

# **Board of Fire Commissioners**

Greenfield Fire District  
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The May 13, 2015 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:03 PM.

**Present were:**

Commissioners Atwell, Chandler, Kugler, Mann; District Administrator/Treasurer 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:** April 22, 2015 Meeting Minutes and April 27, 2015 Special Meeting Minutes as written.

**RESOLUTION #141 APPROVING THE APRIL 22, 2015 MEETING MINUTES AND APRIL 27, 2015 SPECIAL MEETING MINUTES AS WRITTEN.**

MOTION: Kugler

SECOND: Mann

RESOLVED to approve the April 22, 2015 Meeting Minutes and April 27, 2015 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

**3. Payment of Bills:**

Discussion regarding Voucher #150250, Kenyon's Truck Service invoices in the amount of \$1391.52. Invoices not to be paid until someone speaks to Dave Kenyon.

**RESOLUTION #142 TO PAY ABSTRACT #9, VOUCHER #150234 THROUGH VOUCHER #150273, EXCLUDING VOUCHER #150250 IN THE AMOUNT OF \$1,391.52, FROM THE GENERAL FUND, TOTALING \$56,912.37.**

A3410.1	\$ 7,890.26
A3410.2	23,905.24
A3410.4	24,490.05
A9030.8	626.82

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Total: \$ 56,912.37

MOTION: Kugler

SECOND: Atwell

RESOLVED to pay Abstract #9, Voucher #150234 through Voucher #150273, excluding Voucher #150250 in the amount of \$1,391.52, from the General Fund, totaling \$56,912.37.

VOTE: All in favor, motion carried.

#### 4. **Reports of the Staff**

- **District Administrator – Joyce Petkus:**

- Fire 2015 tickets are in, please stop by the District Office for tickets
- Reminder that annual physicals must be completed by May 31<sup>st</sup>.
- Still have not received a date for the aerial ladder testing, will keep Co #4 updated.
- Reminder that Vehicle Safety and Sexual Harassment classes are being held tomorrow evening. Letters were previously sent to those needing the classes.
- Would like the Board to approve the additional VFBL coverage.

**RESOLUTION #143 IT IS THE INTENT OF THIS RESOLUTION TO MAKE AVAILABLE THE COVERAGE PROVIDED BY GENERAL MUNICIPAL LAW SECTION 209-I1-B.**

**WHENEVER A VOLUNTEER FIREFIGHTER OF THE GREENFIELD FIRE DISTRICT PROVIDES SERVICES UNDER GENERAL MUNICIPAL LAW SECTION 209-I WHEN THERE IS NO JURISDICTIONAL OFFICER IN COMMAND PRESENT, SUCH VOLUNTEER FIREFIGHTER SHALL BE ENTITLED TO COVERAGE UNDER THE VFBL COVERAGE PROVIDED BY THE GREENFIELD FIRE DISTRICT FOR THE PROVISION OF SUCH SERVICES. UPON THE ARRIVAL OF A JURISDICTIONAL OFFICER IN COMMAND, SUCH VOLUNTEER FIREFIGHTER SHALL REPORT TO SUCH OFFICER AND OFFER HIS/HER SERVICES TO ASSIST SUCH FIRE COMPANY OR FIRE DEPARTMENT. IF SUCH OFFER OF ASSISTANCE IS NOT ACCEPTED, THEN THE VOLUNTEER FIREFIGHTER OF THE GREENFIELD FIRE DISTRICT MUST IMMEDIATELY CEASE PROVIDING ANY ADDITIONAL SERVICE AT THE SCENE OF THE EMERGENCY.**

MOTION: Kugler

SECOND: Mann

RESOLVED that it is the intent of this resolution to make available the coverage provided by General Municipal Law Section 209-i1-b.

Whenever a volunteer firefighter of the Greenfield Fire District provides services under General Municipal Law Section 209-i when there is no jurisdictional officer in command present, such volunteer firefighter shall be entitled to coverage under the VFBL coverage provided by the Greenfield Fire District for the provision of such services. Upon the arrival of a jurisdictional officer in command, such volunteer firefighter shall report to such officer and offer his/her services to assist such fire company or fire department. If such offer of assistance is not accepted, then the volunteer firefighter of

the Greenfield Fire District must immediately cease providing any additional service at the scene of the emergency.

VOTE: All in favor, motion carried.

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

- Deidre asked her to follow up on the status of the Oliver B. Merlyn grant. Commissioner Mann noted it is still on and she will also work on the DEC grant. Brief discussion continued regarding the DEC grant; Commissioner Chandler asked the officers to take it back to their next meeting to make a decision on what they want to go for.
- Co #1 floor replacement project is complete.
- Has been looking into upgrading the district cell phones. Discussion continued; would be approximately \$700 initial cost to upgrade and then phone bill would increase about \$112/month for 5 phones. D/T Thurman noted that there is not enough money in the phone line item to pay for the increase, money would have to be found from somewhere else, and long distance calls are getting expensive. Question arose as to whether or not we still need fax lines; D/C King noted the county will not give out any information unless a fax is sent; Jill to look into. Buyback could also be an option to look at for those not wanting to use district cell phones; Commissioner Chandler asked that the officers address this as well. Added to the June 10<sup>th</sup> agenda for further discussion.
- District cleaning supplies have been arriving; will be sending out lists to the Presidents and Deputy Chiefs once organized.
- Co #1 & #4 still need to pick up SCBA bottles; old bottles need to come back.
- Co #2 should have received Indian tank.
- Flag pole was moved, thanks to the Town Highway Department, and new flagpole light installed.
- Lawnmowers to be picked up tomorrow for servicing. Brief discussion.
- Requested the district office cleaning contract be extended.

## RESOLUTION #144 TO EXTEND THE CLEANING CONTRACT OF A-1 CLEANING SERVICES THROUGH DECEMBER 2015.

MOTION: Kugler

SECOND: Mann

RESOLVED to extend the cleaning contract of A-1 Cleaning Services through December 2015.

VOTE: All in favor, motion carried.

- Co #2 window mechanism for 271 has been ordered.
- Brush guard for Argo came in today; being shipped up.
- Received an email from Co #3 that they have been having problems with Wi-Fi; Kincaid was there and resolved issue, but they asked who has been touching it. Brief discussion continued also regarding the issue that only a certain amount of people can access the Wi-Fi at the same time.
- Put 10 cases of water in the delivery vestibule if officers need some; please complete the sheet and email her if you take the last case so she can replenish the vestibule. We also have an account at Minogue's.

- Captain Bullard sent over list for new rehab bus; she forwarded on to Garrison for a quote. Commissioner Chandler asked how the project was going; Captain Bullard noted there are just 2 things that need to come off the old rehab bus. The generator will be shipped free directly to KME. Brief discussion continued.
- There is some surplus furniture that is not needed at the District office; she will be putting a list together and sending out to the companies if they are interested. If not, then she is going to look into donating to another district.
- Still no ETA on gear delivery.
- Still have not received Brittany McEachron's pager back.
- Received FF Franco's gear back this evening but not his pager; Tyler LaFontaine and Cory Reale on leave of absence per the old leave of absence policy, their gear and pager were supposed to come back to the district office to be bagged, tagged and stored so gear is not stolen from the firefighter on leave of absence. Discussion continued; officers have one week from the time the Board signs the paperwork to bring gear to office, otherwise one of the staff will come and pick it up.
- Starting something new regarding gear fitting for new members; they will be receiving a letter on what to expect as well as an appointment card with instructions to call if they cannot make their assigned date/time.
- FF Michael Potter still has not come in for fit testing, but she heard he has moved; but no paperwork has been received at the district office. Commissioner Atwell to handle.
- Commissioner Atwell noted that it is again getting to the point where the supply requests are coming from too many firefighters and requests should only be made from a Chief or the President of the company.
- Co #4 large chain saw will be going over to Wilton Saw to be looked at.
- Co #2 has a 4-gas gas meter that cannot be fixed. Brief discussion continued.

**RESOLUTION #145 GIVING THE DIRECTOR OF PURCHASING PERMISSION FOR PURCHASE A 4-GAS GAS METER FOR CO #2 FOR \$795; MONEY TO COME OUT OF THE HAZMAT ACCOUNT.**

MOTION: Atwell

SECOND: Kugler

RESOLVED to give the Director of Purchasing permission for purchase a 4-gas gas meter for Co #2 for \$795; money to come out of the HAZMAT account.

VOTE: All in favor, motion carried.

- Received some LDDS forms from the recent brush fire; Joyce sent out an email that she is putting a claim together and needs all the damaged equipment. Brief discussion continued, including misplaced hose from Co #1 that was picked up by Co #3. D/C Ellsworth called D/C Davis that day to say he had it and last night delivered it back to Co #1, put it in the hose rack and told Brian Gibbins. Commissioner Atwell thanked them for returning it.
- Tick kits are in and handed out this evening.
- FAST team webbing requested by Captain Barss came in and was delivered. Captain Barss noted that representatives from each company that took the

- FAST class will be meeting Monday night to get together an equipment list.
- o She will not be in the office Thursday and Friday.

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

- o The Board needs to decide what they want to contribute to LOSAP based on their last meeting with Penflex. The minimum contribution necessary is \$91,223.03, and the District budgeted \$110,000.00. Discussion continued.

## RESOLUTION #146 TO PUT \$110,000.00 INTO THE LOSAP PROGRAM.

MOTION: Mann

SECOND: Kugler

RESOLVED to put \$110,000.00 into the LOSAP program.

VOTE: All in favor, motion carried.

- o The Operations Secretary completed the first quarter LOSAP for 2015 and reports have been posted in the bulletin boards in all the firehouses.

### 5. **Firefighter Membership Applications:**

- **Co #1:** None.
- **Co #2:** Michael Kolakovic, under 18.
- **Co #3:** None.
- **Co #4:** None

#### **Firefighter Changes in Membership:**

- **Co #1:** None.
- **Co #2:** None.
- **Co #3:** None.
- **Co #4:** William Staiger, requested life membership, as well as to keep his uniform and access; Brittany McEachron, resignation.

## RESOLUTION #147 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN THE MEMBERSHIP APPLICATION AND CHANGES IN MEMBERSHIP AS DISCUSSED.

MOTION: Atwell

SECOND: Kugler

RESOLVED to give the Chairman of the Board permission to sign the Membership application and Changes in Membership as discussed.

VOTE: All in favor, motion carried.

#### **Auxiliary Applications/Changes in Membership:**

None noted for this evening.

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

- Not present this evening.

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

- **Greenfield Center Co #1:** Lt. Pratt

- Nothing at this time.
- **Porter Corners Co #2: D/C Burwell**
  - May 30<sup>th</sup> is the Corinth Memorial Day Parade. Discussion continued regarding when the other parades were being held.

**RESOLUTION #148 GIVING THE FIREFIGHTERS PERMISSION TO ATTEND, WITH APPARATUS, THE FOLLOWING PARADES: SARATOGA MEMORIAL DAY PARADE ON MAY 21<sup>ST</sup> AT 6 PM, GALWAY MEMORIAL DAY PARADE ON MAY 25<sup>TH</sup>, CORINTH MEMORIAL DAY PARADE ON MAY 30<sup>TH</sup> AT 6 PM, AND SARATOGA FLAG DAY PARADE ON JUNE 13<sup>TH</sup> AT NOON.**

MOTION: Chandler

SECOND: Atwell

RESOLVED to give the firefighters permission to attend, with apparatus, the following parades: Saratoga Memorial Day parade on May 21<sup>st</sup> at 6 PM, Galway Memorial Day parade on May 25<sup>th</sup> at 10 AM, Corinth Memorial Day parade on May 30<sup>th</sup> at 6 PM, and Saratoga Flag Day Parade on June 13<sup>th</sup> at noon.

VOTE: All in favor, motion carried.

D/C Ellsworth noted that Rock City's parade on the 15<sup>th</sup> has been canceled as they are doing a 70<sup>th</sup> anniversary in September.

- Asked if the meeting room door was ever looked at. Brief discussion; Joyce to call Bill Reed again.
- Exterior lights are intermittently working; brief discussion, Joyce to call John DeChristofaro.
- Asked if the primer on 273 was ever looked at; Commissioner Atwell noted the motor was rebuilt. D/C Burwell noted it is still not working. Brief discussion; Commissioner Atwell to call KME.

**RESOLUTION #149 GIVING CO #2 PERMISSION TO HOLD THEIR COIN DROP ON MAY 22 AND MAY 23, 2015.**

MOTION: Kugler

SECOND: Atwell

RESOLVED to give Co #2 permission to hold their coin drop on May 22 and May 23, 2015.

VOTE: All in favor, motion carried.

- **Middle Grove Co #3: D/C Ellsworth**
  - 281 generator is in the garage on a pallet, and if it is not going to be used, he would like to put it out to bid.

**RESOLUTION #150 DECLARING CO #3 GENERATOR OFF 281 SURPLUS.**

MOTION: Chandler

SECOND: Kugler

RESOLVED to declare Co #3 generator off 281 surplus.

VOTE: All in favor, motion carried.

- Confirmed the meeting on the 21<sup>st</sup> with the insulation company at Co #3.
- Truck committee has finalized everything, emailed the specs over to Joyce. There will be a 12-15 month delivery time. Brief discussion continued. Commissioner Atwell thanked the truck committee for their time and effort. Would like to see bids go out in June with bid opening in July, and awarding of bid at the last meeting in July.
- Feels the Board needs to send a letter to the neighbors across the street from the firehouse; they are constantly riding their four wheelers and snowmobiles on district property. Brief discussion continued.
- **Maple Avenue Co #4: D/C King**
  - DEC extended the burn ban until at least May 21<sup>st</sup>.
  - 294 went out for inspection and is back, 291 went out today but has not heard anything yet. Commissioner Atwell asked that the inspections be checked on 292 and 293, they have already been serviced. If they need inspections D/C King to call Joey Ernst. Please also check the new rehab bus for inspection, if not, please have Joey Ernest take care of it as well. Commissioner Atwell also noted that the seal was replaced on the brush truck portable pump.
  - Noted that there are 4-5 LOSAP boxes as requested by Commissioner Mann.

D/C Ellsworth asked if the idle control on 283 is going to be sent out. Brief discussion; will be sent out after all the truck maintenance has been completed.

#### **8. EMS – Tim Kemp:**

- Sent an email about pediatric pads; they were approved for purchase.
- Sent a request for AED pads for FRX; Jill to order.
- Was asked if we are able to provide HEP B titer test; anyone that needs it should contact Joyce.
- Proposed possibly writing a grant to upgrade AED's; Tim to speak with Commissioner Mann and start researching possible grants.
- Some high dollar supplies that need to be eventually ordered. Brief discussion regarding adding other types of supplies to the EMS budget, like the tick kits.

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

- Atwell
  - Smartwatt contract signed and returned; they should be starting in June.
  - NMO class is moving along; thanks to everyone involved.
  - FAST team training going well; pump ops to start soon. Brief discussion; Instructor Hatin to be given access that Joyce will regulate.
  - Co #1 rear door: Bill Reed here and made temporary fix, but door frame is rusted and will eventually need to be replaced.
  - Three members that we have not seen or heard from in a while, and have either not started or completed NMO; Michael Potter from Co #1, Joe Barbuti and Robert Piparo from Co #4. Officers to find out what is going on with them and get them off the table. Brief discussion continued.
  - Would like to have the insulation company take a look at the ridge caps



- before we start the insulation at Co #3. Brief discussion.
- Would like to know when the OSHA BBP and Hazmat make up classes are going to be scheduled. Noted his frustration at the Chief and officers, as it is their job to handle this, not the Board's. Discussion continued regarding the lack of scheduling with the June 1<sup>st</sup> deadline looming. Commissioner Chandler to try to schedule.
- Kugler
  - Nothing at this time.
- Mann
  - Received Articles of Incorporation and purposes for all the companies. Would like to look at the copies of the 501C3 that Co #3 submitted. D/C Ellsworth will look into it. Her plan is to go to company meetings to see who wants to progress with that; feels this is very important. Brief discussion continued.
- Chandler
  - Reminder that May 21<sup>st</sup> is the meeting with the insulation company at Co #3 at 7 pm.
  - Lengthy discussion regarding CME classes; currently held at Co #1; effective immediately all CME classes to be held at the District Office. CME records to also be moved to the District office, some responsibilities may be moved to the Operations Secretary.
  - ARGO skid unit: D/C Burwell got price of \$1,499.00 with a delivery charge of \$200.00. Brief discussion.

**RESOLUTION #151 APPROVING THE PURCHASE OF THE ARGO SKID UNIT FOR CO #2; MONEY TO COME OUT OF THE RESCUE ACCOUNT.**

MOTION: Kugler

SECOND: Mann

RESOLVED to approve the purchase of the ARGO skid unit for Co #2; money to come out of the Rescue account.

VOTE: All in favor, motion carried.

**10. Planning Board:**

- Town of Wilton: Gary Bullard
  - Senior housing on Perry Road to start soon.
  - Aldi's going in next to Lowe's going through preliminary approval, should go quickly.
- Town of Greenfield: Mike Chandler
  - Had meeting with Butch Duffney and Dan Cochran regarding the long driveways and language changes in the law. They will be taking our suggestions back to the Town to reword the town law. They will then send back to our Board and officers for review and approval prior to implementation. Asked the officers to discuss this at their next meeting as the Town is very receptive to any District needs or issues, and now is the time to speak up. A/C Middlebrook also noted they spoke about Knox boxes and visible house numbers.

**11. Grants:** Commissioner Mann is working on it.



## **12. District Guideline Review**

- Alcohol and Drug Policy (new): Joyce noted it will become policy #11. Discussion continued. D/C Burwell noted the Board may want to address any accidents involving hitting deer or other animals; Commissioner Mann to work with Joyce on the wording. Added to the June 24<sup>th</sup> meeting agenda.
- Chiefs Vehicle Use Policy: No changes made. Commissioner Kugler noted that the policy states that the Chiefs are supposed to keep log books to be turned into the district and asked if that was being done; Joyce noted she has not received any. Commissioner Chandler noted he would speak to the Chief.
- District Photographer/Photography Policy: No changes made.
- DMV/LENS Policy: Joyce gave a brief overview of changes she made. Commissioner Mann noted her concern with the wording in #7. Will work on the wording with Joyce; moved to the June 24<sup>th</sup> meeting agenda.
- Investment Policy: Commissioner Mann would like to organize a committee to look at different investments. Brief discussion; Commissioner Mann to be Chairperson, committee members are Commissioner Kugler, D/C Burwell and D/A Petkus.

## **13. Special Topics of Discussion:**

- Presentation by FF Ed Ackley in reference to presenting the Summer Event Safety Tips to the students at Greenfield Elementary, K through 5<sup>th</sup> grade. Invited other firefighters to participate as well. Commissioner Chandler noted it will be initially approved, and if well received to possibly continue to do it or incorporate it into the fire prevention program, depending on the needs of the school.

## **RESOLUTION #152 ALLOWING FIREFIGHTER ACKLEY PRESENT THE SUMMER EVENT SAFETY TIPS TO GREENFIELD ELEMENTARY.**

MOTION: Chandler

SECOND: Atwell

RESOLVED to allow Firefighter Ackley present the Summer Event Safety Tips to Greenfield Elementary.

VOTE: All in favor, motion carried.

- Commissioner Atwell noted his frustration regarding the letter received from National Grid and our energy usage. Discussion continued.
- Reminder that there is supposed to be a banquet committee meeting next.

## **RESOLUTION #153 TO GO INTO EXECUTIVE SESSION AT 9:00 PM IN REFERENCE TO A POSSIBLE COMMISSIONER APPOINTMENT.**

MOTION: Chandler

SECOND: Mann

RESOLVED to go into executive session at 9:00 PM in reference to a possible Commissioner appointment.

VOTE: All in favor, motion carried.

**RESOLUTION #154 TO RECONVENE FROM EXECUTIVE SESSION AT 9:43 PM.**

MOTION: Atwell

SECOND: Kugler

RESOLVED to reconvene from executive session at 9:43 PM.

VOTE: All in favor, motion carried.

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

**RESOLUTION #155 TO DISPENSE WITH THE READING OF THE MINUTES.**

MOTION: Atwell


SECOND: Kugler

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 9:45 PM. All in favor.

Respectfully submitted,

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

Joyce Petkus  
District Administrator/Treasurer