

# **Board of Fire Commissioners**

Greenfield Fire District  
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The November 2010 meeting of the Greenfield Fire District was called to order at Company #4 by Chairman Don Kugler at 7:01 PM on November 10, 2010. The flag salute and a moment of silence were recognized for departed members.

## **Present were:**

Commissioners: B. Chouinard, Kugler, Spackmann, Waite; Secretary J. Petkus, Treasurer J. Bishop, Interim P/A B. Bishop. Please see sign in sheet for others in attendance.

Present this evening are special guests Chet Garrison and Phil D'Angelo from Garrison Fire and Rescue to give a presentation on their apparatus. Commissioner Spackmann explained that the District is looking into standardization of apparatus and if they were to standardize, why should they choose Ferrara. The presentation continued, followed by a brief question and answer session. Highlights include:

- Standardization on concept, i.e. same pump and pump panel, etc.
- Ferrara in business for 30 years, located in Louisiana, build their own chassis and bodies
- Customize to standards
- Garrison more of an assembler
- Can custom build to specifications
- NYC and Schenectady buy Ferrara
- Garrison is service oriented business, takes care of any product that they sell.
- Tries to do most of work at the firehouse, offers pick up/drop off of apparatus if it needs to go to the shop at no charge to District, just need to fuel it up. 1 hour 10 min trip to shop.
- Can achieve what you are looking for without actually standardizing with one manufacturer
- Offer lease option
- Would continue to service apparatus if no longer selling that brand, i.e. American LaFrance
- Hale and Waterous master service center

Chairman Kugler thanked Mr. Garrison and Mr. D'Angelo for their time.

## **RESOLUTION #307 TO APPROVE THE FOLLOWING MEETING MINUTES:**

- **OCTOBER 13, 2010 COMMISSIONER MEETING MINUTES**
- **OCTOBER 18, 2010 SPECIAL MEETING MINUTES**
- **OCTOBER 19, 2010 PUBLIC HEARING MINUTES ON 2011 BUDGET**

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve the following meeting minutes:

- October 13, 2010 Commissioner Meeting Minutes
- October 18, 2010 Special Meeting Minutes
- October 19, 2010 Public Hearing Minutes on 2011 Budget

VOTE: All in favor, motion carried.

Also present this evening at the invitation of commissioner Spackmann, special guest Paul Felts to discuss the pending audit by the Department of Health of the District's EMS Program. Mr. Felts explained that the Greenfield Fire District has a Pilot program for EMS recertification and NYS has the right to audit the program, and they have issued an audit for the District looking for some records, also noting that apparently there was a mix up getting paperwork, and basically the DOH suspended the District's continuing education program until they can complete the audit. Commissioner Spackmann questioned if we have that in writing; Mr. Felts noted he just found out about this two days ago. Chief Lant noted he had received the survey and given it to A/C Bogardus, who had noted he had gotten one himself and took care of it. Mr. Felts also spoke to A/C Bogardus and either the State never got it, it got lost or fell into the wrong hands. The survey is the start of the audit; Mr. Felts briefly explained the audit process, and noted that because of the economy the EMS Bureau is on the chopping block in a lot of ways. Mr. Felts also explained that the records have to go back seven years, must have at least two cycles for each person that is recertified. Records for four EMT's were specifically requested, but he does not have any records prior to when he came on board as part of the program. They will want records back to 2003. Mr. Felts explained that this is one of the problems he was concerned about, as with four companies and four individual company EMS coordinators, everyone had their own system. The records are probably put there but it will probably be very labor intensive to get them together. There is some information in Firetracker, but is not sure how complete that is. He is not sure how the audit will go, it could be as simple as producing the records to make DOH happy, the program could be put on probation or they could decide to suspend the program for three years. Commissioner Spackmann noted his understanding was that the paperwork needed to be submitted to the State as proof of compliance; Mr. Felts noted that the State only gets 3 pieces of paper; the CIC is responsible for keeping all the records, and they in turn submit to the State their flow sheets. Commissioner Spackmann noted that having EMT cards yanked is his concern, and is that a viable concern, or is it more likely that we will just be suspended from the program for a period of time. Mr. Felts noted that he did not believe they would revoke cards unless as they go through the process they can verify that someone falsified records or information, and none of that is going on by any means. They will also not suspend anyone from recertifying; it just may be that they cannot recertify through this program through this District. He spoke to A/C Bogardus, and will be working with him to try to get as much together as possible, and hopefully he will go with him to talk to the State and the worst that will happen is they will say we are trying and we take a look again in a year to see how we are doing, at which time he should have everything up and running the way it needs to be. Mr. Felts noted typically it is 24 hours to produce the records, but because they realized there were problems he thinks they gave the District two weeks. D/C G. Gibbins asked Mr. Felts for a copy of the records he has on himself. Secretary J. Petkus noted that Diane Czechowicz dropped off the complete records for her and Pete, and she is to give them to A/C Bogardus this evening. Records have also been requested for LuAnn Brownell, but she has not recertified with Mr. Felts, so he does not have the records for her. Mr. Felts noted that he should be able to go back into Firetracker to print out her records, but Secretary J. Petkus noted only if the paperwork has been handed in, and that is not always the case. Mr. Felts noted that this is part of the problem, he was originally hired to only teach the program, and A/C Bogardus, who is in charge of the pilot program, would be responsible for turning in the records when people needed to recertify. Everyone would be responsible to keep their own records and give them to A/C Bogardus. Chief Lant noted this is the reason why Mr. Felts has been brought on board beginning in January. Mr. Felts noted he has all the records for everything he has done, and the CIC needs to keep records as well, because not only does the state audit the District, they audit the CIC. Mr. Felts also noted the bigger problem is if they smell blood they will dig deeper, but his hope is that we can produce enough to satisfy their audit and maybe put us on some sort of probation, or could suspend us indefinitely. He has been putting some thought in as to what to do if they do suspend the program indefinitely. Commissioner Spackmann commented that this may be a good learning experience; it is good timing in the sense that Mr. Felts is coming on board now to help correct the problem going forward. Chief Lant noted that when he spoke to the

gentleman from DOH, he explained that the District is bringing someone on board as of January, and he seemed to be impressed with that. Chairman Kugler thanked Mr. Felts for attending this evening. IPA B. Bishop noted that this goes to a bigger problem about record keeping in our District, and EMS is being addressed, but there are plenty of other ones that still need to be addressed, and hopefully this is a wake up call to shore some of these things up because next time it might be OSHA, NFPA or whoever, and we really need to make sure we have good records in place, rather than having people scrambling to get records together.

**Chairman Kugler asked for questions/comments regarding the abstract:**

Chief Lant noted under claim #10679 that the saws should have come out of the rescue account. A/C E. Petkus questioned Co #3 National Grid bill, noting over the past few months it seemed to have jumped up; Treasurer J. Bishop noted that it has come down, and \$400 is average.

**RESOLUTION #308 TO PAY ABSTRACT #11 INCLUDING CLAIM #10651 THROUGH CLAIM #10717 FROM THE GENERAL FUND, TOTALING \$31,062.06.**

A3410.1	\$ 4,067.25
A3410.2	3,906.55
A3410.4	22,398.25
A9030.8	347.03
A9050.8	342.98
Total	\$31,062.06

MOTION: B. Chouinard

SECOND: Spackmann

RESOLVED: to pay Abstract # 11 including Claim #10651 through Claim #10717 from the General Fund, totaling \$31,062.06.

VOTE: All in favor, motion carried.

**RESOLUTION #309 TO PAY ABSTRACT #11, CLAIM #ER1012 THROUGH CLAIM #ER1013 FROM THE EQUIPMENT RESERVE FUND, TOTALING \$19,257.71.**

MOTION: Waite

SECOND: B. Chouinard

RESOLVED to pay Abstract #11, Claim #ER1012 through Claim #ER1013 from the Equipment Reserve Fund, totaling \$19,257.71.

VOTE: All in favor, motion carried.

**RESOLUTION #310 TO PAY ABSTRACT #11, CLAIM #BR018 THROUGH CLAIM #BR020 FROM THE BUILDING RESERVE FUND, TOTALING \$6,402.69.**

MOTION: B. Chouinard

SECOND: Spackmann

RESOLVED to pay Abstract #11, Claim #BR018 through Claim #BR020 from the Building Reserve Fund, totaling \$6,402.69.

VOTE: All in favor, motion carried.

**Correspondence: Secretary J. Petkus**

- Received and read a letter dated November 1, 2010 and submitted by Chief John Lant requesting his name be placed on the ballot for the District Chief's election in December.

- Received and read a letter dated November 5, 2010 and submitted by Michael Chandler requesting his name be placed on the ballot for the Annual Commissioner election for the five year term.
- Received and read a letter dated October 25, 2010 and submitted by the Saratoga Springs Police Department thanking Chief Lant and the members of the District for their assistance in the search for Eleanor Adams.
- There are 21 flu vaccinations left; brief discussion. There Board gave permission to open it up to auxiliary members. Secretary J. Petkus noted she will send out an email to the auxiliary.

## RESOLUTION #311 ALLOWING AUXILIARY MEMBERS TO RECEIVE FLU VACCINATIONS ON A FIRST COME, FIRST SERVE BASIS UNTIL THE REST OF THE DISTRICT SUPPLY OF VACCINATIONS ARE GONE.

MOTION: Spackmann

SECOND: Waite

RESOLVED to allow auxiliary members to receive flu vaccinations on a first come, first serve basis until the rest of the District supply of vaccinations are gone.

VOTE: All in favor, motion carried.

### **Purchasing: B. Bishop**

- Asked for an update on the hiring process for the Purchasing Agent. Would like time between the week of New Year's and Christmas to transition over to the new person. Chief Lant noted he would like the Chiefs to be involved in the hiring process. Brief discussion continued.
- Has been reviewing the purchasing policy and would like to discuss some revisions to have approved at the December 8<sup>th</sup> meeting for the new person coming in. Some things in the policy do not make sense chronologically.
- Received some emails regarding lug caps and adapters that needed to be exchanged for the correct ones; apparently they were handed into the previous purchasing agent but they never made it to Garrison and he does not know where they are, or what the Board wants to do. Brief discussion; Commissioner B. Chouinard to check with Jill on this; Commissioner Kugler noted if not, will need to order the right ones.
- Previously brought up the GPS for Co #1, thought it was a hand held, but it is actually a vehicle unit. D/C G. Gibbins is going to get the serial number of the one that was supposed to be turned in. Not sure what the Board wants to do with this. D/C G. Gibbins noted it was a new one not even a month old and froze up. Gave it back to the Purchasing Agent about a year ago to be replaced and does not know what happened to it from there. Brief discussion; B. Bishop to coordinate with D/C G. Gibbins to purchase a new one.
- Reminder to everyone: when you are making purchases, especially at places like Allerdice and Lowe's, make sure a PO is being filled out. Received one from Co #4 for the bus and it was done perfectly. Commissioner Chouinard also noted that when signing for a purchase, put your tag # on it as well, so if a signature cannot be read, at least we can tell who it is from the tag #.
- Cut off for submitting PO's was the end of last month, by last week spoke with D/C Davis and he has a PO with no Commissioners signatures on it, so it was given back for signatures; he does not have it for tonight but wanted to know if it is okay to go forward with purchasing a task force nozzle. It was originally submitted within the timeframe. Okay to order.
- Meeting with A/C Middlebrook and Logical Choice tomorrow in reference to the promethium board.
- Handed out to the Board and officer a list of pager inventory, which is based off the inventory that was left for him, and the 2009 pager list received from the County. Highlighted pagers are the ones that he has questions on as well as some discrepancies that need to be cleared up. Questioned if the companies keep pager inventories; Chief Lant noted that some do.

Secretary Petkus to send email to officers requesting pager inventories be forwarded to the interim purchasing agent. Mr. Bishop also noted that if time allows, he will also dive into the radios but he will make no promises. Discussion also regarding pager policy.

### **Applications for membership:**

**Greenfield Center Company #1:** None.

**Porter Corners Company #2:** None.

**Middle Grove Company #3:** Gavin Alger, under 18; Heather Lantz.

**Maple Avenue Company #4:** None.

### **Requests for Change in Membership:**

**Greenfield Center Company #1:** Zach Dake, Tyler Davis, Liz Duffney, Darrow Mansfield, Keith Wood, terminations due to lack of activity.

**Porter Corners Company #2:** Josh Clothier, has not met district requirements.

**Middle Grove Company #3:** Clark Hayward, moved out of area and no longer has the time; Nick Swift, transfer from Co #2 to Co #3.

**Maple Avenue Company #4:** Christopher Kyne, resignation, John McEachron Jr. termination due to not being active.

D/C G. Gibbins questioned that the members from Co #1 that were ousted at the workshop, but they were never told to contact their Deputy Chief to return all District property. Brief discussion; Secretary Petkus to send letters to those members from Co #1. Chief Lant noted he has all of Ben Jordan's stuff. Commissioner Spackmann requested Co #3 wish Mr. Hayward well on behalf of the Board.

## **RESOLUTION #312 TO ACCEPT ABOVE CHANGES AND NEW MEMBERS.**

MOTION: Spackmann

SECOND: Waite

RESOLVED to accept above changes and new members.

VOTE: All in favor, motion carried.

### **Grants:**

- Captain G. Bullard has not heard anything; they are still working on the 2009 grants.

### **Report of the Chief: John Lant**

- Truck repairs:
  - 284: foam unit repaired
  - 297: being worked on
  - 263: KME will be mounting tools
  - 264: tarps should be all done

Chief Lant also commented that maybe Joyce could contact the various apparatus vendors and let them know about the blue binders, and any work they do they can put the information into the blue binder. Brief discussion continued; Chief Lant to coordinate with Joyce.

- Hose testing completed at Co #2 and #3, Co #4 to be completed this weekend.
- Used one of the dry hydrants at the fire on Hyspot and it worked really well. Thanks to the Board for having them installed.
- Received a lot of positive feedback from fire prevention at Dorothy Nolan Elementary
- Recapped the various company drills and training courses over the last month.
- Co #3 had their open house.

- Recent meeting regarding the new radios was very informative.
- Last year it was brought up about reducing the retirement age for the LOSAP program; Commissioner Spackmann noted it would need to go to a public vote to change the entitlement age.
- Reminded everyone that all the training should go through Joyce, she should be the one registering members for classes. Joyce noted the problem is that people are taking courses and training and not filling out a training requisition form and so she does not know about it. She also noted that members are starting to fill them out but are not submitting their certificates and so are not getting any LOSAP credit for it. Brief discussion; Joyce to send reminder email to everyone. Training policy also needs to be changed accordingly.

## **Reports from Companies:**

### **Company #1 – D/C G. Gibbins**

- D/C G. Gibbins briefly recapped fire prevention day with Greenfield elementary school, the GCBA is also interested in helping out and as always, he could use more money for fire prevention next year.
- Packed the new 5" hose, left the old 5" on top. Chief Lant requested all the cards for the new hose be given to Joyce to keep for proof of testing. A/C E. Petkus noted there were not cards in some of the boxes opened, he will double check.
- Requested that the following items be removed from 262 prior to it being sold: bell, federal siren and plaque.
- Some equipment was destroyed at the Hyspot Road fire: stanchion light off the back of 261. D/C Davis noted he lost a halogen bar. Will submit information; Secretary J. Petkus noted to make sure the information is logged on the alarm sheet in the equipment damaged/destroyed d section.

### **Company #2 – D/C Jon Davis**

- Asked if the forestry hose was ordered; brief discussion. D/C Davis to get information to Brian Bishop.

### **Company #3 – A/C Ed Petkus:**

- 284 needs to be hosed tested, will bring to Co #4.
- Thanks to Interim Purchasing Agent Brian Bishop for doing a great job.

### **Company #4 – D/C John King:**

- Would like to form committee to spec out engine rescue. Brief discussion, Board okayed.

## **Miscellaneous discussions:**

- FF R. Bishop noted he thinks they were able to cure the odor problem, and installed all the bulbs in the bay, but eventually the ballasts are going to need to be replaced. FF B. Gibbins also noted that he had previously been tasked with looking into NYSERDA, but Commissioner Robarge has already taken care of that and National Grid said that our usage and occupancy does not qualify us. IPA B. Bishop noted he was tasked with Co #2, 3 and 4, he spoke with someone who already said that Commissioner Robarge had already taken care of it. Brief discussion continued; further discussion tabled to the workshop.
- D/C G. Gibbins asked that a copy of the truck drawings be given to Commissioner Robarge; Secretary Petkus to make sure he gets it.

## **Report of District EMS Coordinator: Justin Burwell**

- Not present.
- Chief Lant noted that he received an email from Duane Bogardus that he needs supplies,



all he gets is the run around, and could IPA B. Bishop contact them and get this taken care of. A/C Middlebrook noted that anything Justin ordered is locked in the office at Co #2. Commissioner Spackmann noted the Chief has a good suggestion, and if Brian can play mediator it would be greatly appreciated. He also noted that going forward he wants to be notified of all EMS orders. Brief discussion continued, including listing of recent EMS supplies ordered.

### **Planning Board:**

#### **\*For Town of Greenfield, Mike Chandler:**

- Not present.

#### **\*For Town of Wilton, Gary Bullard:**

- 17 lot development going in off Loudon Road
- Trying to put in a 10,000 sq. foot office building/garage space behind Nevilles.

### **Reports of the Commissioners:**

#### **Commissioner B. Chouinard:**

- Received drawings/spec book for Co #1 HVAC; he has reviewed it and there are some changes that need to be made, if anyone else wants to review it after the meeting he will go through it with them.
- Thanked the 3 officers that went to the Honors Haven conference. He learned a lot, and thinks they learned a lot as well. Captain G. Bullard commented that if other officers have the opportunity they should go, they learned a lot and there were very informative sessions.

#### **Commissioner Waite:**

- Spoke to Walt Barss, there is enough pipe to do one more dry hydrant. It is only lacking a strainer and he checked with Brian about purchasing one, the cost is \$89 plus \$20 for shipping. Recommends we get it and get the other in at Greenfield. D/C G. Gibbins noted they are in the process of getting permission from the homeowners but they are very slow with what they want to do. The District may have to have the attorney draw up a contract. IPA B. Bishop to order strainer, extra materials are being stored at Co #3.

#### **Commissioner Spackmann:**

- Thanked Brian Bishop for stepping in as Interim Purchasing Agent.
- Sent an email out to the Board regarding a Co #4 firefighter who lost his pager. The question was raised as to what to do to replace it. Past practice has been to make the firefighter pay the deductible; he personally has a problem with that. Chief Lant questioned how many pagers are lost each year; it was noted one or two. Discussion continued.

### **RESOLUTION #313 THAT COMMISSIONER SPACKMANN WORK WITH SECRETARY PETKUS TO CREATE A PAGER POLICY.**

MOTION: Spackmann

SECOND: B. Chouinard

RESOLVED that Commissioner Spackmann work with Secretary Petkus to create a pager policy.

VOTE: All in favor, motion carried.

- Gear: recapped the various members who will be receiving full sets of gear and members who need various pieces. Also allocated for four residential grade, front load washers at \$600.00 each and four buckets of gear soap. Grand total is \$72,409.85. One of the things they learned at the conference is that NFPA standard for washing gear requires front load washers as they are gentler on the gear. More discussion continued. Commissioner

Spackmann noted that the current cost of a full set of gear is \$3,154.25. Also set up gear fitting schedule; Secretary Petkus noted she will complete posting the flyers in all the firehouses tomorrow morning as well as getting the information on the Firetracker calendar.

- Questioned where the by-law committee was at regarding active status from the By-law committee. Commissioner Spackmann noted that there is another Chief's election coming up and active status has been debated for a year; he would like to see the definition of active status be resolved by the November workshop. FF Brian Gibbins noted that right now Firetracker is 3 months behind and how are you going to be current? Secretary Petkus noted that she currently has someone working on it and has received an offer from another person to help; if this is what they so choose, she will have it done for the election. Lengthy discussion continued, including frustration regarding last year's election, what the cutoff date should be, not waiting until the last minute to tell members they cannot vote. IPA Brian Bishop noted that the way it was originally proposed was that October 31<sup>st</sup> was the deadline to accumulate the 50 points needed for active status. All the paperwork was to be in by November 15<sup>th</sup>, giving the Secretary until the end of November to input the data, and those who did not have voting status would be notified on December 1<sup>st</sup>. He also noted that he started the ball rolling right after the previous election and it has been sat on, and the Board needs to remember they have the authority to change the by-laws without the by-law committee and it may be something they want to consider because he does not see this changing by the workshop. Commissioner Waite noted that every time the by-law committee is scheduled to meet, the Commissioners hold another meeting. Commissioner Spackmann noted that the by-law committee can meet without the Commissioners. FF. B. Gibbins noted that the Commissioners could just pass a resolution tonight changing the active status or forget it for this year because it is not going to happen, and some companies may not have brought this back to their company membership for a vote. D/C Davis commented that the Board should just make the motion tonight and there were many officers and firefighters who agreed. FP Captain Jack Atwell agreed with Commissioner Spackmann that he does not want the Board to appear to be forcing this rule down our throats, it should come from the by-law committee, and he has been more than gracious to allow the two weeks to bring a final copy to the Board to okay it. Chief Lant agreed it should come from the committee. It was decided that the by-law committee has until the workshop to say yes they agree to the 50 points to determine active status, and if the by-law committee is unable to make a decision, the Board will be forced to make a decision for them. Commissioner Waite to call the chairman of the by-law committee.

#### **Commissioner Kugler:**

- Nothing at this time.

#### **Special Topics/New Business:**

- Office space issue: Commissioner Spackmann noted that the district is in the process of hiring a 2<sup>nd</sup> person and there is not enough office space. Question arose, should the Chief be moved out of his office and maybe give him the fire prevention room. D/C G. Gibbins noted that the fire prevention room is where all the EMS equipment is and fire prevention stuff as well, and it is a very small room, Greenfield post office will be up for lease because they are moving the staff down to Saratoga Springs. Discussion tabled to workshop.
- A/C Middlebrook thanked Chief Lant for having the 1<sup>st</sup> due Ops class. Chief Lant noted the five instructors did an outstanding job. He also thanked Mrs. Bishop for taking pictures.
- Treasurer J. Bishop noted she had several bills to bring up for payment: Scott Hickey \$1000.00 for the 1st Due Ops training, Amanda MacWhinnie for mileage for three trips to Montour Falls for EMT training, 1,333 miles totaling \$666.78.



## RESOLUTION #314 GIVING TREASURER PERMISSION TO PAY ABOVE BILLS.

MOTION: Kugler

SECOND: B. Chouinard

RESOLVED to give Treasurer permission to pay above bills.

VOTE: All in favor, motion carried.

- FP Captain Atwell noted Ballston Spa called and would the fire police to participate in their Christmas parade on December 3, 2010. He also noted that the fire police van is being moved out of Co #2. Interior is almost completely done, bumpers off and sanded. Would like permission to see Todd about fixing the doors. Brief discussion; Captain Atwell to take van over to Todd and have him fix the doors and get it painted.

## RESOLUTION #315 GIVING FIRE POLICE PERMISSION, ALONG WITH CHIEF LANT'S PERMISSION, TO ATTEND THE BALLSTON SPA CHRISTMAS PARADE ON DECEMBER 3, 2010.

MOTION: Spackmann

SECOND: Waite

RESOLVED to give Fire Police permission, along with Chief Lant's permission, to attend the Ballston Spa Christmas Parade on December 3, 2010.

VOTE: All in favor, motion carried.

- D/C King noted Co #4 has the tree lighting at Gavin Park on December 3<sup>rd</sup> as well. Would like permission to use the ladder truck to bring Santa in.

## RESOLUTION # 316 GIVING CO #4 PERMISSION TO PARTICIPATE IN THE GAVIN PARK TREE LIGHTING CEREMONY WITH EL-293 ON DECEMBER 3, 2010.

MOTION: Spackmann

SECOND: B. Chouinard

RESOLVED to give Co #4 permission to participate in the Gavin Park tree lighting ceremony with EL-293 on December 3, 2010.

VOTE: All in favor, motion carried.

- Captain Dean Deuel noted Co #4 will be doing the toys for Tots toy drive.

## RESOLUTION #317 GIVING CO #4 PERMISSION TO HAVE THEIR ANNUAL TOYS FOR TOTS TOY DRIVE.

MOTION: Spackmann

SECOND: Waite

RESOLVED to give Co #4 permission to have their annual Toys for Tots toy drive.

VOTE: All in favor, motion carried.

- Captain Dean Deuel also noted that Co #4 is doing scheduled crews for overnights, would like to put two beds put upstairs. Commissioner Spackmann asked for a list of cost items, including the beds, for the year end meeting. He also noted other members from other companies have an expressed interest in helping out.
- FF B. Gibbins asked is a FOIL requested was needed to find out reserve account balances;

Commissioner Spackmann noted no, he could see the Treasurer after the meeting.  
Secretary Petkus noted that if he wanted a paper copy, he would have to make the request in writing first.

- Commissioner B. Chouinard noted he got the fabric for the office furniture cheaper than originally quoted.

### **RESOLUTION #318 APPROVING THE PURCHASE OF FABRIC FOR OFFICE FURNITURE, AND GIVING THE TREASURER PERMISSION TO PAY THE BILL.**

MOTION: B. Chouinard

SECOND: Spackmann

RESOLVED to approve the purchase of fabric for office furniture, and giving the Treasurer permission to pay the bill.

VOTE: All in favor, motion carried.

- Captain G. Bullard noted at the last workshop the district truck committee presented the standardized guidelines for apparatus; does the Board want them formally? Commissioner Spackmann noted yes for the Future Plan committee. Next meeting is November 18<sup>th</sup> at Co #4 at 7 PM.

### **RESOLUTION #319 TO DISPENSE WITH THE READING OF THE MINUTES.**

MOTION: Spackmann

SECOND: B. Chouinard

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Spackmann with a second from Commissioner B. Chouinard to adjourn the meeting at 9:20 PM. All in favor, meeting adjourned.

Respectfully submitted,

Joyce A. Petkus  
District Secretary