

Board of Fire Commissioners

Greenfield Fire District
P.O. Box 103
Greenfield Center, NY 12833
(518) 893-0723
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The June 14, 2017 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Jack Sadousky at 7:00 PM.

Present were:

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

1. Flag salute/moment of silence for departed members and life member, Doug Hurd who is currently in hospice.

2. Bid Opening: Parking Lot Seal Coating:

<u>BDB Paving, Inc.</u> – Co. #3:	\$1,199.00
Ballston Spa, NY Co. #4:	<u>\$1,749.00</u>
	\$2,948.00

<u>Luizzi Bros. Sealcoating</u> – Co. #3:	\$2,250.00
Loudonville, NY Co. #4:	<u>\$2,950.00</u>
	\$5,200.00

<u>All Phase Paving</u> – Co. #3:	\$2,240.00
Albany, NY Co. #4:	<u>\$5,980.00</u>
	\$8,220.00

Awarding of the bid tentatively added to the June 28th Meeting agenda.

3. Bid Opening: Structural Engineer for Buildings Inspection:

<u>The Chazen Companies:</u>	\$7,750.00
Troy, NY (+ optional energy audit)	<u>\$5,200.00</u> (co-funding by NYSERDA)
	\$10,400.00

<u>O & S Associates, Inc.:</u>	\$40,000.00
New York, NY	

<u>CT Male Associates:</u>	\$24,500.00
Latham, NY	

<u>GPI/Greenman-Pederson, Inc.:</u>	\$10,689.00
Albany, NY	

Awarding of the bid tentatively added to the June 28th Meeting agenda.

4. Awarding of Bid: Training Center:

RESOLUTION #171 AWARDING THE BID FOR THE TRAINING CENTER PROJECT TO AJ CATALFAMO CONSTRUCTIUON, INC. IN THE AMOUNT OF \$94,880.00, ACCEPTING ALTERNATES #1 AND #2.

MOTION: Chandler

SECOND: King

RESOLVED to award the bid for the Training center project to AJ Catalfamo Construction, Inc. in the amount of \$94,880.00, accepting alternates #1 and #2.

VOTE: All in favor, motion carried.

RESOLUTION #172 GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND UP TO \$100,000.00 FROM THE BUILDING RESERVE FUND FOR THE CONSTRUCTION OF THE TRAINING CENTER.

MOTION: Chandler

SECOND: King

RESOLVED to give the District Administrator permission to advertise a permissive referendum to withdraw and expend up to \$100,000.00 from the Building Reserve Fund for the Construction of the Training Center.

VOTE: All in favor, motion carried.

5. Approve Minutes: May 24, 2017 Commissioner Meeting Minutes as written.

RESOLUTION #173 APPROVING THE MAY 24, 2017 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Miller

SECOND: Chandler

RESOLVED to approve the May 24, 2017 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

6. Payment of Bills:

RESOLUTION #174 GIVING THE TREASURER PERMISSION TO ABSTRACT #11, VOUCHER #170259 THROUGH #170293 FROM THE GENERAL FUND, TOTALING \$39,825.69.

A3410.1	\$	6,257.98
A3410.2		10,096.08
A3410.4		22,273.63
A9000.8		1,198.00

Total:	\$	39,825.69

MOTION: King

SECOND: Miller

RESOLVED to pay Abstract #11, Voucher #170259 through #170293 from the General Fund, totaling \$39,825.69.

VOTE: All in favor, motion carried.

RESOLUTION #175 TO PAY THE EQUIPMENT RESERVE FUND, ABSTRACT #2, VOUCHER #ER17003 TOTALING \$5,783.38.

MOTION: King

SECOND: Miller

RESOLVED to pay the Equipment Reserve Fund, Abstract #2, Voucher #ER17003 totaling \$5,783.38.

VOTE: All in favor, motion carried.

RESOLUTION #176 GIVING THE TREASURER PERMISSION TO PAY THE INVOICE RECEIVED FROM CENTER FOR SECURITY IN THE AMOUNT OF \$165.00.

MOTION: Chandler

SECOND: Miller

RESOLVED to give the Treasurer permission to pay the invoice received from Center for Security in the amount of \$165.00.

VOTE: All in favor, motion carried.

7. Reports of the Staff

• **District Administrator – Joyce Petkus:**

- Received, and read, correspondence from the Drumm family.
- Center for Security replaced the wiring in the vestibule door at Co #1.
- EAP Program has gone into effect. Each company has posters, cards and membership booklets for you to keep in your offices. Manuals can also be found in all offices at the District Office and online.
- 280 plates transferred to the new Chief's vehicle.
- Blended Learning Program is now in place for FF1.
- Chief's Show tickets are still available.
- Received requested incorporation/501C3 paperwork from the companies; will be scanning and sending to the attorney.

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

- Applied for the DEC Grant.
- Dress uniforms have started to come in.
- Replacement bottles have been ordered. No ETA as of yet.
- New 26 delivered. Lights/accessories are being added, graphics to be applied. Should be ready by end of July, and radios will be swapped out.

RESOLUTION #177 GIVING THE TREASURER PERMISSION TO PAY INVOICE RECEIVED FROM EMERGENCY VEHICLE UPFITTERS IN THE AMOUNT OF \$578.00 FOR THE INSTALLATION OF 284 BATTERY CHARGER.

MOTION: King

SECOND: Miller

RESOLVED to give the Treasurer permission to pay invoice received from Emergency vehicle Upfitters in the amount of \$578.00 for the installation of 284 battery charger.

VOTE: All in favor, motion carried.

- Internet speed has been upgraded; Kincaid ran speed test and it went well.
- Everything going well with EMS supplies; Wilton EMS is great to deal with.
- Soap dispensers are in; S/K Ranck will install them.
- Annual hose testing completed; not a lot was lost this year.
- Saratoga County Fair and Big Truck Day are coming up. If you need fire prevention items for the kids, please let her know.
- New gear tentatively to be delivered on Tuesday.
- Annual fit testing is ongoing; make up day of testing will be 7/11.
- Sent Co #4 an email on June 9th regarding a four gas meter that might need calibrating. Never heard back.
- New pagers are in. Will distribute them soon.
- Bug found in District Office identified as a cockroach; Orkin has been called.
- Have been distributing masks to people who are FIT testing.
- Aerial testing will be done in July. Will get a date.
- Chief Burwell is working with Wilton FD to have joint pump testing done possibly in August/September.
- **Station Keeper – Don Ranck:**
 - Nothing at this time.
- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - Nothing at this time.

8. Firefighter/Auxiliary Applications/Changes in Membership:

- **Firefighter Applications for Membership:** None.
- **Firefighter Changes in Membership:**
 - Co #2: William Lloyd, 3rd, requested Life
 - Co #3: Peter Dumar requested leave of absence; Nichole Mangona resigned as a firefighter.
- **Auxiliary Applications/Changes in Membership:** None.

RESOLUTION #178 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER CHANGES IN MEMBERSHIP AND AUXILIARY APPLICATIONS.

MOTION: Chandler

SECOND: Miller

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

VOTE: All in favor, motion carried.

9. Report of the Chief – Given by D/C Ellsworth:

- Reviewed various trainings.
- Apparatus:
 - Annual servicing has begun. Will have report at next meeting.
 - 280 starter replaced.

- 266 battery replaced.
- Station Keeper serviced brush trucks.
- Congratulations to firefighters Mullen and Petkus for completing Firefighter 1.
- Hose & ladder testing completed last Friday.
- New Chief's vehicle delivered and taken to Emergency Vehicle Upfitters.

10. Reports of the Companies:

- **Greenfield Center Co #1: Lt. Marshall**
 - All quiet.
- **Porter Corners Co #2: D/C Middlebrook**
 - Thanks to Board for approving construction of the training building.
 - Life member, Doug Hurd is not doing well, is in hospice.
- **Middle Grove Co #3: D/C Ellsworth**
 - Was damaged radio ever repaired? It was noted it is on its way back.
 - Need electrical/water line before paving. Brief discussion; Jill to call Toby Middlebrook.
 - Would like to Surplus 280.
- **Maple Avenue Co #4 A/C Bullard**
 - Doing investigations on available electric tools to upgrade jaws on 292. Working with the Chief to put a report together for the Board.

11. EMS – Ed Petkus:

- Not present this evening.
- Commissioner Chandler noted everything is going smoothly with WEMS.

12. Reports of the Commissioners:

- Chandler
 - Nothing at this time.
- Dussault
 - Excused.
- King
 - Would like to extend the deadline of NFIR's submission to July 15th to allow companies to get caught up on data entry. Also there were six unfinished incidents from last year that need to be finished in order to submit 2016. Brief discussion continued.

RESOLUTION #179 APPROVING A ONE TIME EXTENSION UNTIL JULY 15TH TO ENABLE DATA ENTRY PERSONNEL WHO ARE BEHIND TO GET CAUGHT UP ON DATA ENTRY IN RED NMX.

MOTION: King

SECOND: Chandler

RESOLVED to approve a onetime extension until July 15th to enable data entry personnel who are behind to get caught up on data entry in Red NMX.

VOTE: All in favor, motion carried.

RESOLUTION #180 MAKING THE GREENFIELD FIRE DISTRICT THE LEAD AGENCY FOR THE SEQR SHORT FORM REGARDING THE

GREENFIELD CENTER FIREHOUSE WATER TANK PROJECT.

MOTION: King

SECOND: Miller

RESOLVED to make the Greenfield Fire District the lead agency for the SEQR short form regarding the Greenfield Center firehouse water tank project.

VOTE: All in favor, motion carried.

- Miller
 - Attended Commissioner training with the attorneys. Was great to be familiar with many of the subjects discussed.
- Sadousky
 - District cell phones are being turned in by the Board members, and was the Chief's hot spot Wi-Fi. The two Deputy Chief cell phones will remain active. A Cell Phone Use Policy is also in development.

13. Planning Board:

- Town of Greenfield: Mike Chandler
 - Nothing big.
- Town of Wilton: Gary Bullard
 - He, Chief Burwell and D/C Bogardus met with NIGRO Co. to review Wilton Square, they own several properties around Wilton Mall.
 - No update on Cumberland Farms construction.
 - Newly renovated McDonald's will be opening Wednesday.
 - Chief Burwell is working with The Summit to resolve some alarm issues.

14. Special Topics of Discussion:

- D/C Ellsworth noted there was conversation at the Chiefs meeting to upgrade electric fans. Discussion continued; quotes provided. Would like to purchase three Ram fans.

RESOLUTION #181 APPROVING THE PURCHASE OF THREE 16" ELECTRIC RAM FANS AT A COST OF \$1,944.59 EACH.

MOTION: Sadousky

SECOND: Miller

RESOLVED to approve the purchase of three 16" electric Ram fans at a cost of \$1,944.59 each.

VOTE: All in favor, motion carried.

- D/C Ellsworth would like to see 280 declared surplus; Co #3 would like to see it donated.

RESOLUTION #182 THAT PURSUANT TO SECTION 176(23) OF THE TOWN LAW, THE GREENFIELD FIRE DISTRICT DECLARES THAT VEHICLE 280 IS NO LONGER NECESSARY FOR THE PURPOSES OF THE FIRE DISTRICT, AND IS THEREFORE DECLARED SURPLUS EQUIPMENT, TO BE DISPOSED OF AT A LATER DATE.

MOTION: Miller

SECOND: King

RESOLVED that pursuant to Section 176(23) of the Town Law, the Greenfield Fire District declares that Vehicle 280 is no longer necessary for the purposes of the Fire District, and is therefore declared surplus equipment to be disposed of at a later date.

VOTE: All in favor, motion carried.

- Capt. Barss thanked the Board for keeping the Training Building moving forward.
- Captain Barss would like to schedule a meeting between the Board and Highway Superintendent to discuss scheduling various upcoming projects. Commissioner Chandler to work on it.
- D/C Ellsworth asked if the new tank fittings are in; would like to get the project completed. Brief discussion continued. Jill will look into it.
- Clint McGowan asked Joyce to email him with what is needed for Co #2 990's.
- Capt. King asked if the pavement at Co #4 would be repaired before sealcoating. Brief discussion continued; it was noted that sealcoating will occur only from the flagpole north.
- Capt. King would like access granted for Auxiliary to the President's Office.

RESOLUTION #183 GIVING CO #4 AUXILIARY OFFICERS PERMISSION TO HAVE ACCESS THE PRESIDENT'S OFFICE.

MOTION: Sadousky

SECOND: Chandler

RESOLVED to give Co #4 Auxiliary Officers permission to have access to the President's office.

VOTE: All in favor, motion carried.

- Capt. King asked if on the status regarding the land transition. Brief discussion continued; it is in the hands of the attorneys at this time.
- The Board would like to congratulate firefighters Michael Kolakovic from Co #2, Eric Petkus from Co #3 and Zak King from Co #4 on their upcoming graduation from Saratoga Springs High School.

15. Final Comments:

- None.

16. Dispense with the reading of the minutes

RESOLUTION #184 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Miller

SECOND: Sadousky

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

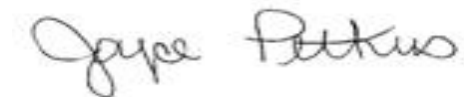
Motion made by Commissioner Chandler with a second from Commissioner King to adjourn the meeting at 8:07 PM. All in favor.

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