

# **Board of Fire Commissioners**

Greenfield Fire District  
P.O. Box 103  
Greenfield Center, NY 12833  
(518) 893-0723  
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The May 10, 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, King, Sadousky; D/A & Treasurer Petkus, and D/P Chouinard. Excused: Commissioner Dussault, 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:** April 26, 2017 Commissioner Meeting Minutes as written.

## **RESOLUTION #138 APPROVING THE APRIL 26, 2017 COMMISSIONER MEETING MINUTES AS WRITTEN.**

MOTION: Chandler

SECOND: King

RESOLVED to approve the April 26, 2017 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

### **3. Payment of Bills:**

Commissioner Chandler questioned voucher #170210, the Chief noted it is the KME bill for new 282 seat that was carryover from 2016.

## **RESOLUTION #139 TO PAY ABSTRACT #9, VOUCHER #170198 THROUGH #170223 FROM THE GENERAL FUND, TOTALING \$19,984.79.**

A3410.1	\$	6,317.04
A3410.2		1,939.84
A3410.4		11,190.79
A9000.8		537.12
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Total:	\$	19,984.79

MOTION: Chandler

SECOND: King

RESOLVED to pay Abstract #9, Voucher #170198 through #170223 from the General Fund, totaling \$19,984.79.

VOTE: All in favor, motion carried.

#### 4. Reports of the Staff

- **District Administrator – Joyce Petkus:**
  - Received and read a very nice letter from the Kugler family.
  - Reminder physicals to be done May 31<sup>st</sup>; Deidre put spreadsheets in company baskets.
- **Director of Purchasing – Jill Chouinard:**
  - Discussion regarding seal coating Co's #3 and #4. Jill to write up spec with bid opening scheduled for June 14<sup>th</sup> meeting and awarding of bid scheduled for June 28<sup>th</sup> meeting.
  - The Chief would like to apply for the \$1500 matching DEC grant; cutoff is May 31<sup>st</sup>. The Board is in agreement to match the grant for Nomex shirts. Brief discussion continued; emerald green no longer available, will have to go with yellow. Jill to complete grant.
  - Bottle Hydro has been completed. Last 9 bottles will be sent out for hydro tomorrow, should be back in three days.
  - Current NYS SCBA bottle contract price is \$980.49 each, and approximately 20 bottles are needed, for a total cost of \$19,609.80 without freight charges. Commissioner Chandler questioned the Chief to make sure this is the direction he wants to go in, as there has been previous talk about changing vendors; he would have no problem with this purchase if the District were to say with Scott. Chief Burwell noted that everyone around the District is changing to Scott.

#### **RESOLUTION #140 GIVING THE TREASURER PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND UP TO \$25,000.00 FROM THE SCBA RESERVE FUND FOR THE PURCHASE OF TWENTY 45 MINUTE SCBA BOTTLES.**

MOTION: King

SECOND: Chandler

RESOLVED to give the Treasurer permission to advertise a Permissive Referendum to withdraw and expend up to \$25,000.00 from the SCBA Reserve Fund for the purchase of twenty 45 minute SCBA bottles.

VOTE: All in favor, motion carried.

- Has a quote for the purchase of 12 Minitor VI pagers at a cost of \$278 each. Would like to start recycling out the old Minitor V pagers that cannot be repaired at a reasonable cost. Total for 12 pagers on State contract is \$4,536.00. Brief discussion continued.

#### **RESOLUTION #141 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE TWELVE MINITOR VI PAGERS TOTALING \$4,536.00. MONEY TO COME FROM .2 PAGER ACCOUNT.**

MOTION: Chandler

SECOND: King

RESOLVED to give the Director of Purchasing permission to purchase twelve Minitor VI Pagers totaling \$4,536.00. Money to come from .2 Pager account.

VOTE: All in favor, motion carried.

- Would like to purchase 12 AV3000 HT Masks. State contract pricing is \$246.15 each, for a total of \$2,953.80. Brief discussion continued.

**RESOLUTION #142 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE TWELVE AV3000 HT MASKS TOTALING \$2,953.80. MONEY TO COME FROM THE .2 SCBA ACCOUNT.**

MOTION: Chandler

SECOND: King

RESOLVED to give the Director of Purchasing permission to purchase twelve AV3000 HT Masks totaling \$2,953.80. Money to come from the .2 SCBA account.

VOTE: All in favor, motion carried.

- Fit testing will begin May 30<sup>th</sup>. Each company has a specific date; please only send 8-10 firefighters each night.
- If you have not picked up your Memorial Day Flags, please do so.
- Waiting to hear back on the phantom hydrant.
- **Station Keeper – Don Ranck:**
  - Not present this evening.
  - Reminder from Commissioner Sadousky to please use the email account specifically set up for work orders.
- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
  - Met with Lynda from BST yesterday regarding QB.

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

- **Firefighter Applications for Membership:** None.
- **Firefighter Changes in Membership:**
  - Co #1: Matt Reynolds, requested Life, would like to keep uniform & access.
- **Auxiliary Applications/Changes in Membership:**
  - Co #4: Ed Fink, Sr.

**RESOLUTION #143 GIVING THE VICE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER CHANGE IN MEMBERSHIP AND AUXILIARY APPLICATION.**

MOTION: King

SECOND: Chandler

RESOLVED to give the Vice Chairman of the Board permission to sign off on Firefighter Change in Membership and auxiliary application.

VOTE: All in favor, motion carried.

**6. Report of the Chief – Chief Burwell:**

- Reported on various training;
- Apparatus Maintenance/Repairs:
  - 292 is back in service – pump, chassis & generator service completed;
  - 282 bumper replaced. Seatbelt is on order;
  - Light vehicles serviced and inspected at Cornell's;
  - 260 inspected and u-joints replaced.
- Previously discussed 284 needing shore power system installed, KME estimate

was approximately \$1,200.00. Also received a quote to purchase the part from Garrison for \$616.55 with Rob from Vehicle Outfitters doing the installation, for a total cost of \$1,116.55.

**RESOLUTION #144 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE A SHORE POWER SYSTEM FROM GARRISON FOR 284 WITH INSTALLATION BY VEHICLE OUTFITTERS FOR A TOTAL OF \$1,116.55.**

MOTION: King

SECOND: Chandler

RESOLVED to give the Director of Purchasing permission to purchase a shore power system from Garrison for 284 with installation by Vehicle Outfitters for a total of \$1,116.55.

VOTE: All in favor, motion carried.

- KME replaced the lost foam on 282.
- Captain Petkus will be the acting EMS Coordinator through 2017. Also still working with Nash on the District EMS Coordinator job description.
- Working on the District lines with Office of Emergency Services to be sure all mapping is correct for the CAD system.
- Has been looking at annual apparatus servicing; solicited 5-6 vendors and received quotes from Firematic, KME and Adirondack Fire (now part of the REV Group). Discussion continued. The Chief recommended going with KME for chassis, pump and generator servicing for this year. If done in district, there would be an extra of \$50.00 but feels it is worth it.

**RESOLUTION #145 ACCEPTING THE CONTRACT FROM KME FOR LARGE VEHICLE ANNUAL SERVING FOR 2017. ALSO GIVING CHIEF BURWELL PERMISSION TO SIGN THE CONTRACT.**

MOTION: Sadousky

SECOND: Chandler

RESOLVED to accept the contract from KME for large vehicle annual serving for 2017. Also giving Chief Burwell permission to sign the contract.

VOTE: All in favor, motion carried.

- Wilton Fire Department is still interested in combining pump testing at Wilton. It went very well last year.
- Would like to upgrade lighting on Chief's vehicles, for an approximate cost of \$1800.00:
  - 270: driving light
  - 260 and 290: LED warning lights.

**RESOLUTION #146 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE LIGHTING FOR THREE CHIEF'S VEHICLES TOTALING \$1,800.00. MONEY TO COME FROM THE .2 MISCELLANEOUS EQUIPMENT ACCOUNT.**

MOTION: King

SECOND: Chandler

RESOLVED to give the Director of Purchasing permission to purchase lighting for three Chief's vehicles totaling \$1,800.00. Money to come from the .2 Miscellaneous Equipment account.

VOTE: All in favor, motion carried.

#### **7. Reports of the Companies:**

- **Greenfield Center Co #1: D/C Chouinard**

- Would like permission to move forward with out of District applicant, Matthew Boyd. Brief discussion continued.

#### **RESOLUTION #147 GIVING CO #1 PERMISSION TO MOVE FORWARD WITH OUT OF DISTRICT APPLICANT, MATTHEW BOYD.**

MOTION: Chandler

SECOND: King

RESOLVED to give Co #1 permission to move forward with out of district applicant, Matthew Boyd.

VOTE: All in favor, motion carried.

- Vestibule door card reader intermittently not working. Brief discussion; Joyce will call Center for Security.

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

- Nothing at this time.

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

- Would like permission for the district to attend parades as read by the District Administrator.

#### **RESOLUTION #148 GIVING THE FIRE DISTRICT MEMBERSHIP AND APPARATUS PERMISSION TO PARTICIPATE IN THE FOLLOWING PARADES: ROCK CITY FALLS PARADE 5/19/17, SARATOGA MEMORIAL DAY PARADE 5/25/17, BALLSTON SPA PARADE 5/27/17, GALWAY PARADE 5/29/17, CORINTH PARADE 5/30/17 AND SARATOGA SPRINGS FLAG DAY PARADE 6/10/17.**

MOTION: Sadosky

SECOND: King

RESOLVED to give the Fire District membership and apparatus permission to participate in the following parades: Rock City Falls parade 5/19/17, Saratoga Memorial Day parade 5/25/17, Ballston Spa parade 5/27/17, Galway parade 5/29/17, Corinth parade 5/30/17 and Saratoga Springs Flag Day parade 6/10/17.

VOTE: All in favor, motion carried.

- **Maple Avenue Co #4 D/C Bogardus**

- Reminder that the Helping Hoops Fundraiser this Friday.
- Life member Dean Deuel requested use of the MED to place flags on graves. Permission denied.

#### **8. EMS – District EMS Coordinator Ed Petkus:**

- CLIA waiver has been received and glucometers have been handed out.
- If any of the fire houses have large amounts of EMS supplies, please let him know so they can be inventoried and redistributed as necessary.

## 9. Reports of the Commissioners:

- **Chandler**
  - Asked for an updated regarding Co #2 siren. It was noted that Bill Crawford looked at it and the windings are apparently not working. Discussion continued regarding whether to repair it or not. Board decided no repairs at this time.
  - Training building pre-bid meeting was held with three contractors present, with a fourth emailing throughout the meeting. Questions that were fielded were put in an email and forwarded to the Board for their review. One question arose regarding concrete testing; received a quote of a few hundred dollars to test approximately 50 yards of concrete. Other questions also arose that should probably be answered by the architect. Brief discussion continued; should be in good shape to receive bids back in time for the due date. Also going to add an alternate of having all treated lumber in the building.
- **Dussault**
  - Not present this evening.
- **King**
  - Wanted to recognize a recent accomplishment of one of our firefighters:

### RESOLUTION #149 RECOGNIZING FIREFIGHTER ZAK KING FOR HIS ACCOMPLISHMENT IN COMING IN SECOND IN THE NYS FINALS COMPETITION IN PRECISION HEAVY EQUIPMENT OPERATOR.

MOTION: King

SECOND: Sadousky

RESOLVED to recognize firefighter Zak King for his accomplishment in coming in second in the NYS finals competition in Precision Heavy Equipment Operator.

VOTE: All in favor, motion carried.

- The bid for the Structural Engineer has been finalized and will be published in both legal newspapers for four day each. A pre-bid meeting will be held at the District Office on May 31<sup>st</sup> at 11 a.m. with bid opening at the June 14<sup>th</sup> Commissioners meeting.
- **Sadousky**
  - Annual OSHA completion deadline has been April 30<sup>th</sup>; in speaking with the Chief he would like to change that deadline to coincide with the annual physicals deadline of May 31<sup>st</sup>. Brief discussion continued.

### RESOLUTION #150 CHANGING THE ANNUAL OSHA COMPLETION

## DATE TO MAY 31<sup>ST</sup>.

MOTION: Sadousky

SECOND: Chandler

RESOLVED to change the annual OSHA completion date to May 31<sup>st</sup>.

VOTE: All in favor, motion carried.

- Reminder that it is now the responsibility of the companies to set up the annual installation banquet; it is June and plans should be in progress for 2018. Asked the Chief to coordinate with the other Chiefs and get back to the Board. Brief discussion continued regarding which company would be the first to host.

### **10. Planning Board:**

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

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

- Apparatus/Vehicle Use Policy – changes made to close a loophole.

## RESOLUTION #151 APPROVING THE CHANGES TO THE APPARATUS/VEHICLE USE POLICY AS SUBMITTED.

MOTION: King

SECOND: Chandler

RESOLVED to approve the changes made to the Apparatus/Vehicle Use Policy as submitted.

VOTE: All in favor, motion carried.

- Received two resumes for vacant Commissioner position. Vice Chairman Sadousky would like to set a Special Meeting date to conduct interviews. Meeting is set for May 16<sup>th</sup> beginning at 7:00 p.m.; Joyce to advertise and schedule interview times with the candidates.

### **12. Final Comments:**

- None.

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

## RESOLUTION #152 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Chandler

SECOND: King

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion made by Commissioner Chandler with a second from Commissioner King to

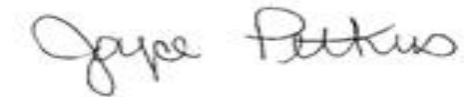
adjourn the meeting at 7:50 PM. All in favor.

Respectfully submitted,

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

Deidre Chandler  
Operations Secretary

Reviewed/Approved By,

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

Joyce Petkus  
District Administrator/Treasurer