

Board of Fire Commissioners

Greenfield Fire District
P.O. Box 103
Greenfield Center, NY 12833

The June 2007 meeting of the Greenfield Fire District Board of Fire Commissioners was called to order at Company #3 by Chairman Kugler at 7:05 PM on June 13, 2007. The flag salute and a moment of silence were recognized for the departed.

Present were:

Commissioners: King, Kugler, Robarge, Spackmann, Waite;
Secretary Petkus, Treasurer Bishop, P/A Howe;
Chief McConkey; Assistant Chiefs Murray, Ellsworth, Lant; 2nd Assistant Chiefs Davis, Kemp.
Please see sign in sheet for others in attendance.

Chairman Kugler asked for any additions/corrections to the May 2007 meeting minutes.

RESOLUTION #110 TO ACCEPT THE MAY 2007 MEETING MINUTES AS WRITTEN.

MOTION: Robarge

SECOND: Spackmann

RESOLVED to accept the May 2007 meeting minutes as written.

VOTE: All in favor, motion carried.

Chairman Kugler asked for questions/comments regarding the abstract.

Commissioner Waite noted that on claim #4 from the Equipment Reserve Fund account, the number of radios should be 6, not 5 as noted. Treasurer Bishop made the correction.

A/C Ellsworth noted that claim #346, repair to the fuel gauge for \$137.50 was the result of the fire at Middle Grove and should be submitted to the insurance carrier. Chairman Kugler noted that it might be too late for that. He asked Secretary Petkus to check with Adirondack Insurance to see if that could be taken care of; she noted she would be seeing them on Friday and would ask.

RESOLUTION #111 TO PAY CLAIM #294 THROUGH CLAIM #348, TOTALING \$30,173.72.

A3410.1	\$ 2,264.07
A3410.2	1,530.35
A3410.4	26,379.30
Total:	\$30,173.72

MOTION: Waite

SECOND: King

RESOLVED to pay claim #294 through claim #348, totaling \$30,173.72.

VOTE: All in favor, motion carried.

RESOLUTION #112 TO PAY CLAIM #4 FOR \$3,936.00 OUT OF THE EQUIPMENT RESERVE FUND AS PER PERMISSIVE REFERENDUM.

MOTION: Robarge

SECOND: Spackmann

RESOLVED to pay claim #4 for \$3,936.00 out of the Equipment Reserve Fund as per permissive referendum.

VOTE: All in favor, motion carried.

RESOLUTION #113 TO PAY CLAIM #1 FOR \$2,275 OUT OF THE BUILDING RESERVE FUND FOR BUTLER, ROWLAND & MAYS, ARCHITECTS, AS PER PERMISSIVE REFERENDUM.

MOTION: Robarge

SECOND: Waite

RESOLVED to pay claim #1 for \$2,275 out of the Building Reserve Fund for Butler, Rowland & Mays, Architects, as per permissive referendum.

VOTE: All in favor, motion carried.

Correspondence:

*KME Open House Saturday October 6th, 10 am – 5 pm in Latham. Copy given to the Chief.

*FASNY 135th Annual Convention in Cheektowaga, August 22-24.

*FASNY Training and Education event on Saturday, September 18th, Haz-Mat/WMD. Copy also given to the Chief.

*Dr. Peacock is offering a Wellness Program AMBA Blood Screening Event on Saturday, September 22nd at her office. She is going to do blood screenings for \$35. Anyone interested in getting this done can call 1-800-234-8888 to make an appointment. All A/C's were given a flyer to post, which includes the list of tests they will do. You can also call Dr. Peacock's office for more information.

*Firehouse Expo at the Baltimore Convention Center July 24-29. Program to go to the Chief.

*Received and read a letter from John and Christine Wells thanking Co #1 for responding to the brush fire. They also gave a donation of \$200.00. Chairman Kugler noted the check should be given to Co #1.

*Received a letter from Jill Howe requesting executive session with the Board regarding a personnel issue on May 2, 2007 between herself and Caren Carlson; Secretary Petkus read that letter as well.

Purchasing - P/A Howe

*Handed out monthly allotment reports and noted that PO's are due by October 31st or a rollover form must be completed, any questions, contact Jill.

*If anyone has any broken pagers or radios, please get them to Commissioner Waite or Jill.

*Has Co #2 orders with her tonight to be picked up after the meeting.

*Low on flags and metal markers, asked the Commissioners when they should be replaced. Discussion followed; Chairman Kugler asked her to get an accurate count of what is needed for July's Commissioners meeting.

Applications for membership:

Greenfield Center Company #1: None.

Porter Corners Company #2: None.

Middle Grove Company #3: None.

Maple Avenue Company #4: None.

Changes in membership:

Greenfield Center Company #1: Tyler Davis, request for change from 16 and 17 year old to Active Firefighter; Pete Gibson, resignation as member spoke with President Gibbins and he decided to resign in good standing.

Porter Corners Company #2: None.

Middle Grove Company #3: None.

Maple Avenue Company #4: None.

RESOLUTION #114 TO ACCEPT ABOVE CHANGES IN MEMBERSHIP.

MOTION: Robarge

SECOND: Waite

RESOLVED to accept above changes in membership.

VOTE: All in favor, motion carried.

Grants – Andrea Mann:

*Handed out grants and other initiatives review form. Noted that she and Secretary Petkus would be meeting later this month to work on the records management grant. Has been working on the 501C3 paperwork, and Jay and George dug up the old one for her to reference. Still have \$743.00 left over from the Oliver B. Merlin grant, as Jill did such a great job at getting good prices for the stuff. Forestry grant for 2007 has been submitted for collapsible back pumps and leather gloves. Amount has been reduced from last year though. Need to get working on the Fire Prevention grant 2007 for the training trailer. Has been doing some research for a grant for fire investigation with \$2000.00 allotted for fire investigation.

Reports from Companies:

Company #1 – A/C Gary Gibbins:

*Not present. Captain Jason Gibbins had nothing to report.

Company #2 – A/C Scott Murray:

*Noted the floor at Co #2 is almost done finally, the main problem was that the plywood was not touching the floor joists. Asked for the report from Butler, Rowland and Mays, when it comes in.

*2nd A/C Davis noted that when they were mowing the lawn yesterday they noticed that the frost wall is pulling away from the main building, about an inch gap, might want to get an engineer to look at it. The front apron is pushing right into the ground. Also, someone hit the corner of the building, the metal part and could they get it fixed? Chairman Kugler asked if it would be an insurance claim and to put it in writing and he will have Joyce send it in to the insurance company; if not the Board will have to take care of it.

Company #3 – A/C Jay Ellsworth:

*Asked if the Board would approve the 2 airbags out of the rescue account, has a PO for it. Shouldn't be over \$1700.00.

RESOLUTION #115 TO APPROVE THE PURCHASE OF TWO AIRBAGS, TO COME OUT OF THE RESCUE ACCOUNT.

MOTION: Kugler

SECOND: Spackmann

RESOLVED to approve the purchase of two airbags, to come out of the rescue account.

VOTE: All in favor, motion carried.

*Juniors have access cards and fobs and would like to see them shut down as they are not allowed in the firehouse anyway without supervision. Discussion followed; it was decided that Joyce would shut down all access cards and fobs to the juniors in all four companies, until she is notified that they have turned 18.

*Asked when they will be getting the ID tags. Commissioner Spackmann said he would start making rounds next week. A/C Ellsworth also noted that it was his understanding that everyone was going to get one set, but a lot of people have 2 sets of gear. He would also like to see after the physicals are completed that these cards incorporate what class each firefighter is. More discussion followed.

*FF McGrath noted they had sent out for 5 bids for ceiling tiles and ceramic floor tiles and only received 1 bid back from Steve VanDyk with a price of \$2580.00.

*Asked A/C Murray about Middle Grove Road being closed. Discussion followed. It was thought that Middle Grove Road would be closed between Grange and South Greenfield, and would be closed for a week.

*County has the rip and run up and going and are we ready for it? It was noted that it's not up and running yet but they are aware of it.

RESOLUTION #116 GIVING CO #3 PERMISSION TO GO AHEAD WITH THE BID FOR \$2580 TO REPLACE THE CEILING TILES AND CERAMIC FLOOR TILES, TO COME OUT OF THE BUILDING REPAIR FUND.

MOTION: Kugler

SECOND: King

RESOLVED to give Co #3 permission to go ahead with the bid for \$2580 to replace the ceiling tiles and ceramic floor tiles, to come out of the building repair fund.

VOTE: All in favor, motion carried.

He also noted they would like to get the carpet cleaned as there are quite a few stains. Would like to use the same people who do it, which would be A1 Cleaning.

RESOLUTION #117 GIVING CO #3 PERMISSION TO HIRE A1 TO CLEAN THE CARPETS.

MOTION: Robarge

SECOND: King

RESOLVED to give Co #3 permission to hire A1 to clean the carpets.

VOTE: All in favor, motion carried.

Company #4 – A/C Lant:

*Lights are up on the south side of the building, talking about doing the other corners.

*Brought up a few months ago about the House on Jones Road to burn, did not have enough time to do it so the owner tore it down.

*Asked if we have any dress uniforms; Secretary Petkus noted that she, P/A Howe and the Chief were actually meeting afterwards to discuss the uniforms. Right now they would probably only be able to piece a few together. A/C Lant suggested that maybe they could put more money away for more uniforms. Commissioner Robarge noted they had taken away money from the uniform account in order to purchase more gear. Secretary Petkus noted that she or Jill did not try to find out how much a uniform would cost until the uniform committee came back with their recommendations. Brief discussion followed.

*County has the burn building up, should be open in about 1½ months. Discussion followed.

*Whoever is in charge, have to give an update on the portables/radios/pagers etc.

Fire Police: Robert Roxbury:

*Not present.

Report of Chief McConkey:

*Noted that everyone worked well together at the barn fire at Wilsey.

RESOLUTION #118 GIVING CO #4 PERMISSION TO HAVE THEIR COIN DROP ON AUGUST 25TH, CO #3 TO HAVE THEIR COIN DROP ON JULY 27TH AND 28TH AND CO #1 TO HAVE THEIR COIN DROP ON AUGUST 31ST AND SEPTEMBER 1ST.

MOTION: Spackmann

SECOND: King

RESOLVED to give Co #4 permission to have their coin drop on August 25th, Co #3 to have their coin drop on July 27th and 28th and Co #1 to have their coin drop on August 31st and September 1st.

VOTE: All in favor, motion carried.

Report of EMS Coordinator Gary Gibbins:

*Not present.

Chairman Kugler asked if there was anyone present from EMS. Tim Kemp was the only one present and Chairman Kugler asked if he had anything to report. A/C Kemp noted he had no official capacity, that all he would like to say is that the District Coordinator is not here again.

Planning Board:

*For Town of Greenfield, Mike Chandler: not present.

*For Town of Wilton, Gary Bullard: Has nothing for this month.

Reports of the Commissioners:

Commissioner King:

*Had nothing this month.

Commissioner Waite:

RESOLUTION #119 TO ADVERTISE A PERMISSION REFERENDUM TO WITHDRAW AND EXPEND \$20,000.00 FOR THE POLE BARN FOR CO #2.

MOTION: Waite
SECOND: Spackmann
RESOLVED to advertise a permission referendum to withdraw and expend \$20,000.00 for the pole barn for Co #2.
VOTE: All in favor, motion carried.

*Has a bill that he would like paid as soon as the job is done from Carpetland.

RESOLUTION #120 TO PAY CARPETLAND \$3529.00 WHEN THE JOB IS COMPLETE, TO BE TAKEN OUT OF THE BUILDING REPAIR FUND.

MOTION: Waite
SECOND: Spackmann
RESOLVED to pay Carpetland \$3529.00 when the job is complete, to be taken out of the Building Repair Fund.
VOTE: All in favor, motion carried.

*Had previously discussed purchasing books for the fire code course, but hasn't heard anything. Wanted to know what they are going to do for books because the course is going to start. Commissioner Spackmann thought that last month they were going to purchase them. Discussion followed.

RESOLUTION #121 TO PURCHASE ONE SET OF BOOKS FOR THE FIRE CODE COURSE IN JULY.

MOTION: Waite
SECOND: Robarge
RESOLVED to purchase one set of books for the fire code course in July.
VOTE: All in favor, motion carried.

*Greenfield lost a portable radio that came from the FAST team at a fire, and the Chief handed over his radio to them. Commissioner Waite would like to purchase another radio for the Chief.

RESOLUTION #122 TO PURCHASE A PORTABLE RADIO FOR THE CHIEF.

MOTION: Waite
SECOND: King
RESOLVED to purchase a portable radio for the Chief.
VOTE: All in favor, motion carried.

Commissioner Robarge:

*Generator is on the pad at Greenfield. Electricians will be working on it this weekend and when it comes time to switch it over it will be down for about 10 hrs. He will contact the Chief and Gary when the time comes so they can prepare.

*Spoke with Toby and he's going to get a price on an additional fuel tank for Co #1, there are 2 different types of tanks he is going to look into.

*Pita came up and fueled the generator and he would like to have the bill paid.

RESOLUTION #123 TO PAY THE PITA GENERATOR FUEL BILL FOR \$489.90.

MOTION: Robarge
SECOND: Spackmann
RESOLVED to pay the Pita generator fuel bill for \$489.90.
VOTE: All in favor, motion carried.

*Got two quotes back for the water softeners and is waiting for a third quote.

Commissioner Spackmann:

RESOLUTION #124 TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND \$11,000.00 OUT OF THE BUILDING RESERVE FUND FOR RENOVATIONS AT CO #4.

MOTION: Spackmann
SECOND: Robarge
RESOLVED to advertise a permissive referendum to withdraw and expend \$11,000.00 out of the Building Reserve Fund for renovations at Co #4.
VOTE: All in favor, motion carried.

RESOLUTION #125 TO ADVERTISE FOR BIDS ON A 100 FOOT AERIAL TRUCK TO REPLACE THE CURRENT 293 HOUSED AT MAPLE AVENUE. BIDS CAN BE PICKED UP BEGINNING JUNE 28TH AT GREENFIELD TOWN HALL, WITH BID OPENING TO BE HELD ON JULY 11TH AT THE COMMISSIONERS MEETING AT CO #4.

MOTION: Spackmann
SECOND: Robarge
RESOLVED to advertise for bids on a 100 foot aerial truck to replace the current 293 housed at Maple Avenue. Bids can be picked up beginning June 28th at Greenfield Town Hall, with bid opening to be held on July 11th at the Commissioners meeting at Co #4.
VOTE: All in favor, motion carried.

Commissioner Kugler:

RESOLUTION #126 TO ADOPT A CODE OF ETHICS OF THE GREENFIELD FIRE DISTRICT EFFECTIVE JUNE 1, 2007.

MOTION: Kugler
SECOND: Waite
RESOLVED to adopt a Code of Ethics of the Greenfield Fire District effective June 1, 2007.
VOTE: All in favor, motion carried.

Chairman Kugler asked Secretary Petkus to get a copy to the Comptroller's office as soon as possible and Commissioner Spackmann requested that a copy be sent to all the officers as well. Secretary Petkus said she would take care of it.

RESOLUTION #127 TO ADOPT THE RECORDS RETENTION AND DISPOSITION SCHEDULE MU-1 AND ALL FUTURE REVISIONS.

MOTION: Kugler

SECOND: King

RESOLVED to adopt the Records Retention and Disposition Schedule MU-1 and all future revisions.

VOTE: All in favor, motion carried.

*Asked all the Assistant Chiefs to get the Board an updated list of all auxiliary members from each company as soon as possible. Need to keep the insurance records current on all auxiliary members.

*Reminder also that all physicals must be completed by July 31st. The Chief has reiterated this at the Officers meeting but anyone who does not have their physical completed by July 31st will be out of service. Also noted that members have been calling Dr. Peacock's office and giving her staff a lot of static about these physicals. He felt it is very unfair and shows the mentality of this outfit not to be very good and is a black eye for us as far as he is concerned. We will be getting a list of all the people giving her a hard time and it will be going to the Chief.

Secretary Petkus noted that Dr. Peacock's office is open this Saturday just to do firefighter physicals and to please pass the word around, right now she only has 2 people scheduled and she brought in extra staff just for us. Hours would be from about 8 am to noon. A/C Murray mentioned that this weekend was the Chief's show in Lake George and she probably didn't know about it. Secretary Petkus pointed out that only 70 tickets were purchased for the Chief's show and there are approximately 150 physicals that need to be completed.

RESOLUTION #128 GIVING THE TREASURER PERMISSION TO PAY ALL BILLS TO DR. PEACOCK AS THEY COME IN.

MOTION: Kugler

SECOND: Robarge

RESOLVED to give the Treasurer permission to pay all bills to Dr. Peacock as they come in.

VOTE: All in favor, motion carried.

RESOLUTION #129 TO INCREASE THE DISTRICT SECRETARY'S SALARY ANOTHER \$2500.00, EFFECTIVE JULY 1ST TO THE END OF THE YEAR.

MOTION: Kugler

SECOND: Robarge

RESOLVED to increase the District Secretary's salary another \$2500.00, effective July 1st to the end of the year.

VOTE: Yes: Kugler, Robarge, Spackmann; No: King; Abstain: Waite.

Motion carried.

Chairman Kugler asked if there were any questions from the floor before closing for executive session:

*A/C Lant asked if the Nextel's had long distance because he was over in Connecticut and lost his own phone and tried to use the District phone and it wouldn't work. Chairman Kugler asked P/A Howe to look into it.

*Chief McConkey said the issue was brought up about the auxiliary going to the Chief's show and asked if we are going to purchase tickets if they wanted to go. Chairman Kugler noted that based on their conversation they would discuss it for next year as it is too late now to do anything about it.

*Commissioner King thought they should have an updated list of the job descriptions of the secretary, purchasing agent and treasurer. Commissioner Spackmann asked if he wanted to take care of that. Chairman Kugler noted Commissioner King could work with the girls on that.

*Treasurer Bishop asked for permission to pay the bill for the Chief's show tickets, which is \$1050.00.

RESOLUTION #130 GIVING THE TREASURER PERMISSION TO PAY THE BILL FOR THE TICKETS TO THE CHIEF'S SHOW, TOTALING \$1050.00, TO COME OUT OF THE TRAINING ACCOUNT.

MOTION: Kugler

SECOND: Waite

RESOLVED to give the Treasurer permission to pay the bill for the tickets to the Chief's show, totaling \$1050.00, to come out of the training account.

VOTE: All in favor, motion carried.

RESOLUTION #131 TO GO INTO EXECUTIVE SESSION at 7:55 PM REGARDING A PERSONNEL MATTER BETWEEN CAREN CARLSON AND JILL HOWE.

MOTION: Kugler

SECOND: Spackmann

RESOLVED to go into executive session at 7:55 pm regarding a personnel matter between Caren Carlson and Jill Howe.

VOTE: All in favor, motion carried.

RESOLUTION #132 TO RECONVENE FROM EXECUTIVE SESSION AT 8:39 PM, WITH THE DECISION THAT PRESIDENT BULLARD WAS TO SET UP A MEETING WITH MS. HOWE, MS. CARLSON, THE AUXILIARY PRESIDENT AS WELL AS THE BOARD OF DIRECTORS OF CO #4, TO ADDRESS THE ISSUE BETWEEN CAREN CARLSON AND JILL HOWE AND TRY TO SETTLE IT.

MOTION: Robarge

SECOND: Spackmann

RESOLVED to reconvene from executive session at 8:39 pm, with the decision that President Bullard was to set up a meeting with Ms. Howe, Ms. Carlson, the auxiliary president as well as the Board of Directors of Co #4, to address the issue between Caren Carlson and Jill Howe and try to settle it.

Vote: all in favor, motion carried.

Commissioner Waite noted that the address at Porter Corners has changed to 405 Bockes Road; they are no longer a POB #.

RESOLUTION #133 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Spackmann

SECOND: Waite

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Robarge with a second from Commissioner Spackmann to adjourn the meeting at 8:41 PM. All in favor, meeting adjourned.

Respectfully submitted,

Joyce A. Petkus
District Secretary