

Board of Fire Commissioners

Greenfield Fire District
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The August 10, 2016 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:04 PM.

Present were:

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

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** July 27, 2016 Commissioner Meeting Minutes and August 9, 2016 Special Meeting Minutes as written.

RESOLUTION #222 APPROVING THE JULY 27, 2016 COMMISSIONER MEETING MINUTES AND AUGUST 9, 2016 SPECIAL MEETING MINUTES AS WRITTEN.

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve the July 27, 2016 Commissioner Meeting Minutes and the August 9, 2016 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

RESOLUTION #223 TO PAY ABSTRACT #15, VOUCHER #160439 THROUGH VOUCHER #160465 FROM THE GENERAL FUND, TOTALING \$24,660.43.

A3410.1	\$	5,954.54
A3410.2		2,085.47
A3410.4		16,112.02
A9000.8		508.40

Total:	\$	24,660.43

MOTION: Chandler

SECOND: Kugler

RESOLVED to pay Abstract #15, Voucher #160439 through Voucher #160465 from the General Fund, totaling \$24,660.43.

VOTE: All in favor, motion carried.

RESOLUTION #224 TO PAY ABSTRACT #7, VOUCHER #BR16014 FROM THE BUILDING RESERVE FUND, TOTALING \$410.77.

MOTION: Kugler

SECOND: Dussault

RESOLVED to pay Abstract #7, Voucher #BR16014 from the Building Reserve Fund, totaling \$410.77.

VOTE: All in favor, motion carried.

Commissioner Chandler asked for an updated amount still left for the water tank project; D/T Thurman noted is \$8,725.48.

RESOLUTION #225 TO PAY ABSTRACT #3, VOUCHER #ER16004 THROUGH VOUCHER #ER16006 TOTALING \$616.40.

MOTION: Kugler

SECOND: Atwell

RESOLVED to pay Abstract #3, Voucher #ER16004 through Abstract #ER16006 totaling \$616.40.

VOTE: All in favor, motion carried.

4. Reports of the Staff

• **District Administrator – Joyce Petkus:**

- Reminder that the 2017 Proposed Budget needs to be approved no later than September 27, 2016.
- Reminder that the New Member Orientation committee meeting set for August 31, 2016 at 7 pm; email has been previously sent.
- ISO meeting has been rescheduled for September 13, 2016 at 2 pm.
- Membership lists with current/corrected addresses, email addresses, etc. are due back by September 1st as banquet invitations will be mailed out after that.
- Will be on vacation next week.

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

- Unable to attend Assistance to Firefighters Grant Meeting; Chief Burwell and D/C Ellsworth attended and may have information available.
- New badges for Commissioner's uniforms are in, as well as tie tacks. Brief discussion continued. Co #4 still needs to return old badges and collar brass.
- Fire Officer 1 books were picked up by FF Drumm and FF Marshall.
- Chief Burwell has asked for 7 gas fobs for Town of Greenfield for Co #4; five for diesel and two for gas. Board okayed.
- Firefighter Blake Carriger has still not reimbursed the District for his stolen book; Joyce to draft letter from the Board.
- Phone issue at Co #4 was fixed; please let her know if there are further issues.

• **Station Keeper – Don Ranck:**

- Received quote from NY Fire & Signal for the low temperature alarm at Co #3 in the amount of \$400.00, including materials. Brief discussion continued.

RESOLUTION #226 TO APPROVE QUOTE FROM NY FIRE & SIGNAL FOR THE LOW TEMPERATURE ALARM AT CO #3 IN THE AMOUNT OF \$400.00, INCLUDING MATERIALS.

MOTION: Kugler

SECOND: Chandler

RESOLVED to approve quote from NY Fire & Signal for the Low Temperature Alarm at Co #3 in the amount of \$400.00, including materials.

VOTE: All in favor, motion carried.

- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - Nothing at this time.

5. Firefighter/Auxiliary Applications/Changes in Membership: None.

6. Report of the Chief – Justin Burwell

- Reviewed company trainings over the past few weeks.
- Ladder truck training set for Tuesday, August 16th at Co #2 at 18:30.
- EMS Off Road Rescue is set for Wednesday, September 24th at 20:30.
- Reviewed the various apparatus repair and maintenance:
 - Pump testing is complete – all passed.
 - Town of Wilton fobs have been changed to diesel only for diesel vehicles.
 - Ladder service needs to be done on 293.
- D/C Ellsworth delivered EMS boundary maps to Councilman Chandler, who will present them to his Board tomorrow evening.
- ISO letter received and paperwork was given to Officers to fill out; August 31st deadline. Will be meeting with ISO on September 13th.
- Will be out of town this weekend; see D/C Ellsworth with any issues.

7. Reports of the Companies:

- **Greenfield Center Co #1: A/C Chouinard**
 - All is well.
- **Porter Corners Co #2: D/C Middlebrook**
 - All is well.
- **Middle Grove Co #3: D/C Ellsworth**
 - Some members of the truck committee will be heading back to KME on September 11-12th; they are Commissioner Atwell, D/C Ellsworth, A/C Jennings, Captain Petkus, Lt. C. Thurman, firefighters Miller and Cumm. Brief discussion continued.
 - Gave brief overview of this past week's visit to KME, and then discussion continued regarding addressing some issues, including the issue with the driver's seat, as well as the change order letter.
 - Did not take any options with the new truck but would like Jill to get prices on a deck gun.
 - 1991 International is down at KME being worked on.

RESOLUTION #227 ACCEPTING CHANGES AS SUBMITTED BY KME TO NEW 282 WITH ADDITIONAL CHARGE OF \$1,348.00.

MOTION: Atwell

SECOND: Kugler

RESOLVED to accept changes by KME as submitted to new 282 with the additional charge of \$1,348.00.

VOTE: All in favor, motion carried.

- **Maple Avenue Co #4 A/C Bogardus**
 - Apologized to the Commissioners and the Chief for his recent mistake.

8. EMS – Nicole Thurman:

- Four people are currently signed up for the fall EMS class.
- A CPR class will be scheduled at Co #3 in September for anyone interested.
- Reminder that if anyone needs EMS supplies, please have your Company EMS Coordinator or a Chief Officer contact her.
- Next CME class will be Monday, September 12th.

9. Reports of the Commissioners:

- Dussault
 - Nothing at this time.
- Atwell
 - Co #1 phone meeting scheduled for August 16th at 6:30 pm. Joyce to advertise meeting.
 - Pump testing went well; thanks to all who assisted.
 - Truck repairs:
 - Valve was fixed on 283;
 - 291 has been repaired;
 - 1991 International is at KME for installation of booster reel.
 - Big Truck Show went well.
- Kugler
 - Nothing at this time.
- Chandler
 - Pump testing this year went very well. Discussion continued.

10. Planning Board:

- Town of Wilton: Gary Bullard not present this evening.
 - A/C Bogardus reported that they are moving forward with construction of a Cumberland Farms at Daniels Road and 9N.
- Town of Greenfield: Mike Chandler
 - D/C Davis is working on Brookview Mobile Home Park addition. Construction of new entrances to start August 22nd. Brief discussion continued.

11. Special Topics of Discussion:

- Reviewed the quotes from Rosick and Hawk Drilling. Discussion continued; added to August 24th agenda for further consideration.
- Discussion regarding purchasing a calibration machine for the CO meters the officers carry. Price is \$630.00 for the module, including shipping.

RESOLUTION #228 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE A SMALL CO METER CALIBRATION MACHINE FROM A.J. VEL TOTALING \$630.00; MONEY TO COME FROM THE HAZMAT ACCOUNT.

MOTION: Kugler

SECOND: Chandler

RESOLVED to give the Director of Purchasing permission to purchase a small CO meter calibration machine from A.J. Vel totaling \$630.00; money to come from the Hazmat account.

VOTE: All in favor, motion carried.

- Discussion regarding replacement of ice rescue equipment. Board okayed replacing ice rope for Co #3; did not okay new suits for Co #1 at this time.

RESOLUTION #229 APPROVING THE PURCHASE OF NEW ICE ROPES FOR CO #3, TOTALING \$532.00.

MOTION: Kugler

SECOND: Chandler

RESOLVED to approve the purchase of new ice ropes for Co #3, totaling \$532.00.

VOTE: All in favor, motion carried.

- Phantom hydrants on 281 and 282 are not usable. Station Keeper was asked to look at them.
- Co #4 has an out of district application from Anthony Chamberlin. Board okayed.

RESOLUTION #230 TO GO INTO EXECUTIVE SESSION AT 7:55 PM IN REFERENCE TO EMPLOYEE EVALUATIONS.

MOTION: Chandler

SECOND: Kugler

RESOLVED to go into executive session at 7:55 PM in reference to employee evaluations.

VOTE: All in favor, motion carried.

RESOLUTION #231 TO RECONVENE FROM EXECUTIVE SESSION AT 8:57 PM.

MOTION: Chandler

SECOND: Atwell

RESOLVED to reconvene from executive session at 8:57 pm.

VOTE: All in favor, motion carried.

12. Dispense with the reading of the minutes

RESOLUTION #232 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Kugler

SECOND: Dussault

RESOLVED to dispense with the reading of the minutes.

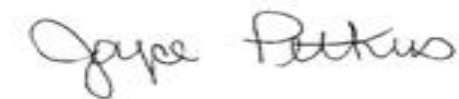
VOTE: All in favor, motion carried.

Motion made by Commissioner Atwell with a second from Commissioner Dussault to adjourn the meeting at 8:58 PM. All in favor.

Respectfully submitted,



Deidre Chandler
Operations Secretary



Joyce Petkus
District Administrator/Treasurer