

Board of Fire Commissioners

Greenfield Fire District
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The February Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Commissioner Michael Chandler at 7:04 PM on February 11, 2015.

Present were:

Commissioners Atwell, Chandler, Kugler, Mann; Secretary Petkus, D/P Chouinard, D/T Thurman. Please see sign in sheet for others in attendance.

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

2. Resolution: Executive Session

RESOLUTION #41 TO GO INTO EXECUTIVE SESSION AT 7:05 PM IN REFERENCE TO A POSSIBLE COMMISSIONER RESIGNATION.

MOTION: Chandler

SECOND: Mann

RESOLVED to go into executive session at 7:05 PM in reference to a possible Commissioner resignation.

VOTE: All in favor, motion carried.

RESOLUTION #42 TO RECONVENE FROM EXECUTIVE SESSION AT 7:40 PM.

MOTION: Chandler

SECOND: Kugler

RESOLVED to reconvene from executive session at 7:40 PM.

VOTE: All in favor, motion carried.

District Administrator Petkus read letter dated February 11, 2015 and received from Commissioner Spackmann announcing his resignation as Commissioner effective immediately.

Commissioner Chandler noted that Mr. Spackmann was member of the Board for 10 years, four or five of which he was also Chairman of the Board, and did a lot to push this District ahead. Commissioner Chandler thanked him for his service.

RESOLUTION #43 TO ACCEPT WITH REGRET, THE RESIGNATION OF RICHARD SPACKMANN.

MOTION: Chandler
SECOND: Mann
RESOLVED to accept with regret, the resignation of Richard Spackmann.
VOTE: All in favor, motion carried.

RESOLUTION #44 APPOINTING MICHAEL CHANDLER CHAIRMAN OF THE BOARD FOR 2015.

MOTION: Atwell
SECOND: Kugler
RESOLVED to appoint Michael Chandler Chairman of the Board for 2015.
VOTE: All in favor, motion carried.

- 3. Approve Minutes:** January 28, 2015 Meeting Minutes and February 4, 2015 Insurance Meeting Minutes as written.

RESOLUTION #45 APPROVING THE JANUARY 28, 2015 MEETING MINUTES AND FEBRUARY 4, 2015 INSURANCE REVIEW MEETING MINUTES AS WRITTEN.

MOTION: Kugler
SECOND: Mann
RESOLVED to approve the January 28, 2015 Meeting Minutes and February 4, 2015 Insurance Review Meeting Minutes as written.
VOTE: All in favor, motion carried.

- 4. Payment of Bills:**
Commissioner Atwell thanked Co #4 for using the Town of Wilton for gas and diesel.

RESOLUTION #46 TO PAY ABSTRACT #3, VOUCHER #150051 THROUGH VOUCHER #150081 FROM THE GENERAL FUND, TOTALING \$29,278.72.

A3410.1	\$ 3,707.63
A3410.2	46.99
A3410.4	25,148.68
A9030.8	375.42

Total:	\$ 29,278.72

MOTION: Kugler
SECOND: Atwell
RESOLVED to pay Abstract #3, Voucher #150051 through Voucher #150081 from the General Fund, totaling \$29,278.72.
VOTE: All in favor, motion carried.

RESOLUTION #47 TO PAY ABSTRACT #2, VOUCHER #BR15003 FROM THE BUILDING RESERVE FUND, TOTALING \$1,012.50.

MOTION: Atwell

SECOND: Kugler

RESOLVED to pay Abstract #2, Voucher #BR15003 from the Building Reserve Fund, totaling \$1,012.50.

VOTE: All in favor, motion carried.

5. Reports of the Staff

- **District Administrator – Joyce Petkus:**
 - 2014 LOSAP was finalized and will be sent for 30 day posting at the end of the week.
 - 2015 Physicals start March 1st; still finalizing details, but info should be out at the end of the week.
- **Director of Purchasing – Jill Chouinard:**
 - Question arose regarding dry cleaning uniforms; the district has an account but firefighters are asked to please put their uniforms under their names as the district does not pay for dry cleaning.
 - Hopes to have the Minitor VI pagers out this week, still waiting for the software to get them programmed.
 - Co #1 has picked their floor tiles; they have been ordered, will take about 2-3 weeks for the time to come in.
 - AV2000 masks have been put on the AFDCA website that we are getting rid of them.
 - Co #4 siren has not been able to be taken down due to the weather. Light should have been fixed today.
 - Waiting on credit approval from Hill & Markes before ordering paper goods and cleaning supplies for the district.
 - Hose has been ordered.
 - Toby Middlebrook will be stopping by the office in reference to the gear washer.
 - Hose testing is scheduled with Waterway for June 12th. A/C Middlebrook is in charge. Ladder testing may also be done then as well or the following week.
 - 2015 gear: names were due tonight. Has not heard from Co #1 or #4.
 - 2 gas meters from Co #4 are going to AJ Vel tomorrow for calibration as she ran out of the gas needed to calibrate them.
 - Received signed letter from Edinburg regarding the foam pro that was donated to them.
 - Joyce's new computer has arrived.
 - Annual fire extinguisher maintenance should be completed by February 18th.
 - Has portable radio for FF Ackley to pick up after the meeting.
 - Rescue Rob was delivered yesterday.
- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - Would like permission to move \$5000 from Health Insurance to Accident Insurance to cover insurance premium for 2015.

RESOLUTION #48 GIVING THE TREASURER PERMISSION TO TRANSFER \$5000 FROM HEALTH INSURANCE TO ACCIDENT INSURANCE.

MOTION: Kugler

SECOND: Mann

RESOLVED to give the Treasurer permission to transfer \$5000 from health Insurance to Accident Insurance.

VOTE: All in favor, motion carried.

- Would like permission to pay Checks Unlimited for the District Checks that were ordered, in the amount of \$96.32.

RESOLUTION #49 GIVING THE TREASURER PERMISSION TO PAY CHECKS UNLIMITED \$96.32 FOR THE DISTRICT CHECKS ORDERED.

MOTION: Kugler

SECOND: Mann

RESOLVED to give the Treasurer permission to pay Checks Unlimited \$96.32 for the District checks ordered.

VOTE: All in favor, motion carried.

6. Firefighter and Auxiliary New Members/Changes in Membership

None noted for this evening.

District Administrator Petkus noted it is still taking about 3 weeks to get the VFIF forms back. A few were recently received.

Asked D/C King if he has heard from applicant Brandon Thornton; he noted that he has left him a message.

Commissioner Atwell also noted that there is currently no New Member Orientation scheduled as we are waiting for a few more new members.

7. Report of the Chief – John Lant

- Received training report only from Co #2.
- Couple of problems with 281 and 282; asked Dave Kenyon to take care of it. Brief discussion continued, including car pad that needs to be replaced on 26.
- The Town is holding a meeting on February 16th in reference to the ambulances. Brief discussion; Commissioner Chandler to attend.
- Kevin Crowe from National Grid is going to put on a seminar on gas on Tuesday, March 17th at Co #1.
- On the 26th at 6 pm Dave is going to be at the Chief's house to talk about training if Commissioner Chandler would like to attend. Would like to take 4-5 people from each company to teach them about FAST.
- There was no FAST team the Providence fire a few weeks ago. Has instituted a Chief's order that if we go mutual aid for a working structure fire our people are not to go in unless a FAST team is present. It was pretty cold at that call, would like to get coveralls for the auxiliary. Brief discussion; Jill to look into it.
- There is Navy Seal Leadership training on March 20th. FF Ackley is signed up to go; would like to see others go as well.

8. Reports of the Companies:

- **Greenfield Center Co #1:**
 - No one present this evening.
- **Porter Corners Co #2: D/C Burwell**
 - Nothing at this time.
- **Middle Grove Co #3: D/C Ellsworth**
 - Quiet.
 - Suffered a huge loss tonight with the resignation of Richard Spackmann.
 - Asked if the bottles have been removed from the closet yet; Joyce noted they have not but should be soon.
- **Maple Avenue Co #4: D/C King**
 - Everything is good.

9. EMS – Tim Kemp:

- Not present this evening. It was noted that Dave Kenyon has the key to the supply closet while Tim is away. Brief discussion continued.

10. Reports of the Commissioners:

- Atwell
 - Was at Co #4 on Saturday and looked at the new bus; KME re-quoted the generator, and Captain Bullard is going to call Arrowhead and WildeFire.
 - No update on 283 repairs yet.
 - Received a station keeper job description from Boght Community Fire District. Brief discussion continued.
- Kugler
 - Nothing at this time.
- Mann
 - Nothing at this time.
- Chandler
 - Ff Ackley would like to use Co #2 for Cub Scout fire prevention. Brief discussion.

RESOLUTION #50 GIVING FF ACKLEY PERMISSION TO USE CO #2 FIREHOUSE FOR CUB SCOUTS FIRE PREVENTION ON FEBRUARY 15, 2015.

MOTION: Kugler

SECOND: Chandler

RESOLVED to give FF Ackley permission to use Co #2 firehouse for cub scouts fire prevention on February 15, 2015.

VOTE: All in favor, motion carried.

11. Planning Board:

- Town of Wilton: Gary Bullard
 - Nothing at this time.
- Town of Greenfield: Mike Chandler
 - Officers still need to get together regarding driveways.

12. Grants: Nothing

13. District Projects

Nothing for discussion at this time.

14. Special Topics of Discussion:

- Co #4 data entry: Discussion continued regarding adding/deleting data entry people to help at Co #4. Concern noted if there are too many young, inexperienced people doing it, need to have oversight. Justin/Joyce to set up another data entry in-service.
- Chaplain Miller has requested to attend the NYS Fire Chaplains Conference at Montour Falls; cost is \$250. Brief discussion.

RESOLUTION #51 GIVING CHAPLAIN MILLER PERMISSION TO ATTEND THE NYS ASSOCIATION OF FIRE CHAPLAINS 49TH ANNUAL TRAINING CONFERENCE APRIL 19-22, 2015 AT THE NYS ACADEMY OF FIRE SCIENCE, MONTOUR FALLS, NY. MONEY TO COME OUT OF THE TRAINING ACCOUNT. PERMISSION ALSO FOR THE DISTRICT ADMINISTRATOR TO REGISTER CHAPLAIN MILLER.

MOTION: Kugler

SECOND: Mann

RESOLVED to give Chaplain Miller permission to attend the NYS Association of Fire Chaplains 49th Annual Training Conference April 19-22, 2015 at the NYS Academy of Fire Science, Montour Falls, NY. Money to come out of the Training account.

Permission also for the District Administrator to register Chaplain Miller.

VOTE: All in favor, motion carried.

RESOLUTION #52 GIVING SEAN CROWLEY, THOMAS MERRILLS AND JOE POST PERMISSION TO ATTEND THE ANNUAL THOMAS F. WITH FIRE POLICE TRAINING & EDUCATION SEMINAR AT THE NYS ACADEMY OF FIRE SCIENCE, MONTOUR FALLS, NY MARCH 13-14, 2015.

MOTION: Chandler

SECOND: Kugler

RESOLVED to give Sean Crowley, Thomas Merrills and Joe Post permission to attend the Annual Thomas F. With Fire Police Training & Education Seminar at the NYS Academy of Fire Science, Montour Falls, NY March 13-14, 2015.

VOTE: All in favor, motion carried.

RESOLUTION #53 GIVING JUSTIN BURWELL, JAY ELLSWORTH, JOHN KING, JOHN LANT PERMISSION TO ATTEND THE 7TH ANNUAL FIRE AND EMS LAW & MANAGEMENT CONFERENCE AT THE TURNING STONE RESORT, MARCH 26-29, 2015. PERMISSION ALSO GIVEN TO TAKE 26 AND 280.

MOTION: Chandler

SECOND: Mann

RESOLVED to give Justin Burwell, Jay Ellsworth, John King, John Lant permission to attend the 7th Annual Fire and EMS Law & Management Conference at the Turning Stone Resort, March 26-29, 2015. Permission also given to take 26 and 280.
VOTE: All in favor, motion carried.

RESOLUTION #54 GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO ADVERTISE A PERMISSION REFERENDUM TO WITHDRAW AND EXPEND \$7000 FROM THE BUILDING RESERVE FUND FOR THE PURCHASE/INSTALLATION OF THE NEW DISTRICT OFFICE PHONE SYSTEM.

MOTION: Chandler

SECOND: Atwell

RESOLVED to give the District Administrator permission to advertise a permission referendum to withdraw and expend \$7000 from the Building Reserve Fund for the purchase/installation of the new District Office Phone System.

VOTE: All in favor, motion carried.

RESOLUTION #55 GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO ADVERTISE FOR RESUMES FOR THE OPERATIONS SECRETARY POSITION.

MOTION: Chandler

SECOND: Kugler

RESOLVED to give the District Administrator permission to advertise for resumes for the Operations Secretary position.

VOTE: All in favor, motion carried.

RESOLUTION #56 APPROVING THE CHANGE TO AUXILIARY BY-LAWS AS SUBMITTED ON NOVEMBER 24, 2014.

MOTION: Chandler

SECOND: Mann

RESOLVED to approve the change to Auxiliary By-Laws as submitted on November 24, 2014.

VOTE: All in favor, motion carried.

RESOLUTION #57 APPROVING THE FOLLOWING WEMS/GFD CAR SEAT FITTING DATES: MARCH 27, 2015 AT CO #4, APRIL 24, 2015 AT CO #1, AUGUST 28, 2015 AT CO #4.

MOTION: Chandler

SECOND: Kugler

RESOLVED to approve the following WEMS/GFD car seat fitting dates: March 27, 2015 at Co #4, April 24, 2015 at Co #1, August 28, 2015 at Co #4.

VOTE: All in favor, motion carried.

- Commissioner Atwell noted some information was provided regarding Kincaid Network Service. Brief discussion continued, including the continuing issue with I Am Responding. Added to February 25th meeting agenda for further discussion.

15. Dispense with the reading of the minutes

RESOLUTION #58 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Kugler

SECOND: Atwell

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion made by Commissioner Kugler with a second from Commissioner Mann to adjourn the meeting at 8:26 PM. All in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joyce Petkus".

Joyce Petkus
District Administrator/Treasurer