

# **Board of Fire Commissioners**

Greenfield Fire District  
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The December 27, 2017 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Jack Sadousky at 7:02 PM.

**Present were:**

Commissioners Chandler, Dussault, Miller, Sadousky; D/A & Treasurer Petkus, D/P Chouinard. Excused: Commissioner King. See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** December 13, 2017 Commissioner Meeting Minutes as written.

**RESOLUTION #322 APPROVING THE DECEMBER 13, 2017 COMMISSIONER MEETING MINUTES AS WRITTEN.**

MOTION: Dussault

SECOND: Miller

RESOLVED to approve the December 13, 2017 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

**3. Payment of Bills:**

**RESOLUTION #323 TO PAY ABSTRACT #24, VOUCHER #170626 THROUGH VOUCHER #170650 FROM THE GENERAL FUND, TOTALING \$28,343.97.**

A3410.1	\$	5,993.25
A3410.2		9,564.78
A3410.4		12,327.45
A9000.8		458.49
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Total:	\$	28,343.97

MOTION: Miller

SECOND: Chandler

RESOLVED to pay Abstract #24, Voucher #170626 through Voucher #170650 from the General Fund, totaling \$28,343.97.

VOTE: All in favor, motion carried.

**RESOLUTION #324 TO PAY BUILDING RESERVE ABSTRACT #9, VOUCHER #BR17018 THROUGH #BR17019 FROM THE BUILDING RESERVE FUND, TOTALING \$1,711.34.**

MOTION: Miller

SECOND: Chandler

RESOLVED to pay Abstract #9, Voucher #BR17018 through #BR17019 from the Building Reserve Fund, totaling \$1,711.34.

VOTE: All in favor, motion carried.

**4. Reports of the Staff**

• **District Administrator – Joyce Petkus:**

- Received, and read letter of thank you from Curtis Lumber in Ballston Spa.
- Emails went out to firefighters to register on Target Solutions; can start 2018 OSHA after January 1<sup>st</sup>.
- Chief Ellsworth now needs to sign VFIF forms; new ones put in each basket.
- 2018 CME schedule sent out and added to Member Only section of website
- Celebration of Life will be held for Shirley Bullard on January 13<sup>th</sup> at 1 pm at Maple Avenue firehouse.
- If her work is completed, she will not be here on Friday.

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

- Discussion regarding quote of \$1725.56 received from Curtis Lumber for the training facility moveable walls; to be taken out of operations year end money.

• **Treasurer – Joyce Petkus:**

- Nothing at this time.

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

**Firefighter Applications for Membership:**

- Co #4: Anthony Viviani; has not been in yet to sign the final paperwork so cannot participate as an active firefighter. Also still needs ID photo and tag number.

**Firefighter Changes in Membership:**

- Co #1: Jon Davis, transfer from Co #1 to Co #2;
- Co #2: Sam Chandler, resignation; Dave Hurd, life membership with access and dress uniform.

**RESOLUTION #325 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER APPLICATION AND CHANGES IN MEMBERSHIP.**

MOTION: Chandler

SECOND: Miller

RESOLVED to give the Chairman of the Board permission to sign off on firefighter application and Changes in Membership.

VOTE: All in favor, motion carried.

**Auxiliary Applications/Changes in Membership:** None.

**6. Report of the Chief – D/C Ellsworth for Chief Burwell**

- 291 is going to Vander Molen on Tuesday; they are going to pressure wash/steam clean the frame. Brief discussion continued.

**7. Reports of the Companies:**

- **Greenfield Center Co #1: D/C Chouinard**
  - All set.
- **Porter Corners Co #2: D/C Middlebrook**
  - All set.
- **Middle Grove Co #3: D/C Ellsworth**
  - Asked about the status of 283; Jill had sent email to Ed Tremblay but has not heard back. She will follow up with him.
  - Asked if fittings for the tanks were in; D/C Middlebrook noted not all of them.
- **Maple Avenue Co #4: D/C Bogardus**
  - Nothing at this time.

**8. Report of the District EMS Coordinator – Edward Petkus:**

- Progress.

**9. Reports of the Commissioners:**

- Chandler
  - It was a pretty good year; will hopefully have another good year moving forward.
  - Board is staying the same this year.
- Dussault
  - Thanks to everyone for their hard work and stay safe.
- King
  - Not present this evening.
- Miller

**RESOLUTION #326 APPROVING THE DISTRICT EMPLOYEE JOB DESCRIPTIONS AS SUBMITTED.**

MOTION: Miller

SECOND: Dussault

RESOLVED to approve the district employee job descriptions as submitted.

VOTE: All in favor, motion carried.

- Would like to echo the sentiments of Commissioner Chandler.
- Sadousky
  - Condolences to A/C Bullard on the loss of his mother.
  - Thanks to everyone for a good year; looking forward to a good 2018.

**10. Planning Board:**

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

**11. District Policy Review:** None.

**12. Special Topics of Discussion:**

- Year end money discussion, including:
  - Joyce received invoice of \$2000 received from George T. Farnum, Architect; it is over the approved amount of \$1500. Captain Barss noted that the \$2000 is for the complete project; initial cost is \$1000. Commissioner Sadousky explained that in speaking with Captain Barss, the blueprints cost \$1000, which is under the \$1500 that was approved, and the additional \$1000 is for a retainer to put the bid spec together, and the invoice should have been clearer. This is contingent on the Board moving forward with the project. Brief discussion continued. The Board approved the \$1000 for the blueprints and money to come out of operations, and Joyce will call Mr. Farnum in the morning to get one invoice for the blueprints, and a quote for the bid spec, which the board will hold until a decision is made next year.
  - Discussion regarding amounts to move to reserve funds:
    - 2017 General Fund interest of \$510.64 to be transferred to the Building Reserve Fund;
    - \$32,691.24 to be transferred to the Building Reserve Fund
    - \$32,691.24 to be transferred to the Equipment Reserve Fund
    - \$50,000.00 to be transferred to the Ladder Reserve Fund.

**RESOLUTION #327 ADOPTING ALL CLAIMS AS DISCUSSED AND LISTED ON THE YEAR END WORKSHEET; GIVING THE TREASURER PERMISSION TO MOVE MONIES AS DISCUSSED, INCLUDING MOVING THE 2017 GENERAL FUND INTEREST OF \$510.64 INTO THE BUILDING RESERVE FUND.**

MOTION: Sadousky

SECOND: Chandler

RESOLVED to adopt all claims as discussed and listed on the year end worksheet; giving the Treasurer permission to move monies as discussed, including moving the 2017 General Fund Interest of \$510.64 into the Building Reserve Fund.

VOTE: All in favor, motion carried.

**RESOLUTION #328 GIVING THE TREASURER PERMISSION TO CLOSE OUT THE FOLLOWING PERMISSIVE REFERENDUMS, AS THE PROJECTS/PURCHASES ARE COMPLETED:**

- R3400.021 SCBA BOTTLES – BALANCE LEFT: \$5,390.20
- R3400.022 SCBA PACKS/MASKS – BALANCE LEFT: \$0.00
- R3400.031 1991 INT'L ETA UPGRADES – BALANCE LEFT: \$5,645.64
- R3400.032 2017 CHIEF'S TAHOE – BALANCE LEFT: \$633.93

MOTION: Sadousky

SECOND: Miller

RESOLVED to give the Treasurer permission to close out the following Permissive Referendums, as the projects/purchases are completed:

- R3400.021 SCBA Bottles – balance left: \$5,390.20
- R3400.022 SCBA Packs/Masks – balance left: \$0.00
- R3400.031 1991 Int'l ETA Upgrades – balance left: \$5,645.64
- R3400.032 2017 Chief's Tahoe – balance left: \$633.93

VOTE: All in favor, motion carried.

### RESOLUTION #329 APPOINTING JAY ELLSWORTH DISTRICT CHIEF FOR 2018.

MOTION: Sadousky

SECOND: Miller

RESOLVED to appoint Jay Ellsworth District Chief for 2018.

VOTE: All in favor, motion carried.

Congratulations from the Commissioners on the Chief's appointment.

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

### RESOLUTION #330 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Miller

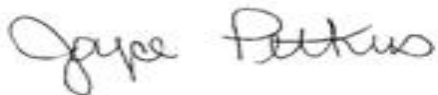
SECOND: Dussault

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 Chandler to adjourn the meeting at 7:30 PM. All in favor, motion carried.

Respectfully submitted,



Joyce Petkus  
District Administrator/Treasurer