

Board of Fire Commissioners

Greenfield Fire District
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The October 28, 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, O/S D. Chandler, D/T Thurman, and S/K Marshall. Excused: D/A & Treasurer Petkus, D/P Chouinard and Commissioner Sadousky. See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** October 14, 2015 Commissioner Meeting Minutes as written.

RESOLUTION #348 APPROVING THE OCTOBER 14, 2015 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Kugler

SECOND: Mann

RESOLVED to approve October 14, 2015 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

RESOLUTION #349 GIVING THE TREASURER PERMISSION TO PAY ABSTRACT #20, VOUCHER #150586 THROUGH VOUCHER #150610 FROM THE GENERAL FUND, TOTALING \$17,875.44.

A3410.1	\$ 5,820.66
A3410.2	914.54
A3410.4	10,254.62
A9000.8	885.62

Total: \$ 17,875.44

MOTION: Atwell

SECOND: Mann

RESOLVED to give the Treasurer permission to pay Abstract #20, Voucher #150586 through Voucher #150610 from the General Fund, totaling \$17,875.44.

VOTE: All in favor, motion carried.

RESOLUTION #350 GIVING THE TREASURER PERMISSION TO PAY ABSTRACT #10, VOUCHER #BR15016 FROM THE BUILDING RESERVE FUND, TOTALING \$10,000.00.

MOTION: Atwell

SECOND: Kugler

RESOLVED to give the Treasurer permission to pay Abstract #10, Voucher #ER15016 from the Building Reserve Fund, totaling \$10,000.00.

VOTE: All in favor, motion carried.

RESOLUTION #351 GIVING THE TREASURER PERMISSION TO PAY ABSTRACT #11, VOUCHER #ER15017 FROM THE EQUIPMENT RESERVE FUND, TOTALING \$2,950.00.

MOTION: Atwell

SECOND: Kugler

RESOLVED to give the Treasurer permission to pay Abstract #11, Voucher #ER15017 from the Equipment Reserve Fund, totaling \$2,950.00.

VOTE: All in favor, motion carried.

4. Reports of the Staff

- **District Administrator – Deidre Chandler (on behalf of Joyce Petkus):**
 - Need to know who is going to the AFDC Workshop on 11/14/15 from 8 am to 2 pm. Commissioner Kugler will be attending.
- **Director of Purchasing – Deidre Chandler (on behalf of Jill Chouinard):**
 - Need a resolution to approve the changes to the Purchasing Policy.

RESOLUTION #352 APPROVING THE CHANGES TO THE PURCHASING POLICY AS SUBMITTED.

MOTION: Chandler

SECOND: Kugler

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

VOTE: All in favor, motion carried.

- Tool box has been purchased for the Station Keeper truck.
 - Line-X appointment has been made for the Station Keeper truck for Thursday at Arrowhead Equipment.
 - Thermal Imaging cameras have been ordered. They will be at least 4 weeks.
 - Quote came in from Saratoga Electric and Generator for Co. #2 lights. This is the second quote. Discussion took place on quotes.
 - Pittsfield took care of installing the radio on the bus last week.
 - LAN lines have been transferred. E-mail was sent to all companies to check LAN lines, only heard back from Co. #2 and Co. #3.
- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - Nothing at this time.

- **Station Keeper – Jerrid Marshall:**

- Co. #1 Back door is completed, there was a problem with a hinge, they will use industrial hinge at no charge, including front door.
- Co #1 power to the sheds completed.
- Co #2 hallway to downstairs paint project completed.
- Co #2 bathroom faucet replaced.
- Co #2 hallway project between the bays and the hall completed.
- Co #2 fly problem taken care of.
- Co #3 lightbulbs have been replaced. Need new ballast for kitchen; cost is approximately \$25.00. Discussion continued.
- Co #3 metal around the bay door will be painted when we have a couple days of dry weather and it is warm enough to paint outside.
- Co #4 has about 14 bulbs out in their bay. Need to find a way to get up there and see what they are.
- Co #4 ladies room toilet fixed.
- Fall service has started on apparatus; 261, 262 completed. 261 has a short of some type.
- New railing installed at side entrance of district office. Need some c-clamps to tighten it.
- Station Keeper truck going to Arrowhead tomorrow for Line-X.
- Received a quote of \$1335.00 from New York Fire & Security on Co. #1 Fire alarm and battery replacement. Fire alarm will work, but, if the power goes out, there is no battery back-up. All other fire alarms in good working order. Discussion continued.

RESOLUTION #353 APPROVING THE QUOTE FROM NEW YORK FIRE & SECURITY FOR CO. #1 FIRE ALARM REPLACEMENT (FLMS5UD3) ALARM PANEL AND TWO BATTERIES IN THE AMOUNT OF \$1,335.00; MONEY TO COME FROM REPAIRS, BUILDING MAINTENANCE LINE ITEM.

MOTION: Atwell

SECOND: Kugler

RESOLVED to approve the quote from New York Fire & Security for Co. #1 fire alarm replacement (FLMS5UD3) alarm panel and two batteries in the amount of \$1,335.00; money to come from Repairs, Building Maintenance line item.

VOTE: All in favor, motion carried.

- Co #4 would like to repair windows in overhead doors and paint all exterior doors; will ask King Enterprises for quote. Discussion continued; will look at painting in the spring.

5. Firefighter/Auxiliary Applications/Changes in Membership:

- None.

6. Report of the Chief – John Lant

- Not present this evening.

7. Reports of the Companies:

- **Greenfield Center Co #1: D/C Davis**
 - Asked if 261 has been looked at; it was noted that Arrowhead would look at it Monday night.
 - Asked if prices have been received for Jeep tires. Brief discussion; will look into it.
 - Doors at Co. #1 look nice. Brief discussion continued.
 - Recent accident last Friday with entrapment; three companies responded and everyone worked well together.
- **Corners Co #2: A/C Middlebrook**
 - Nothing at this time.
- **Middle Grove Co #3: D/C Ellsworth**
 - Asked if the Board made a decision on New Member Orientation regarding firefighters taking Firefighter 1 prior to going through New Member Orientation. Discussion took place.
- **Maple Avenue Co #4: D/C King**
 - Nothing at this time.

8. EMS – Tim Kemp:

- Not present this evening.

9. Reports of the Commissioners:

- Chandler
 - Spoke with D/C Ellsworth recently; thought it would be a good idea to print up a few copies of the agenda for each meeting. Brief discussion continued.
 - Called to life member Kenny Waite's house last night due to a fall. He is doing OK and is back home. Discussion continued.
- Atwell
 - Dry Service is ongoing. When Co. #1 completed, will start Co. #2. Discussion continued regarding specific trucks.
 - Scott vendor was here to demonstrate packs. There are a lot of options, but they are expensive. Discussion continued.
 - New email system implemented.
 - Needs approval on CAT generator PM contracts for a three year period.

RESOLUTION #354 APPROVING RENEWAL OF THE PM CONTRACTS FOR THE THREE CAT GENERATORS AT CO. #1, #2 AND #4 FOR A THREE YEAR PERIOD.

MOTION: Kugler

SECOND: Atwell

RESOLVED to approve the renewal of the PM Contracts for the three CAT Generators at Co. #1, #2 and #4 for a three year period.

VOTE: All in favor, motion carried.

- Some fire prevention money left over; Jill working on it.
- Two Firefighters had gear issues and asked if they were they taken care of. D/C Burwell believes it has been.
- Discussion regarding purchasing salt with the Town again this year.

- Kugler
 - Nothing at this time.
- Mann
 - D/C Burwell was been able to get information from Firetracker that has been inaccessible. Would like full access to it. Will take care of it.
 - Getting closer with pre-documentation of AFG. That particular larger grant will open up next week.
 - Met with Tim Kemp; they are looking at replacing 10 AUD units at approximately \$1,500.00 per unit. The goal is to get smaller grants from Wal-Mart, Target, etc. to cover some of the cost, and hopes the District has some funds that might also help that effort. Discussion continued.
 - Leaving for the AFDSNY Fall Conference tomorrow morning.
 - She and Dean Deuel are wrapping up the 501C3 for Co #4. He has D/C King writing a check to the District Office for \$400.00 for the application fee for the IRS and another \$250.00 for Bill Young. Need to send another \$250.00 from the District to Bill Young.
 - Co #2 is on the docket for the next 501C3.
- Sadousky
 - Not present this evening.

10. District Guideline Review:

- Code of Conduct Policy: no changes made
- Code of Ethics Policy: no changes made
- Meeting Conduct Policy: no changes made
- Purchasing Policy: see above

11. Special Topics of Discussion:

- Proposed By-law Revisions: posted according to amendments section in the fire houses since September 19, 2015.
 - Proposed change to Article II Sections 1, 2 and 3. Remove those sections as they do not have anything to do with **being** a member, therefore nothing to do with by laws. They are a policy and do not need to be a bylaw. The remaining articles in Article II (sections 4 through 7) and III will be rearranged and presented to the membership for vote in the future. Results of membership votes: Co. #2, #3, and #4 Aye; Co. #1 Nay.

RESOLUTION #355 APPROVING CHANGE TO ARTICLE II SECTIONS 1, 2 AND 3. REMOVE THOSE SECTIONS AS THEY DO NOT HAVE ANYTHING TO DO WITH **BEING A MEMBER, THEREFORE NOTHING TO DO WITH BY LAWS. THEY ARE A POLICY AND DO NOT NEED TO BE A BY LAW. THE REMAINING ARTICLES IN ARTICLE II (SECTIONS 4 THROUGH 7) AND III WILL BE REARRANGED AND PRESENTED TO THE MEMBERSHIP FOR VOTE IN THE FUTURE.**

MOTION: Kugler

SECOND: Mann

RESOLVED to approve change to Article II Sections 1, 2 and 3. Remove those sections as they do not have anything to do with **being** a member, therefore nothing to do with

by laws. They are a policy and do not need to be a by law. The remaining articles in Article II (sections 4 through 7) and III will be rearranged and presented to the membership for vote in the future.

VOTE: All in favor, motion carried.

- Article III Section I, second to last paragraph to be removed as it pertains to applicants, not members. "As outlined in NYS Town Law Article 11, all persons convicted of arson shall not be permitted to **join** the Greenfield Fire District". This is a policy and does not need to be a by law. Results of the vote: Co. #2, #3 and #4 Aye; Co. #1 Nay

RESOLUTION #356 APPROVING CHANGE TO ARTICLE III SECTION I, SECOND TO LAST PARAGRAPH TO BE REMOVED AS IT PERTAINS TO APPLICANTS, NOT MEMBERS. "AS OUTLINED IN NYS TOWN LAW ARTICLE 11, ALL PERSONS CONVICTED OF ARSON SHALL NOT BE PERMITTED TO **JOIN THE GREENFIELD FIRE DISTRICT". THIS IS A POLICY AND DOES NOT NEED TO BE A BY LAW.**

MOTION: Atwell

SECOND: Mann

RESOLVED to approve Article III Section I, second to last paragraph to be removed as it pertains to applicants, not members. "As outlined in NYS Town Law Article 11, all persons convicted of arson shall not be permitted to **join** the Greenfield Fire District". This is a policy and does not need to be a by law.

VOTE: All in favor, motion carried.

- Proposed Change to Article V, Section 2, last line: Remove the final sentence and replace with "if more than one candidate for an office, the candidate with the highest vote count is elected; if only one candidate for an office, the candidate must obtain the vote of the majority of the members present". This would be added to Article VII first paragraph, following the next to last sentence to include administrative officer election. Results of vote: Co. #1, #2 and #3 Aye; Co. #4 Nay

RESOLUTION #357 APPROVING CHANGE TO ARTICLE V, SECTION 2, LAST LINE: REMOVE THE FINAL SENTENCE AND REPLACE WITH "IF MORE THAN ONE CANDIDATE FOR AN OFFICE, THE CANDIDATE WITH THE HIGHEST VOTE COUNT IS ELECTED; IF ONLY ONE CANDIDATE FOR AN OFFICE, THE CANDIDATE MUST OBTAIN THE VOTE OF THE MAJORITY OF THE MEMBERS PRESENT". THIS WOULD BE ADDED TO ARTICLE VII FIRST PARAGRAPH, FOLLOWING THE NEXT TO LAST SENTENCE TO INCLUDE ADMINISTRATIVE OFFICER ELECTION.

MOTION: Kugler

SECOND: Atwell

RESOLVED to approve change to article V, section 2, last line: remove the final

sentence and replace with “if more than one candidate for an office, the candidate with the highest vote count is elected; if only one candidate for an office, the candidate must obtain the vote of the majority of the members present”. This would be added to article VII first paragraph, following the next to last sentence to include administrative officer election.

VOTE: Chandler, yes; Kugler, yes; Atwell, yes; Mann, opposed.

Motion Carried.

12. Final Comments:

- D/C King asked if the CPR mannequin were ever received. It was noted they are in the EMS room. Brief discussion continued.

13. Dispense with the reading of the minutes

RESOLUTION #358 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Kugler

SECOND: Mann

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion made by Commissioner Kugler with a second from Commissioner Atwell to adjourn the meeting at 7:47 PM. All in favor.

Respectfully submitted,



Deidre Lanphear-Chandler
Operations Secretary



Joyce Petkus
District Administrator/Treasurer