

Board of Fire Commissioners

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

The February Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Commissioner Don Kugler at 7:05 PM on February 25, 2015.

Present were:

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

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** February 11, 2015 Commissioner Meeting Minutes

RESOLUTION #59 APPROVING THE FEBRUARY 11, 2015 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Atwell

SECOND: Mann

RESOLVED to approve the February 11, 2015 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

RESOLUTION #60 TO PAY ABSTRACT #4, VOUCHER #150082 THROUGH VOUCHER #150113 FROM THE GENERAL FUND, TOTALING \$24,866.19.

A3410.1	\$ 3,707.63
A3410.2	1,943.10
A3410.4	18,673.26
A9030.8	375.40
A9055.8	166.80

Total: \$ 24,866.19

MOTION: Mann

SECOND: Atwell

RESOLVED to pay Abstract #4, Voucher #150082 through Voucher #150113 from the General Fund, totaling \$24,866.19.

VOTE: All in favor, motion carried.

Reports of the Staff

- **District Administrator – Joyce Petkus:**

- 2015 auxiliary contact cards handed out.
- Reminder that annual physicals start next week, firefighters can use signuption or call the doctor's office to schedule.
- Reminder to the officers that the next banquet meeting is March 11th after the Commissioners meeting.
- Reminder that the data entry meeting is March 9th at 7 pm at the district office.

RESOLUTION #61 GIVING MARGARET ROXBURY AND ROBERT ROXBURY 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: Kugler

SECOND: Mann

RESOLVED to give Margaret Roxbury and Robert Roxbury 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.

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

- District phone system equipment is in; hopefully should be installed and working by April.
- Minitor VI pagers have not been programmed due to problem with software.
- Still haven't been able to get in touch with the contractor regarding Co #1 bathrooms.
- No takers on the AV2000 masks.
- FF Bennett was in recently to be fitted for a dress uniform.
- Co #4 siren was removed today.
- Met with Hill & Markes regarding bulk ordering of paper products.
- Reminder that hose testing begins June 12th.
- Gear fitting scheduled for March 5th and March 9th.
- Co #3 K12 saw repaired.
- The Czechowicz's gear has been pulled.
- Co #4 gas meters will be calibrated tomorrow.
- Annual fire extinguisher servicing has been completed; please check tags to make sure none were missed.
- Co #2 generator has fuel injection pump issue; also heard Co #3 had generator issues, and Co #1 had generator issue that she corrected. Brief discussion.
- Met with Brenda Jennings this afternoon and ordered hats, gloves and crampons for the auxiliary.

- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**

- Nothing at this time.

4. Firefighter and Auxiliary New Members/Changes in Membership

Firefighter Applications for Membership:

Greenfield Center Co #1: None.

Porter Corners Co #2: None.

Middle Grove Co #3: None.

Maple Avenue Co #4: Meghan Smith, Aubrey Nowhitney, both under 18.

Firefighter Changes in Membership:

Greenfield Center Co #1: None.

Porter Corners Co #2: Ken Waite, requested life membership; Robert Myers, coming off probation.

Middle Grove Co #3: None.

Maple Avenue Co #4: Bill Petel, resignation.

Auxiliary Applications/Changes for Membership: None.

RESOLUTION #62 AUTHORIZING THE CHAIRMAN TO SIGN OFF ON ABOVE MEMBERSHIP MATTERS AS READ.

MOTION: Kugler

SECOND: Atwell

RESOLVED to authorize the Chairman to sign off on above membership matters as read.

VOTE: All in favor, motion carried.

5. Report of the Chief – John Lant

- Not present this evening.

6. Reports of the Companies:

- **Greenfield Center Co #1:**
 - No one present this evening.
- **Porter Corners Co #2: D/C Burwell**
 - Quiet other than the generator issue.
- **Middle Grove Co #3: D/C Ellsworth**
 - Asked if the phone system was for everyone or just the district office; Jill noted it is starting at the district office but can eventually be expanded to all the companies.
 - Generator did not come on because antifreeze was low. Ongoing problem for 6 years, also low on fuel. Jill reminded everyone that generators need to be clear of snow for fuel to be delivered. Brief discussion continued.
 - Part of the ceiling fell down in the meeting room, thanks to Mickey McGrath for repairing it.

RESOLUTION #63 GIVING CO #3 AUXILIARY PERMISSION TO HOLD THEIR ANNUAL EASTER EGG HUNT AT THE FIREHOUSE ON MARCH 29, 2015.

MOTION: Atwell

SECOND: Mann

RESOLVED to give Co #3 auxiliary permission to hold their Annual Easter Egg Hunt at the firehouse on March 29, 2015.

VOTE: All in favor, motion carried.

- **Maple Avenue Co #4: D/C King**

RESOLUTION #64 GIVING CO #4 PERMISSION TO HOLD THEIR COIN DROPS ON APRIL 18, 2015 AND AUGUST 22, 2015.

MOTION: Kugler

SECOND: Atwell

RESOLVED to give Co #4 permission to hold their coin drops on April 18, 2015 and August 22, 2015.

VOTE: All in favor, motion carried.

7. EMS – Tim Kemp:

- Not present this evening.

8. Reports of the Commissioners:

- Atwell
 - Has a call in to Joe Ernst to begin annual apparatus maintenance.
 - New OSHA training info is out; have any of the officers looked at it yet?
 - Reminded everyone about fire prevention, please look and see what is currently in stock and use it all up.
 - Keep an eye on the snow on the firehouse roofs, and any leaking.
 - Saw an email regarding EMS radio procedures. Brief discussion continued.
 - Co #4 emergency lights not working; working on it.
 - 280 was repaired.
 - Co #2 generator pump needs to be rebuilt. Discussion continued.

RESOLUTION #65 APPROVING CO #2 GENERATOR REPAIRS TOTALING \$3,765.73; MONEY TO COME OUT OF REPAIRS, BUILDING MAINTENANCE ACCOUNT.

MOTION: Kugler

SECOND: Atwell

RESOLVED to approve Co #2 generator repairs totaling \$3,765.73; money to come out of Repairs, Building Maintenance account.

VOTE: All in favor, motion carried.

- Agreement reached with insurance company; parts now ordered for 283 repairs.
- 3 résumés received for the operations secretary position. Brief discussion; Joyce to set up interviews at the Special Meeting scheduled for March 4th.
- Mann
 - Discussion regarding the by-law committee and their discussions of the district polices. Commissioner Kugler visited Jonesville Fire District for some ideas, and looking at different by-laws from different districts. Commissioner Kugler noted the by-law committee should be handling just the by-laws; the

policies should be handled by the Commissioners. Will also be looking to visit Clifton Park next week, and going forward the policies will be determined by the Commissioners and the by-law committee will take care of the by-laws. Commissioner Atwell noted if someone has a problem with the polices, he has no problem with that person bringing it to a Board Member's attention to look into, as all policies have been reviewed by the attorney and are used to protect everyone. Commissioner Mann also noted that for those going to the Turning Stone Conference there is a seminar on by-laws and maybe someone can go to that and bring the information back . It was noted George Miller is the Chairman of the by-law committee and maybe he should attend.

- Kugler
 - Nothing at this time.

9. District Guideline Review:

- Firefighter/Employee Injury Policy: no changes made.
- Physical & Fit Test Policy: no changes made.
- Pregnant Firefighter Policy: no changes made.
- Restricted Duty Policy: Joyce noted changes were made to the policy by the by-law committee and she has some concerns about it. Brief discussion; Joyce to make necessary changes and submit to Board for review, and added to March 11th agenda for approval.
- Uniform Policy: Commissioner Chandler noted that he, the officers and Jill met last week and made some minor changes which were previously submitted to the Board for review. Clarification was made that firefighters are responsible for having their uniforms dry cleaned at their expense, change to badge placements and certifications bar added.

RESOLUTION #66 APPROVING THE UNIFORM POLICY CHANGES AS DISCUSSED AND PREVIOUSLY SUBMITTED TO THE BOARD.

MOTION: Kugler

SECOND: Mann

RESOLVED to approve the Uniform Policy changes as discussed and previously submitted to the Board.

VOTE: All in favor, motion carried.

Jill asked that the Chiefs submit lists to her of those firefighters who need a small badge and she will order them.

District Projects

- Current:
 - District Office Building
 - Gear washer: Commissioner Chandler noted that a pump will need to be installed in the basement in order to install a gear washer; the pump will be able to handle 2 washers. The Board was aware that this was going to be an additional expense to come out of the Building Reserve Fund. Brief discussion continued.

RESOLUTION #67 APPROVING THE INSTALLATION OF THE WASHING MACHINE PUMP AT A COST OF \$1,437.00. MONEY TO COME OUT OF THE OFFICE BUILDING PERMISSIVE REFERENDUM.

MOTION: Kugler

SECOND: Mann

RESOLVED to approve the installation of the washing machine pump at a cost of \$1,437.00. Money to come out of the Office Building permissive referendum.

VOTE: All in favor, motion carried.

- Co #1 Radio room floor/bathrooms. See above.
- Future:
 - Co #3 pavilion.

10. Special Topics of Discussion:

- Kincaid Network Services: Jill explained that under the contract, Kincaid would come in, go over the district's IT equipment, including sonic walls, firewalls, etc, and build it back up to current state of the art equipment. They will also work on the I Am Responding system issues, security on the district computers and provide any necessary support throughout the year. She will be calling them to set up a meeting for further explanation/discussion. Tentatively added to March 11th agenda for Board decision.
- The Board had asked Dave and Marcus for quotes based on the insurance review meeting, and some decisions need to be made. Brief discussion continued. Joyce noted she is still waiting for quotes on the Cyber insurance and Excess Indemnification coverage, board agreed to raise building deductible to \$1000 and noted there is no need to look into quotes for fiduciary liability.

RESOLUTION #68 INCREASING THE BUILDING DEDUCTIBLE TO \$1000.

MOTION: Chandler

SECOND: Kugler

RESOLVED to increase the building deductible to \$1000.

VOTE: All in favor, motion carried.

- Jill noted in regards to the Memorial Bell, they have never done a plaque for Tom Wetzel, who donated his time and materials to make the bell stand. Brief discussion; Jill to get quote.

RESOLUTION #69 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO GET A QUOTE TO HAVE A PLAQUE MADE FOR THE MEMORIAL BELL.

MOTION: Atwell

SECOND: Chandler

RESOLVED to give the Director of Purchasing permission to get a quote to have a plaque made for the Memorial Bell.

VOTE: All in favor, motion carried.

- D/C Ellsworth noted he has been having problems with the neighbor across from the street from the firehouse regarding the kids riding their snowmobiles and 4-wheelers all across the property and doing donuts in the parking lot, even though they were given permission to only ride on the north side of the property to the trails. Spoke to the father a couple of times already and told him that next time he would be sending the Sheriff instead.
- D/C King noted that over the past 2 weeks there have been a few fires and guys have done an awesome job stopping them, they should be real proud.
- D/C Ellsworth noted the snow has gotten so high against the firehouse and windows, he asked Derrick to come and push the snow banks back and pull some of the snow away from the building, but he may have to come and bring his own machine as well.
- Commissioner Chandler opened up discussion regarding New Member Orientation and the new firefighter 1 curriculum. Captain Barss gave a brief explanation of what has been done so far at Co #2, the new requirements for FF1 and that firefighters will not be receiving any instruction on it except at the department level, but will be tested on it at FF1. Discussion also regarding mentor involvement and how to incorporate the new firefighter 1 curriculum into New Member Orientation. Joyce and Captain Barss to meet to work on updating New Member Orientation curriculum.

11. Dispense with the reading of the minutes

RESOLUTION #70 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Kugler

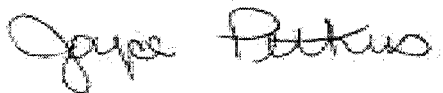
SECOND: Atwell

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 8:04 PM. All in favor.

Respectfully submitted,



Joyce Petkus
District Administrator/Treasurer