

Board of Fire Commissioners

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

The February 14, 2018 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:02 PM.

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

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** January 24, 2018 Commissioner Meeting Minutes as written and the February 12, 2018 Insurance Review Meeting Minutes as corrected.

RESOLUTION #55 APPROVING THE JANUARY 24, 2018 COMMISSIONER MEETING MINUTES AS WRITTEN AND THE FEBRUARY 12, 2018 INSURANCE REVIEW MEETING MINUTES AS CORRECTED.

MOTION: Sadousky

SECOND: King

RESOLVED to approve the January 24, 2018 Commissioner Meeting Minutes as written and the February 12, 2018 Insurance Review Meeting Minutes as corrected.

VOTE: All in favor, motion carried.

3. Payment of Bills:

RESOLUTION #56 APPROVING PAYMENT OF ABSTRACT #3, VOUCHER #180030 THROUGH #180065 FROM THE GENERAL FUND, TOTALING \$45,159.53.

A3410.1	\$ 12,098.27
A3410.2	1,035.76
A3410.4	30,930.62
A9000.8	1,094.88

Total: \$45,159.53

MOTION: Sadousky

SECOND: Miller

RESOLVED to approve payment of Abstract #3, Voucher #180030 through #180065 from the General Fund, totaling \$45,159.53.

VOTE: All in favor, motion carried.

4. Reports of the Staff

- District Administrator – Joyce Petkus:
 - Received a letter of appreciation from Martin Shields.

RESOLUTION #57 GIVING JUSTIN BURWELL PERMISSION TO ATTEND THE FIRE INVESTIGATION COURSE AT MONTOUR FALLS FIRE ACADEMY ON 3/23-25/18; 4/6-8/18; 4/20-22/18 AND 5/18-20/18. PERMISSION TO TAKE 270 IF NEEDED.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to give Justin Burwell permission to attend the Fire Investigation Course at Montour Falls Fire Academy on 3/23-25/18; 4/6-8/18; 4/20-22/18 and 5/18-20/18.

Permission to take 270 if needed.

VOTE: All in favor, motion carried.

RESOLUTION #58 GIVING COMMISSIONER KING AND D/C PETKUS PERMISSION TO ATTEND THE FIRE & EMS LAW & MANAGEMENT CONFERENCE AT THE TURNING STONE RESORT MARCH 22-25, 2018. PERMISSION ALSO TO TAKE 280.

MOTION: Chandler

SECOND: Miller

RESOLVED to give Commissioner King and D/C Petkus permission to attend the Fire & EMS Law Management Conference at the Turning Stone Resort March 22-25, 2018.

Permission also to take 280.

VOTE: All in favor, motion carried.

- 2018 Physicals are coming up. Annual forms to be filled out are in company baskets. There are also extras by the front door of the District Office and forms on the website. Two evening dates scheduled; March 27th & April 10th.
- AFDCA Officers Reception March 24th at the Water's Edge Lighthouse in E. Glenville. Would like to go with a guest. RSVP by March 10th.

RESOLUTION #59 GIVING DISTRICT ADMINISTRATOR JOYCE PETKUS AND A GUEST PERMISSION TO ATTEND THE AFDCA OFFICERS RECEPTION MARCH 24, 2018 AT THE WATER'S EDGE LIGHTHOUSE IN E. GLENVILLE.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to give District Administrator Joyce Petkus and a guest permission to attend the AFDCA Officers Reception March 24, 2018 at the Water's Edge Lighthouse in E. Glenville.

VOTE: All in favor, motion carried.

- AFDSNY Annual Meeting/Conference is April 19-21, 2018 at the Albany Marriott. Would like to attend. There is a proposed By-Law Amendment. Greenfield Fire District gets a vote.

- Need updates on the dialers from Co. #1, Co. #3 and Co. #4. Only change will be Co. #1, J. Davis will now be J. Marshall.
- Reminder that changes to company rosters are due by 3/10/18.
- **Director of Purchasing – Jill Chouinard:**
 - There is no AFG update yet. Will update each meeting.
 - Dress Uniform email has been sent out.
 - Officer badges still need to be changed out.
 - Contacted Waterway per the Chief for hose testing this year. Testing will be June 15th at either the Town Garage or Training Building area. D/C Middlebrook remains in charge.
 - 2018 gear list was sent out to Chief Officers. Garrison gear fitting will be March 7th at 6:00 p.m. Everyone on the list should be here.
 - Would like to upgrade The Chief and S/K's cell phones. Board okayed.
 - District Office generator will be serviced the end of February, 2018.
 - FIT Test machine has not been sent out yet. Some FIT Testing to be done first.
 - Car 26 brush guard is in. S/K will install.
 - Co. #2 has requested a pressure washer. Cost is \$241.03. Board okayed.
 - Air pack testing will be in September.
 - Would like A/C Bullard to reach out to Darcy Petel re: list of supplies for the rehab bus.
 - B-Lann will be here on February 26th at 7 p.m. with a sample of Globe Manufacturing gear.
 - Hoses were delivered for 293.
 - New flag was ordered for Co. #4. S/K has replaced it.
 - Knox Box for the Training Center is in and installed.
 - Have a couple extra chains for the chain saws.
 - We are running low on older air packs.
 - Asked D/C Middlebrook to reach out to FF Kolakovic to return his books.
 - Zoll pads are on order with Wilton.
 - Will need to start taking care of Banquet items. \$12,500 was set aside and would like to start purchasing for the banquet. Would like to ask for \$2,050 at this time.
 - Will be out of the office at 2:15 Friday.
- **Treasurer – Joyce Petkus:**
 - Annual Audit is scheduled for March 1, 2018.
 - Filed a draft of the AUD and sent the Board a copy.

5. Firefighter/Auxiliary Applications/Changes in Membership:

- **Firefighter Applications for Membership:** None.
- **Firefighter Changes in Membership:**
 - Co. #3 – Eric Petkus, military leave
 - Co. #4 – Anthony Viviani, moved
- **Auxiliary Applications/Changes in Membership:**
 - Co. #4 – Corina Hasbrouk, moved into district

RESOLUTION #60 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER CHANGES IN MEMBERSHIP AND AUXILIARY CHANGES IN MEMBERSHIP.

MOTION: Sadousky

SECOND: King

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

VOTE: All in favor, motion carried.

6. Report of the Chief – Chief Ellsworth:

- Training Update:
 - Have been holding OSHA Trainings. Things went fairly well.
 - County held TOAC. EMS personnel helped out.
 - Truck Checks and Station Cleaning.
- Apparatus:
 - Brush guard has been installed on 26.
 - 291 DOT inspection complete. No issues with the truck, few wear and tear issues.
 - Would like a 110 adapter for the cord reel on 292.

RESOLUTION #61 GIVING DIRECTOR OF PURCHASING PERMISSION TO PURCHASE A 110 ADAPTER FOR THE CORD REEL ON 292 IN THE AMOUNT OF \$665.00.

MOTION: King

SECOND: Sadousky

RESOLVED to give the Director of Purchasing permission to purchase a 110 adapter for the cord reel on 292 in the amount of \$665.00.

VOTE: All in favor, motion carried.

- Eric Petkus will be leaving for the military next week. He will be missed.
- Nice stop at the fire on Spier Falls Road.
- Old Timers Dinner will be held at Co. #2 May 12th open to 65 and older. Auxiliary will prepare the food.
- Chief's Dinner will be held April 13th. Auxiliary will prepare the food.
- Owen Mullen returned his pager, Zack's helmet went to Kyle Bell. Zack would like to keep his pager.
- Auxiliary is covered by insurance if they ride on 295.

RESOLUTION #62 GIVING THE LADIES AUXILIARY PERMISSION TO RIDE ON 295 TO THE SCENE OF AN ALARM.

MOTION: Sadousky

SECOND: Chandler

RESOLVED to give the Ladies Auxiliary permission to ride on 295 to the scene of an alarm.

VOTE: All in favor, motion carried.

- Tank fitting parts are in.
- Will start tire replacement plan.
- Will put 283 on Auctions International. Jill needs a narrative to place ad.

- Commissioner Chandler will help her.
- Knox Boxes are in for the Chief's vehicles.

7. Reports of the Companies:

- **Greenfield Center Co #1: D/C Chouinard:**
 - Everyone worked well together at the Spier Falls call.
 - Learned some important information at the CO call at the horse farm on Wilton Greenfield Road. Working on a walk through and a drill.
 - Would like a copy of the letter from the family on Lower Meadow Lane. Joyce will get one to them.
- **Porter Corners Co #2: D/C Middlebrook:**
 - Ladies Auxiliary would like to host a Breakfast with the Easter Bunny March 25th.

RESOLUTION #63 GIVING THE LADIES AUXILIARY PERMISSION TO HOST A BREAKFAST WITH THE EASTER BUNNY ON MARCH 25th AT CO. #2.

MOTION: Chandler

SECOND: Sadowsky

RESOLVED to give the Ladies Auxiliary permission to host a Breakfast with the Easter Bunny on March 25th at Co. #2.

VOTE: All in favor, motion carried.

- Instructors were impressed with the new Training Building.
- Co. #2 would like to go for the Oliver B. Merlin Grant and request battery powered JAWS for the new truck totaling \$22,663.00.
- Knox Box was installed at the Training Building.
- **Middle Grove Co #3: A/C Jennings:**
 - Everything is quiet.
 - Thank you to Don and the Town for keeping our station looking good throughout the winter.
 - Would like stock for decon. Email list to Jill and she will purchase supplies.
- **Maple Avenue Co #4: A/C Bullard:**
 - Thank you for the monitor.
 - Have application from Robert Ludwig, out of District. OK to move ahead.

8. Report of the District EMS Coordinator – Nate King:

- Not present this evening.

9. Reports of the Commissioners:

- Dussault
 - Excused.
- King
 - Reviewed the Sutphen Report. Would like a better detailed description. Justin will get it for the Board.
 - Only thing on the punch list for the Training Building is the hand rails. Commissioner Chandler has not been able to reach the builder. Local builder is making the rails out of steel.

- Co. #2 water tank electric box is broken. Will be repaired when weather warms up.
- Would like to have the Greenfield Tank Bid opening on March 28th. Pre-bid meeting on March 14th or March 21st at 10 am. Award the bid on April 11th.
- Office staff did a great job of putting AFG Grant together. Going forward, would like to look at diesel exhaust systems. In researching, there are three different systems available. Think about a back up plan if diesel systems become a thing of the past.
- Miller
 - Thank you to the staff and District for the Sympathy Card.
 - Held the second Kool Kids meeting in which we discussed several places to recruit. Last Commissioner Meeting, D/C's were asked to think about 20ish year members they could nominate to join a Retention Group meeting. John Davis and Bill Lloyd, Jr. were nominated tonight. Any others, email to Commissioner Miller.
 - A/C Barss has been given permission for us to be present at the Town Wide Clean Up Day to help unload vehicles and recruit. Will be held on May 4th, 5th and 6th. Will give out smoke detectors, brochures, etc. and sell the Greenfield Fire District.
- Sadousky
 - There have been changes made to the Funeral Policy. Checklist to put in each Firefighter's file once filled out.

RESOLUTION #64 APPROVING CHANGES MADE TO THE FUNERAL POLICY.

MOTION: Sadousky

SECOND: King

RESOLVED to approve changes made to the Funeral Policy.

VOTE: All in favor, motion carried.

RESOLUTION #65 GIVING SARATOGA COUNTY INSTRUCTORS PERMISSION TO USE THE TRAINING BUILDING FOR TRAINING DURING THE CALENDAR YEAR 2018.

MOTION: Sadousky

SECOND: Miller

RESOLVED to give Saratoga County Instructors permission to use the Training Building for Training during the calendar year 2018.

VOTE: All in favor, motion carried.

- Co. #2 stairs and the beam at Co. #4 need repairing right away. Will call Chazen for the next step.
- Chandler
 - Firefighter Burwell gave a presentation on the specs on new 273 to the Board. Hose can be bid as option, not sure about portable tank. KME quote is \$725,000.00 and Sutphen quote is \$850,000.00. Committee would like to use Sutphen spec. Lengthy discussion.
 - HGAC discussion. There is a \$2,000.00 Administration fee. Pricing is good for

two years. Options are not advertised. Side curtain air bag option is \$10,500.00, which is included in the spec.

RESOLUTION #66 GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO PAY \$2,000.00 ADMINISTRATION FEE FOR THE GREENFIELD FIRE DISTRICT TO JOIN HGAC.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to give the District Administrator permission to pay \$2,000.00 Administration Fee for the Greenfield Fire District to join HGAC.

VOTE: All in favor, motion carried.

10. Reports of the Town Board Liaisons:

- Town of Greenfield: Jack Sadousky
 - Supervisor Pemrick would like Company Officers to work on the Emergency Management Plan with Commissioner Sadousky and Commissioner King. Chief will assign two Company Officers.
- Town of Wilton: Scott Dussault
 - Not present this evening.

11. Reports of the Town Planning Board Liaisons:

- Town of Greenfield: Michael Chandler
 - Prestwick Chase is back on the agenda.
- Town of Wilton: Gary Bullard
 - Looking at the bank property. Amendment to the site plan.

12. Special Topics of Discussion:

- Chief Ellsworth asked the Board's opinion on installing Knox Box's installed in all apparatus, or secure boxes with a combination. Nine needed. Board okayed.
- A/C Bullard would like a pickup truck in the event that 294 goes to Co. #3. Have specs that the Truck Committee put together and given to the Board. Discussion. Paint and labor would be donated. Suggestion to submit spec to HGAC.

RESOLUTION #67 APPROVING THE TRAINING BUILDING SOG'S.

MOTION: Sadousky

SECOND: King

RESOLVED to approve the Training Building SOG's.

VOTE: All in favor, motion carried.

RESOLUTION #68 APPROVING THE DEVELOPMENT OF A CALENDAR FOR THE TRAINING BUILDING AND PUT ON THE GFD WEBSITE.

MOTION: Sadousky

SECOND: Chandler

RESOLVED to approve the development of a calendar for the Training Building and put on the website.

VOTE: All in favor, motion carried.

- Discussion as to whether or not to keep insurance on 283. Board agreed to keep insurance on it for now.

RESOLUTION #69 APPROVING CHANGES MADE TO THE GLUCOMETER USE POLICY.

MOTION: Chandler

SECOND: Miller

RESOLVED to approve changes made to the Glucometer Use Policy.

VOTE: All in favor, motion carried.

13. Final Comments:

- None.

14. Dispense with the reading of the minutes

RESOLUTION #70 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Sadousky

SECOND: Miller

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

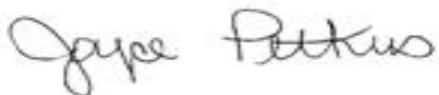
Motion made by Commissioner Sadousky with a second from Commissioner King to adjourn the meeting at 9:02 PM. All in favor.

Respectfully submitted,



Deidre Chandler
Operations Secretary

Reviewed/approved by,



Joyce Petkus
District Administrator/Treasurer