

Board of Fire Commissioners

Greenfield Fire District
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The August 9, 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, Dussault, King, Miller, Sadousky, ; D/A & Treasurer Petkus, D/P Chouinard and D/T Thurman. See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.

Captain Derrick Barss noted there was a work conflict and Firefighter Levi Barss would not be able to attend the Montour Falls Training.

RESOLUTION #221 GIVING WALKER CHANDLER, RYAN FEULNER, BRANDON MURRAY AND BRANDON RAY PERMISSION TO ATTEND FIRE OFFICER 1 AT MONTOUR FALLS AUGUST 9-13, 2017 AND AUGUST 16-20, 2017. PERMISSION TO TAKE 270.

MOTION: Chandler

SECOND: King

RESOLVED to give Walker Chandler, Ryan Feulner, Brandon Murray and Brandon Ray permission to attend Fire Officer 1 at Montour Falls August 9-13, 2017 and August 16-20, 2017. Permission to take 270.

VOTE: All in favor, motion carried.

2. **Approve Minutes:** July 26, 2017 Commissioner Meeting Minutes as written.

RESOLUTION #222 APPROVING THE JULY 26, 2017 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Dussault

SECOND: Miller

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

VOTE: All in favor, motion carried.

3. Payment of Bills:

RESOLUTION #223 TO PAY ABSTRACT #15, VOUCHER #170373 THROUGH #170401 FROM THE GENERAL FUND, TOTALING \$43,774.99.

A3410.1	\$	5,963.23
A3410.2		152.08
A3410.4		37,198.02
A9000.8		461.66

Total:	\$	43,774.99

MOTION: King

SECOND: Chandler

RESOLVED to pay Abstract #15, Voucher #170373 through #170401 from the General Fund, totaling \$43,774.99.

VOTE: All in favor, motion carried.

4. Reports of the Staff

• **District Administrator – Joyce Petkus:**

- Received and read letter from Co #1 regarding the Peacock family possibly opening a business adjacent to the property. Commissioner Chandler noted he knows nothing about this.
- She and Deidre have been working on setting up Target Solutions, and also met with the Chief. Brief discussion continued. Some emails sent out, and D/C Middlebrook and Captain Barss will need to assist Deidre regarding the OSHA courses.
- Training Approval Policy was sent to the Board with some changes. Discussion continued. Clarification that the completed form must be in by 30 days before the start of the first class.

RESOLUTION #224 TO APPROVE THE CHANGES MADE TO THE TRAINING APPROVAL POLICY PREVIOUSLY SUBMITTED ALONG WITH 30 DAY POLICY TO SUBMIT TRAINING APPROVAL FORMS FOR MONTOUR FALLS.

MOTION: King

SECOND: Dussault

RESOLVED to approve the changes made to the training approval policy previously submitted along with 30 day policy to submit training approval forms for Montour falls.

VOTE: All in favor, motion carried.

- 2018 Montour Falls training schedule is out and Deidre will be forwarding and posting on Member Only section of website.
- Waiting for quote for Co #4 generator repair to submit to insurance; there will be a \$1,000.00 deductible.
- Reminder LOSAP Review Meeting is August 22, 2017, 7 p.m. at the District Office. Going forward it will always be scheduled the second Tuesday in July.

- **Director of Purchasing – Jill Chouinard:**
 - Annual sealcoating completed. Vendor was questioned by someone as to the specs at Co #4.
 - Heating/Propane RFP is ready to go out. Would like to open them the first meeting in September and award them at the second meeting.
 - Received a sample work shirt and all agreed to continue looking.
 - Dress uniform badges ordered; if you need one let Jill know.
 - Car 26 and 280 radios are done. No issues.
 - 26 lettering completed, Change needed to be made and will incur an additional cost.
 - Big Truck Day very well represented by the District.
 - Gear inventory is in progress.
 - Zoll battery in Co #1 auto pulse is dead. Cost to replace is \$825.00. Was suggested by WEMS to purchase two at the same time because of expiration dates. Co #3 to check their dates. WEMS is also looking into a Lukas device. Brief discussion; will order one for now.
 - Co #4 generator repair quote is \$5,051.07. Brief discussion continued.
 - Washing machines purchased for Co #2 and Co #4.

RESOLUTION #225 GIVING COMMISSIONER SADOUSKY AND D/P CHOUINARD PERMISSION TO ATTEND THE ASSISTANCE TO FIREFIGHTERS GRANT MEETING ON AUGUST 23, 2017 AT CLIFTON PARK FIRE DEPARTMENT.

MOTION: Chandler

SECOND: King

RESOLVED to give Commissioner Sadousky and D/P Chouinard permission to attend the Assistance to Firefighters Grant meeting on August 23, 2017 at Clifton Park Fire Department.

VOTE: All in favor, motion carried.

- **Station Keeper – Don Ranck:**
 - Not present this evening; report previously sent to Commissioners.
- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - Delay in the audit due to new GASB LOSAP audit footnote.
 - Budget meeting is August 23rd; spreadsheets have been previously sent to the Board for review. One tax cap number may change; will be monitored.

RESOLUTION #226 GIVING THE TREASURER PERMISSION TO PAY POMPA BROS. INVOICE RECEIVED IN THE AMOUNT OF \$288.30 FOR CO #4 PAVING. MONIES TO COME FROM REPAIRS/BUILDING, MAINTENANCE AND GROUNDS LINE ITEM.

MOTION: Sadousky

SECOND: Chandler

RESOLVED to give the Treasurer permission to pay Pompa Bros. invoice received in the amount of \$288.30 for Co #4 paving. Monies to come from Repairs/Building, Maintenance and Grounds line item

VOTE: All in favor, motion carried.

RESOLUTION #227 GIVING THE TREASURER PERMISSION TO PAY INVOICE RECEIVED FROM AJ CATALFAMO IN THE AMOUNT OF \$56,720.00 AS PER PREVIOUS PERMISSIVE REFERENDUM.

MOTION: Sadousky

SECOND: Chandler

RESOLVED to give the Treasurer permission to pay Invoice from AJ Catalfamo in the amount of \$56,720.00 as per previous Permissive Referendum.

VOTE: All in favor, motion carried.

5. Firefighter/Auxiliary Applications/Changes in Membership:

- **Firefighter Applications for Membership:** None.
- **Firefighter Changes in Membership:** None.
- **Auxiliary Applications/Changes in Membership:** None.

6. Report of the Chief – Chief Burwell: Not present/D/C Ellsworth:

- Noted the Chief will email the Board his full report.
- All four companies continue to train.
- Pump testing starts tomorrow.
- Apparatus:
 - 261 will go to KME for repairs next week.
 - KME will be sending someone to look at 282.
 - Daytime Firefighter 1 is in progress.
 - 293 was serviced last week
- The Chief has a meeting scheduled with Supervisor Pemrick on Friday morning at 9:00 a.m. to discuss hazards on Middle Grove Road.

7. Reports of the Companies:

- **Greenfield Center Co #1: D/C Chouinard**
 - All good.
- **Porter Corners Co #2: D/C Middlebrook**
 - Auxiliary would like permission to use Co #2 for a sewing class.

RESOLUTION #228 TO GIVE CO #2 AUXILIARY PERMISSION TO USE CO #2 FIREHOUSE FOR SEWING CLASSES.

MOTION: Sadousky

SECOND: Dussault

RESOLVED to give Co #2 Auxiliary permission to use Co #2 firehouse for sewing classes.

VOTE: All in favor, motion carried.

RESOLUTION #229 GIVING LEVI BARSS PERMISSION TO TAKE FIRE OFFICER 1 9/15-17, 9/21-9/24 AND 9/28-10/1 AT MONTOUR FALLS. ALSO PERMISSION TO TAKE 270.

MOTION: King

SECOND: Dussault

RESOLVED to give Levi Barss permission to take Fire Officer 1 9/15-9/17, 9/21-9/24 and 9/28-10/1 at Montour Falls. Permission also to take 270.

VOTE: All in favor, motion carried.

- Training Building is progressing. Brief discussion continued.
- **Middle Grove Co #3: D/C Ellsworth**
 - Asked for an update regarding the piping. Conduit to be installed at this point. Commissioner Chandler noted that he spoke to Toby Middlebrook, and he can get up to 17 gallons per minute of water. Discussion continued.
 - Asked for an update regarding the water tank. Commissioner Chandler noted he is having a hard time getting tank fittings. May need to do something else. Lengthy discussion continued.
 - Sealcoating looks really good, and he is the one who spoke to the Vendor.
- **Maple Avenue Co #4 D/C Bogardus**
 - Kyle Bell is in daytime Firefighter 1 and is under 18. Needs temporary access to retrieve his gear. Board approved Joyce to turn his access on until class ends..
 - County Hazmat Team would like to meet at Co #4 on August 24th.

RESOLUTION #230 GIVING THE COUNTY HAZMAT TEAM PERMISSION TO MEET AT CO #4 ON AUGUST 24, 2017.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give the County Hazmat Team permission to meet at Co. #4 on August 24, 2017.

VOTE: All in favor, motion carried.

RESOLUTION #231 GIVING MICHAEL BOGARDUS, DUANE BOGARDUS AND SARA BOGARDUS PERMISSION TO ATTEND VITAL SIGNS CONFERENCEW IN ROCHESTER, NY FROM 10/24-10/29/17. PERMISSION ALSO TO TAKE 290.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give Michael Bogardus, Duane Bogardus and Sara Bogardus permission to attend Vital Signs Conference in Rochester, NY from 10/24-10/29/17. Permission also to take 290.

VOTE: All in favor, motion carried.

8. EMS – District EMS Coordinator Ed Petkus:

- CME class held this past Monday.
- Has three EMT Course applications forthcoming.

9. Reports of the Commissioners:

- Chandler
 - Gave brief training building update. Will also receive a credit for the cellar stairs and there will be no charge for current set of stairs.
- Dussault
 - All good.
- King
 - Handed out list to Chief Officers of firefighters that still have not been fit tested. Discussion continued.

RESOLUTION #232 THAT ANY FIREFIGHTERS NOT FIT TESTED BY SEPTEMBER 1, 2017 WILL NO LONGER BE A CLASS A OR B FIREFIGHTER; THEY WILL AUTOMATICALLY BE RE-CLASSED AS CLASS C FIREFIGHTERS UNTIL FIT TESTING IS COMPLETE. FOR ANYONE THAT IS AN OFFICER THAT REQUIRES FIT TESTING, THEY WILL CEASE TO BE AN OFFICER AS OF SEPTEMBER 1, 2017.

MOTION: Sadousky

SECOND: Miller

RESOLVED that any firefighters not fit tested by September 1, 2017 will no longer be a Class A or B firefighter; they will automatically be re-classed as Class C firefighters until fit testing is complete. For anyone that is an officer that requires fit testing, they will cease to be an officer as of September 1, 2017.

VOTE: All in favor, motion carried.

- Training building looks fabulous.
- Spoke to Paul Male about the tank specs; he will amend the plans.
- Received 30' sections of conduit today to put under the driveway.
- Has not received anything back from the engineers on building inspections.
- Miller

RESOLUTION #233 GIVING MANN WIRELESS PERMISSION TO USE CO #3 ON AUGUST 18, 2017 FOR A TRAINING/MEETING.

MOTION: Dussault

SECOND: Chandler

RESOLVED to give Mann Wireless permission to use Co #3 on August 18, 2017 for a Training/Meeting.

VOTE: All in favor, motion carried.

- Reviewed updated Employee Manual with the staff and submitted a copy to the Board. Gave brief update of changes made. Will review every May.

RESOLUTION #234 ACCEPTING THE CHANGES AND UPDATES MADE TO THE EMPLOYEE MANUAL, TO BECOME EFFECTIVE SEPTEMBER 1, 2017.

MOTION: Miller

SECOND: Dussault

RESOLVED to accept the changes and updates made to the Employee Manual, to become effective September 1, 2017.

VOTE: All in favor, motion carried.

- Sadousky
 - Nothing at this time.

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:

RESOLUTION #235 ENTERING INTO EXECUTIVE SESSION AT 7:46 PM IN ORDER TO DISCUSS AN EMPLOYMENT MATTER.

MOTION: Dussault

SECOND: Sadousky

RESOLVED to enter into executive session at 7:46 pm in order to discuss an employment matter.

VOTE: Chandler, yes; Dussault, yes; King, no; Miller, yes; Sadousky, Yes. Motion carried.

RESOLUTION #236 RECONVENING FROM EXECUTIVE SESSION AT 8:30 PM.

MOTION: Chandler

SECOND: Miller

RESOLVED to reconvene from executive session at 8:30 PM.

VOTE: All in favor, motion carried.

12. Final Comments:

- EMS Coordinator Petkus looked at the battery and thumper at Co #1 and feels there is something wrong with the battery. Could be under warranty. D/P Chouinard will check tomorrow.
- D/C Ellsworth would like to know if Firefighter Brandon Murray can take his CDL test with 283. Not approved.
- Captain King would like to know if the firefighters could have a 30 day comment period when policies are made or changed. Lengthy discussion continued. Captain King asked if a fire company were to purchase their own fire truck and insure it, could they use that for funeral details? Commissioner Sadousky noted he would need to speak with Bill Young about that.

13. Dispense with the reading of the minutes

RESOLUTION #237 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.

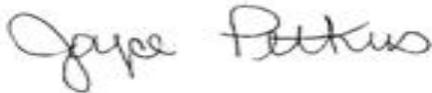
Motion made by Commissioner Dussault with a second from Commissioner Miller to adjourn the meeting at 8:42 PM. All in favor.

Respectfully submitted,



Deidre Chandler
Operations Secretary

Reviewed/approved by,



Joyce Petkus
District Administrator/Treasurer