

Board of Fire Commissioners

Greenfield Fire District
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The March 23, 2016 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, Dussault, Kugler; 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:** March 9, 2016 Commissioner Meeting Minutes and March 15, 2016 and March 17, 2016 Special Meeting Minutes as written.

RESOLUTION #103 APPROVING THE MARCH 9, 2016 COMMISSIONER MEETING MINUTES AND MARCH 15, 2016 AND MARCH 17, 2016 SPECIAL MEETING MINUTES AS WRITTEN.

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve the March 9, 2016 Commissioner Meeting Minutes and March 15, 2016 and March 17, 2016 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

Commissioner Atwell questioned Voucher #160193. Charge is for the Chief's radio.

RESOLUTION #104 TO PAY ABSTRACT #6, VOUCHER #160162 THROUGH VOUCHER #160197 FROM THE GENERAL FUND, TOTALING \$32,253.64.

A3410.1	\$	4,370.38
A3410.2		3,472.25
A3410.4		23,984.90
A9000.8		426.11

Total: \$ 32,253.64

MOTION: Dussault

SECOND: Atwell

RESOLVED to pay Abstract #6, Voucher #160162 through Voucher #160197 from the General Fund, totaling \$32,253.64.

VOTE: All in favor, motion carried.

4. Reports of the Staff

- **District Administrator – Joyce Petkus:**

- Annual physicals continuing. Message sent via Firetracker that Center for Occupational Health has opened up evenings on 4/19 and 5/10 from 4-8 pm if firefighters prefer an evening appt. Fasting is preferred.
- Co #4 phone claim has been settled and check has been cut.
- Received a letter from Lt. Pratt; resigning as Co #1 Lt. effective immediately.
- Need resolution for D/P Chouinard to attend the Recruitment & Retention Skills Training on 4/23/16.

RESOLUTION #105 GIVING D/P CHOUINARD PERMISSION TO ATTEND THE NYSAFC 2016 RECRUITMENT & RETENTION SKILLS TRAINING AT CLIFTON PARK FIRE DEPARTMENT ON 4/23/16.

MOTION: Kugler

SECOND: Dussault

RESOLVED to give D/P Chouinard permission to attend the NYSAFC 2016 Recruitment & Retention Skills training at Clifton Park Fire Department on 4/23/16.

VOTE: All in favor, motion carried.

- Began annual audit today; very thorough. There will be some management notations coming out that they will want us to make changes to. Brief discussion continued.

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

- FF D. Cumm returned her Captain accessory items.
- Dress uniform fittings held on March 12th; eight firefighters attended.
- New website has gone live; will need some updating going forward.
- Pack inspection went well. Minor servicing that needed to be done. Will need to purchase approximately 12 bottles this year.
- Fit Testing schedule will go out beginning of April for June dates.
- Hose testing to occur in June. Will also get hard suction quotes.
- Computer has been set up in D/C Davis' office.
- Arrowhead doesn't know where Co #4 light tubes are; will get back to us.
- Still no quote from Kinsley on Co #3 generator; will follow up.
- Gear fitting went well. Working on the test set of gear.
- Will be out of the office March 31st and April 1st.
- Received a quote from Saratoga Sign Pro for striping of the Chief's vehicles in the amount of \$1,750.00.

RESOLUTION #106 APPROVING QUOTE FROM SARATOGA SIGN PRO OF \$1,750.00 FOR STRIPING OF CHIEFS VEHICLES; MONEY TO COME FROM THE OPERATIONS ACCOUNT.

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve quote from Saratoga Sign Pro of \$1,750.00 for striping of Chiefs vehicles; money to come from the Operations account.

VOTE:

- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - The company that the Chief's vehicle is being purchased from requires a wire funds transfer.

RESOLUTION #107 GIVING THE TREASURER PERMISSION TO COMPLETE A WIRE FUNDS TRANSFER IN THE AMOUNT OF \$22,374.00 USD VIA THE INFORMATION RECEIVED FOR THE PURCHASE OF A 2009 CHEVROLET SUBURBAN (VIN #1GNGK46K99R190146) FROM GTA FLEET SOLUTIONS, INC. OF MARKHAM ONTARIO. MONIES TO BE WITHDRAWN AND WIRED TRANSFERRED FROM THE EQUIPMENT RESERVE FUND ACCOUNT HELD AT SARATOGA NATIONAL BANK TO GTA FLEET SOLUTIONS, INC. ACCOUNT HELD AT TD CANADA TRUST AFTER THE EXPIRATION OF THE PERMISSIVE REFERENDUM ON APRIL 2, 2016. TREASURER IS ALSO AUTHORIZED TO WITHDRAW THE \$20.00 SNB SERVICE CHARGE ASSOCIATED WITH THIS TRANSFER FROM THE EQUIPMENT RESERVE FUND.

MOTION: Chandler

SECOND: Kugler

RESOLVED to give the Treasurer permission to complete a wire funds transfer in the amount of \$22,374.00 USD via the information received for the purchase of a 2009 Chevrolet Suburban (VIN #1GNGK46K99R190146) from GTA Fleet Solutions, Inc. Of Markham Ontario. Monies to be withdrawn and wired transferred from the Equipment Reserve Fund account held at Saratoga National Bank to GTA Fleet Solutions, Inc. Account held at TD Canada Trust after the expiration of the permissive referendum on April 2, 2016. Treasurer is also authorized to withdraw the \$20.00 SNB service charge associated with this transfer from the Equipment Reserve Fund.

VOTE: All in favor, motion carried.

5. Firefighter/Auxiliary Applications/Changes in Membership:

Firefighter New Members: None.

Firefighter Changes in Membership:

Co. #1 – None.

Co. #2 – R. Myers, back to active status, moved to Co. #3 District.

Co. #3 – None.

Co. #4 – G. Rice, resigned.

Auxiliary Applications:

Co. #1 – None.

Co. #2 – None.

Co. #3 – None.

Co. #4 – Darcey Petel.

Auxiliary Changes in Membership: None.

Co. #1 – None.

Co. #2 – None.

Co. #3 – None.

Co. #4 – None.

Question arose regarding past members of Co #4 auxiliary; clarified they are no longer members; they were to have completed a new applications by Spring 2015 in order to retain their membership status. They will have to re-apply, and they can contact the District Auxiliary Liaison, Brenda Jennings, or any of the other company auxiliary Presidents for information and applications.

RESOLUTION #108 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER CHANGES IN MEMBERSHIP AND AUXILIARY APPLICATIONS.

MOTION: Atwell

SECOND: Dussault

RESOLVED to give the Chairman of the Board permission to sign off on Firefighter Changes in Membership and Auxiliary applications.

VOTE: All in favor, motion carried.

6. Report of the Chief – Justin Burwell

- Reviewed company trainings over the past few weeks.
- Reviewed the apparatus repair and maintenance.
- Received notification from Saratoga County that the bridge on Lake Desolation Road will be closed on between April 4th and July 15th. Brief discussion.
- Reviewed the County Mutual Aid Plan.
- Will be working on the 3rd county tag that OES will provide us.

7. Reports of the Companies:

- **Greenfield Center Co #1: D/C Davis**
 - Breaker tripped again. Jill to give D/C Davis Bill Crawford's phone number.
- **Porter Corners Co #2: D/C Middlebrook**
 - Quiet.
- **Middle Grove Co #3: D/C Ellsworth**
 - Had physical Monday; went well except for a couple issues. Brief discussion.
 - Thanks to everyone for all the help with the call on Sand Hill Rd.
 - Couple calls on the new truck. Changes made, but no change in price.
 - Trees have already been taken down where tank is going to go.
 - Donated truck at KME is almost ready to go. Brief discussion, Jill to get price on three stage, 24' ladder.
 - Discussion regarding bug shield for 284.
- **Maple Avenue Co #4: A/C Bogardus**
 - Nothing at this time.

8. EMS – Nicole Thurman:

- First Aid class for various officers is here, Tuesday, March 29th at 7 pm.
- The donation letter for the AED's is ready to be emailed.

9. Reports of the Commissioners:

- **Atwell**
 - Pump service will begin in June if okay with Officers. Chief Burwell working with Wilton FD to do testing together. Brief discussion continued.
 - Truck maintenance with KJ Stearns will begin in April.

- Jill took pictures of Co #3 generator. Will go online for sale after Board agrees on a price.
- Would like to get 282 up for sale. Brief discussion.
- Switches were picked up today for 262.
- Still have not heard anything on the radio reprogramming.
- April 19th is primary election day at Co.'s #1, #2 and #3.
- Would like to thank the firefighters for their service during the two bad calls last week. Couldn't have done a better job.
- **Dussault**
 - Would like to switch out hoods annually. Brief discussion.
 - Discussed whether or not one tone for all will affect LOSAP. Chief Burwell and Joyce currently working on it with Penflex. Brief discussion continued.
- **Kugler**
 - Always appreciate the kind emails and letters during difficult times.
- **Chandler**
 - Turning Stone Conference begins April 1st. Chief Burwell will be bringing the Marcellus truck back at that time.

10. District Policy Review:

- Credit Card – no changes.
- Investment – no changes.
- Purchasing – no changes; Jill and Joyce to work on updating.
- Travel – no changes.

11. Special Topics of Discussion:

RESOLUTION #109 PARTICIPATING IN THE SARATOGA COUNTY FIRE MUTUAL AID PLAN DATED FEBRUARY 23, 2016.

MOTION: Chandler

SECOND: Kugler

RESOLVED to participate in the Saratoga County Fire Mutual Aid Plan dated February 23, 2016.

VOTE: All in favor, motion carried.

- Installation of water tanks: Commissioner Chandler noted Town will be drilling one well, which can be also used for the Town Garage and by people in the town who needed potable water. Co. #2's tank will be placed next to the pole barn and Co. #3's tank will be placed to the right of the gravel driveway. D/C Davis will schedule with the Town. Lengthy discussion continued, including possibly needing to heat Co #3 garage.
- 290 needs repairs totaling \$2,854.89. Brief discussion continued.

RESOLUTION #110 APPROVING QUOTE FROM DELLA FOR REPAIRS TO 290 IN THE AMOUNT OF \$2,854.89; MONEY TO COME FROM THE OPERATIONS ACCOUNT.

MOTION: Chandler

SECOND: Kugler

RESOLVED to approve quote from Della for repairs to 290 in the amount of \$2,854.89; money to come from the Operations Account.

VOTE: All in favor, motion carried.

RESOLUTION #111 TO GO INTO EXECUTIVE SESSION AT 8:00 PM IN REFERENCE TO THE STATION KEEPER POSITION.

MOTION: Chandler

SECOND: Kugler

RESOLVED to go into executive session at 8:00 pm to discuss the Station Keeper position.

VOTE: All in favor, motion carried.

RESOLUTION #112 TO RECONVENE FROM EXECUTIVE SESSION AT 8:48 PM.

MOTION: Atwell

SECOND: Dussault

RESOLVED to reconvene from executive session at 8:48 pm.

VOTE: All in favor, motion carried.

12. Dispense with the reading of the minutes

RESOLUTION #113 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Kugler

SECOND: Atwell

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

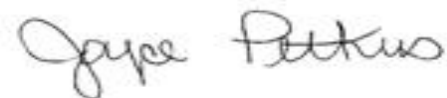
Motion made by Commissioner Dussault with a second from Commissioner Atwell to adjourn the meeting at 8:49 PM.

VOTE: All in favor, motion carried.

Respectfully submitted,



Deidre Lanphear-Chandler
Operations Secretary



Joyce Petkus
District Administrator/Treasurer