

Board of Fire Commissioners

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

The March 22, 2017 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Vice Chairman Jack Sadousky at 7:00 PM.

Present were:

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

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** March 8, 2017 Commissioner Meeting Minutes as written.

RESOLUTION #102 APPROVING THE MARCH 8, 2017 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Dussault

SECOND: Chandler

RESOLVED to approve the March 8, 2017 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

RESOLUTION #103 APPROVING PAYMENT OF ABSTRACT #6, VOUCHER #170116 THROUGH #170133 FROM THE GENERAL FUND, TOTALING \$12,069.81.

A3410.1	\$	6,182.29
A3410.2		242.98
A3410.4		4,918.14
A9000.8		726.40

Total: \$ 12,069.81

MOTION: Sadousky

SECOND: Dussault

RESOLVED to approve payment of Abstract #6, Voucher #170116 through #170133 from the General Fund, totaling \$12,069.81.

VOTE: All in favor, motion carried.

4. Reports of the Staff

- **District Administrator – Joyce Petkus:**
 - Reminder that physicals need to be completed by May 31st.
 - Dialers will need to be updated as there will be an overlay of area code 518 with new area code 838.
- **Director of Purchasing – Jill Chouinard:**
 - Pack Inspection Reports have been distributed.
 - Gear Fitting will be Wednesday, March 15th at 7 p.m. at the District Office.
 - Uniform Fitting will be Saturday, April 8th at 10:00 a.m. at the District Office.
 - Chimney Sweeps have been ordered.
 - Phantom Hydrants ordered, also rebuild kits.
 - S/K has a new phone number – 518-450-9279.
 - Co. #1 lights, and water tank lights for Co. #2 & #3 have been ordered.
 - PPF – info for D/C Ellsworth.
 - Calibration gas has been ordered.
 - Fit Test machine is back, schedule has been posted in bulletin boards.
 - Hydro and life span check will be coming up within the next week. Currently 18-20 bottles will be out of life span. Will have between 19-20 bottles that will need Hydro.
 - Found a place that will do Minitor V pager repairs.
 - Ed Trembley is working with Pittsfield to have portable radio for 282 programmed.
 - First Aid Kits need to be picked up by each company.
 - Schuyler Lawton will be coming by to inventory EMS supplies.
- **Station Keeper – Don Ranck:**
 - Nothing at this time.
- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - \$42,147.94 erroneously went into the Equipment Reserve Fund account instead of the SCBA Reserve Fund during the year end closing of the books. Made the necessary transfer to correct error.
 - Annual Audit is March 28th & 29th. Anyone is welcome to sit through it.
 - There is one checking account left that is a Pay pal account set up in 2011 with \$500.00 in it. It has never been used. Would like to close the account and transfer the money to the Adirondack Trust General Fund checking account.

RESOLUTION #104 GIVING THE TREASURER PERMISSION TO CLOSE THE PAYPAL CHECKING ACCOUNT AND TRANSFERRING BALANCE OF \$500.00 TO THE ADIRONDACK TRUST GENERAL FUND CHECKING ACCOUNT.

MOTION: Chandler

SECOND: King

RESOLVED to give Treasurer permission to close the Paypal checking account and transfer balance of \$500.00 to the Adirondack Trust General Fund Checking account.

VOTE: All in favor, motion carried.

5. Firefighter/Auxiliary Applications/Changes in Membership:

- **Firefighter Applications for Membership:** None.

- **Firefighter Changes in Membership:**
 - Co. #1 – Ken Woolley, resigned
 - Co. #3 – Chris Thurman, transfer from Co #3 to Co #1
 - Co. #4 – William Perrone, change from 16/17 y/o to Active FF
- **Auxiliary Applications/Changes in Membership:** None.

RESOLUTION #105 GIVING THE VICE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER CHANGES IN MEMBERSHIP.

MOTION: Dussault

SECOND: King

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

VOTE: All in favor, motion carried.

6. Report of the Chief – Chief Burwell:

- Reported on various training;
- Apparatus:
 - Waiting on a determination on 292 from KME
 - Paint repairs on small roll up doors are being done by KME
 - KME repaired water leak on 271, drain plug was broken.
 - 273 is OOS and at KME for repair.
- District JAWS training is being conducted at Co. #2 on March 25th.
- Life Member Jay Holcombe passed away last week.
- Mike Aufiero, Saratoga County Hazmat Chief passed away last week also.
- During the blizzard “Stella” last week, we had a structure fire at ADK. Thank you to everyone for all the help during that.
- Will be out of town March 30th through April 2nd for the Law & Management Conference.

7. Reports of the Companies:

- **Greenfield Center Co #1: D/C Chouinard**
 - Nothing at this time.
- **Porter Corners Co #2: D/C Middlebrook**
 - Nothing at this time.
- **Middle Grove Co #3: D/C Ellsworth**
 - Nothing at this time.
- **Maple Avenue Co #4 A/C Bogardus**
 - Thank you to everyone for your assistance last week at the structure fire.

8. EMS – Nicole Thurman:

- Attended M. Aufiero’s wake.
- PCR’s go into effect on 4/1.

9. Reports of the Commissioners:

- Chandler
 - Floats were installed last week.

- Dussault
 - Working on the land transfer.
- King
 - Building Engineer Specs are still in the works.
 - Found Specs for a 30,000 underground water tank on line.
 - Thank you for a great showing at the ADK fire in such adverse conditions.
 - Located a CPA the does 501C3. Will get back to us with pricing.
- Kugler
 - Not present this evening.
- Sadousky
 - Joyce was elected to the Board of Directors of AFDSNY. Requesting permission to attend Installation Ceremony on April 21, 2017.

RESOLUTION #106 TO APPROVE \$75.00 FOR JOYCE PETKUS TO ATTEND INSTALLATION CEREMONY AT THE DESMOND HOTEL ON APRIL 21, 2017.

MOTION: Dussault

SECOND: King

RESOLVED to approve \$75.00 for Petkus to attend Installation Ceremony at the Desmond Hotel on April 21, 2017.

VOTE: All in favor, motion carried.

10. Planning Board:

- Town of Wilton: Gary Bullard
 - Nothing at this time.
- Town of Greenfield: Mike Chandler
 - Nothing at this time.

11. District Guideline Review:

- Drug & Alcohol – no change.
- Harassment/Discrimination – no change.
- Sexual Harassment – no change.
- WP Violence Prevention – no change.
- App/Vehicle Use (formerly Chief's Vehicle Use) – changes approved.
- Elections – changes approved.
- NMO – changes approved.
- Smoking & Other Tobacco Products – follows NYS Public Health Law – new.

RESOLUTION #107 APPROVE NEW SMOKING AND OTHER TOBACCO PRODUCTS POLICY AND ABOVE CHANGES AS DISCUSSED/SUBMITTED.

MOTION: King

SECOND: Dussault

RESOLVED to approve new Smoking and Other Tobacco Products Policy and above changes as discussed/submitted.

VOTE: All in favor, motion carried.

12. Special Topics of Discussion:

- Memorandum of Understanding was read into the minutes by D/A Petkus:

“The Board of Fire Commissioners of the Greenfield Fire District wish to memorialize the generous contribution of a local company, Ballston Morningkill Associates, LLC to provide construction management services for the coordination and construction of its new training facility.

It should be noted that while one of the members of the Board of Fire Commissioners has a business relationship with the aforementioned contributor, the offer of construction management services is in no way predicated upon any past or continued business relationship between said offeror and any current, former, or future member of the Board of Fire Commissioners of the Greenfield Fire District.”

- EAP Program discussion: moved to April 8, 2017 Commissioners Meeting.
- As a result of the Co #3 Building Committee meeting and a unanimous vote at their company meeting, Co #3 would like to return the \$30,000.00 that the Board of Fire Commissioners set aside for construction of a pavilion, and instead request that that money be used to widen/pave the road by Co #3 water tank.
- Voted unanimously on holding the banquet every five years and having a smaller service in between. Banquet Policy will be written up.

RESOLUTION #108 APPROVING THE BLS GLUCOMETER USE AND GLUCOMETER STORAGE POLICIES AS SUBMITTED.

MOTION: Chandler

SECOND: King

RESOLVED to approve the BLS Glucometer Use and Glucometer Storage Policies as submitted.

VOTE: All in favor, motion carried.

RESOLUTION #109 APPROVING THE CHANGES TO THE GREENFIELD FIRE DISTRICT EMS CME PROGRAM OVERVIEW AND RESPONSIBILITIES DOCUMENT AS SUBMITTED.

MOTION: Chandler

SECOND: Dussault

RESOLVED to approve the changes to the Greenfield Fire District EMS CME Program Overview and Responsibilities Document as submitted.

VOTE: All in favor, motion carried.

RESOLUTION #110 GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND UP TO \$60,000.00 FROM THE EQUIPMENT RESERVE FUND FOR THE PURCHASE OF A 2017 CHIEF'S TAHOE AND RELATED EQUIPMENT AND ACCESSORIES.

MOTION: Dussault

SECOND: King

RESOLVED to give the District Administrator permission to advertise a permissive referendum to withdraw and expend up to \$60,000.00 from the Equipment Reserve Fund for the purchase of a 2017 Chief's Tahoe and related equipment and accessories.

VOTE: All in favor, motion carried.

13. Final Comments:

- Quick overview of the Apparatus Policy; gives the Chief more authority on apparatus leaving the district.
- Co #1 will be hosting a Comedy Night on April 28th. Tickets are available.

14. Dispense with the reading of the minutes

RESOLUTION #111 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Dussault

SECOND: Chandler

RESOLVED to dispense with the reading of the minutes.

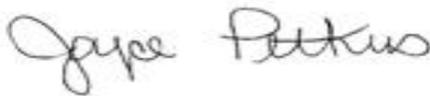
VOTE: All in favor, motion carried.

Motion made by Commissioner Dussault with a second from Commissioner King to adjourn the meeting at 7:38 PM. All in favor.

Respectfully submitted,



Deidre Chandler
Operations Secretary



Joyce Petkus
District Administrator/Treasurer