

# **Board of Fire Commissioners**

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

The September 23, 2015 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:05 PM.

**Present were:**

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

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** September 9, 2015 Commissioner Meeting Minutes as written.

## **RESOLUTION #310 APPROVING THE SEPTEMBER 9, 2015 COMMISSIONER MEETING MINUTES AS WRITTEN.**

MOTION: Kugler

SECOND: Mann

RESOLVED to approve September 9, 2015 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

### **3. Payment of Bills:**

## **RESOLUTION #311 TO PAY ABSTRACT #18, VOUCHER #150515 THROUGH VOUCHER #150547 WITH THE CHANGES NOTED, IN THE GENERAL FUND, TOTALING \$28,880.35.**

A3410.1	\$ 5,126.13
A3410.2	2,344.02
A3410.4	20,917.19
A9030.8	493.01

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Total: \$ 28,880.35

MOTION: Chandler

SECOND: Sadousky

RESOLVED to pay Abstract #18, Voucher #150515 through Voucher #150547 with the changes noted, in the General Fund, totaling \$28,880.35.

VOTE: All in favor, motion carried.

**RESOLUTION #312 TO PAY ABSTRACT #10, VOUCHER #ER15016 WITH THE CHANGES NOTED, FROM THE EQUIPMENT RESERVE FUND, TOTALING \$5,553.96.**

MOTION: Chandler

SECOND: Sadousky

RESOLVED to pay Abstract #10, Voucher #ER15016 with the changes noted, from the Equipment Reserve Fund, totaling \$5,553.96.

VOTE: All in favor, motion carried.

**4. Reports of the Staff**

• **District Administrator – Joyce Petkus:**

- Co. #4 has storage bins in the hallway to go back to the station.
- The CPR/First Aid Class scheduled for 9/26/15 was cancelled due to lack of interest. Working with Wilton EMS on their schedule and will let everyone know when we have a date.
- Effective immediately, Greenfield Fire District has a new medical provider. The policy and process is the same. Physicals will take a little bit longer because of drug testing being done on new applicants.
- AFDC Fall Workshop moved to November 14<sup>th</sup>, 2015. If anyone is interested in attending, please let her know.
- The Aerial Ladder certification came in last week; previously sent out email.

**RESOLUTION #313 GIVING A/C DUANE BOGARDUS PERMISSION TO ATTEND VITAL SIGNS EMS CONFERENCE IN SYRACUSE FROM 10/22-25/15. PERMISSION ALSO TO TAKE 296.**

MOTION: Kugler

SECOND: Sadousky

RESOLVED to give A/C Duane Bogardus permission to attend Vital Signs EMS Conference in Syracuse from 10/22-25/15. Permission also to take 296.

VOTE: All in favor, motion carried.

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

- Firefighter Orvis has received her uniform.
- Fire Prevention moving along; able to get counts from Greenfield Elementary and Dorothy Nolan and have been passed on to the appropriate people.
- Seal coating completed at Co. #3 & #4 by King Enterprises. They donated the striping of Co #1 and district office parking lot. She will send them a letter.
- Landscaping at the District Office completed except for hydroseeding.
- Crawford Electric will be sending a quote for replacing lights at Co. #2. Will also get quote from Saratoga Generator for LED Wallpack lights.
- Still waiting for the five gas, gas meter from Co #4 to send out for calibration.
- New member Joseph Flynn will be fitted for gear next Tuesday.
- Wi-Fi at Co. #3 is still not working. Kincaid will continue working on it.
- District email to hopefully change over by the beginning of next week. Brief discussion continued.
- Would like to review the phone quotes. Discussion continued.

**RESOLUTION #314 ACCEPTING THE QUOTE FROM ONE CONNECT FOR PHONE SERVICE PROVIDED BY GRANITE.**

MOTION: Kugler

SECOND: Mann

RESOLVED to accept the quote from One Connect for phone service provided by Granite.

VOTE: All in favor, motion carried.

- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
  - Received a check for \$600.00 for CME reimbursement.

**RESOLUTION #315 GIVING THE TREASURER PERMISSION TO APPROPRIATE \$600.00 FROM CME REIMBURSEMENT TO EMS TRAINING.**

MOTION: Chandler

SECOND: Sadousky

RESOLVED to give the Treasurer permission to appropriate \$600.00 from CME reimbursement to EMS Training.

VOTE: All in favor, motion carried.

**RESOLUTION #316 INCREASING THE 2015 SALARY OF THE DISTRICT ADMINISTRATOR \$49,209.30 AND INCREASING THE 2015 SALARY OF THE DIRECTOR OF PURCHASING TO \$40,175.16. ALSO GIVE TREASURER PERMISSION TO TRANSFER \$1,176.11 FROM EMPLOYEE RETIREMENT LINE ITEM TO PAYROLL LINE ITEMS AS NOTED ABOVE.**

MOTION: Kugler

SECOND: Mann

RESOLVED to increase the 2015 salary of the District Administrator \$49,209.30 and increasing the 2015 salary of the Director of Purchasing to \$40,175.16. Also give Treasurer permission to transfer \$1,176.11 from Employee Retirement line item to payroll line items as noted above.

VOTE: All in favor, motion carried.

- Budget discussion: The only change made to the latest version of the draft budget is an additional \$500 was added to the Service Award Program Fee, bringing that line item total to \$6500.00. The total increase from the 2015 budget to the 2016 budget is \$19,502.00, and based on the numbers plugged into the OSC website tax cap program, the District is once again under the tax cap by about \$2771.00. Suggested if the Board chose to allocate that money, it should be placed into the reserve funds. Discussion continued. Commissioner Sadousky questioned the estimated fund balance at year and Joyce noted they expect it to be about \$220,000.00, with at least \$50,000 carried over into 2016 to cover operations costs at the beginning of 2016. Commissioner Sadousky noted

his hesitation to raise the budget when we might not have to. D/T Thurman noted that in actuality, the District's fund balance is much lower than what the State recommends. It was explained the if tonight's budget is approved, it is only the Proposed budget and the Board will still have the opportunity to make changes to the budget after the public hearing on October 20<sup>th</sup>. More discussion continued. Board decided to approve the Proposed Budget as submitted without any further changes at this time.

## RESOLUTION #317 APPROVING THE 2016 PROPOSED BUDGET AS SUBMITTED.

MOTION: Kugler

SECOND: Chandler

RESOLVED to approve the 2016 Proposed Budget as submitted.

VOTE: All in favor, motion carried.

- **Station Keeper – Jerrid Marshall:**

- Snow blower maintenance completed. Brief discussion.
- Received quote from Allerdice for replacing frames on two doors at Co. #1. Cost is \$1,273.00 per door if reusing door; add another \$450 if new doors are used. Discussion continued; including replacing hinges on the other doors, which he will do himself.

## RESOLUTION #318 APPROVING THE QUOTE FROM ALLERDICE FOR THE TWO BAY DOORS AT CO. #1, UP TO \$2,800.00.

MOTION: Chandler

SECOND: Kugler

RESOLVED to approve the quote from Allerdice for the two bay doors at Co. #1, up to \$2,800.00.

VOTE: All in favor, motion carried.

- Lawn mowing will be done bi-weekly as the season progresses.
- Trench dug at the District Office and the conduit laid. Brief discussion.
- Will be getting quotes on tiling the hallway at Co. #2.
- Would like approval to patch and paint stairway at Co #2 where the door knob went through the wall. The Board approved this.
- Co. #2 needs a new faucet in the bathroom on the handicapped sink. Priced the faucet at Lowe's for \$200.00. Board okayed.
- Board approved wire brushing and painting around Co #3 bay doors. Commissioner Chandler noted outdoor projects should take priority before the weather turns bad.

## RESOLUTION #319 GIVING STATION KEEPER PERMISSION TO PURCHASE SUPPLIES TO WIRE BRUSH AND PAINT CO #3 BAY DOORS.

MOTION: Chandler

SECOND: Sadousky  
RESOLVED to give station keeper permission to purchase supplies to wire brush and paint Co #3 bay doors.  
VOTE: All in favor, motion carried.

- King Enterprises offered their pressure washer and bucket truck at no cost to the district if time allows. Otherwise, can do it in the spring.

**5. Firefighter/Auxiliary Applications/Changes in Membership:**  
**Firefighter New Members:**

- **Co #1:** None.
- **Co #2:** None.
- **Co #3:** None.
- **Co #4:** Joseph Flynn.

**Firefighter Changes in Membership:**

- **Co #1:** Justin Siskavich, membership termination
- **Co #2:** Clint McGowan, probationary to active firefighter; Nancy Waite, life-inactive
- **Co #3:** None.
- **Co #4:** None.

There are no auxiliary applications or changes in membership.

**RESOLUTION #320 GIVING CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER APPLICATIONS AND CHANGES IN MEMBERSHIP.**

MOTION: Sadousky  
SECOND: Kugler  
RESOLVED to give the Chairman of the Board permission to sign off on Firefighter applications and Changes in Membership.  
VOTE: All in favor, motion carried.

**6. Report of the Chief – John Lant**

- Ladder training scheduled for 9/29/15 has been cancelled.

**7. Reports of the Companies:**

- **Greenfield Center Co #1:**
  - No one present this evening.
- **Porter Corners Co #2: A/C Middlebrook**
  - Nothing at this time.
- **Middle Grove Co #3: D/C Ellsworth**
  - Would like to meet with Station Keeper with regards to snowplowing and property lines. Will purchase reflectors to map it out.
  - We have not gotten the letter with changes from KME. Joyce will get paint codes to Jay.
- **Maple Avenue Co #4: D/C King**
  - Would like approval to move forward with two new prospective members that

live outside the District, Corey Estes and Louis Ferrer.

## RESOLUTION #321 GIVING CO #4 PERMISSION TO MOVE AHEAD WITH APPLICATIONS FROM COREY ESTES AND LOUIS FERRER.

MOTION: Atwell

SECOND: Sadousky

RESOLVED to give Co #4 permission to move ahead with applications from Corey Estes and Louis Ferrer.

VOTE: All in favor, motion carried.

- Home Depot would like Co. #4 to assist with Fire Prevention October 3<sup>rd</sup> with the ladder truck. Board approved.
- Asked if the fax issue has been resolved. Brief discussion.

### 8. EMS – Tim Kemp:

- Not present this evening.

### 9. Reports of the Commissioners:

#### • **Chandler**

- Met with Chief Alexander from Wilton EMS; would like to again supply an ambulance at Co #1 during bad weather at Co. #1. They are willing to do whatever needs to be done with training, etc. There are some equipment discrepancies that need to be addressed. Brief discussion continued.

#### • **Sadousky**

- Training requests have been received from all four companies.
- Emailed Deputy Chief's reminding them that the New Member Orientation Policy was not followed regarding junior firefighter submitting their report cards. Discussion continued.

#### • **Mann**

- The Investment Committee sent out a charter. Investment committee consists of Justin Burwell, Harold Hall, Andrea Mann, Don Kugler, Chris Thurman, Victor Huggard and Joyce Petkus.

## RESOLUTION #322 ALLOWING COMMISSIONER MANN TO CONTINUE WORKING WITH THE INVESTMENT COMMITTEE.

MOTION: Atwell

SECOND: Chandler

RESOLVED to allow Commissioner Mann to continue working with the Investment Committee.

VOTE: All in favor, motion carried.

- Working on the Assistance to Firefighters grant. Discussion continued.
- Continuing working on Co #4 501C3 status; Co #2 has shown an interest.
- **Atwell**
  - Would like to move the Boy Scout bottle shed next to dumpster. Board agreed.
  - All Jaws servicing was completed last week.

- Regulators at Co. #1 will not work with the new bottles. The new regulators are \$488 each. Brief discussion continued.
- Received another e-mail on proper radio usage.
- Rehab bus radio will be installed when it comes back from painting.
- Centrelearn online training invitations have gone out through e-mail.
- Generator maintenance at Co. #1, #2 and #4 complete. Co. #3 is to be scheduled. Brief discussion.
- Employee Manuals have been distributed. Questions have been coming in.
- By-Law Committee has posted changes that will be coming to the Board on October 28<sup>th</sup>. Discussion continued.
- The Board discussed if the Station Keeper should have a line of credit so that he can pick up supplies himself if he is in need. Brief discussion continued. Jill will work on the Purchasing Policy, to be added to the October 28<sup>th</sup> agenda and Joyce to get him a district credit card.
- Request made to allow Junior Firefighters to have access to the firehouses. Discussion continued; access will not be allowed.
- Co. #2 parking lot will be paved tomorrow.
- **Kugler**
  - Nothing at this time.

**10. District Guideline Review discussion:**

- Computer/Internet Policy: no changes made
- Honorary District Chief: no changes made
- NMO Policy: changes made
- Pager Policy: no changes made
- Social Media – changes made
- Training Approval Policy – changes made

**RESOLUTION #323 APPROVING THE CHANGES MADE TO THE NEW MEMBER ORIENTATION POLICY, THE SOCIAL MEDIA POLICY AND THE TRAINING APPROVAL POLICY AS SUBMITTED AND DISCUSSED.**

MOTION: Kugler

SECOND: Mann

RESOLVED to approve the changes made to the New Member Orientation Policy, the Social Media Policy and the Training Approval Policy as submitted and discussed.

VOTE: All in favor, motion carried.

**11. Special Topics of Discussion:**

**RESOLUTION #324 TO GO INTO EXECUTIVE SESSION AT 8:34 PM IN REFERENCE TO THE DECISION AND RECOMMENDATION FROM THE HEARING OFFICER DATED SEPTEMBER 21, 2015.**

MOTION: Chandler

SECOND: Kugler

RESOLVED to go into executive session at 8:34 pm in reference to the decision and recommendation from the Hearing Officer dated September 21, 2015.

VOTE: All in favor, motion carried.

**RESOLUTION #325 TO RECONVENE FROM EXECUTIVE SESSION AT 8:51 PM.**

MOTION: Chandler

SECOND: Sadousky

RESOLVED to reconvene from executive session at 8:51 PM.

VOTE: All in favor, motion carried.

**RESOLUTION #326 ACCEPTING THE DECISION AND RECOMMENDATION FROM THE HEARING OFFICER DATED SEPTEMBER 21, 2015.**

MOTION: Chandler

SECOND: Sadousky

Resolved to accept the decision and recommendation from the Hearing Officer dated September 21, 2015.

VOTE: All in favor, motion carried.

**RESOLUTION #327 TO GO INTO EXECUTIVE SESSION AT 8:52 PM IN REFERENCE TO THE POSSIBLE DISCIPLINARY ACTION OF A FIREFIGHTER.**

MOTION: Chandler

SECOND: Kugler

RESOLVED to go into executive session at 8:52 pm in reference to the possible disciplinary action of a firefighter.

**RESOLUTION #328 TO RECONVENE FROM EXECUTIVE SESSION AT 9:09 PM.**

MOTION: Chandler

SECOND: Kugler

RESOLVED to reconvene from executive session at 9:09 PM.

VOTE: All in favor, motion carried.

**RESOLUTION #329 CONTINUING THE SUSPENSION OF LT. PRATT UNTIL MIDNIGHT SEPTEMBER 30, 2015 BASED ON THE RECOMMENDATION FROM THE CHIEF. FURTHERMORE, LT. PRATT'S DRIVING PRIVILEGES WILL BE REVOKED UNTIL JANUARY 1, 2016, AT WHICH TIME LT. PRATT MUST RECERTIFY BEFORE RESUMING DRIVING ANY DISTRICT APPARATUS.**

MOTION: Chandler

SECOND: Sadousky



RESOLVED to continue the suspension of Lt. Pratt until midnight September 30, 2015 based on the recommendation from the Chief. Furthermore, Lt. Pratt's driving privileges will be revoked until January 1, 2016, at which time Lt. Pratt must recertify before resuming driving any district apparatus.

VOTE: All in favor, motion carried.

**12. Dispense with the reading of the minutes**

**RESOLUTION #330 TO DISPENSE WITH THE READING OF THE MINUTES.**

MOTION: Sadousky

SECOND: Atwell

RESOLVED to dispense with the reading of the minutes.

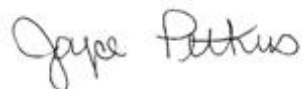
VOTE: All in favor, motion carried.

Motion made by Commissioner Sadousky with a second from Commissioner Atwell to adjourn the meeting at 9:12 PM. All in favor.

Respectfully submitted,



Deidre Lanphear-Chandler  
Operations Secretary



Joyce Petkus  
District Administrator/Treasurer