

Board of Fire Commissioners

Greenfield Fire District
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The February 24, 2016 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:02 PM.

Present were:

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

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** February 10, 2016 Commissioner Meeting Minutes as written.

RESOLUTION #65 APPROVING THE FEBRUARY 10, 2016 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Kugler

SECOND: Atwell

RESOLVED to approve the February 10, 2016 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

Commissioner Atwell questioned the Drager tubes; it was noted they all went to Co #4.

RESOLUTION #66 TO PAY ABSTRACT #4, VOUCHER #160096 THROUGH VOUCHER #160126 FROM THE GENERAL FUND, TOTALING \$35,439.22.

A3410.1	\$	4,515.73
A3410.2		3,239.19
A3410.4		26,877.42
A9000.8		806.88

Total:	\$	35,439.22

MOTION: Dussault

SECOND: Kugler

RESOLVED to pay Abstract #4, Voucher #160096 through Voucher #160126 from the General Fund, totaling \$35,439.22.

VOTE: All in favor, motion carried.

4. Reports of the Staff

- **District Administrator – Joyce Petkus:**
 - Physicals start next week. Must be completed by May 31, 2016.
 - Defensive Driver training dates set; Deidre to send information for sign up.
 - NMO begins Saturday. Everyone has RSVP'd. FF Petel needs Phase 1 and will be here.
 - Company Treasury Finance Class has been set up for March 12th. Would like to see all officers from all four companies to be present. Not just for the Treasurer. Class will be held at Co. #1.
 - Co #1, #2 and #4 have pens waiting to be picked up.
- **Director of Purchasing – Jill Chouinard:**
 - Uniform fitting is March 12th 9 am – 12 pm at the District Office.
 - Wi-Fi at Co. #3 has been fixed.
 - New website 85% complete; they are still waiting for information from MWH Design in order to finish.
 - Banquet Committee met on Monday. Committee agreed to a patron ad in the sponsor book. Form is on Firetracker for anyone to purchase an ad.
 - Generator at Co. #3 will be picked up for auction.
 - Still no correspondence to date from Tom Kubiak on the Oliver B. Merlin Grant. Would like a letter written from the Board. Suggested a letter from the attorney. Joyce will contact.
 - D/C Davis' computer needs tower upgrade with Windows 10.

RESOLUTION #67 APPROVING THE PURCHASE OF A TOWER WITH WINDOWS 10.

MOTION: Chandler

SECOND: Kugler

RESOLVED to approve the purchase of a tower with Windows 10.

VOTE: All in favor, motion carried.

- Called Bill Crawford about lights being out at Co. #1. Found that the lights were out due to a breaker being off. Will have Bill look at the wiring.
- 4-5" Storz numbers were supposed to be in tonight. Need to know how many we need. Brief discussion; will order six for now.
- Regulator for Co #1 airbags and hose came in. Ball valves also delivered.
- Firetec will be sending a light tube. Will need to purchase the rest from Arrowhead. Brief discussion continued.
- Co #3 K-12 blade has been ordered.
- Milton CAT will be servicing generators at Co #1, 2 and 4 on February 29th.
- Pagers are back from Co #4 and Co #2.
- Gear fitting scheduled for March 15th at the District Office. Email has been sent to those scheduled to receive new gear.
- Fire Instructor books are in.
- Incident with FF 1 books today; class started tonight and no one had picked up their books. Brief discussion; books were signed for by President N. King.
- Cleaning supplies here at the District Office. A list of what is available can be provided to each company. Contact Jill for supplies.
- Gear wash is in. If anyone needs it, please take some.

- Supplies purchased for the Rehab Bus. Auxiliary Liaison Jennings has stocked the bus.
- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - Nothing at this time.

5. Firefighter/Auxiliary Applications/Changes in Membership:

Firefighter New Members:

- Co. #1 – None.
- Co. #2 – None.
- Co. #3 – None.
- Co. #4 – William Petel; previous member.

Firefighter Changes in Membership:

- Co. #1 – None.
- Co. #2 – Christopher Waite, resigned.
- Co. #3 – None.
- Co. #4 – None.

Auxiliary Applications:

- Co. #1 – None.
- Co. #2 – None.
- Co. #3 – Jean Crumb, Mary Samascott; also Nicholas Murray and Nichole Mangona, both under 18.
- Co. #4 – None.

Auxiliary Changes in Membership:

- Co. #1 – None.
- Co. #2 – Ferne Ballou-deceased.
- Co. #3 – None.
- Co. #4 – None.

RESOLUTION #68 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER NEW MEMBERS, FIREFIGHTER CHANGES IN MEMBERSHIP, AUXILIARY APPLICATIONS AND AUXILIARY CHANGES IN MEMBERSHIP.

MOTION: Atwell

SECOND: Dussault

RESOLVED to give the Chairman of the Board permission to sign off on Firefighter new members, Firefighter Changes in Membership, Auxiliary Applications and Auxiliary Changes in Membership.

VOTE: All in favor, motion carried.

6. Report of the Chief – Justin Burwell

- Not present this evening. D/C Middlebrook read the Chief's report in his absence.

RESOLUTION #69 GIVING CHIEF BURWELL, D/C MIDDLEBROOK, D/C ELLSWORTH, D/C DAVIS AND COMMISSIONER CHANDLER PERMISSION TO TAKE CAR 26 OUT OF DISTRICT TO LOOK AT A VEHICLE FOR PURCHASE IN THE SYRACUSE AREA.

MOTION: Chandler

SECOND: Kugler

RESOLVED to give Chief Burwell, D/C Middlebrook, D/C Ellsworth, D/C Davis and Commissioner Chandler permission to take Car 26 out of District to look at a vehicle for purchase in the Syracuse area.

VOTE: All in favor, motion carried.

RESOLUTION #70 APPROVING WILTON FIRE DEPARTMENT TO RECEIVE THREE MORE ACCESS CARDS, ONE FOR THE CHIEF'S CAR AND TWO FIRE TRUCKS.

MOTION: Chandler

SECOND: Atwell

RESOLVED to approve Wilton Fire Department to receive three more access cards, one for the Chief's vehicle and two fire trucks.

VOTE: All in favor, motion carried.

Commissioner Atwell noted that the Hazmat Committee met February 22nd. Would like to purchase 6 meters for \$205.00 each as well as 5 disposable meters. Discussion continued. Monies to come from Hazmat. Co. #4 shared plugs with other companies.

RESOLUTION #71 APPROVING PURCHASE OF SIX METERS AND FIVE DISPOSABLE METERS TOTALING APPROXIMATELY \$1,300.00-\$1,400.00; MONEY TO COME FROM HAZMAT.

MOTION: Atwell

SECOND: Dussault

RESOLVED to approve the purchase of six meters and five disposable meters totaling approximately \$1,300.00-\$1,400.00; money to come from Hazmat.

VOTE: All in favor, motion carried.

7. Reports of the Companies: D/C Davis

- **Greenfield Center Co #1:**

- Busy month with calls. Nice stop to an ash bucket fire in Middle Grove. Serious PI accident and mutual aid worked well together. One patient is home and doing fine, the other is still in critical condition, should pull through.
- Met with KME to look at 262 ongoing issues with the switches; they will make good on them.
- Hazmat Committee met and working on inventory.
- Rescue Committee also met; would like to upgrade Co #2 Jaws.
- Thanks to the Board for their support.

- **Porter Corners Co #2: D/C Middlebrook**

- Everyone worked well together at the structure fire.

- **Middle Grove Co #3: D/C Ellsworth**

- Received Deidre's email regarding FF Cumm's equipment. Will work on getting a letter out to her.

- **Maple Avenue Co #4: Captain Bullard**

- Thanked the Board for the garage doors. They look great.

- Wilton Fire Department is holding a benefit this Saturday the 27th for Jake Evans. Looking for help to set up on Friday the 26th at 5:30 p.m.
- Would like permission for 4 firefighters to use 296 to attend FF1 at West Crescent; FF Carriger would be the driver. Commissioner Chandler noted that is fine as long as he is qualified to drive 296.

RESOLUTION #72 GIVING FIREFIGHTER CARRIGER PERMISSION TO USE 296 TO GO BACK AND FORTH TO FIREFIGHTER ONE AT WEST CRESCENT FIRE DEPARTMENT.

MOTION: Kugler

SECOND: Dussault

RESOLVED to give Firefighter Carriger permission to use 296 to go back and forth to Firefighter One at West Crescent Fire Department.

VOTE: All in favor, motion carried.

8. EMS – Nicole Thurman:

- Working with Lion’s Club to get a donation for AED’s. D/C Davis also working on possible donation. Brief discussion continued.

9. Reports of the Commissioners:

- Kugler
 - Read a letter addressed to the Board of Fire Commissioners from Co #4 thanking the Board for the new overhead doors.
 - Met with Jill, Garrison & Lion regarding 2016 gear. Chief Burwell to have demo set fitted to him.
 - Would like permission to attend the AFDCA Officer’s Reception with Joyce.

RESOLUTION #73 GIVING COMMISSIONER KUGLER AND D/A PETKUS PERMISSION TO ATTEND THE AFDCA OFFICER’S RECEPTION AT THE HOLIDAY INN SARATOGA ON MARCH 12, 2016.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give Commissioner Kugler and D/A Petkus permission to attend the AFDCA Officer’s Reception at the Holiday Inn on March 12, 2016.

VOTE: All in favor, motion carried.

- Dussault
 - Co #4 Blood drive will be held June 4, 2016.

RESOLUTION #74 GIVING CO #4 PERMISSION TO HOLD A BLOOD DRIVE ON JUNE 4, 2016.

MOTION: Chandler

SECOND: Atwell

RESOLVED to give Co #4 permission to hold a Blood Drive on June 4th, 2016.

VOTE: All in favor, motion carried.

Joyce noted that if they send the info to the District Office, she and Jill will get it on to the website and Facebook.

- Asked about the Pelican lights; they were received last night.
- John Lant's brother passed away; Joyce to send a card from the Board.
- Good turnout for Tuesday night drills.
- Atwell
 - Reviewed various truck repairs.
 - Rescue Committee would like a couple more harnesses for Low Angle Rope Rescue. Co #3 would like some ice rescue rope and Co #1 would like a new Gumbo suit to replace the one that continually leaks.
 - Smartwatt will be at Co #4 on February 29th to install the new truck bay lights.
 - NY Safeco has awards/scholarships available for graduating students. Need to apply by the 29th. Contact Deidre for information.
 - New FF application process has changed and need to follow procedure.
- Chandler
 - Town sent out list of new homes in the area. Brief discussion; would like to receive them once a year.
 - Current members do not need to have a drug test with their physical. Only new applicants must have initial drug screening.

10. District Policy Review:

- Firefighter Injury – no changes.
- Physical/Fit Test – no changes.
- Pregnant Firefighter– no changes.
- Restricted Duty – no changes.
- SCBA Qualified Firefighter – no changes.
- Funeral Detail – new policy. Discussion continued; Joyce to make changes as discussed and submit for review. Added to March 9th agenda for final approval.

11. Special Topics of Discussion:

- D/C Davis presented the necessity of having a reliable water source. Discussion continued regarding placing water tanks in the ground at Co #2 and Co #3. Cost is approximately \$32,000 per tank; Town would possibly donate excavation. Joyce to schedule special meeting on 3/2/16 to continue discussion.
- Commissioner Chandler explained that as a recent Truck Committee Meeting there was discussion of possibly purchasing several Chief vehicles. They are looking at both new and used vehicles. Discussion continued; added to 3/2/16 special meeting agenda for further discussion.

RESOLUTION #75 THAT, ON A CASE BY CASE BASIS, GIVING 19 YEAR OLDS PERMISSION TO DRIVE SMALL VEHICLES. STIPULATIONS INCLUDE THE FOLLOWING: HAVE DRIVER'S LICENSE FOR A MINIMUM OF 2 YEARS, CLEAN DMV/LENS, SMALL VEHICLE EVOC, COMPANY QUALIFIED.

MOTION: Chandler

SECOND: Dussault

RESOLVED that, on a case by case basis, giving 19 year olds permission to drive small

vehicles. Stipulations include the following: have driver's license for a minimum of 2 years, clean DMV/LENS, small vehicle EVOG, company qualified.

VOTE: All in favor, motion carried.

RESOLUTION #76 GIVING CO #3 AUXILIARY PERMISSION TO HOLD THEIR ANNUAL EASTER EGG HUNT ON MARCH 19, 2016. ALSO APPROVING A FUNDRAISER CARD MAKING CLASS ON APRIL 10, 2016.

MOTION: Kugler

SECOND: Dussault

RESOLVED to give Co #3 Auxiliary permission to hold their annual Easter egg hunt on March 19, 2016. Also approving a fundraiser card making class on April 10, 2016.

VOTE: All in favor, motion carried.

- D/C Middlebrook asked about stipends for Chief's with no district cell phone. Added to the March 9, 2015 agenda for discussion.
- D/C Ellsworth noted Co #3 is now on 24/7 mutual aid with Providence, Galway, Middle Grove, Edinburg and Broadalbin effective February 23, 2016.
- County radio restructuring, interoperability discussed.
- Co #4 state audit was completed today; may take 3-6 months to see report.

RESOLUTION #77 TO GO INTO EXECUTIVE SESSION AT 8:25 PM IN REFERENCE TO THE STATION KEEPER POSITION.

MOTION: Chandler

SECOND: Kugler

RESOLVED to go into executive session at 8:25 p.m. in reference to the Station Keeper position.

VOTE: All in favor, motion carried.

RESOLUTION #78 TO RECONVENE FROM EXECUTIVE SESSION AT 9:30 PM.

MOTION: Chandler

SECOND: Kugler

RESOLVED to reconvene from Executive Session at 9:30 p.m.

12. Dispense with the reading of the minutes

RESOLUTION #79 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Chandler

SECOND: Dussault

RESOLVED to dispense with the reading of the minutes.

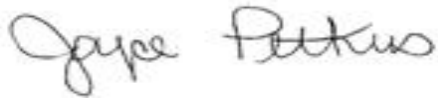
VOTE: All in favor, motion carried.

Motion made by Commissioner Atwell with a second from Commissioner Kugler to adjourn the meeting at 9:32 PM.
VOTE: All in favor, motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Deidre Lanphear-Chandler".

Deidre Lanphear-Chandler
Operations Secretary

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

Joyce Petkus
District Administrator/Treasurer