

# **Board of Fire Commissioners**

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

The June 24, 2015 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Acting Chairman Don Kugler at 7:08 PM.

**Present were:**

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

1. Flag salute/moment of silence for departed members and military.
2. **Approve Minutes:** June 10, 2015 Commissioner Meeting Minutes and June 22, 2015 Special Meeting Minutes.

**RESOLUTION #191 APPROVING THE JUNE 10, 2015 COMMISSIONER MEETING MINUTES AND JUNE 22, 2015 SPECIAL MEETING MINUTES AS WRITTEN.**

MOTION: Atwell

SECOND: Mann

RESOLVED to approve the June 10, 2015 Commissioner Meeting Minutes and June 22, 2015 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

**3. Payment of Bills:**

Commissioner Atwell questioned voucher #150337; it was noted it was approved by Commissioner Chandler. Also questioned 150342; D/P Chouinard noted it was Co #2 replacement bottle.

**RESOLUTION #192 TO PAY ABSTRACT #12, VOUCHER #150334 THROUGH VOUCHER #150373 FROM THE GENERAL FUND, TOTALING \$39,179.12.**

A3410.1	\$ 4,412.63
A3410.2	3,988.47
A3410.4	30,419.03
A9000.8	358.99
-----	
Total:	\$ 39,179.12

MOTION: Sadousky

SECOND: Mann

RESOLVED to pay Abstract #12, Voucher #150334 through Voucher #150373 from the General Fund, totaling \$39,179.12.

VOTE: All in favor, motion carried.

**RESOLUTION #193 TO PAY EQUIPMENT RESERVE ABSTRACT #6, VOUCHER #ER15007 THROUGH ER15008 FROM THE EQUIPMENT RESERVE FUND, TOTALING \$928.62.**

MOTION: Atwell

SECOND: Mann

RESOLVED to pay Equipment Reserve Abstract #6, Voucher #ER15007 through ER15008 from the Equipment Reserve Fund, totaling \$928.62.

VOTE: All in favor, motion carried.

**RESOLUTION #194 TO PAY BUILDING RESERVE ABSTRACT #5, VOUCHER #BR15008 THROUGH VOUCHER #BR15010 FROM THE BUILDING RESERVE FUND, TOTALING \$850.58.**

MOTION: Sadousky

SECOND: Mann

RESOLVED to pay Building Reserve Abstract #5, Voucher #BR15008 through Voucher #BR15010 from the Building Reserve Fund, totaling \$850.58.

VOTE: All in favor, motion carried.

**4. Reports of the Staff**

• **District Administrator – Joyce Petkus:**

- Received a call this afternoon from Aerial Testing Company; they would like to do aerial testing on July 8<sup>th</sup> at 8 am. D/C King okayed, Joyce to confirm.
- Station Keeper ad posted in Gazette and posted on website.
- Co #3 truck bid also advertised and put on website.
- She will not be here tomorrow and Friday.
- Received and read email from Greenfield Elementary School Principal Davis thanking the District firefighters for presenting the summer safety workshop. Commissioner Atwell thanked FF Ackley and the others involved for such a great program. Joyce also confirmed that October 9<sup>th</sup> will be Fire Prevention Day; will send out email to everyone.

**Director of Purchasing – Jill Chouinard:**

- Bus bid went out; bids due back by July 22<sup>nd</sup>.
- Striping for uniforms is in if anyone needs them.
- Co #3 generator still leaking; Kinsley was there to look at it and it may be a possible freeze plug issue. No quote received yet to repair it.
- New cell phones are in, charging, and will be programmed. Brief discussion.
- Paper towel dispensers are in.
- 5" hose still here for Co #3 and Co #4.
- Carpet cleaning completed June 17<sup>th</sup>; went back to Co #3 the following day to take care of D/C Ellsworth's office.

- Still waiting on Nate King for seal coating dates.
  - Co #3 dive suit ankle weights are in and can be taken this evening.
  - Saw a nice demonstration with MSA packs at the Chief's Show. West Charleton is having a presentation on July 21<sup>st</sup> and invited the GFD to attend if we are interested. Jill will need to give them a number so if you are planning to attend, please let her know. Discussion continued.
  - Co #4 fit testing was rescheduled with Co #1 for Tuesday July 7<sup>th</sup> at the District office starting at 5:30 pm.
  - Mannequins are in and delivered to Tim's office; one was inventoried for each company.
  - One of the larger bail out harnesses came in.
  - Received 2 set of gear back that were issued to Joe Barbuti and Robert Piparo; Joe Barbuti's pager is still outstanding.
- **Deputy Treasurer – Chris Thurman:**
    - Need resolution to appropriate funds.

**RESOLUTION #195 GIVING THE TREASURER PERMISSION TO APPROPRIATE THE \$94.68 INSURANCE PREMIUM REFUND TO THE INSURANCE LINE ITEM ACCOUNT.**

MOTION: Kugler

SECOND: Atwell

RESOLVED to give the Treasurer permission to appropriate the \$94.68 insurance premium refund to the Insurance line item account.

VOTE: All in favor, motion carried.

**5. Firefighter and Auxiliary New Members/Changes in Membership**

No new firefighter or auxiliary applications, or auxiliary changes in membership.

**Firefighter Changes in Membership:**

- **Co #1:** None.
- **Co #2:** None.
- **Co #3:** None.
- **Co #4:** Joe Barbuti, Robert Piparo; resignations.

**RESOLUTION #196 GIVING THE CHAIRMAN PERMISSION TO SIGN THE ABOVE CHANGES IN MEMBERSHIP FORMS ON BEHALF OF THE BOARD OF FIRE COMMISSIONERS.**

MOTION: Atwell

SECOND: Sadousky

RESOLVED to give the Chairman permission to sign the above Changes in Membership forms on behalf of the Board of Fire Commissioners.

VOTE: All in favor, motion carried.

**6. Report of the Chief – John Lant**

- Problem last night with 261.
- July 11<sup>th</sup> is Parkfest at Gavin Park; needs firefighters and fire police.

## RESOLUTION #197 GIVING PERMISSION FOR FIREFIGHTERS AND FIRE POLICE TO PARTICIPATE IN PARKFEST AT GAVIN PARK ON JULY 11, 2015.

MOTION: Sadousky

SECOND: Mann

RESOLVED to give permission for firefighters and fire police to participate in Parkfest at Gavin Park on July 11, 2015.

VOTE: All in favor, motion carried.

- Wilton FD had a truck down during KME pump testing; they would like to have it tested when KME is here pump testing ours. Brief discussion.

## RESOLUTION #198 ALLOWING WILTON FD TO HAVE ONE OF THEIR TRUCKS PUMP TESTED IN CONJUNCTION WITH GFD PUMP TESTING BY KME.

MOTION: Kugler

SECOND: Sadousky

RESOLVED to allow Wilton FD to have one of their trucks pump tested in conjunction with GFD pump testing by KME.

VOTE: All in favor, motion carried.

- Noticed over the last couple of years that there is no manpower over at Maple Avenue during the daytime. Would like to see the district hire two paid firefighters and maybe it is time to look at the budget and starting weeding out some things. Commissioner Kugler asked if this was the consensus of all the officers. Discussion continued. Commissioner Sadousky noted this becomes a civil service issue. Commissioner Sadousky offered to do some research on it.

### **7. Reports of the Companies:**

- **Greenfield Center Co #1: A/C Kenyon**
  - MED266 on its way to Montour Falls for 4 days; asked if others could help out if they are available for EMS calls.
- **Porter Corners Co #2: D/C Burwell**
  - Started looking at other water tank options for the Argo; has a welder in station that can do that type of work; would like to use the existing portable pump to create a 50-80 gallon water tank at a cost of about \$1600. The welder will donate much of his labor to the project. Brief discussion continued; board okayed moving forward with project.
- **Middle Grove Co #3: D/C Ellsworth**
  - Co #3 will be going to the Saratoga County Fair on July 25, 2015. Joyce reminded everyone she needs the specific dates they are attending in order for it to be in the resolution.

## RESOLUTION #199 GIVING CO #3 PERMISSION TO ATTEND THE SARATOGA COUNTY FAIR ON JULY 25, 2015.

MOTION: Atwell

SECOND: Kugler

RESOLVED to give Co #3 permission to attend the Saratoga County Fair on July 25, 2015.

VOTE: All in favor, motion carried.

- Work detail this evening at Co #3, the firefighters are doing some landscaping and replanting. Thinks the septic needs to be pumped as no one can remember if it was ever done. Brief discussion; Jill to set up.
- Hard suction on 282 was broken at the pump class; Dave Kenyon put it back together, but last night the hard suction on 281 had 2 holes in it. Switched out a section, but they should probably get a new section. Jill to order.
  
- **Maple Avenue Co #4: D/C King**
  - Nicholas Carriger would like to go to the FF1 boot camp. Brief discussion. Joyce noted the TRF needs to be filled out and submitted to Deidre so she can register him.

**RESOLUTION #200 GIVING NICHOLAS CARRIGER PERMISSION TO ATTEND THE DAYTIME FF1 BOOT CAMP AT THE COUNTY TRAINING CENTER IN JULY.**

MOTION: Kugler

SECOND: Sadousky

RESOLVED to give Nicholas Carriger permission to attend the Daytime FF1 boot camp at the County training center in July.

VOTE: All in favor, motion carried.

- Has a new member that lives out of district that would like to join. Brief discussion.

**RESOLUTION #201 GIVING CO #4 APPROVAL TO MOVE FORWARD WITH OUT OF DISTRICT APPLICANT JOSEPH FLYNN OF 38 EVERGREEN DRIVE.**

MOTION: Atwell

SECOND: Sadousky

RESOLVED to give Co #4 approval to move forward with out of district applicant Joseph Flynn of 38 Evergreen Drive.

VOTE: All in favor, motion carried.

- Captain Bullard requested to keep an Essentials Manual at the firehouse. Brief discussion. One manual to be purchased for each company.

**RESOLUTION #202 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE FOUR FF1 ESSENTIALS BOOKS, ONE FOR EACH COMPANY. MONEY TO COME OUT OF THE CHIEF'S ACCOUNT AND TRAINING.**

MOTION: Kugler

SECOND: Sadousky

RESOLVED to give the Director of Purchasing permission to purchase four FF1 Essentials Books, one for each company. Money to come out of the Chief's account and Training.

VOTE: All in favor, motion carried.

- John McEachorn was voted in at Lieutenant; not present this evening to be sworn in.
- Cabinets on rehab bus are built, shore plugs are in, air and electric. Top of the bus has been buffed. Commissioner Atwell noted that the generator is in at KME and to have someone call him when they want the bus to go to KME.
- As the Chief said before, he thinks it is time to think about paid positions in a couple of the stations.

Commissioner Kugler asked about Nicole Thurman; Joyce noted she completed her bailout and is ready to be sworn in this evening; Commissioner Kugler noted it would be done at the end of the meeting.

### RESOLUTION #203 ACCEPTING NICOLE THURMAN AND JOHN MCEACHRON AS CO #3 AND CO #4 LIEUTENANTS, RESPECTIVELY.

MOTION: Kugler

SECOND: Sadousky.

RESOLVED to accept Nicole Thurman and John McEachron as Co #3 and Co #4 lieutenants, respectively.

VOTE: All in favor, motion carried.

#### **8. EMS – Tim Kemp:**

- Not present this evening.

#### **9. Reports of the Commissioners:**

- Atwell
  - Knows the committee is working on the Old Timers dinner.
  - Co #1 was approached by MacBoston about housing the funeral truck for about 6 months; the company is okay with it. Brief discussion.

### RESOLUTION #204 ALLOWING MACBOSTON TO STORE THEIR FUNERAL TRUCK AT CO #1.

MOTION: Sadousky

SECOND: Atwell

RESOLVED to allow MacBoston to store their funeral truck at Co #1.

VOTE: All in favor, motion carried.

- Some of the paperwork on the probie class got missed; will get together with Captain Barss to make sure it is all completed.
- Asked if there were any more problems with 283 air leaks; D/C Ellsworth noted no. Brief discussion continued.

- OSHA CD's are in all company baskets. Please get them done ASAP.
- Hold harmless agreement was put together for pool fills. Brief discussion.
- Greenfield Elementary School's 5K Dragon Run went very well; thanked those that helped out, including EMT's and fire police.
- Foreign insurance checks should be coming in soon.
- Will be contacting Nate King regarding completing the landscaping at the district office.
- Last year they agreed to try to get power down to the sheds behind the office; would like the electrician to give a price. Jill to handle.
- Flashing on the east side of Co #1 came off. Jill to Bill Reed.
- Sadousky
  - The Board decided they were going to be consolidating fueling, so Co #4 will now be fueling at the Town of Wilton Highway garage. The Exxon/Mobile fleet cards have been cancelled and returned to him. He will be taking the fobs that were brought to him to the Town and get new fobs for each of the trucks at Co #4. He will then bring them over and put them in each piece of apparatus. Based on numbers that were run, conservatively it saves the district taxpayer about \$1213.91 per year by fueling at the Town garage.
  - He is now on the New Member Orientation committee with Commissioner Atwell and they are working to streamline things, fix what is not working and continue with what is working. He has brought this up previously at the Officers' meetings, and reminded everyone that members under 18 years of age are restricted per Policy #29 regarding what they can and cannot do, including not being out between 10 pm and 6 am, cannot be put in any positions where they are in need of wearing a pack like on a roof, or operating apparatus. It is pretty cut and dry in the policy and if any officers have these members under their command at an alarm and something happens to them while you are in charge, you will be taken to task and subject to discipline because it is our responsibility to keep them safe and he expects the policy to be followed. Any violation of the policy and there will be consequences to the officer or the Chief in charge at that time as they are supposed to be aware of what is going on at the scene.
  - Working on streamlining training so that we are ready for 2016 in 2015. The County sends out a list every year to the officers asking what training we need; he will be working on collecting that information and then disseminate it back to the county. Will also be working on OSHA so that it is completed by June 1<sup>st</sup> and there will no excuses for missing it. Will be working with Joyce to look at the online training offered by Utica Insurance to help fulfill OSHA requirements if the Board approves it.
  - Thanks to A/C Middlebrook for handling the hose testing, to FF Ackley for the summer safety program and thanks to everyone else for doing a good job.
- Mann
  - Thanks for getting all the LOSAP records to the district office.
  - Has been tasked with the newsletter, so she will probably be going to the different companies to see what they would like to put in it, like the summer safety program and the rehab bus. Also thinking about doing something with the next generation of firefighters. Asked if this would be mailed or put on the website; Joyce noted the Board had to use the newsletter line item money for attorney fees, so there is nothing in the newsletter budget for this year, but could be put on the website. Jill also noted she is working with a new website

- designer but has not received any quotes back yet.
- Submitted the forestry grant. Commissioner Chandler, D/C Ellsworth and Deidre put together the Oliver B. Merlyn grant for 2 thermal imaging cameras. Will be looking in to the AFG; Jill noted she had a book for that grant that Commissioner Mann could have.
- Would like to put a meeting together for the investment committee to follow the LOSAP funds, costs, diversity of the funds and performance. Would be nice to get people from the fire service involved, would like up to 8 people. Brief discussion; Commissioners Kugler and Sadousky interested; Chief Lant suggested life member Victor Huggard.
- Kugler
  - Nothing at this time.
- Chandler
  - Not present this evening.

**10. District Guideline Review:**

- Drug and Alcohol Policy: Joyce noted that Commissioner Mann sent her an email regarding some changes to this policy, so asked that it be move to the July 22<sup>nd</sup> meeting agenda. Approved.
- DMV/LENS Policy: Joyce had previously made some changes to the policy and submitted to the Board for review/approval.
- Membership Application Policy: Joyce had previously made some changes to the policy and submitted to the Board for review/approval.

**RESOLUTION #205 APPROVING THE CHANGES TO THE DMV/LENS POLICY AND THE MEMBERSHIP APPLICATION POLICY AS PREVIOUSLY SUBMITTED.**

MOTION: Kugler

SECOND: Sadousky

RESOLVED to approve the changes to the DMV/LENS Policy and the Membership application Policy as previously submitted.

VOTE: All in favor, motion carried.

**11. Special Topics of Discussion:**

- Joyce noted that Lt. Thurman needed to be sworn in. Commissioner Kugler asked where Lt. McEachron was as he is not present.
- Bob Roxbury noted they ordered a couple of lights for fire police.
- A/C Middlebrook noted that 5 lengths of hose failed. Brief discussion; D/C King and D/P Chouinard to divide up the hose between them. A/C Middlebrook also noted that maybe it is time to test the hard suction; Jill noted she is already waiting for a quote on it. All ground ladders passed testing.
- Commissioner Sadousky then swore in Lt. Nicole Thurman.

**12. Dispense with the reading of the minutes**

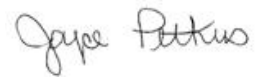
**RESOLUTION #206 TO DISPENSE WITH THE READING OF THE MINUTES.**



MOTION: Kugler  
SECOND: Sadousky  
RESOLVED to dispense with the reading of the minutes.  
VOTE: All in favor, motion carried.

Motion made by Commissioner Kugler with a second from Commissioner Atwell to adjourn the meeting at 8:01 PM. All in favor.

Respectfully submitted,

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

Joyce Petkus  
District Administrator/Treasurer