

Board of Fire Commissioners

Greenfield Fire District
P.O. Box 103
Greenfield Center, NY 12833
(518) 893-0723
Fax: (518) 893-7006

The July 8, 2015 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:16 PM.

Present were:

Commissioners Atwell, Chandler, Kugler, Mann, Sadousky; D/A & Treasurer Petkus, D/P Chouinard, D/T Thurman. See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. **Bid Opening:** Co #3 new truck
One bid received from KME, Latham, for a 2016 Engine/Tanker with required equipment, totaling \$640,294.00 that includes \$10,000.00 tool mounting. Brief discussion continued, specs turned over to the truck committee for review. Awarding of the bid added to July 22, 2015 meeting agenda.
3. **Approve Minutes:** June 24, 2015 Meeting Minutes as written.

RESOLUTION #207 APPROVING THE JUNE 24, 2015 MEETING MINUTES AS WRITTEN.

MOTION: Kugler

SECOND: Mann

RESOLVED to approve the June 24, 2015 Meeting Minutes as written.

VOTE: All in favor, motion carried.

4. Payment of Bills:

Treasurer Petkus noted voucher #150394 the original invoice received from Tecta America was incorrect, and the abstract reflects the corrected amount.

Commissioner Atwell questioned voucher #150380 for radio straps; it was noted it is for fire police. Also questioned voucher #150389 Moore Medical; it was noted that there will be a credit showing up on the next abstract. Brief discussion continued.

RESOLUTION #208 TO PAY ABSTRACT #13, VOUCHER #150374 THROUGH VOUCHER #150396 FROM THE GENERAL FUND, TOTALING \$28,785.61.

A3410.1	\$ 4,149.13
A3410.2	2,574.10
A3410.4	21,729.06

A9030.8 333.32

Total: \$ 28,785.61

MOTION: Chandler

SECOND: Sadousky

RESOLVED to pay Abstract #13, Voucher #150374 through Voucher #150396 from the General Fund, totaling \$28,785.61.

VOTE: All in favor, motion carried.

RESOLUTION #209 TO PAY ABSTRACT #7, VOUCHER #ER15009 THROUGH VOUCHER #ER15010 FROM THE EQUIPMENT RESERVE FUND, TOTALING \$682.41.

MOTION: Atwell

SECOND: Sadousky

RESOLVED to pay Abstract #7, Voucher #ER15009 through Voucher #ER15010 from the Equipment Reserve Fund, totaling \$682.41.

VOTE: All in favor, motion carried.

5. Reports of the Staff

- **District Administrator – Joyce Petkus:**

- Aerial ladder testing completed today. Brief discussion, there is one repair that needs to be made by KME.
- 2015 Honors Haven Conference – if you are interested in going Joyce needs to know ASAP.
- Four firefighters still have not completed the lipid portion of their physicals. Brief discussion continued.

RESOLUTION #210 THAT ANY OF THE FOUR FIREFIGHTERS NOT COMPLETING THEIR LIPID PORTION OF THEIR PHYSICALS BY NOON, FRIDAY JULY 10, 2015, THEIR ACCESS WILL IMMEDIATELY BE DEACTIVATED.

MOTION: Chandler

SECOND: Sadousky

RESOLVED that any of the four firefighters not completing their lipid portion of their physicals by noon, Friday July 10, 2015, their access will immediately be deactivated.

VOTE: All in favor, motion carried.

- Will be on vacation next week.
- **Director of Purchasing – Jill Chouinard:**
 - Fire prevention prop needs to be rebuilt; sent out an email asking for fire prevention inventory so she can order what is needed.
 - Co #3 generator part should be in this week. Brief discussion continued.
 - New cell phones have been issued.
 - Received quote from Kincaid regarding replacing the internet switch at Co #1, will cost \$230.00. Brief discussion.

RESOLUTION #211 AUTHORIZING KINCAID TO INSTALL THE INTERNET SWITCH AT CO #1 AT A COST OF \$230.00.

MOTION: Sadousky

SECOND: Chandler

RESOLVED to authorize Kincaid to install the internet switch at Co #1 at a cost of \$230.00.

V OTE: All in favor, motion carried.

- Co #3 new water softener was installed last week. Brief discussion.
- FF1 books are in and each company can take their copy home this evening.
- New recruiting tool coming out called "Find the Firefighter in You"; will keep everyone informed as more information comes out.
- Sent D/C Ellsworth a quote on the 10 ft. suction hose; okayed to purchase.
- Electrician was here yesterday to look at the lighting for the shed; will be sending quote.
- Has the hose testing reports for each company to take this evening; master copy to be filed at district office.
- Co #4 wrenches were delivered.
- Asked Commissioner Atwell if Bill Reed had contacted him regarding the flashing on Co #1. He had not, Jill will call again.
- Fit testing last night; there are currently 28 that still need to be fit tested.
- Asked Tim Kemp how many EMS forms he needs; 500 to be ordered.
- Looked into Crystal Rock Water Distributer regarding getting a coffee/hot water pot that holds a 5 gallon jug of water for the new rehab bus. Also looked into getting a water cooler for the district office. Discussion continued.

RESOLUTION #212 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO MOVE AHEAD WITH CRYSTAL ROCK WATER.

MOTION: Kugler

SECOND: Sadousky

RESOLVED to give the Director of Purchasing permission to move ahead with Crystal Rock Water.

V OTE: All in favor, motion carried.

- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - Nothing at this time

6. **Firefighter Membership Applications:** None.

Firefighter Changes in Membership:

- **Co #1:** None.
- **Co #2:** None.
- **Co #3:** Bill Welmaker, 6 month leave of absence.
- **Co #4:** None.

Auxiliary Membership Applications:

- **Co #1:** None.
- **Co #2:** Victoria Mello, under 18.
- **Co #3:** None.
- **Co #4:** None.

RESOLUTION #213 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN THE FIREFIGHTER CHANGE IN MEMBERSHIP AND AUXILIARY APPLICATION AS DISCUSSED ABOVE.

MOTION: Atwell

SECOND: Sadousky

RESOLVED to give the Chairman of the Board permission to sign the Firefighter Change in Membership and auxiliary application as discussed above.

VOTE: All in favor, motion carried.

Commissioner Chandler also noted that he received an email from D/C King in reference to Co #4 former member Chris Courtois and that previously he lost the pager issued to him. Brief discussion; permission given to move ahead with the application process.

7. Report of the Chief – John Lant

- Everyone has been training.
- 297 is going to KME on the 20th.
- Will call KME in reference to the aerial truck.

8. Reports of the Companies:

- **Greenfield Center Co #1: A/C Kenyon**
 - Nothing at this time.
- **Porter Corners Co #2: D/C Burwell**
 - Exterior lights are still an issue. Jill to call electrician again.
- **Middle Grove Co #3: D/C Ellsworth**
 - Septic was taken care of last week.
 - New interior lights recently installed make a big difference.
 - Asked about the broken mirror on 281; Commissioner Atwell noted that Jack King was supposed to get the part number and get it to Jill.
 - Several years ago 282 was sent out to Frank and Sons to be painted and all the door that were repaired are still in perfect shape. There are two other doors that should be done before it is sold.
- **Maple Avenue Co #4: D/C King**
 - Parkfest is this Saturday.
 - Scott Dussault's fob is still not working; Joyce to look into it.

9. EMS – Tim Kemp:

- Nothing since Monday's meeting.
- He will be on vacation. Brief discussion; Nicole Thurman to be in charge of supplies while he is away.

10. Reports of the Commissioners:

- Atwell
 - Pump Service done, pump testing to begin on the 18th.
 - Truck bills were very high this month.
 - Noted the companies should have received their 2 cycle gas cans.
 - Asked how Co #2 new lights are; D/C Burwell noted they are good, but Smartwatt needs to come and pick up their lift.
 - Co #1 airbag regulators: discussion regarding the difference between the large airbags and small airbags and the regulators needed for them. It was though everyone had what they needed, and there are adapters.
 - 261 needs paint, will have someone give quotes.
 - Emails sent out about the committee meeting for the FF1 training on July 23rd. Brief discussion continued.
- Kugler
 - Discussion regarding the by-law committee and members not showing up for the meetings. Must have quorum in order to conduct business. Discussion continued; if a member cannot make a meeting they need to call in advance.

RESOLUTION #214 THAT ANY COMMITTEE MEMBER MISSING TWO UNEXCUSED BY-LAW COMMITTEE MEETINGS WILL BE IMMEDIATELY REMOVED FROM THE BY-LAW COMMITTEE; THE COMPANIES WILL BE NOTIFIED BY THE CHAIRPERSON OF THE BY-LAW COMMITTEE IF THEIR REPRESENTATIVE(S) HAVE BEEN REMOVED, AND THE COMPANY CAN CHOOSE TO HOLD ANOTHER ELECTION TO ELECT AN ALTERNATE COMMITTEE MEMBER.

MOTION: Kugler

SECOND: Sadousky

RESOLVED to that any committee member missing two unexcused by-law committee meetings will be immediately removed from the by-law committee; the companies will be notified by the Chairperson of the by-law committee if their representative(s) have been removed, and the company can choose to hold another election to elect an alternate committee member.

V OTE: All in favor, motion carried.

- Mann
 - All old LOSAP records have been collected and are now stored downstairs in the records vaults.
 - Spoke to Bill Young regarding Co #4 doing the 501C3. To change the purposes of the corporation will cost \$500. If someone does the application for them, it will be \$3000 per application. Feels there are enough tutorials from the IRS that she and Dean should be able to do it. Question arose as to who should pay the \$500 fee; Commissioner Mann noted it is a company issue. Brief discussion continued; to be brought back to the company for more discussion.
 - Investment committee was established; Commissioners Mann and Kugler on committee with Commissioner Sadousky as alternate. Would like to see the members of the committee given the opportunity to attend the upcoming

meeting with RBC. Joyce noted it is on July 29th and is a public meeting so anyone can attend. Brief discussion continued.

- Has been tasked to do the newsletter. Brief discussion continued, including how to get information on the website. Jill and Joyce administrators of website, can get the info on website when sent to them.
- Would like to the draft form of the employee handbook finished up. Commissioner Chandler noted he set up a workshop on the 20th to finalize it as decisions need to be made.
- Sadousky
 - Went over the new SCBA Qualified Firefighter Policy. Brief discussion continued regarding the stickers; Jill to order.

RESOLUTION #215 TO ACCEPT POLICY #33 SCBA QUALIFIED FIREFIGHTER POLICY.

MOTION: Sadousky

SECOND: Mann

RESOLVED to accept Policy #33 SCBA Qualified Firefighter Policy.

VOTE: All in favor, motion carried.

- Went over addendum to Policy #19. Explained that this is for 2016 district training, try to get it streamlined for 2016. Would like for budgetary reasons try to get classes here for free rather than paying for them.

RESOLUTION #216 TO ACCEPT THE ADDENDUM TO POLICY #19.

MOTION: Kugler

SECOND: Mann

RESOLVED to accept the addendum to Policy #19.

VOTE: All in favor, motion carried.

- Good job to Co #4 on the rehab bus.
- Chandler
 - He will work with Tim and Jill in reference to the regulators at Co #1.

11. Planning Board:

- Town of Wilton: Gary Bullard
 - Nothing new to date.
- Town of Greenfield: Mike Chandler
 - Met with D/C Ellsworth and A/C Middlebrook and put together a draft for the posts and markers for the driveways. To be typed up and submitted to the town for their review.

12. Grants:

- Commissioner Mann noted she is getting some information from different people that want different kinds of things. Will be putting together a schedule of the grants and what would be the most appropriate materials or equipment to go after. Brief discussion continued; Commissioner Chandler noted he would like her to work with the Chief Officers on what would be their priorities.

13. Special Topics of Discussion:

- John McEachron sworn in as Co #4 lieutenant by Commissioner Chandler.
- Commissioner Atwell thanked Captain Bullard for the information he put together on the rehab bus. Discussion continued.

RESOLUTION #217 TO GO INTO EXECUTIVE SESSION AT 8:16 PM IN REFERENCE TO POSSIBLE DISCIPLINARY ACTION OF A COMPANY OFFICER.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to go into executive session at 8:16 pm in reference to possible disciplinary action of a company officer.

VOTE: All in favor, motion carried.

RESOLUTION #218 TO RECONVENE FROM EXECUTIVE SESSION AT 8:59 PM.

MOTION: Chandler

SECOND: Kugler

RESOLVED to reconvene from executive session at 8:59 PM.

VOTE: All in favor, motion carried.

RESOLUTION #219 THAT DEAN DEUEL STEP DOWN AS CO #4 LIEUTENANT UNTIL BAIL OUT TRAINING HAS BEEN ACCOMPLISHED, AND TO THEN BE REINSTATED AS LIEUTENANT AT THE NEXT AVAILABLE COMMISSIONERS MEETING.

MOTION: Chandler

SECOND: Mann

RESOLVED that Dean Deuel step down as Co #4 lieutenant until bail out training has been accomplished, and to then be reinstated as lieutenant at the next available Commissioners meeting.

VOTE: All in favor, motion carried.

14. Dispense with the reading of the minutes

RESOLUTION #220 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Chandler

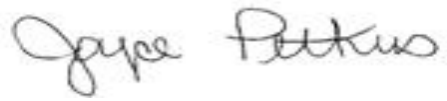
SECOND: Sadousky

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion made by Commissioner Chandler with a second from Commissioner Kugler to adjourn the meeting at 9:01 PM. All in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joyce Petkus". The letters are fluid and connected, with a prominent loop at the end of the word "Petkus".

Joyce Petkus
District Administrator/Treasurer