

Board of Fire Commissioners

Greenfield Fire District
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(518) 893-0723
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The March 11, 2015 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:07 PM.

Present were:

Commissioners Atwell, Chandler, Kugler, Mann; D/A 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. **Approve Minutes:** February 25, 2015 Meeting Minutes and March 4, 2015 Special Meeting Minutes as written.

RESOLUTION #78 APPROVING THE FEBRUARY 25, 2015 MEETING MINUTES AND MARCH 4, 2015 SPECIAL MEETING MINUTES AS WRITTEN.

MOTION: Chandler

SECOND: Kugler

RESOLVED to approve the February 25, 2015 Meeting Minutes and March 4, 2015 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

RESOLUTION #79 TO PAY ABSTRACT #5, VOUCHER #150114 THROUGH VOUCHER #150144 FROM THE GENERAL FUND, TOTALING \$102,383.87.

A3410.1	\$ 3,742.63
A3410.2	190.00
A3410.4	86,477.48
A9030.8	378.93
A9040.8	958.00
A9050.8	1,028.83
A9060.8	9,608.00

Total: \$102,383.87

MOTION: Atwell

SECOND: Mann

RESOLVED to pay Abstract #5, Voucher #150114 through Voucher #150144 from the General Fund, totaling \$102,383.87.

VOTE: All in favor, motion carried.

4. Reports of the Staff

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

- Received quote for Scott 45 minute SCBA bottles; B-Lann under State contract at \$868.27 each. Currently 26 bottles are needed at a cost of \$22,575.02.

RESOLUTION #80 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE THE 26 SCBA BOTTLES. MONEY TO COME OUT OF THE SCBA ACCOUNT.

MOTION: Kugler

SECOND: Mann

RESOLVED to give the Director of Purchasing permission to purchase the 26 SCBA bottles. Money to come out of the SCBA Account.

VOTE: All in favor, motion carried.

- Still has not heard from Kyle Stewart regarding Co #1 floors. Brief discussion continued.
 - Kincaid sent new contract, copies given to each Commissioner.
 - 15 AV 2000 masks were given to Sharon Springs Fire Department; they were extremely grateful for our donation to them.
 - Siren at Co #4 has been taken down, no other update.
 - New hose was ordered, no ETA on it yet.
 - Toby Middlebrook will be here Friday to take care of washing machine pump.
 - Bill Reed was in last week and repaired the ceiling in the Treasurer's office. He noted that he has been asked in the past to look at Co #1 roof issues, and he has and there is nothing he can do, but suggested the snow be kept off the roof as much as possible.
 - 13 firefighters have been fitted for new gear; 1 firefighter opted to wait until the summer or fall to be fitted.
 - 292 jaws were looked at the other night by Garrison. Brief discussion.
 - Co #4 will get another tower by the end of the week for their computer.
 - Did not get to the Memorial Bell yet.
 - Co #2 generator fuel injection pump was replaced last week.
 - Co #3 had fuel added to their generator.
 - Co #1 self-test will now be 7:45 pm unless they opt to change it.
 - Co #1 has missing pulse ox meter. LDDS form received. Brief discussion continued. New one costs over \$800. Chief Lant asked that an email be sent that whoever has it to please bring it back.
 - Auxiliary gloves/mittens are in; hats and crampons still on order.
 - New bail out equipment is in.
- **District Administrator – Joyce Petkus:**
 - Created a list for each company of firefighters who attended the banquet with a guest that should get a banquet gift; they are sorted and ready to be taken

- tonight. Also has 6 chairs for the new rehab bus and a dozen towels.
- Data entry meeting was Monday night; only 9 showed up. Discussion regarding what to do with those that did not show up, have had no training and have not been doing the data entry. Joyce to add/delete as discussed.
 - Will be meeting with Captain Barss on the 16th to incorporate the FF1 changes into New Member Orientation.
 - We will have to purchase the books for FF1; they are about \$80 each.
 - Reminder that annual physicals began March 1st and must be completed by May 31st. Signupgenius an option to scheduling your appointment.
 - Went to Commissioner training this past Saturday, thanks to the Board for allowing her to go; as usual there were a few new things she learned.
 - Asked the Board how they want to reimburse mileage to those going to Montour Falls training and Turning Stone conference. Brief discussion; actual cost of fuel to be reimbursed; firefighters must get receipts and submit with travel voucher for reimbursement. Also noted that she has used up the last of the Montour Falls Credit.

RESOLUTION #81 GIVING BOB ROXBURY PERMISSION TO TAKE 275 TO MONTOUR FALLS FIRE POLICE TRAINING MARCH 13-14, 2015.

MOTION: Kugler

SECOND: Mann

RESOLVED to give Bob Roxbury permission to take 275 to Montour Falls Fire Police Training March 13-14, 2015.

VOTE: All in favor, motion carried.

RESOLUTION #82 GIVING JACK SADOUSKY PERMISSION TO ATTEND THE FOLLOWING COURSES AT THE NYS ACADEMY OF FIRE SCIENCE IN MONTOUR FALLS, NY: FIRE SCENE EVIDENCE COLLECTION, MAY 20-22, 2015, ACCIDENT VICTIM EXTRICATION, SEPTEMBER 2-3, 2015, FIRE/ARSON INVESTIGATION, NOVEMBER 4-6, 2015.

MOTION: Kugler

SECOND: Atwell

RESOLVED to give Jack Sadousky permission to attend the following courses at the NYS Academy of Fire Science in Montour falls, NY: Fire Scene Evidence Collection, May 20-22, 2015, Accident Victim Extrication, September 2-3, 2015, Fire/Arson Investigation, November 4-6, 2015.

VOTE: All in favor, motion carried.

RESOLUTION #83 APPROVING THE CHANGES TO THE RESTRICTED DUTY POLICY AS SUBMITTED.

MOTION: Chandler

SECOND: Mann

RESOLVED to approve the changes to the Restricted Duty Policy as submitted.

VOTE: All in favor, motion carried.

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

RESOLUTION #84 INCREASING THE SALARY OF THE DEPUTY TREASURER TO \$17 /HOUR EFFECTIVE 2/28/15.

MOTION: Chandler

SECOND: Kugler

RESOLVED to increase the salary of the Deputy Treasurer to \$17 /hour effective 2/28/15.

VOTE: All in favor, motion carried.

RESOLUTION #85 GIVING THE TREASURER PERMISSION TO TRANSFER \$6000 FROM MAINTENANCE POSITION TO DEPUTY TREASURER.

MOTION: Chandler

SECOND: Kugler

RESOLVED to give the Treasurer permission to transfer \$6000 from Maintenance Position to Deputy Treasurer.

VOTE: All in favor, motion carried.

5. Firefighter and Auxiliary New Members/Changes in Membership

Firefighter Applications:

- **Co #1:** Michael Potter, previous member.
- **Co #2:** None.
- **Co #3:** None.
- **Co #4:** Cody Welch.

Firefighter Changes in Membership:

- **Co #1:** None.
- **Co #2:** None.
- **Co #3:** None.
- **Co #4:** Cory Reale, 6 leave of absence for personal reasons.

Auxiliary Applications/Changes in Membership:

- **None this month.**

RESOLUTION #86 GIVING THE CHAIRMAN PERMISSION TO SIGN OFF ON THE ABOVE NEW MEMBERS AND CHANGES IN MEMBERSHIP AS NOTED.

MOTION: Atwell

SECOND: Kugler

RESOLVED to give the Chairman permission to sign off on the above New Members and Changes in Membership as noted.

VOTE: All in favor, motion carried.

6. Report of the Chief – John Lant

- Corinth fireman passed away and the wake is Friday night; would like to bring the ladder.

RESOLUTION #87 ALLOWING GREENFIELD FIRE DISTRICT APPARATUS, WITH THE APPROVAL OF THE CHIEF, TO GO THE FUNERAL IN CORINTH ON MARCH 13, 2015.

MOTION: Chandler

SECOND: Kugler

RESOLVED to allow Greenfield Fire District apparatus, with the approval of the Chief, to go the Funeral in Corinth on March 13, 2015.

VOTE: All in favor, motion carried.

- Trucks seem to be in good shape, just some minor things.
- Went over various training this past month, including OSHA.
- Met with Dave Hadolin regarding training. The Chief is a big believer in FAST teams, would like to set up FAST training, cost of about \$2400. Discussion continued. Set up a 24 hour pump operations training on March 21st at the county training center; hopes that the Board will accept that for officer qualifications. Booklet of courses was previously given to the Board. Dave will be at Co #4 at 8 am on March 21st, if anyone is interested in meeting him.
- Reminder that the National Grid seminar is on the 24th at Co #1. May be inviting Wilton FD and Jill has offered to get the refreshments.
- Carl Zeilman called; the county got 6 generators for traffic lights. Brief discussion continued.
- Town of Wilton now has the same portables we have.

7. Reports of the Companies:

- **Greenfield Center Co #1: D/C Davis**
 - Asked if his computer got ordered; Commissioner Atwell noted there is a delay because they needed one for Co #4.
 - Asked when 261 is going to get the paint fixed; commissioner Atwell noted as soon as the weather is decent.
 - Does not believe the pulse ox needs to be replaced. Brief discussion; can just replace with a small one.
- **Porter Corners Co #2: D/C Burwell**
 - Watercan on 271 disappeared, then reappeared; 2 years in a row that Tri-City has taken stuff without them knowing. Brief discussion; Jill noted she has already discussed this with them.
 - Would like permission from the Board to move forward with out of District applicant Julie Ray. Brief discussion; Board Okayed.
- **Middle Grove Co #3: D/C Ellsworth**
 - Thanks to everyone for the flowers, cards, food, phone calls from everyone.
 - Last night a firefighter went down during training and was taken to the hospital, where he was admitted.
 - Asked if the SCI bottles are gone yet; it was noted they should be removed by the beginning of April.
 - I Am Responding is currently working.
 - Meeting tomorrow with KME at Co #3 at 6:30 regarding the new truck specs, if the truck committee or Board are interested in attending.
- **Maple Avenue Co #4: D/C King**
 - Had another work detail on the bus this past Saturday; has a call in to an

- electrician to run some wires. Commissioner Chandler asked if a final quote was received regarding the generator; it should be in by the end of the week.
- Everything else is good.

8. EMS – Tim Kemp:

- Not present this evening.

9. Reports of the Commissioners:

- Atwell
 - Prices are still the same for truck maintenance for this year; will be starting them at the end of the month. 262, 292 and 293 will go to KME for servicing as they are still under contract there.
 - Would like to start looking into updating the lights in the other truck bays. D/C King noted there is a lighting incentive going on right now and he will get them to come here as well. Discussion continued; he will get prices for Co #2 and Co #3.
 - Saw that another Firefighter 1 skills class is out.
 - In the process of writing a job description for the maintenance position; Commissioner Mann is working on the employee handbook.
- Mann
 - Would like to start collecting any LOSAP records from 1995-2006 that are still in the firehouses and store them in the District office as they need to be kept for 55 years. She will be contacting the Deputy Chiefs to speak to them about the transition.
- Kugler
 - Nothing at this time.
- Chandler
 - Cancelling the banquet committee meeting later this evening and moving it to March 25th instead.

10. Planning Board:

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

11. Grants: Jill will be working with Andrea when the AFG come out in reference to asking for packs. Brief discussion regarding the Oliver B. Merlyn grant also.

12. Special Topics of Discussion:

- Spoke to Paul Lunde Friday night regarding the building inspector. Discussion continued; Mr. Lunde will look into it.

RESOLUTION #88 HIRING A P/T OPERATIONS SECRETARY TO START ON MARCH 30, 2015 AT \$17 PER HOUR.

MOTION: Chandler
SECOND: Mann

RESOLVED to hire a P/T Operations Secretary to start on March 30, 2015 at \$17 per hour.

VOTE: All in favor, motion carried.

Once trained, this person will also be the secretary to the Chief Officers. Jill to order a new computer. Brief discussion continued.

- The Board will be asking for Letter of Intent from anyone interested in possibly filling the vacant Commissioner seat. Deadline to submit will be April 8th. Joyce to put information on the website.
- Discussion regarding Kincaid IT Services proposal previously reviewed by the Board. They will handle all IT issues, including wireless access points, I Am Responding issues, security, sonic and firewalls, etc.

RESOLUTION #89 APPROVING KINCAID IT SERVICES LEVEL IV CONTRACT BEGINNING APRIL 1, 2015.

MOTION: Kugler

SECOND: Mann

RESOLVED to approve Kincaid IT Services Level IV contract beginning April 1, 2015.

VOTE: All in favor, motion carried.

RESOLUTION #90 TO GO INTO EXECUTIVE SESSION AT 8:08 PM IN REFERENCE TO A FIREFIGHTER'S ACCESS.

MOTION: Chandler

SECOND: Atwell

RESOLVED to go into executive session at 8:08 PM in reference to a firefighter's access.

VOTE: All in favor, motion carried.

RESOLUTION #91 TO RECONVENE FROM EXECUTIVE SESSION AT 8:54 PM.

MOTION: Chandler

SECOND: Kugler

RESOLVED to reconvene from executive session at 8:54 PM.

VOTE: All in favor, motion carried.

RESOLUTION #92 THAT EFFECTIVE MARCH 12, 2015, FIREFIGHTER ACKLEY WILL BE ALLOWED ACCESS TO THE FOLLOWING FIREHOUSES: CO #1, CO #3 AND CO #4.

MOTION: Chandler

SECOND: Kugler

RESOLVED that effective March 12, 2015, firefighter Ackley will be allowed access to the following firehouses: Co #1, Co #3 and Co #4.

VOTE: All in favor, motion carried.

RESOLUTION #93 TO GO INTO EXECUTIVE SESSION AT 8:55 PM IN REFERENCE TO POSSIBLE LITIGATION REGARDING THE DISTRICT OFFICE.

MOTION: Chandler

SECOND: Kugler

RESOLVED to go into executive session at 8:55 PM in reference to possible litigation regarding the District Office.

VOTE: All in favor, motion carried.

RESOLUTION #94 TO RECONVENE FROM EXECUTIVE SESSION AT 9:05 PM.

MOTION: Chandler

SECOND: Mann

RESOLVED to reconvene from executive session at 9:05 PM.

VOTE: All in favor, motion carried.

RESOLUTION #95 TO GO INTO EXECUTIVE SESSION AT 9:06 PM IN REFERENCE TO PENDING LITIGATION REGARDING THE SCI SCBA BOTTLES.

MOTION: Chandler

SECOND: Atwell

RESOLVED to go into executive session at 9:06 PM in reference to pending litigation regarding the SCI SCBA bottles.

VOTE: All in favor, motion carried.

RESOLUTION #96 TO RECONVENE FROM EXECUTIVE SESSION AT 9:15 PM.

MOTION: Chandler

SECOND: Atwell

RESOLVED to reconvene from executive session at 9:15 PM.

VOTE: All in favor, motion carried.

13. Dispense with the reading of the minutes

RESOLUTION #97 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Kugler

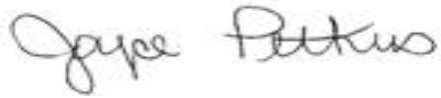
SECOND: Atwell

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 9:16 PM. All in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joyce Petkus". The signature is written in dark ink on a white background.

Joyce Petkus
District Administrator/Treasurer