

Board of Fire Commissioners

Greenfield Fire District
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The July 22, 2015 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:07 PM.

Present were:

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

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

2. Open Bids: Old rehab bus:

There was only one bid on the bus in the amount of \$520.68 received from Larry Ramsey.

RESOLUTION #224 ACCEPTING THE BID IN THE AMOUNT OF \$520.68 RECEIVED FROM LARRY RAMSEY FOR THE 2001 BLUEBIRD BUS.

MOTION: Kugler

SECOND: Mann

RESOLVED to accept the bid in the amount of \$520.68 received from Larry Ramsey for the 2001 Bluebird bus.

VOTE: All in favor, motion carried.

3. Award Bid: Co #3 engine/tanker:

Commissioner Chandler noted that D/C Ellsworth and FF Petkus went through the spec book.

RESOLUTION #225 AWARDING THE BID FOR CO #3 ENGINE/TANKER TO KME.

MOTION: Chandler

SECOND: Kugler

RESOLVED to award the bid for Co #3 engine/tanker to KME.

VOTE: All in favor, motion carried.

RESOLUTION #226 GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND \$625,000.00 FROM THE EQUIPMENT RESERVE FUND FOR THE PURCHASE OF A NEW ENGINE TANKER FROM KME. ALSO GIVE THE TREASURER PERMISSION TO CUT A

CHECK FOR THE 75% DOWN PAYMENT OF \$468,301.00 ONCE THE 30 DAY REQUIREMENT HAS PASSED.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to give the District Administrator permission to advertise a permissive referendum to withdraw and expend \$625,000.00 from the Equipment Reserve Fund for the purchase of a new engine tanker from KME. Also give the Treasurer permission to cut a check for the 75% down payment of \$468,301.00 once the 30 day requirement has passed.

VOTE: All in favor, motion carried.

RESOLUTION #227 GIVING THE CHAIRMAN PERMISSION TO SIGN THE KME CONTRACT ON BEHALF OF THE BOARD.

MOTION: Atwell

SECOND: Sadousky

RESOLVED to give the Chairman permission to sign the KME contract on behalf of the Board.

VOTE: All in favor, motion carried.

4. Approve Minutes: July 8, 2015 Commissioner Meeting Minutes

RESOLUTION #228 APPROVING THE JULY 8, 2015 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Atwell

SECOND: Kugler

RESOLVED to approve the July 8, 2015 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

5. Payment of Bills:

Commissioner Atwell questioned voucher #150400; it was explained that this was credit coming back to us. Commissioner Atwell also questioned voucher #150426, radio straps; it was explained that there was confusion on payment. Also on voucher #150426 it was noted there was an overage of material that was delivered and Kivort Steel is coming back to take the material and credit us for it.

RESOLUTION #229 TO PAY ABSTRACT #14, VOUCHER #150397 THROUGH VOUCHER #150428 FROM THE GENERAL FUND, TOTALING \$39,745.52.

A3410.1	\$ 4,242.63
A3410.2	542.88
A3410.4	34,617.60
A9030.8	342.01

Total:	\$ 39,745.52

MOTION: Kugler
SECOND: Mann
RESOLVED to pay Abstract #14, Voucher #150397 through Voucher #150428 from the General Fund, totaling \$39,736.53.
VOTE: All in favor, motion carried.

**RESOLUTION #230 TO PAY BUILDING RESERVE ABSTRACT #6,
VOUCHER #BR15011 FROM THE BUILDING RESERVE FUND,
TOTALING \$3,189.54.**

MOTION: Sadousky
SECOND: Atwell
RESOLVED to pay Building Reserve Abstract #6, Voucher #BR15010 from the Building Reserve Fund, totaling \$3,189.54.
VOTE: All in favor, motion carried.

**RESOLUTION #231 TO PAY EQUIPMENT RESERVE ABSTRACT #8,
VOUCHER #ER15011 THROUGH VOUCHER #15013 FROM THE
EQUIPMENT RESERVE FUND, TOTALING \$2,168.92.**

MOTION: Kugler
SECOND: Sadousky
RESOLVED to pay Equipment Reserve Abstract #8, Voucher #ER15011 through Voucher #15013 from the Equipment Reserve Fund, totaling \$2,168.92.
VOTE: All in favor, motion carried.

6. Reports of the Staff

- **District Administrator – Joyce Petkus:**
 - Jill is off on Monday, July 27th and Friday, July 31st.
 - Joyce and Chris will be attending a Treasury Seminar Monday, July 27th.
 - Deidre will be covering the office Monday, July 27th.
- **Director of Purchasing – Jill Chouinard:**
 - Not present this evening; Joyce presented the report:
 - Fire Prevention – Jill received a list from Co. #1 and is still awaiting a list from Co. #4. She would like it no later than August 1, 2015.
 - The internet switch has been replaced at Co. #1.
 - The generator at Co. #3 has been repaired (freeze plug). Jill sent an email to D/C Ellsworth and President Miller.
 - Saratoga Electric repaired the outside lights at Co. #2 for now. They are no longer available, so in the future we will have to look at replacing them with LED's.
 - A quote for running power to Co. #1 shed was left on Commissioner Atwell's desk. The cost to run power, one light and one outlet is \$417.00.
 - Flashing on the side of Co. #1 was fixed by Bill Reid last week.
 - Outstanding FF1 book from Sara Orvis at Co. #4 has not been returned after several requests. Could she be reminded to drop it off.

- Jill has scheduled a Fit test make-up date, August 4th at the district office from 6-9 pm for anyone still needing to be tested.
- FAST equipment that was ordered by Captain Barss has come in.
- Exterior/Interior helmet stickers have come in.
- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - Nothing at this time.

7. Firefighter and Auxiliary New Members/Changes in Membership

Firefighter Applications: None.

Firefighter Changes in Membership:

- **Co #1:** None.
- **Co #2:** Chris Burnett, 12 mo. LOA; R. Feulner 16/17 yr. old to Active FF.
- **Co #3:** None.
- **Co #4:** Bryan Chouinard, transfer from Co. #4 to Co. #1 and has been approved. Kevin Greenwood, temporarily moving out of district; Lucas Laplanche 16/17 yr. old to Active probationary FF.

Auxiliary Applications/Changes in Membership: None.

RESOLUTION #232 GIVING THE CHAIRMAN PERMISSION TO SIGN THE ABOVE ON BEHALF OF THE BOARD OF FIRE COMMISSIONERS.

MOTION: Atwell

SECOND: Sadousky

RESOLVED to give the Chairman permission to sign the above on behalf of the Board of Fire Commissioners.

VOTE: All in favor, motion carried.

8. Report of the Chief – John Lant

- September 12, 2015 Rock City Falls is having their 75th Anniversary Parade. Chief Lant would like the companies to attend.

RESOLUTION #233 GIVING PERMISSION FOR FIREFIGHTERS AND FIRE POLICE TO PARTICIPATE IN ROCK CITY FALLS 75TH ANNIVERSARY PARADE ON SEPTEMBER 12, 2015.

MOTION: Atwell

SECOND: Chandler

RESOLVED to give permission for firefighters and fire police to participate in Rock City Falls 75th Anniversary Parade on September 12, 2015.

VOTE: All in favor, motion carried.

- August 11, 2015 there will be a Ventilation Drill instructed by Dave Hatin to be held at Co. #1 at 7 pm. Will be about \$200. All members are urged to attend.

RESOLUTION #234 GIVING PERMISSION TO HOLD A VENTILATION DRILL INSTRUCTED BY DAVE HATIN AT CO. #1 ON AUGUST 11, 2015 AT 7 PM.

MOTION: Sadousky

SECOND: Kugler

RESOLVED to hold a Ventilation Drill instructed by Dave Hatin at Co. #1 on August 11, 2015 at 7 pm.

VOTE: All in favor, motion carried.

- There will be a ladder training offered in September, 2015. It will consist of lectures along with hands-on over four sessions. Chief Lant will discuss it with the Deputy Chief's and put together some dates. The cost will be roughly \$200.00 for the lecture and \$750 for the hands-on piece. He also stated that there should be \$2,700.00 left in the training account after these trainings.

RESOLUTION #235 GIVING PERMISSION TO HOLD A LADDER TRAINING IN SEPTEMBER, 2015 (DATES TO BE ANNOUNCED) CONSISTING OF LECTURE AND HANDS-ON. TOTAL COST OF \$950.00.

MOTION: Atwell

SECOND: Sadousky

RESOLVED to hold a ladder training in September, 2015 (dates to be announced) consisting of lecture and hands-on. Total cost of \$950.00.

VOTE: All in favor, motion carried.

9. Reports of the Companies:

- **Greenfield Center Co #1: D/C Davis**
 - Quiet.
- **Porter Corners Co #2: D/C Burwell**
 - Asked if the email was received regarding 273. Commissioner Atwell spoke to John Cameron who has been in touch with Hale. Brief discussion continued.
 - Thanked everyone for the Pump testing on Saturday, it went flawlessly. Commissioner Atwell also thanked everyone for their assistance.
- **Middle Grove Co #3: D/C Ellsworth**
 - Thanked the Commissioner's for the purchase of the new truck.
 - Last night he and Chris went to West Charlton for the MSA pack demonstration. It was very impressive. It would be good to have a demonstration done for our district. The pricing is very competitive. Commissioner Chandler asked Jay to discuss this at an Officer's meeting.
- **Maple Avenue Co #4: D/C King**
 - August 1, 2015 is Big Truck Day at Maple Avenue Middle School. Co. #4 will be taking the ladder truck over. Chief Lant noted everyone from the district is welcome to attend. Board approved.
 - New member applicant who lives just outside the district, Katelyn Matthews.

RESOLUTION #236 GIVING CO# 4 PERMISSION TO CONTINUE WITH THE APPLICATION PROCESS OF KATELYN MATTHEWS, WHO RESIDES OUTSIDE THE DISTRICT.

MOTION: Atwell

SECOND: Sadousky

RESOLVED to give Co #4 permission to continue with the application process of Katelyn Matthews, who resides outside the district.

VOTE: All in favor, motion carried.

- Radio Room computer - I am Responding is out.
- Two members who would like to attend Vital Signs. Brief discussion; Joyce will look into the availability of funds.

10. EMS – Tim Kemp:

- Not present this evening.

11. Reports of the Commissioners:

- Atwell
 - Quote to run power to the shed is \$417.00. Brief discussion. Commissioner Chandler asked if it will be in conduit. Commissioner Atwell to call electrician and Commissioner Chandler to call Walt.
 - Smartwatt rebates – paperwork has been signed and sent back.
 - 272 Flywheel; there was no guard over it. Brief discussion; Commissioner Atwell to look at it and then call Nick.
 - Bunker pants were delivered by Jill on Monday.
 - Congratulations to Jerrid Marshall and Derrick Barss for completing and passing Firefighter 1 Instructor.
 - There will be a meeting tomorrow night to streamline New Member Orientation Class. More mandates from the state. Will get back to everybody on what's happening.
 - KME will be here to look at the ladder truck for the piece that failed again.
- Kugler
 - There will be a By-Law Committee Meeting the fourth Thursday of this month and continuing each month at 7 pm here at the District Office.
- Mann
 - Has received the LOSAP records and also has a beige file drawer; it belongs to Co. #2.
 - Commissioner Mann has Investment Committee draft policy and Charter and will be sending those out to committee members for review.
- Sadousky
 - Fire Police, Bob Roxbury was informed that Motorola has refurbished the 800 radios at a price of 2 for 1. Will check with Jill to be sure they are compatible.
 - District Chiefs were emailed forms to fill out for training for the New Year.
- Chandler
 - Reminder that OSHA must be completed by the end of the month. D/C Burwell is doing a makeup class on Tuesday at Co #2.

12. District Guideline Review:

- Harassment/Discrimination Policy – no changes were made.
- Sexual Harassment Policy– no changes were made.
- Workplace Violence Policy – no changes were made.
- Social Media (new): Board okay with policy. Joyce to distribute.
- Drug/Alcohol Policy (new) – Lengthy discussion continued and changes made to the policy. Joyce to make changes as discussed and forward to the Board for review; added to the August 12, 2015 agenda for final approval.

RESOLUTION #237 TO APPROVE THE SOCIAL MEDIA POLICY AS WRITTEN.

MOTION: Sadousky

SECOND: Mann

RESOLVED to approve the Social Media Policy as written.

VOTE: All in favor, motion carried.

13. Special Topics of Discussion:

RESOLUTION #238 TO GO INTO EXECUTIVE SESSION AT 7:52 PM IN REFERENCE TO POSSIBLE DISCIPLINARY ACTIONS INVOLVING CERTAIN OFFICERS AND FIREFIGHTERS.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to go into executive session at 7:52 pm in reference to possible disciplinary actions involving certain officers and firefighters.

VOTE: All in favor, motion carried.

RESOLUTION #239 TO RECONVENE FROM EXECUTIVE SESSION AT 10:10 PM.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to reconvene from executive session at 10:10 PM.

VOTE: All in favor, motion carried.

RESOLUTION #240 SUSPENDING FIREFIGHTER ZAKARY KING FOR A PERIOD OF 30 DAYS COMMENCING IMMEDIATELY AND CONCLUDING AT MIDNIGHT AUGUST 21, 2015.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to suspend firefighter Zakary King for a period of 30 days commencing immediately and concluding at midnight August 21, 2015.

VOTE: All in favor, motion carried.

RESOLUTION #241 SUSPENDING CHIEF JOHN LANT COMMENCING MIDNIGHT JULY 23, 2015 AND CONCLUDING MIDNIGHT AUGUST 6, 2015.

MOTION: Chandler

SECOND: Kugler

RESOLVED to suspend Chief John Lant commencing midnight July 23, 2015 and concluding midnight August 6, 2015.

VOTE: Atwell, yes; Chandler, no; Kugler, yes; Mann, yes; Sadousky, yes. Motion carried.

14. Dispense with the reading of the minutes

RESOLUTION #242 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Kugler

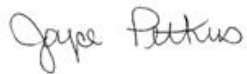
SECOND: Sadousky

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion made by Commissioner Sadousky with a second from Commissioner Atwell to adjourn the meeting at 10:14 PM. All in favor.

Respectfully submitted,



Joyce Petkus
District Administrator/Treasurer