

# **Board of Fire Commissioners**

Greenfield Fire District  
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The December 2015 Year End Close of Books Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:05 PM on December 28, 2015. Flag salute and a moment of silence recognized for departed members/troops overseas.

**Present:** Commissioners Atwell, Chandler, Kugler, Sadousky; D/A-Treasurer Petkus, D/P Chouinard, D/T Thurman. Excused: Commissioner Mann. Please see sign in sheet for others in attendance.

## **RESOLUTION #403 TO APPROVE THE DECEMBER 7, 2015 COMMISSIONER MEETING MINUTES AS WRITTEN.**

MOTION: Kugler

SECOND: Sadousky

RESOLVED to approve the December 7, 2015 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

## **Chairman Chandler asked for questions/comments regarding the abstract:**

Commissioner Atwell question 150745, Northern Tool, for various parts for the fire prevention trailer; confirmed that it was the winch and parts. Also questioned 150745, hose reels; it was noted they are for Co #4. Noted that a total of 7 radios were purchased; it was confirmed they are for fire police and stock.

## **RESOLUTION #404 TO PAY ABSTRACT #24, VOUCHER #150694 THROUGH VOUCHER #150757 FROM THE GENERAL FUND, TOTALING \$72,787.62.**

A3410.1	\$ 5,565.66
A3410.2	33,761.27
A3410.4	32,614.22
A9000.8	846.47
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Total:	\$72,787.62

MOTION: Kugler

SECOND: Atwell

RESOLVED: to pay Abstract #24, Voucher #150694 through Voucher #150757 from the General Fund, totaling \$72,787.62.

VOTE: All in favor, motion carried.

## **RESOLUTION #405 GIVING THE TREASURER PERMISSION TO APPROPRIATE AVAILABLE FUND BALANCES AS FOLLOWS: UTICA**

**DIVIDEND CHECK OF \$5,717.38 AND ADIRONDACK TRUST RETURN OF PREMIUM OF \$232.44 TO INSURANCE LINE ITEM.**

MOTION: Chandler

SECOND: Sadousky

RESOLVED to give the Treasurer permission to appropriate available fund balances as follows: Utica Dividend check of \$5,717.38 and Adirondack Trust return of premium of \$232.44 to Insurance line item.

VOTE: All in favor, motion carried.

**Staff Reports:**

District Administrator, Joyce Petkus:

- Installation banquet RSVP's due this Saturday.

**Firefighter Applications and Changes in Membership:**

Firefighter Applicant Amber Lloyd, Co #2; currently an auxiliary member.

**RESOLUTION #406 GIVING THE CHAIRMAN PERMISSION TO SIGN THE FIREFIGHTER APPLICATION ON BEHALF OF THE BOARD OF FIRE COMMISSIONERS.**

MOTION: Sadousky

SECOND: Kugler

RESOLVED to give the Chairman permission to sign the Firefighter application on behalf of the Board of Fire Commissioners.

VOTE: All in favor, motion carried.

Director of Purchasing, Jill Chouinard:

- Commissioner Mann was given 2 uniform skirts to try on.
- Commissioner badges received.
- Emails sent out regarding officers changing uniforms before the banquet; has not received any feedback yet. Brief discussion continued.
- Fire police radios should be here in a few weeks.
- New Chief's radio ordered.
- New signage for interior district office will be installed at end of week.
- Co #3 mirror for 281 is in and ready for pick up.
- OBM grant money of \$19,000.00 still not received. Lengthy discussion continued as to how to pay the invoice.

**RESOLUTION #407 GIVING THE TREASURER PERMISSION TO CUT A CHECK IN THE AMOUNT OF \$21,840.00; MONEY TO COME OUT OF THE GEAR ACCOUNT. WHEN CO #3 RECEIVES GRANT CHECK, THEY WILL REIMBURSE THE FIRE DISTRICT.**

MOTION: Kugler

SECOND: Sadousky

RESOLVED to give the Treasurer permission to cut a check in the amount of \$21,840.00; money to come out of the gear account. When Co #3 receives grant check, they will reimburse the Fire District.

VOTE: All in favor, motion carried.

- She & Joyce working on getting gas fobs from Towns of Greenfield and Wilton for car 26.
- Co #4 bays doors: brief discussion; brown was chosen.
- Officer helmets and shields also need to be changed out.
- Chief's Wi-Fi hot spot is in.

**Commissioner Reports:**

**Commissioner Atwell:**

- Received Smartwatt contract for Co #4 new lighting.
- Asked for an update on Co #2 generator; D/C Burwell noted it is good so far. Will know more tomorrow evening.
- 280: needs oil change, water pump may have started to leak. Will contact Cornell's.
- There is a radio failure class being held in Clifton Park.

**Commissioner Sadousky:**

- 2016 training requests collated and sent to County.
- Centrelearn was turned over to Chief Burwell.

**Commissioner Chandler:**

- Thanked Commissioner Sadousky for his service on the Board this year.
- Congratulations to Scott Dussault for being elected to the Board.
- Might have heard about rumors going around regarding the Town's EMS service providers. Brief discussion continued; the same providers will be continuing the same as this past year.

**Commissioner Kugler:**

Nothing at this time.

**Special Topics of Discussion:**

- Discussion regarding consolidation of some of the reserve accounts.

**RESOLUTION #408 GIVING THE TREASURER PERMISSION TO CLOSE THE EMS, EQUIPMENT REPAIR AND WELLNESS & FITNESS RESERVE FUND ACCOUNTS AND PLACE ALL MONIES INCLUDING ALL ACCUMULATED INTEREST INTO THE SCBA RESERVE FUND ACCOUNT.**

MOTION: Chandler

SECOND: Sadousky

RESOLVED to give the Treasurer permission to close the EMS, Equipment Repair and Wellness & Fitness Reserve Fund Accounts and place all monies including all accumulated interest into the SCBA Reserve Fund Account.

VOTE: All in favor, motion carried.

**RESOLUTION #409 GIVING THE TREASURER PERMISSION TO CLOSE THE GEAR AND RADIO RESERVE FUND ACCOUNTS AND PLACE ALL MONIES INCLUDING ALL ACCUMULATED INTEREST INTO THE EQUIPMENT RESERVE FUND ACCOUNT.**

MOTION: Chandler

SECOND: Atwell

RESOLVED to give the Treasurer permission to close the Gear and Radio Reserve Fund Accounts and place all monies including all accumulated interest into the Equipment Reserve Fund Account.

VOTE: All in favor, motion carried.

- Lengthy discussion then continued regarding year end money. Please see attached spreadsheet.

**RESOLUTION #410 GIVING THE TREASURER PERMISSION TO PLACE \$49,233.55 INTO THE BUILDING RESERVE FUND AND \$100,000.00 IN THE EQUIPMENT RESERVE FUND.**

MOTION: Kugler

SECOND: Sadousky

RESOLVED to give the Treasurer permission to place \$49,233.55 into the Building Reserve Fund and \$100,000.00 in the Equipment Reserve Fund.

VOTE: All in favor, motion carried.

**RESOLUTION #411 GIVING THE TREASURER PERMISSION TO PLACE THE 2015 GENERAL FUND INTEREST OF \$558.95 INTO THE BUILDING RESERVE FUND.**

MOTION: Chandler

SECOND: Kugler

RESOLVED to give the Treasurer permission to place the 2015 General Fund interest of \$558.95 into the Building Reserve Fund.

VOTE: All in favor, motion carried.

**RESOLUTION #412 ADOPTING ALL CLAIMS AS LISTED ON YEAR END WORKSHEET AND GIVING TREASURER PERMISSION TO MOVE MONIES AS DISCUSSED.**

MOTION: Chandler

SECOND: Sadousky

RESOLVED to adopt all claims as listed on Year End Worksheet and giving Treasurer permission to move monies as discussed.

VOTE: All in favor, motion carried.

- Commissioner Sadousky asked the Board to consider appointing incoming Chief Burwell effective this evening as outgoing Chief Lant has already turned in most District property. Brief discussion continued regarding possible conflict with the by-laws.

**RESOLUTION #413 OVERRIDING THE BY-LAWS TO ALLOW INCOMING CHIEF BURWELL TAKE OVER AS DISTRICT CHIEF EFFECTIVE IMMEDIATELY.**

MOTION: Sadousky

SECOND: Kugler

RESOLVED to overriding the by-laws to allow incoming Chief Burwell take over as Interim District Chief effective immediately.

VOTE: All in favor, motion carried.

**RESOLUTION #414 APPOINTING 2016 INCOMING CHIEF JUSTIN BURWELL AS DISTRICT CHIEF EFFECTIVE IMMEDIATELY.**

MOTION: Chandler

SECOND: Sadousky

RESOLVED to appoint 2016 incoming Chief Justin Burwell as District Chief effective immediately.

VOTE: All in favor, motion carried.

**RESOLUTION #415 APPOINTING/APPROVING CO #1 OFFICERS EFFECTIVE JANUARY 1, 2016 AS FOLLOWS: DEPUTY CHIEF JONATHAN DAVIS, ASSISTANT CHIEF BRYAN CHOUINARD, LIEUTENANT WILLIAM PRATT.**

MOTION: Chandler

SECOND: Sadousky

RESOLVED to appoint/approve Co #1 Officers effective January 1, 2016 as follows: Deputy Chief Jonathan Davis, Assistant Chief Bryan Chouinard, Lieutenant William Pratt.

VOTE: All in favor, motion carried.

**RESOLUTION #416 APPOINTING/APPROVING CO #2 OFFICERS EFFECTIVE JANUARY 1, 2016 AS FOLLOWS: DEPUTY CHIEF DAVID MIDDLEBROOK, CAPTAINS DERRICK BARSS AND PHILIP RICHARDS AND LIEUTENANT CHRISTOPHER STANTON.**

MOTION: Chandler

SECOND: Kugler

RESOLVED to appoint/approve Co #2 Officers effective January 1, 2016 as follows: Deputy Chief David Middlebrook, Captains Derrick Barss and Philip Richards and Lieutenant Christopher Stanton.

VOTE: All in favor, motion carried.

**RESOLUTION #417 APPOINTING/APPROVING CO #3 OFFICERS EFFECTIVE JANUARY 1, 2016 AS FOLLOWS: DEPUTY CHIEF JAY ELLSWORTH, ASSISTANT CHIEF JASON JENNINGS, CAPTAIN EDWARD PETKUS AND LIEUTENANTS CHRISTOPHER THURMAN AND NICOLE THURMAN.**

MOTION: Chandler

SECOND: Sadousky

RESOLVED to appoint/approve Co #3 Officers effective January 1, 2016 as follows: Deputy Chief Jay Ellsworth, Assistant Chief Jason Jennings, Captain Edward Petkus and Lieutenants Christopher Thurman and Nicole Thurman.

VOTE: All in favor, motion carried.

**RESOLUTION #418 APPOINTING/APPROVING CO #4 OFFICERS EFFECTIVE JANUARY 1, 2016 AS FOLLOWS: ASSISTANT CHIEF DUANE BOGARDUS, CAPTAINS GARY BULLARD AND JOHN MCEACHRON AND AND LIEUTENANTS EDWARD ACKLEY AND MICHAEL BOGARDUS.**

MOTION: Chandler

SECOND: Sadousky

RESOLVED to appoint/approve Co #42 Officers effective January 1, 2016 as follows: Assistant Chief Duane Bogardus, Captains Gary Bullard and John McEachron and Lieutenants Edward Ackley and Michael Bogardus.

VOTE: All in favor, motion carried.

Chairman Chandler then administered the Oath of Office, wishing all good luck in 2016.

Commissioner Chandler asked for final comments; outgoing Commissioner Sadousky then read a prepared statement.

Commissioner Atwell congratulated all the incoming 2016 officers and Commissioner Kugler wished everyone a safe 2016.

A/C Jennings asked for permission to once again hold a 50/50 raffle at the installation banquet this Saturday. Board approved.

D/C Ellsworth noted he and A/C Jennings went to the funeral and MacBoston was there as well as a couple hundred trucks and a great job was done.

### RESOLUTION #419 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Kugler

SECOND: Sadousky

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Sadousky with a second from Commissioner Atwell to adjourn the meeting at 7:42 PM. All in favor, meeting adjourned.

Respectfully submitted,



Joyce A. Petkus

District Administrator/Treasurer

2015 Year End Monies			
	Beginning Balance	Expenses	Ending Balance
Balance in General Fund	\$320,822.27		
12/29/15 payroll	\$0.00	\$5,531.66	
			<b>\$315,290.61</b>
December 28, 2015 Abstract		<b>\$72,787.62</b>	
			<b>\$242,502.99</b>
2016 Unreserved Fund Balance		\$50,000.00	
			<b>\$192,502.99</b>
Encumbered			
<b>A3410.2 Account</b>	<b>TO ACCOUNTS</b>		
ATT - USB hotspot for Chief's vehicle	Chief's	\$21.39	
Pickup Specialties - Chief's vehicle hitch insert	Chief's	\$138.62	
Amazon.com - Flashlight Co #2 DC	PPE	\$128.07	
VISA - Orange hockey tape Co #1 DC	PPE	\$40.44	
Albany Communications - Chief's new radio	Radio	\$2,975.00	
Emergency Responder - Radio harnesses	Radio	\$192.86	
			<b>\$3,496.38</b>
<b>A3410.4 Account</b>			
Ramco - 281 mirror	Apparatus Maintenance/Repairs	\$41.37	
Saratoga EMS - J. Woolley EMS Book	EMS Training	\$115.00	
NYS AFC - COLT Training Chief Burwell	Fire Training	175.00	
Stewart's - Gas per Commisisoner Atwell	Gas & Diesel	\$11.44	
Stewarts - fuel purchased by Station Keeper	Gas & Diesel	\$14.31	
Advantage Press - 250 banquet booklets	Installation Inspection	\$500.00	
Jan's Florist - Installation Flowers	Installation Inspection	\$600.00	
Evisions - website update - balance due	IT Services	\$1,650.00	
Saratoga Sign Pro - District Office Signs	Office Supplies	\$243.00	
Staples - Backordered items for Chief	Office Supplies	\$24.99	
Advantage Press - Incident & Non-Incident Forms	Operations	\$945.00	
Advantage Press - 100 Volunteer FF booklets	Operations	\$175.00	
Adirondack Plastic Laminates - Co #3 kitchen countertops	Repairs, Bld. Mnt. & Grounds	\$2,600.00	
Allerdice - Co #4 back door handle	Repairs, Bld. Mnt. & Grounds	\$600.00	
Overhead Door of Glens Falls - Co #4 garage doors	Repairs, Bld. Mnt. & Grounds	\$18,395.00	
Smartwatt - balance due Co #4 lights	Repairs, Bld. Mnt. & Grounds	1,843.00	
			<b>\$27,933.11</b>
<b>Sub Total Encumbered</b>		<b>\$31,429.49</b>	
<b>Ending Balance</b>			<b>\$161,073.50</b>
Carryover			
2016 Banquet - Holiday Inn (215 guests)	Installation Inspection	\$10,831.00	
2016 Banquet - Capital Disc Jockeys - bal due	Installation Inspection	\$450.00	
<b>Sub Total Carryover</b>		<b>\$11,281.00</b>	
<b>2015 General Fund Interest</b>	<b>Building Reserve Fund</b>	<b>\$558.95</b>	
<b>Ending Balance</b>			<b>\$149,233.55</b>
<u>Reserves</u>			
Building Reserve		\$49,233.55	
Equipment Reserve		\$100,000.00	
SCBA Reserve		\$0.00	
Ladder Reserve		\$0.00	
<b>Final Ending Balance</b>			<b>\$0.00</b>