

# **Board of Fire Commissioners**

Greenfield Fire District  
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The May 25, 2016 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman for the evening, Commissioner Jackie Atwell, at 7:05 PM.

## **Present were:**

Commissioners Atwell, Kugler, Dussault, D/P Chouinard, Station Keeper Ranck and D/T Thurman. Excused: Chairman Michael Chandler; D/A & Treasurer Joyce Petkus  
See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. Bid opening for sealcoating and striping of Co. #1 and Co. #2 parking lots.  
Crane Sealcoating in Amsterdam: \$7,300.00  
Skip's Sealcoating, LLC in Rotterdam: \$6,290.00  
King Enterprises in Saratoga Springs: \$7,200.00
3. **Approve Minutes:** May 11, 2016 Commissioner Meeting Minutes as written.

## **RESOLUTION #161 APPROVING THE MAY 11, 2016 COMMISSIONER MEETING MINUTES AS WRITTEN.**

MOTION: Atwell

SECOND: Kugler

RESOLVED to approve the May 11, 2016 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

## **4. Payment of Bills:**

## **RESOLUTION #162 TO PAY ABSTRACT #10, VOUCHER #160305 THROUGH VOUCHER #160330 FROM THE GENERAL FUND, TOTALING \$39,245.76.**

A3410.1	\$	5,910.04
A3410.2		5,759.54
A3410.4		27,045.13
A9000.8		531.05
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Total:	\$	39,245.76

MOTION: Kugler  
SECOND: Dussault  
RESOLVED to pay Abstract #10, Voucher #160305 through Voucher #160330 from the General Fund, totaling \$39,245.76.  
VOTE: All in favor, motion carried.

**RESOLUTION #163 TO PAY ABSTRACT #2, VOUCHER #BR16002 FROM THE BUILDING RESERVE FUND, TOTALING \$214.32.**

MOTION: Atwell  
SECOND: Dussault  
RESOLVED to pay Abstract #2, Voucher #BR16002 from the Building Reserve Fund, totaling \$214.32.  
VOTE: All in favor, motion carried.

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

**Firefighter Applications for Membership:**

- Co. #1 – None.
- Co. #2 – None.
- Co. #3 – Brandon Ray – returning member
- Co. #4 – Joseph Russo – new member

**Firefighter Changes in Membership:**

- Co. #1 – None.
- Co. #2 – None.
- Co. #3 – R. Eichorst, W. Welmaker, life-inactive; J. Friedel, resigned
- Co. #4 – C. Franco, resigned

**Auxiliary Applications/Changes in Membership:** None.

**RESOLUTION #164 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER APPLICATIONS FOR MEMBERSHIP AND CHANGES IN MEMBERSHIP.**

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

**6. Reports of the Staff**

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

- Bids opened will be reviewed by the Board and awarded possibly next week.
- Doing very well with sponsorships for 70<sup>th</sup> Banquet; received close to \$6,000.00. Remind your members about the member sponsor section.
- Training laptops are in and Co #2 & Co #3 have theirs. Co #1 & Co #4 need to get theirs.
- SCBA bottles are in. Should have them ready next week.
- Co #4 phone system is scheduled for install the end of next week.

- Fire suppression system at Co #2 along with all district fire extinguishers with the exception of Co #4 have been inspected. Co #4 will be done tomorrow.
  - Annual carpet cleaning scheduled for June 9<sup>th</sup> starting with Co #1, then the District Office and Co #3. Co. #2 and Co. #4 have opted out.
  - Received a lot of requests for Cemetery markers this year at the cost of \$70.00 each. They have been known to be stolen from the cemeteries. Started keeping track of the ones being replaced; contact her if you need replacements.
  - Sent out two emails about pictures for the banquet. Have only heard back from Co #4. Sara Bogardus did a great job putting together photos, dating them and bagged them to be scanned for the banquet.
  - Sent out an email today with instructions on how to get/keep your emails on mobile devices; please periodically sign on to a computer and read your emails as not all emails show up on mobile devices.
  - Picked up gear and pagers from Co #3 today.
  - Starting to roll out Minitor VI pagers are starting to roll out. Co #2 completed, Co #3 is next then Co #4.
  - Equipment out of service at this time is waterous pump and positive pressure fan from Co #2; no update as of today.
- **Station Keeper – Don Ranck:**
    - Overhead door should be replaced sometime next week.
    - Rear passenger side window of 291 is completely rotted and will not work. Quoted \$258.32 to replace the window regulator and channel.

**RESOLUTION #165 APPROVING THE PURCHASE OF WINDOW REGULATOR AND CHANNEL FOR 291 AS QUOTED FROM ARROWHEAD EQUIPMENT TOTALING \$258.32.**

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve the purchase of window regulator and channel for 291 as quoted from Arrowhead Equipment totaling \$258.32.

VOTE: All in favor, motion carried.

- **District Administrator – Joyce Petkus, not present this evening,**  
Given by D/P Jill Chouinard
  - Physical deadline of May 31, 2016. Must be completed, not scheduled.
  - Fire 2016 tickets are available. Stop by the office to pick them up.
  - NMO paperwork was due last Tuesday. Please send only completed paperwork to the District Office.
- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**

**RESOLUTION #166 GIVING TREASURER PERMISSION TO PAY THE FOLLOWING INVOICES: DECELLE ENTERPRISES FOR \$840.00 FOR FOUNDATION/COATING OF WATER TANKS, AND GREENFIELD FIRE CO #3 FOR \$36.48 FOR QUIKCRETE PURCHASED FROM ALLERDICE**

**FOR CO #3 WATER TANK. MONIES TO COME FROM THE BUILDING RESERVE FUND.**

MOTION: Kugler

SECOND: Dussault

RESOLVED to give Treasurer permission to pay the following invoices: DeCelle Enterprises for \$840.00 for foundation/coating of water tanks, and Greenfield Fire Co. #3 for \$36.48 for Quikcrete purchased from Allerdice for Co. #3 water tank. Monies to come from the Building Reserve Fund.

VOTE: All in favor, motion carried.

**RESOLUTION #167 GIVING THE TREASURER PERMISSION TO REIMBURSE D/C ELLSWORTH FOR PROVIDING LUNCH FOR TEN PEOPLE DURING A WORK DETAIL IN THE AMOUNT OF \$98.57. MONEY TO COME FROM DRILLS/MEETINGS.**

MOTION: Atwell

SECOND: Dussault

RESOLVED to give the Treasurer permission to reimburse D/C Ellsworth for providing lunch for ten people during a work detail in the amount of \$98.57. Money to come from Drills/Meetings.

VOTE: All in favor, motion carried.

**7. Report of the Chief – Justin Burwell**

- Reviewed company trainings over the past few weeks.
- Reviewed/discussed various apparatus repair and maintenance.
- Still waiting on a date from Pittsfield Communication for radio programming.
- Water tank install is ongoing.
- Would like to suspend Firefighter Adam Towers from all activities until Sexual Harassment and Work Place Violence is completed. Jill to deactivate his access this evening.

**RESOLUTION #168 SUSPENDING FIREFIGHTER ADAM TOWERS UNTIL SEXUAL HARASSMENT AND WORK PLACE VIOLENCE PREVENTION COURSES COMPLETED.**

MOTION: Kugler

SECOND: Atwell

RESOLVED to suspend Firefighter Adam Towers until Sexual Harassment and Work Place Violence Prevention courses completed.

VOTE: All in favor, motion carried.

- Met with Knox Box representative last week; working on streamlining program. Discussion continued. There are a total of 166 Knox boxes in the district.
- Would like blanket approval for Chiefs vehicles to be taken out of district to the Chief's Show at Turning Stone June 16<sup>th</sup>-18<sup>th</sup>.

**RESOLUTION #169 GIVING BLANKET PERMISSION FOR CHIEFS VEHICLES TO BE TAKEN OUT OF DISTRICT TO THE CHIEFS SHOW AT TURNING STONE JUNE 16<sup>TH</sup> – 18<sup>TH</sup>.**

MOTION: Kugler

SECOND: Dussault

RESOLVED to give blanket permission for Chief's vehicles to be taken out of district to the Chief's Show at Turning Stone June 16<sup>th</sup> – 18<sup>th</sup>.

VOTE: All in favor, motion carried.

**8. Reports of the Companies:**

• **Greenfield Center Co #1: D/C Davis**

- Membership would like to pour a sidewalk in the front of the building; they will purchase all materials and provide labor to construct sidewalk.

**RESOLUTION #170 GIVING CO #1 MEMBERSHIP PERMISSION TO POUR A SIDEWALK IN THE FRONT OF THE BUILDING. MEMBERS TO PURCHASE MATERIALS AND PROVIDE LABOR TO CONSTRUCT SIDEWALK.**

MOTION: Atwell

SECOND: Dussault

RESOLVED to give Co #1 membership permission to pour a sidewalk in the front of the building. Members to purchase materials and provide labor to construct sidewalk.

Vote: All in favor, motion carried.

- Would like new phone system at Co #1. Brief discussion; Jill will get quote on new system from Kinkaid.
  - Would like to thank the members who helped with the water tanks.
  - Co #3 water tank lid is scheduled to be set next week.
  - Setting up four company drill at Greenfield Elementary School. Walk through scheduled for May 31<sup>st</sup> for anyone who would like to go.
  - Would like floor plans to be printed and laminated at the District Office.
- **Porter Corners Co #2: D/C Middlebrook**
- Nothing at this time.
- **Middle Grove Co #3: D/C Ellsworth**
- Ron Eichorst sent a letter of resignation. Would like the Board to send him a letter acknowledging his 45 years of service. Will have Joyce take care of this.
  - Thanks to all who showed for the work detail on water tanks.
  - Mann Wireless would like to use Co #3 meeting room on June 13<sup>th</sup>.

**RESOLUTION #171 GIVING MANN WIRELESS PERMISSION TO USE CO #3 MEETING ROOM ON JUNE 13<sup>TH</sup>.**

MOTION: Kugler

SECOND: Dussault

RESOLVED to give Mann Wireless permission to use Co #3 meeting room on June 13<sup>th</sup>.  
VOTE: All in favor, motion carried.

- **Maple Avenue Co #4: A/C Bogardus**

- Received request for out of district applicant Joshua Anthony Garitta in Saratoga Springs. Permission from Board to move forward with application.
- Has 7 people who still need physicals. Brief discussion.
- Questioned if the District is participating in the parade on Monday. Brief discussion. It was noted all the Chiefs were given a list of the parades.

**9. EMS – Nicole Thurman:**

- The last of epi-pens delivered to the companies, there are no more in stock and replacements are not being purchased at this time. Discussion continued; would like to see additional monies budgeted in 2017, they are approximately \$800.00 per epi-pen.
- Phisio AED was donated to Fire Police. Battery is good but pads are needed. Would like to put it on Fire Police truck. Brief discussion continued; to get prices and bring to Board next meeting.
- Currently there are 114 firefighters; 75 have completed CPR. Brief discussion continued, would like to offer to auxiliary and family members.
- Wilton EMS received 18 new AED's but they will not be distributed until the rest of the order is delivered.
- Albuterol is in; please replace any expiring Albuterol by the end of the month.
- Jill ordered oral airway replacements in size 4 and 5. Companies please let Nicole know when and if you need replacements.

**10. Reports of the Commissioners:**

- Kugler
  - Nothing at this time.
- Dussault
  - Hose/ground ladder/hard suction will be done starting June 10<sup>th</sup>.
  - Thanks to Nicole for teaching the CPR class; 17 people attended.
- Atwell
  - Sterns is going back to Co #3 to look at the truck. Brief discussion; Chief Burwell to be called and he will meet with Sterns at Co #3.
  - Asked about Co #2 Jaws; should be in by next week.
  - We have not had any more bites on the sale of the truck.
  - Munter will re-send invoice directly to Jill.
  - LOSAP has not yet been posted for the quarter. Will be completed next week. Commissioner Kugler noted Joyce sent out an email that posting was being postponed until after the LOSAP in-service due to the recent changes.
- Chandler
  - Not present this evening.

**11. District Policy Review:**

- Election - new.
- Purchasing – revised.
- Travel – revised.

## RESOLUTION #172 APPROVING THE NEW ELECTION POLICY, THE REVISED PURCHASING POLICY AND REVISED TRAVEL POLICY AS PREVIOUSLY SUBMITTED.

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve the new Election Policy, the revised Purchasing Policy and revised Travel Policy as previously submitted.

VOTE: All in favor, motion carried.

- Disciplinary – no changes.
- Honorary Deputy Chief – no changes.
- Pager – no changes.
- Social Media – no changes.

## RESOLUTION #173 TO APPROVE NO CHANGES TO THE DISCIPLINARY, HONORARY DEPUTY CHIEF, PAGER AND SOCIAL MEDIA POLICIES.

MOTION: Kugler

SECOND: Atwell

RESOLVED to approve no changes to the Disciplinary, Honorary Deputy Chief, Pager and Social Media policies.

VOTE: All in favor, motion carried.

### **12. Special Topics of Discussion:**

- Discussion regarding the possible formation of the Greenfield Fire Department. Board of Fire Commissioners recommended moving forward with the formation. The by-law committee has a meeting scheduled with the company Presidents tomorrow evening.
- The Town of Greenfield requested quotes for the cost of wells to be drilled. Lengthy discussion continued. Commissioner Atwell will have Chairman Chandler look into it.

### **13. Dispense with the reading of the minutes**

## RESOLUTION #174 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Kugler

SECOND: Dussault

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 8:00 PM.

VOTE: All in favor, motion carried.

Respectfully submitted,

*Deidre Chandler*

Deidre Chandler  
Operations Secretary

*Jill E. Chouinard*

Jill E. Chouinard  
Director of Purchasing