

Board of Fire Commissioners

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

July 9, 2007 Workshop

Workshop began at 7:00 pm.

Present were: Commissioners Kugler, Robarge, Spackmann, Waite, Treasurer Bishop and Secretary Petkus. Others present were: Andrea Mann, FF Mike LaGalles and FF Ron Bishop.

George Persons from Bollam, Sheedy, Torani & Co, LLP was present and delivered to the District the audit of the Annual Financial Report Update Document for year ended December 31, 2006. He explained that he took care of the filing with the State Comptroller for the District. He then reviewed the Report of Independent Certified Public Accountants, including explaining that since the original financial report was filed, he converted our system to the modified accrual system and filed an amended report with the State Comptroller, and the report we have is the amended report. He also directed everyone to Page 34 of the report which he briefly reviewed, that basically says that they looked at internal control over financial reporting and noted no matter that would be considered material weaknesses, and the operations, as far as what the District has done regarding compliance, and found no problems there as well. He also noted that this document can be subject to FOIL laws. Finally, he offered some suggestions/recommendations going forward.

Commissioner Kugler then asked Mr. Persons about 501C3 status, which he explained that he is not a tax person, he does governmental accounting, but his firm has a big and good, tax department. Lengthy discussion followed regarding 501C3 status; he suggested that any more questions can be emailed to him and he will get the answers for us. He also gave Andrea Mann his business card.

Secretary Petkus also noted that she needs to send out an RFP in the next month or 2. Mr. Persons noted that it could be sent to him and he would make sure it gets taken care of.

Session with George Persons ended at 7:40 pm; the Commissioners continued with other discussions:

Commissioner Spackmann: Explained that he was on the website for the local government task force today and found a report on there referencing Commissioner Robarge's election.

He also noted he would like to advertise the new District Website in the Pennysaver or Moneysaver as well as on the marquees of each firehouse for at least a week. He thought it might cost about \$100. Commissioner Kugler thought that maybe the Pennysaver might do an announcement for free, and that whatever the cost is would come out of the website account. Commissioner Spackmann agreed.

Commissioner Robarge: Had given copies of the water softeners quotes for Greenfield Center to all the Commissioners. He noted that they all consistently said that the existing system was too small. Some discussion followed; Commissioner Robarge thought that maybe we should just do one station and see how it goes. Commissioner Kugler felt that they should wait till the whole Board was present to make a decision.

He also got a proposal from Toby regarding the oil tank, which was in the \$3000.00 range. Commissioner Kugler asked Commissioner Robarge to get another couple of quotes as that sounded high.

CAT is going to be here Wednesday morning at 9 am to start the generator; had shut the power off on Saturday and did the switch over. In the afternoon around 1 pm there is going to be a tutorial regarding the generator. He asked Harold Hall to be there, as well as Randy. The generator was also lagged down and he also asked CAT to check for plumbness and they said they would. Discussed the fuel situation with the generator and Commissioner Kugler suggested that maybe he should check with PITA fuel. He will also be making a resolution at Wednesday night's meeting to pay K & J Electric the balance of what is due. Secretary Petkus noted that once the job is complete she can send in for the rest of the money from the grant. Commissioner Kugler also suggested that Commissioner Robarge, Mike LaGalles and Harold Hall get together to start figuring out what Middle Grove and Porter Corners would need as to the size of their generators.

Andrea Mann asked if the board had a chance to review the sheet she wrote up (Secretary Petkus noted it was given out along with the minutes from the last workshop) regarding destroying records based on the MU-1 Schedule. She noted that these particular documents she would like to destroy take up a lot of room and are backed up by ledgers. She would go through them and keep some for historical records. She felt that would free up about 3 file cabinets to help further organize other records. She also requested that the broken fire proof cabinet be replaced with a new fire proof cabinet to store important records. Commissioner Kugler asked how the records would be destroyed. Discussion followed; Commissioner Kugler suggested a company down in Clifton Park. Treasurer Bishop suggested someone else in the area; Commissioner Kugler asked her to find out who it is and get the information to Joyce. Andrea also suggested that we get everything on a shredding schedule, and this should give the District ample amount of space for the records that need to be kept. The next thing she wants to address is the fire reports. Other discussion followed including possibly using microfiche to store records. Treasurer Bishop noted that at the back of the abstracts are the reserve accounts information and that needs to be kept. Andrea, Secretary Petkus and Treasurer Bishop will probably need to get together to go through the records and pull out what should not be destroyed.

Karen Gibbins then joined the meeting to discuss the progress of the 60th Anniversary Dinner. Secretary Petkus gave out a sheet Karen has prepared of the service pins needed that will be given out at the presentation of awards. Karen also gave a short presentation of all the awards to be given out.

Commissioner Kugler asked Secretary Petkus to advertise a Special Meeting of the Commissioners on July 18th at Co #1 at 7pm to appoint a new Assistant Chief of Co #2.

Commissioner Robarge then addressed the bill from Butler, Rowland and Mays, Architects, LLP for \$9,189.85. Secretary Petkus had attempted set up a meeting with them to discuss the bill and they in turn sent a letter. Commissioner Robarge noted that we still have not received any reports from them. Lengthy and extensive discussion followed. Commissioner Robarge was concerned that we still have not seen a report and thought we should draft a letter; Commissioner Spackmann agreed that he did not think it was out of line to ask them for an itemized list pertaining to the bill. Secretary Petkus to draft a letter to that effect, and have Commissioner Spackmann proof it before it is mailed out.

Commissioner Kugler then decided that it was too late in the evening to begin reviewing the By-Law changes. Commissioner Spackmann thought that maybe the next couple of workshops should be devoted to reviewing the By-Law changes only.

Workshop was adjourned at 9:30 pm.

Respectfully submitted,

Joyce A. Petkus
District Secretary