

Board of Fire Commissioners

Greenfield Fire District
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The March 25, 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, Mann; District Administrator/Treasurer Petkus, D/P Chouinard, D/T Thurman. Excused: Commissioner Kugler. Please see sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** March 11, 2015 Commissioner Meeting Minutes

RESOLUTION #98 APPROVING THE MARCH 11, 2015 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Atwell

SECOND: Mann

RESOLVED to approve the March 11, 2015 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

Commissioner Atwell questioned Voucher #150167, Badgeandwallet.com; D/P Chouinard noted they were the badges and pins that needed to be purchased as the Uniform Policy had recently changed.

Treasurer Petkus noted the Storedtech invoice should have come out of the Building Reserve, not operations, and Kaspersky should be refunded in the next billing cycle.

RESOLUTION #99 TO PAY ABSTRACT #6, VOUCHER #150145 THROUGH VOUCHER #150170 FROM THE GENERAL FUND, TOTALING \$19,847.58.

A3410.1	\$ 3,834.63
A3410.2	7,351.24
A3410.4	8,289.79
A9030.8	371.92

Total: \$ 19,847.58

MOTION: Chandler

SECOND: Mann

RESOLVED to pay Abstract #6, Voucher #150145 through Voucher #150170 from the General Fund, totaling \$19,847.58.

VOTE: All in favor, motion carried.

Commissioner Chandler questioned Voucher #BR15004, it was noted for work done downstairs and to install the furniture into the Operations Secretary office.

RESOLUTION #100 TO PAY BUILDING RESERVE ABSTRACT #3, VOUCHER #BR15004 THROUGH VOUCHER #BR15006 FROM THE BUILDING RESERVE FUND, TOTALING \$4,971.54.

MOTION: Chandler

SECOND: Atwell

RESOLVED to pay Building Reserve Abstract #3, Voucher #BR15004 through Voucher #BR15006 from the Building Reserve Fund, totaling \$4,971.54.

VOTE: All in favor, motion carried.

RESOLUTION #101 TO PAY EQUIPMENT RESERVE ABSTRACT #2, VOUCHER #ER15002 FROM THE EQUIPMENT RESERVE FUND, TOTALING \$313.29.

MOTION: Chandler

SECOND: Atwell

RESOLVED to pay Equipment Reserve Abstract #2, Voucher #ER15002 from the Equipment Reserve Fund, totaling \$313.29.

VOTE: All in favor, motion carried.

4. Reports of the Staff

- **District Administrator – Joyce Petkus:**

- Reminder there are now only 60 days until the deadline to complete 2015 physicals.
- 2014 LOSAP was finalized; firefighter annual statements should hopefully be here sometime in May.
- Turning Stone Conference is this weekend; D/C King has the credit card.
- Would like resolution approving payment of physical invoices as received.
- Also need resolution for the LOSAP Investment Policy statement.

RESOLUTION #102 GIVING THE TREASURER PERMISSION TO PAY THE ANNUAL PHYSICAL INVOICES AS THEY ARE RECEIVED.

MOTION: Chandler

SECOND: Atwell

RESOLVED to give the Treasurer permission to pay the annual physical invoices as they are received.

VOTE: All in favor, motion carried.

RESOLUTION #103 TO ACCEPT THE GREENFIELD FIRE DISTRICT LOSAP PROGRAM INVESTMENT POLICY STATEMENT DATED FEBRUARY 2015.

MOTION: Chandler

SECOND: Mann

RESOLVED to accept the Greenfield Fire District LOSAP Program Investment Policy Statement dated February 2015.

VOTE: All in favor, motion carried.

- **Director of Purchasing – Jill Chouinard:**

- District Office Phone system installation will begin tomorrow.
- Kincaid IT Services will be onboarding starting Friday, if you see Kaspersky pop up for renewal, do not worry about it as Kincaid will be handling it.
- Some of the Deputy Chiefs were given new Minitor V1 pagers this evening.
- SCBA pack inspection reports handed out.
- Supplies for Co #1 floors have been ordered; no other update.
- Co #4 siren had to go to Syracuse for repair; electrician will contact D/C King and Lt. Deuel for reinstallation.
- Still working on gear washer for downstairs.
- Gear ordered submitted.
- 292 jaws being handled by several officers at Co #4.
- Black helmets are needed for influx of new members, sent email but received no replies. Also, Co #4 has out of date helmets; has not received any replies from those firefighters affected.
- Co #2 turbo flares light bulbs delivered.
- New members need to be fit tested, including firefighters Mike Potter and Cody Welch.
- 261 is not back yet.
- Did anyone at Co #1 shut off generator? There was an issue and she has to restart it this morning. Seems to have reset fine.
- Co #1 received donated pulse oximeter from Co #2 as the missing one still have not been found.
- Sent out emails to all EMS coordinators regarding the OB kits. No replies yet.
- Auxiliary high vis winter hats finally came in.
- No ETA on hose order.

- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**

- Annual independent audit began today and will continue tomorrow.
- If the Board is okay with not doing a newsletter this year, she would like to take the money budgeted for it and apply it to services from Kincaid as they did not budget for it for this year. Brief discussion, Board okayed.

5. **Firefighter and Auxiliary New Members/Changes in Membership**

Firefighter Applications for Membership:

Greenfield Center Co #1: None.

Porter Corners Co #2: None.

Middle Grove Co #3: None.

Maple Avenue Co #4: Zak King, under 18.

Firefighter Changes in Membership:

Greenfield Center Co #1: Josh Clothier and Brandon DeJardins, terminated membership due to lack of participation; Tyler LaFontaine requested another 6 month leave of absence due to work.

Porter Corners Co #2:

Middle Grove Co #3: None.

Maple Avenue Co #4: Edward Ackley transferred from Co #1 to Co #4.

Auxiliary Applications/Changes for Membership: None.

RESOLUTION #104 AUTHORIZING THE CHAIRMAN TO SIGN OFF ON ABOVE MEMBERSHIP MATTERS AS READ.

MOTION: Atwell

SECOND: Mann

RESOLVED to authorize the Chairman to sign off on above membership matters as read.

VOTE: All in favor, motion carried.

6. Report of the Chief – John Lant

- Would like the Board to make a decision on accepting the Pump Ops class for Officer qualifications, it is designed for our fire district and it about 32-34 hours long. Brief discussion; Board to review/discuss over next couple of weeks. Added to April 8th agenda.
- 292 has fittings issue; KME to come up and look at.
- Thanks to Jill for getting the food for last night's National Grid training.

7. Reports of the Companies:

- **Greenfield Center Co #1: A/C Kenyon**
 - Will be sending 263 to the 4H club this Saturday for the Wildfire class.
 - Asked if the Board would entertain the idea of a wireless sound system. Brief discussion; Jill to look into. Commissioner Atwell asked if Captain Chouinard has fixed the screen yet; it was noted not at this time. Chief Lant noted that D/C King may be able to get one from Gavin Park.
- **Porter Corners Co #2: D/C Burwell**
 - Nothing at this time.
- **Middle Grove Co #3: D/C Ellsworth**
 - Asked if there has been any talk about putting in new insulation in the roof. Commissioner Chandler noted they have not had the opportunity.
- **Maple Avenue Co #4: D/C King**
 - Everything is good.

8. EMS – Tim Kemp:

- Not present this evening.

9. Reports of the Commissioners:

- Atwell
 - 261 is still out of service.
 - 283 is at KME.

- Has a meeting tomorrow with Smartwatt regarding updating Co #2 and 3 lighting.
- Joyce is working on the NMO schedule; should be starting May 2nd. Deadline for applicants to be approved is April 22nd in order to get into the class. Also questioned if the paperwork was completed from the last Probie class. Lengthy discussion continued; Joyce noted that the paperwork is supposed to be completed by the Mentor, but most are never completed correctly. Commissioner Atwell also noted he spoke to Captain Barss last night and he is supposed to contact those that took the FF 1 Skills class to meet and put some type of program together.
- 281 needs mirror repaired. Brief discussion continued.
- Co #1 computer is working.
- New FF1 class, the District needs to buy the books. Books are the property of the District unless the firefighter wants to purchase it from the District at cost.
- Airbag systems need to be updated, need new regulators to use the 4500 lb. bottles. D/C Ellsworth noted that they were all donated at the same time; make sure you are at 4500. Brief discussion continued.
- Checked on OB kits.
- Mann
 - Emailed the draft employee handbook to the Commissioners. Brief discussion; added to April 22nd agenda for further discussion.
- Kugler
 - Not present this evening.
- Chandler
 - Reminder that there is a banquet committee meeting after this meeting.
 - Received some info back from the insurance company regarding Cyber insurance and to increase excess indemnification. Discussion continued; no change to excess indemnification or addition of cyber insurance for this year.

10. District Guideline Review:

- Credit Card Policy: updates made by D/A Petkus.
- Investment Policy: no changes made.
- Purchasing Policy: updates made by D/P Chouinard.
- Training Approval Policy: updates made by D/A Petkus.
- Travel Policy: updates made by D/A Petkus.

Discussion continued regarding changes previously s emailed to the Board; added to April 8th agenda to give Board more time to review policy changes.

11. Special Topics of Discussion:

- Reminder that training books are the property of the District and can be signed out at the District Office; firefighters have the opportunity to purchase them at District cost. Any workbooks can be kept by the firefighter.
- FF Ramsey asked for approval to hold a benefit dinner at Co #3 for his cousin.

RESOLUTION #105 GIVING FF RAMSEY APPROVAL TO HOLD A BENEFIT DINNER FOR CAROL CAMERON ON APRIL 11, 2015 AT CO #4.

MOTION: Chandler
SECOND: Mann
RESOLVED to give FF Ramsey approval to hold a benefit dinner for Carol Cameron on April 11, 2015 at Co #4.
VOTE: All in favor, motion carried.

RESOLUTION #106 TO GO INTO EXECUTIVE SESSION AT 7:54 PM IN REFERENCE TO THE RESIGNATION OF A CO #4 OFFICER.

MOTION: Chandler
SECOND: Atwell
RESOLVED to go into executive session at 7:54 pm in reference to the resignation of a Co #4 Officer.
VOTE: All in favor, motion carried.

RESOLUTION #107 TO RECONVENE FROM EXECUTIVE SESSION AT 8:15 PM.

MOTION: Chandler
SECOND: Mann
RESOLVED to reconvene from executive session at 8:15 PM.
VOTE: All in favor, motion carried.

RESOLUTION #108 TO GO INTO EXECUTIVE SESSION AT 8:16 PM IN REFERENCE TO A FIREFIGHTER DISCIPLINARY ACTION.

MOTION: Chandler
SECOND: Atwell
RESOLVED to go into executive session at 8:16 PM in reference to a firefighter disciplinary action.
VOTE: All in favor, motion carried.

RESOLUTION #109 TO RECONVENE FROM EXECUTIVE SESSION AT 8:35 PM.

MOTION: Chandler
SECOND: Mann
RESOLVED to reconvene from executive session at 8:35 PM.
VOTE: All in favor, motion carried.

RESOLUTION #110 ENDING THE SUSPENSION OF CAPTAIN DANIELLE CUMM EFFECTIVE IMMEDIATELY WITH TIME SERVED.

MOTION: Chandler
SECOND: Atwell
RESOLVED to end the suspension of Captain Danielle Cumm effective immediately with time served.
VOTE: All in favor, motion carried.

12. Dispense with the reading of the minutes

RESOLUTION #111 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Atwell

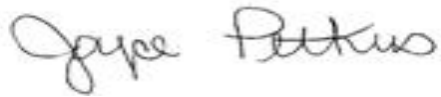
SECOND: Mann

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 8:36 PM. All in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joyce Petkus".

Joyce Petkus
District Administrator/Treasurer