off; A/C Lant noted that maybe he didn't want it, but Art Johnson is on it. Town of Greenfield got the permit for that light and he would like to keep the generator here and have the fireman help run it, and there is a liability issue, he's been called a half dozen times. Chairman Kugler asked the Board what their feeling was on it. Commissioner Waite felt it was the highway department's responsibility. Some discussion was held, A/C Gibbins said he does not know when that traffic light is working or not, they may not necessarily be activated, last time they were so busy doing other things they were not even thinking about that traffic light, and does not want to take responsibility for it. More lengthy discussion followed, issues brought up were who is responsible to get the generator hooked up, what if the generator runs out of gas, where should it be stored, what if there is an accident anyway? Commissioner Spackmann felt that these issues should be discussed with our attorney before we proceed at all, and if Greenfield Center doesn't want to take that responsibility, he agrees with the Chairman that we should not force them to do it. Chairman Kugler asked the Chief what his feeling was on it. The Chief felt that if Co #1 didn't want the responsibility, it should be put on the Town. It was agreed that we were not interested and Commissioner Spackmann would call Al Janik and explain that to him. Chairman Kugler asked Mike LaGalles what he thought, and Mike felt that it did not fall within the purview of our normal operations and we shouldn't get involved.

**Report of the Chief:** Chief McConkey asked about the fobs for the sheriffs, there were 7 cars. Commissioner Spackmann said he would speak with him and work something out.

**Reports of the Commissioners:**

Commissioner Waite: Regarding the problem with the water at Co #2, yesterday a new pump and line were put in and the bottom of the well is 170' and it's down 120'. Toby is shocking it right now and it will be a few days before we can actually flush the water. Can we get Toby a fob so he can work on the water softeners and furnaces in the fire houses. Awful hard for him to get in.

Commissioner Spackmann noted the answer was yes. Commissioner Waite asked if there are any keys for Co #2, if there is no other way to get into the firehouse, and if those locks get screwed up the windows are going to be broken. Chairman Kugler thought he gave a set to him and he will look for them. Would like to get one to the A/C as well.

Commissioner Robarge: Wished everyone a Happy New Year.

Commissioner King: Would like to pass a resolution that all requests brought before the Board for consideration be tabled for 30 days to allow adequate time for the Board's review. Commissioner Spackmann felt that it should be modified and put a price range on there, as well as extend that a little that all requests be in writing and a proposal be attached for anything over \$5000.00. Lengthy discussion followed. Commissioner Spackmann felt that one of the issues is really about justifying expenses.

**RESOLUTION #32 THAT ALL REQUESTS BROUGHT BEFORE THE BOARD OF FIRE COMMISSIONERS FOR CONSIDERATION BE TABLED FOR THIRTY DAYS TO ALLOW ADEQUATE TIME FOR THE BOARD TO REVIEW, UNLESS THE VALUE OF THE ITEM IS LESS THAN \$1000.00 OR DEEMED TO BE AN EMERGENCY PURCHASE. ALL REQUESTS OVER \$1000.00 MUST BE IN WRITING.**

MOTION: King

SECOND: Spackmann

RESOLVED that all requests brought before the Board of Fire Commissioners for consideration be tabled for thirty days to allow adequate time for the Board to review, unless the value of the item is less than \$1000.00 or deemed to be an emergency purchase. All requests over \$1000.00 must be in writing.

VOTE: All in favor, motion carried.

Commissioner Spackmann: Looking forward to a safe 2007.

Chairman Kugler asked each Assistant Chief to run down their list of line officers for 2007.

Co #1 Captain: Jason Gibbins  
1<sup>st</sup> Lieut: Justin Burwell  
2<sup>nd</sup> Lieut: Joshua Gibbins  
President: Karen Gibbins  
Vice Pres: Ken Cleveland  
Treasurer: Harold Hall, Jr.  
Secretary: LuAnn Brownell  
Sgt at Arms: John Duffney  
Recording Secretary: Liz Duffney

Co #2 Captain: Dave Middlebrook  
1<sup>st</sup> Lieut: Erik Lloyd  
2<sup>nd</sup> Lieut: Steven Hickam  
President: William Lloyd, Jr.  
Vice Pres: Joshua Clothier  
Treasurer: William Welmaker  
Secretary: Nancy Waite  
Sgt at Arms: Shawn Willard



Co #3 Captain: Edward Petkus  
1<sup>st</sup> Lieut: Brian Bunnell  
2<sup>nd</sup> Lieut: Scott Older  
President: Gordon McGrath  
Vice Pres: Brian Bishop  
Treasurer: Ronald Bishop  
Secretary: Jean Bishop  
Sgt at Arms: Thomas Bunnell  
Fin. Secretary: Bill Miller

Co #4 Captains: Duane Bogardus & Gary Bullard  
1<sup>st</sup> Lieut: Dean Deuel, Jr.  
2<sup>nd</sup> Lieut: Scott Dussault  
President: Gary Bullard  
Vice Pres: Dean Deuel, Jr.  
Treasurer: John King  
Secretary: Paul Coneski  
Sgt at Arms: Tom Clark  
Fin. Secretary: Nate King

Chairman Kugler asked Mike LaGalles if he got in touch with Skip. He had not heard from him; Chairman Kugler asked if he would get to it this weekend as he really wants to get going on this. Commissioner Robarge asked Mike to give him a call as well.

**Chairman Kugler asked if there was anything else anyone wanted to bring up before he closed.**

A/C Lant requested the Board send a letter to Al Janik thanking him for his service on the Public Safety Committee.

**RESOLUTION #33 TO SEND A LETTER TO SUPERVISOR AL JANIK THANKING HIM FOR HIS SERVICE ON THE COUNTY PUBLIC SAFETY COMMITTEE.**

MOTION: Spackmann

SECOND: King

RESOLVED to send a letter to Supervisor Al Janik thanking him for his service on the County Public Safety Committee.

VOTE: All in favor, motion carried.

Chairman Kugler noted the Co #2 went over their allotment by \$164.56 based on Treasurer's report and Co #4 went over allotment by \$120.61. A/C Lant said they didn't, that last saw was supposed to come out of the Rescue account, they were authorized to buy two but he knew they would be close with rescue so he only bought one. Treasurer Bishop noted she put it where it was marked on the PO. A/C Murray asked if there was any way they could find out ahead of time how much the shipping is going to cost, as that is the problem he has, he never knows how much the shipping costs are. Discussion followed.

Commissioner Waite is going to look into getting a case of filters for that water system, and when he gets the cheapest price he will call Jill.

A/C Gibbins asked about the 2 meters that had to be sent out. Captain Jason Gibbins explained that the 2 meters that needed a signed PO, he used today's date. A/C Ellsworth said he had one that needed to be recalibrated; Jason Gibbins to take it to AJ Vel for recalibration. Commissioner Waite asked if we could calibrate it ourselves, but A/C Gibbins explained that if we calibrate it ourselves then it is not guaranteed and we are responsible if anything goes wrong.

Secretary Petkus noted that last month a resolution was passed for Gary Bullard to be liaison for the Town Planning Boards, and do we have to do another one for Mike Chandler for the Town of Greenfield. Chairman Kugler explained that yes, they do, but first they need to find out if he still wants to do it. Also asked for a resolution for petty cash.

## RESOLUTION #34 to establish petty cash fund of \$50.00 for the District Secretary.

MOTION: Kugler

SECOND: Waite

RESOLVED to establish petty cash fund of \$50.00 for the District Secretary.

VOTE: All in favor, motion carried.

Chairman Kugler designated Commissioner Spackmann Acting Chairman while he is gone.

A/C Murray noted that the paint is peeling on the tanker again. Wildfire fixed it previously in the last year and it is peeling already. Seems there is always a problem with Wildfire and why go back to them, maybe we could go someplace a little closer and who would do a better job. Chairman Kugler felt that if it's been less than a year Wildfire ought to make it good. Further discussion followed; A/C Lant to look into Spa Auto Body of Wilton on Route 9. A/C Ellsworth noted that Nemer Ford does all of Queensbury's and all of Glens Falls; Chief McConkey to look into Nemer Ford. Commissioner Spackmann noted that we have not had a lot of success with Wildfire and paint in the last few years.

## RESOLUTION #35 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Spackmann

SECOND: Waite

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Robarge with a second made by Commissioner Waite to adjourn the meeting at 7:54 pm. All in favor, meeting adjourned.

Respectfully submitted,

Joyce A. Petkus  
District Secretary