

# **Board of Fire Commissioners**

Greenfield Fire District  
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The November 23, 2015 Special Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:04 PM.

## **Present were:**

Commissioners Atwell, Chandler, Kugler, Mann, Sadousky; D/A Treasurer Petkus, D/P Chouinard, D/T Thurman. See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** November 11, 2015 Commissioner Meeting Minutes as written.

## **RESOLUTION #371 APPROVING THE NOVEMBER 11, 2015 COMMISSIONER MEETING MINUTES AS WRITTEN.**

MOTION: Kugler

SECOND: Mann

RESOLVED to approve the November 11, 2015 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

## **3. Payment of Bills:**

Commissioner Atwell questioned the following vouchers:

#150660: Badge & Wallet; it was noted it is for uniform inventory

#150651: low angle rope rescue; it was noted it was the class taught by Dave Hatin.

ER15018: rehab bus graphics, where does that put the budget? D/T Thurman noted there is about \$1600 left.

Commissioner Chandler noted that the fall truck maintenance is a good thing. Brief discussion continued.

## **RESOLUTION #372 GIVING THE TREASURER PERMISSION TO PAY ABSTRACT #22, VOUCHER #150641 THROUGH VOUCHER #150661 FROM THE GENERAL FUND, TOTALING \$22,442.65.**

A3410.1	\$ 6,058.66
A3410.2	5,399.90
A3410.4	10,524.16
A9030.8	459.93

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Total:       \$ 22,442.65

MOTION: Kugler

SECOND: Mann

RESOLVED to give the Treasurer permission to pay Abstract #22, Voucher #150641 through Voucher #150661 from the General Fund, totaling \$22,442.65.

VOTE: All in favor, motion carried.

**RESOLUTION #373 GIVING THE TREASURER PERMISSION TO PAY ABSTRACT #12, VOUCHER #ER15018 THROUGH ER15020 FROM THE EQUIPMENT RESERVE FUND, TOTALING \$36,774.49.**

MOTION: Kugler

SECOND: Mann

RESOLVED to give the Treasurer permission to pay Abstract #12, Voucher #ER15018 through ER15020 from the Equipment Reserve Fund, totaling \$36,774.49.

VOTE: All in favor, motion carried.

Joyce also requested permission to pay two bills received from CDPHP for \$432.84 and Granite Telecommunications for \$744.07

**RESOLUTION #374 GIVING THE TREASURER PERMISSION TO PAY BILLS RECEIVED FROM CDPHP AND GRANITE TELECOMMUNICATIONS.**

MOTION: Chandler

SECOND: Sadousky

RESOLVED to give the Treasurer permission to pay bills received from CDPHP and Granite Telecommunications.

VOTE: All in favor, motion carried.

**RESOLUTION #375 GIVING TREASURER PERMISSION TO APPROPRIATE \$900.00 FROM CME REIMBURSEMENT TO EMS TRAINING.**

MOTION: Sadousky

SECOND: Atwell

RESOLVED to give Treasurer permission to appropriate \$900.00 from CME reimbursement to EMS Training.

VOTE: All in favor, motion carried.

**4. Firefighter/Auxiliary Applications/Changes in Membership:  
Firefighter New Members: None.**

Joyce noted there were some Change in Membership forms that still have not been signed by the Chief and she is not sure what the Board would like to do with them.

**Completed Firefighter Changes in Membership:**

Co. #1 – None.

Co. #2 – None.

Co. #3 – None.

Co. #4 – Lucas Laplanche, 16/17 to active firefighter; Kevin Greenwood, move out of District; Cody Welch, termination due to lack of attendance; Megan Smith, termination due to lack of attendance.

The ones still sitting in the Chief's basket are as follows: new application from Amber Lloyd, change in membership form from Jacob Podwirny who is requesting a leave of absence; Ryan Feulner requested to return to active duty from leave of absence; Blake Carriger request for change from active probationary to active firefighter; Blake has been waiting for over a month. Discussion continued; Commissioner Chandler sent a text to Acting Chief King to stop at the office and sign the paperwork. Commissioner Chandler noted the Chief went away for the Holiday.

There are no auxiliary applications or changes in membership.

**RESOLUTION #376 APPROVING THE CHANGE IN MEMBERSHIP FORMS THE CHIEF HAS NOT YET SIGNED, AND GIVING CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON ALL OTHER FIREFIGHTER CHANGES IN MEMBERSHIP.**

MOTION: Sadousky

SECOND: Chandler

RESOLVED to approve the Change in Membership forms the Chief has not yet signed, and giving Chairman of the Board permission to sign off on all other firefighter changes in membership.

VOTE: All in favor, motion carried.

Joyce then read letter received from Robert Roxbury dated November 12, 2015 asking to have his name added to the ballot at the December Commissioners election for the position of Commissioner for the term commencing January 1, 2016 and ending December 31, 2020.

Commissioner Chandler received a request from Co #4 to take the bus on the Toys for Tots tour on November 29, 2015, starting the at the Shen campus and ending at Malta Commons. Brief discussion.

**RESOLUTION #377 GIVING CO #4 PERMISSION TO TAKE THE BUS ON THE TOYS FOR TOTS TOUR ON NOVEMBER 29, 2015, STARTING AT THE SHEN CAMPUS AND ENDING AT MALTA COMMONS.**

MOTION: Sadousky

SECOND: Mann

RESOLVED to give Co #4 permission to take the bus on the Toys for Tots tour on November 29, 2015, starting at the Shen campus and ending at Malta Commons.

VOTE: All in favor, motion carried.

Commissioner Chandler asked if there was anything from the floor before getting into all the special topics of discussion.

A/C Jennings asked if the cub scouts could use Co #3 firehouse for their meetings beginning in January; it would coincide with the Webelos meetings as well. Brief discussion continued.

### **RESOLUTION #378 GIVING THE WEBELOS PERMISSION TO USE CO #3 FIREHOUSE FOR THEIR MEETINGS BEGINNING IN JANUARY 2016.**

MOTION: Kugler

SECOND: Sadousky

RESOLVED to give the Webelos permission to use Co #3 firehouse for their meetings beginning in January 2016.

VOTE: All in favor, motion carried.

Jill received a request from Eagle Matt Lee to sponsor a page in their booklet; they will be celebrating their 200<sup>th</sup> anniversary. Brief discussion continued; Jill to design ad.

### **RESOLUTION #379 GIVING PERMISSION TO PURCHASE AN AD IN EAGLE MATT LEE'S SPONSOR BOOKLET FOR \$100.**

MOTION: Kugler

SECOND: Sadousky

RESOLVED to give permission to purchase an ad in Eagle Matt Lee's sponsor booklet for \$100.

VOTE: All in favor, motion carried.

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

- Employee Manual: Discussion continued regarding questions that were gathered from the employees regarding the new manual. Joyce went through each of the questions, received consensus from the Commissioners, and noted she would update the manual and send it out to the Board for final review.
- Review of District training facility: Discussion regarding the three options presented to the Board by the Training facility committee. A committee will be formed in January.
- Draft Awards Policy: Commissioner Mann noted her concerns regarding how and who would determine which individuals would be eligible for an award, which we may be moving away from a model of teamwork to individual acts. Would like to see Firefighter of the Year, Officer of the Year and EMS member of the Year and have the Officers and the Chief making the decision. Would also like to see probationary firefighter of the year taken away because they are the future of the District and she would like to see them working as a team rather than have someone put up on a pedestal as the probie of the year. Commissioner Sadousky noted that when he wrote it, the decision is put directly in the lap of the District Chief and he is to establish an awards committee; this is for them to use as a guideline. The Board is only involved to the extent that we will purchase the awards as requested by the Chief. Lengthy discussion continued; statement to be added to the policy that awards are at the discretion of the Chief and not

necessarily given out on a yearly basis.

## RESOLUTION #380 APPROVING THE NEW DISTRICT AWARDS POLICY WITH CHANGE NOTED ABOVE.

MOTION: Kugler

SECOND: Chandler

RESOLVED to approve the new District Awards Policy with change noted above.

VOTE: All in favor, motion carried.

- Investment committee: Commissioner Kugler noted he thought it was best that the investment committee be put on hold until after the New Year in order to re-evaluate the direction it is going in. Commissioner Mann noted a charter was put together and approved by the Board, the list of committee members was also approved; there is a very narrow piece of work to accomplish by looking at the investments to see how they are performing to benchmarks. Commissioner Chandler questioned where the committee is at in the process; it was noted there was finally a quorum this past month, Commissioner Kugler is the Chair of the committee and she is the secretary. They are starting to look at models of what kinds of parameters they want to put on the investments. Commissioner Mann also noted the question arose as to whether or not the committee members should have access to the emails sent to the Board by our investment firm. Commissioner Chandler also questioned that we already have an investment policy; Joyce noted that there is one currently in effect and that any changes were put on hold back in April pending the formation of the Investment committee; there is also an Investment Policy Statement from RBC that was signed by the Board in February. Commissioner Chandler questioned if they are being looked at by the committee; Commissioner Mann noted they are in the process of looking at them and making comments. Joyce noted that she had a question as she does not understand why, if we are talking about our investments, that RBC is not involved; in her opinion, a representative from RBC should be at the committee meetings. Commissioner Mann noted they are just getting started and there were a few meetings where there was not a quorum. Commissioner Atwell noted we are not making as much money as we would like; Joyce noted that that is our own fault as the Boards over the years have not taken an interest in following investments, even after the market tanked. As long as the Board does not take a more active role, RBC is going to assume we are happy with the way they are investing our money. Commissioner Atwell noted the investments need to be safe, it is for the future of the firefighters. Discussion continued. The Board okayed the investment committee receiving RBC emails for educational purposes.

## RESOLUTION #381 PLACING THE INVESTMENT COMMITTEE ON HOLD UNTIL AFTER THE NEW YEAR.

MOTION: Kugler

SECOND: Sadousky

RESOLVED to place the Investment committee on hold until after the New Year.

VOTE: All in favor, motion carried.

- Co #4 garage doors: Jill noted the Station Keeper received quotes from King's

Glass and Allderdice, \$2,803.00 with the assistance of the Station Keeper and \$1,460.00 respectively. She then contacted Adirondack Overhead Doors, Overhead Doors of Glens Falls who originally installed the doors, and Winchip Overhead Door; all three agreed that all the frames are rotted and pitted and not worth replacing just the windows. Each has sent in a quote to replace the doors fully or just to replace the window panels. Discussion continued, including a question that arose by one of the vendors in reference to prevailing wage. Lengthy discussion continued. Commissioner Chandler suggested the Board review the quotes; Joyce to add to the agenda of the second meeting in February.

- Commissioner Atwell noted he met with Smartwatt earlier today to look at the lights at Co #4. They already have some lights with no ballasts working so now may be a good time to update them. Questioned if the grates need to be over the lights; the Board agreed the grates do not need to be replaced once the new lights are installed.
- 2016 banquet: Jill noted the Chairman of the Board will be the MC for the evening. Table seating will be changed per the meeting with the officers, but a request was made for the Board to sit together at one table. Board agreed to have a table together. D/C Burwell noted at that meeting the Chief was allowed a table as well. Board also agreed. Discussion also included awards to be given out, special guests to be invited, company contribution amount, members and auxiliary to be invited, the cocktail hour and buffet food to be pared down. It was also noted that the Holiday Inn has had some staffing changes regarding the kitchen staff. The Board cut down the special guest list, still allowing each company to invite 2 special guests, and asking the companies to contribute the same amount as last year. Joyce noted that since there were so many complaints about Evite that she is switching to Signupgenius for this year. Also, questioned what the Board wanted to do with those who don't RSVP by the deadline. Discussion continued.
- 2016 Coin drops: Lengthy discussion regarding whether or not to continue to allow them next year, and other ways of fundraising.

## RESOLUTION #382 DISCONTINUING FUTURE COIN DROPS.

MOTION: Kugler

SECOND: Sadousky

RESOLVED to discontinue future coin drops.

VOTE: All in favor, motion carried.

- Co #1 request for pike poles and flashlights: Jill noted Co #1 requested 4 New York style 4' pike poles at \$70.47 each and 6 Streamlights at \$119 each. Brief discussion continued; Commissioner Chandler noted his frustration at not requesting these until after the October 31<sup>st</sup> deadline.

## RESOLUTION #383 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE FOUR PIKE POLES AND SIX STREAMLIGHT FLASHLIGHTS FOR CO #1. MONEY TO COME OUT OF THE GEAR ACCOUNT.

MOTION: Sadousky

SECOND: Kugler

RESOLVED to give the Director of Purchasing permission to purchase four pike poles and six Streamlight flashlights for Co #1. Money to come out of the gear account.  
VOTE: All in favor, motion carried.

- Firefighter Stanton's damaged gear: Discussion continued regarding the quote received of \$623.00 to repair the damaged gear. If submitted to the insurance there would be a \$250 deductible. Claim not to be submitted, money to come out of the gear account.
- Replacement of A/C Bogardus' radio: Discussion regarding the LDDS Form received stating that his radio allegedly fell off his gear while he was getting into 291 and it was run over by one of the trucks. Damaged radio is currently in her possession. Discussion continued; currently there are two in inventory, and Jill is still waiting for a quote for replacement, may need to order a mic if she does not have one in stock. Joyce to file a claim. Commissioner Chandler have Acting Chief King notify A/C Bogardus that he attend the December 9<sup>th</sup> meeting to explain himself.
- Jill noted that the cleaning service will stop at the end of December; need to purchase supplies for the station keeper to take over. Discussion regarding ordering a back pack vacuum and floor buffer. Jill to speak to Ron Bishop regarding the type of floor buffer to purchase.

## RESOLUTION #384 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE A BACK PACK VACUUM.

MOTION: Kugler

SECOND: Sadousky

RESOLVED to give the Director of Purchasing permission to purchase a back pack vacuum.

VOTE: All in favor, motion carried.

- Website redesign: Jill did some research, met or spoke with several vendors. Discussion regarding issues with current website, updating/modernizing the district website, associated costs. Jill to set up meeting with Evisions, preferably at 6 pm on December 9<sup>th</sup>, prior to regular meeting that evening.
- Consolidation of reserve accounts: Joyce noted that an email was sent out back in August regarding consolidating some of the reserve accounts. Currently there are nine reserve funds; would like to reduce to about four funds, Equipment, Building, Ladder, Emergency Reserves. Board would have to pass a resolution to consolidate. Email will be re-sent; added to the year end agenda. Commissioner Mann would like to see the Equipment Reserve subdivided to keep better track.
- Joyce noted that there was previous discussion of appointing the 2016 officers effective January 1, 2016 at the December 28<sup>th</sup> Year End meeting, which she had previously spoken to legal counsel to make sure it is okay, but that was before she realized we would be in violation of the by-laws. In doing some further research the by-laws state that the officers are appointed at the annual organizational meeting. Discussion continued; Board is okay with overriding the by-laws, but would like the by-law committee to address it for next year. Board will appoint and swear in all firematic officers at the December 28<sup>th</sup> Year End meeting to take effect Midnight January 1, 2016; officers not in attendance that

evening will not be able to take office until sworn in. Joyce noted that she will then need the 2016 officer sheets completed and returned to her no later than December 22<sup>nd</sup>.

**RESOLUTION #385 OVERRIDING THE BY-LAW THAT SPECIFIES THE OFFICERS ARE APPOINTED AT THE ANNUAL ORGANIZATIONAL MEETING; REQUEST TO THE BY-LAW COMMITTEE TO ADDRESS THIS AFTER THE NEW YEAR.**

MOTION: Chandler

SECOND: Kugler

RESOLVED to override the by-law that specifies the officers are appointed at the annual organizational meeting; request to the by-law committee to address this after the New Year.

VOTE: All in favor, motion carried.

- Commissioner Atwell noted the ladder truck is out of service and had to be towed to Albany, D/C Burwell noted the truck may be out of warranty. Brief discussion continued; D/C Burwell requested to be kept in the loop on this.
- Commissioner Atwell asked if the active status sheets had been signed and returned; Joyce noted they have not but they still have a week before they are due back. She also noted that she would like the by-law committee to address this as well; it should be she and the operations secretary who are certifying the points since they calculated them, not the Chief Officers or Presidents. Please make sure the forms are signed and returned to her no later than December 4<sup>th</sup>.
- Commissioner Kugler noted while attending the AFDCA workshop the topic of the bailout law came up and was a very hot topic. Some of our legislative people or their representatives were present for that discussion. Discussion continued.
- D/C Burwell noted that based on their rope rescue refresher, the instructor made some equipment recommendations, and he would like Board approval to submit a small list of equipment needed. Brief discussion; D/C Burwell to turn in list to Jill to order.
- Commissioner Chandler noted that he would like the rest of the FAST team equipment to be put back on the radar; they are still lacking a RIT pack and possibly some rope. Brief discussion; Jill to look into it.
- D/C Ellsworth asked the status of the grant for the air packs; Commissioner Mann noted the federal government has not yet released the grant, several people have been working on getting some data ready. D/C Ellsworth questioned if a particular type of pack needs to be specified when it is submitted; Commissioner Mann noted she did not yet know since they have not gotten the grant information.

**6. Final Comments from the Commissioners:**

None.



7. Dispense with the reading of the minutes

RESOLUTION #386 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 Atwell with a second from Commissioner Kugler to adjourn the meeting at 9:50 PM. All in favor.

Respectfully submitted,

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

Joyce Petkus  
District Administrator/Treasurer