

Board of Fire Commissioners

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

The February 10, 2016 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:00 PM.

Present were:

Commissioners Atwell, Chandler, Dussault, Kugler; 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:** January 27, 2016 Commissioner Meeting Minutes, February 3, 2016 Special Meeting Minutes and February 9, 2016 Special Meeting Minutes as written.

RESOLUTION #56 APPROVING THE JANUARY 27, 2016 COMMISSIONER MEETING MINUTES, FEBRUARY 3, 2016 SPECIAL MEETING MINUTES AND FEBRUARY 9, 2016 SPECIAL MEETING MINUTES AS WRITTEN.

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve the January 27, 2016 Commissioner Meeting Minutes, February 3, 2016 Special Meeting Minutes and February 9, 2016 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

Commissioner Chandler questioned voucher #160060, bulbs for 291. Brief discussion; bulbs are not right for 291 but they are keeping for 292.

RESOLUTION #57 TO PAY ABSTRACT #3, VOUCHER #160052 THROUGH VOUCHER #160095 FROM THE GENERAL FUND, TOTALING \$21,227.07.

A3410.1	\$ 5,279.19
A3410.2	1,747.07
A3410.4	12,474.47
A9030.8	1,726.34

Total:	\$ 21,227.07

MOTION: Atwell

SECOND: Kugler

RESOLVED to pay Abstract #4, Voucher #160052 through Voucher #160095 from the General Fund, totaling \$21,227.07.

VOTE: All in favor, motion carried.

4. Reports of the Staff

- **District Administrator – Joyce Petkus:**

- 2016 physicals are from March 1 – May 31st. Working with Center for Occupational Health on this and Deidre will be getting notifications and paperwork out to the fire houses. Brief discussion continued.
- Co #3 and Co #4 had some changes to their dialers. John at NY Fire & Security will let us know when the changes have been completed.
- Office will be closed Monday for the holiday and then Joyce will be off Thursday and Friday. Jill and Deidre will be in the office.

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

- Co #3 new Wi-Fi is in and will be installed on 2/16/16.
- New website is 90% completed by EVisions. Will have the final review will be set up for us to see either February 22nd or 23rd.
- No update on check from Oliver B. Merlin Grant. Brief discussion continued.
- Co #4 garage doors are currently being installed. Project should be completed tomorrow. Brief discussion continued.
- Annual hose testing is scheduled for June 10th at the Town Garage.
- Pack testing is scheduled with BLann for week of March 7th starting at Co. #1.
- Received two jugs of gear soap. Will be distributing to those in need.
- Received a pallet of Speedy Dry; if you need it, please contact Jill.
- Quick Response was called the day after the structure fire as Co. #1's lounge needed to be cleaned. They were here within 24 hrs. to clean the lounge at no charge. A letter of appreciation went out from the Chief.
- Is There A Fire In You? is April 23rd and 24th. Contact Jill if you are interested in doing an Open House individually or together as a District.
- No date set yet for gear ordering. Names have been received for new gear. Meeting set for next week with Lion Apparel and Garrison Fire & Rescue to review specs and problems with last year's gear.
- Received list of supplies needed to restock rehab bus. Checking with Co #4 to see if they already have any of the supplies requested. She and Auxiliary Liaison Brenda Jennings will shop for the supplies.
- Reminder that there is a 70th Anniversary Banquet Committee Meeting on Feb. 22nd at 7 pm at the District Office. A/C Bogardus will represent Co. #4.
- Received an LDDS form from Co. #1 and it has been emailed out to the Commissioners. Missing wrenches from 261, hydrant wrench from 262 and a 1 gallon gas can from Brush Truck. Would like to replace them. Board okayed to replace them.
- Also received a list of items from Co. #1 of items that they would like: 2-2 ½ in ball valves, 2 packs of reciprocating saw blades, 4 handle brackets to replace the ones used for pike poles, Dickson style female to male adaptor for piercing flares, case of flares. Brief discussion continued; Jill to check prices.
- Fire Police Capt. Roxbury dropped off an inventory of radios.
- Co #2 gas meters back; Co #4 gas meter in mail box; 293 gas meter still out.
- Dress Uniform fitting scheduled for Saturday, March 12th from 9 am to noon.

- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - Town of Greenfield’s 2016 tax check came in and was deposited.
 - Also needs three resolutions. Discussion continued.

RESOLUTION #58 THAT ALL FIXED ASSETS GREATER THAN \$10,000.00 BE INVENTORIED.

MOTION: Atwell

SECOND: Kugler

RESOLVED that all fixed assets greater than \$10,000.00 to be inventoried.

VOTE: All in favor, motion carried.

RESOLUTION #59 GIVING REVEREND CAROLE MILLER PERMISSION TO ATTEND THE NYS ASSOCIATION OF FIRE CHAPLAINS CONFERENCE IN WALDEN, NY APRIL 17TH - 20TH, 2016. TREASURER ALSO GIVEN PERMISSION TO PAY CONFERENCE FEE OF \$350.00.

MOTION: Kugler

SECOND: Dussault

RESOLVED to give permission for Reverend Carole Miller to attend the NYS Association of Fire Chaplains Conference in Walden, NY April 17th - 20th, 2016.

Treasurer also given permission to pay conference fee of \$350.00.

VOTE: All in favor, motion carried.

RESOLUTION #60 GIVING TREASURER PERMISSION TO PAY CONFERENCE FEE OF \$1,410.00 TO PINSKY LAW GROUP FOR THE FOLLOWING PEOPLE TO ATTEND THE ANNUAL FIRE & EMS CONFERENCE AT TURNING STONE MARCH 31ST TO APRIL 3RD, 2016; SCOTT DUSSAULT, NICOLE THURMAN, JUSTIN BURWELL, JAY ELLSWORTH, BRYAN CHOUINARD AND EDWARD PETKUS. PERMISSION TO ALSO TAKE CARS 26, 280 AND AN MED.

MOTION: Kugler

SECOND: Atwell

RESOLVED to giving Treasurer permission to pay conference fee of \$1,410.00 to Pinsky Law Group for the following people to attend the Annual Fire & EMS Conference at Turning Stone March 31st to April 3rd, 2016; Scott Dussault, Nicole Thurman, Justin Burwell, Jay Ellsworth, Bryan Chouinard and Edward Petkus. Permission to also take cars 26, 280 and an MED.

VOTE: All in favor, motion carried.

5. Firefighter/Auxiliary Applications/Changes in Membership:

Firefighter New Members:

- **Co #1:** Mackenzie Luse
- **Co #2:** None.
- **Co #3:** None
- **Co #4:** None

Firefighter Changes in Membership:

- **Co #1:** None
- **Co #2:** William Lloyd, IV moved out of district; Julie Ray resigned
- **Co #3:** None.
- **Co #4:** Oliver Phinney resigned; George Rice, leave of absence until April 2016

There are no auxiliary applications or changes in membership.

RESOLUTION #61 GIVING CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER APPLICATIONS AND CHANGES IN MEMBERSHIP.

MOTION: Dussault

SECOND: Atwell

RESOLVED to give Chairman of the Board permission to sign off on Firefighter applications and Changes in Membership.

VOTE: All in favor, motion carried.

6. Report of the Chief – Justin Burwell

- Training Report:
 - All companies working on OSHA trainings. Positive reviews so far.
 - Four company Ice Rescue Drill at Lake Desolation completed and went well.
 - NMO has been finalized. Will begin February 27th, 2016.
 - Thanks to EMS Coordinator Nicole Thurman and Lt. Chris Thurman for certifying the 29 participants in CPR. This is the first time all Chief Officers are all CPR certified.
 - Co #2 conducted a Hose Line Advancement Drill as well as Jaws Training.
 - Co #3 conducted Video Training and Truck Inventory. Co #3 having wifi issues.
- Apparatus Report:
 - Capt. Bullard is working on 292 w/ lighting.
 - 280 has a brake line issue.
 - 272 will need a new exhaust tip when it goes out for service.
 - Work order received for 263 headlight & Side scene lights.
 - Work order received for 281 ladder switch & pump panel lights.
- Truck Committee Meeting Saturday, February 13th at 9 am at the District Office.
- Committees formed at the Officer's Meeting. Will start to meet between now and the end of March and report back in the beginning of April.
- Firetracker in-service completed; Lt. Thurman will handle going forward.
- Informal Chief's Dinner was held January 30th at Co. #1. Very good participation from surrounding departments/districts.
- Some recent stressful calls were handled very well by the Officers and membership. Everyone worked well as a team, Officers showed great leadership.
- Working with Jill on purchasing training laptops and computers.
- Would like to repurpose gas meters that are in the Chief's vehicles back to apparatus. Discussion continued. Would like to purchase clip on meters for Chief Officers; about \$200 each. D/C Davis scheduled rescue meeting February 22nd at District Office at 7 pm. Will discuss the meters at that time.

7. Reports of the Companies:

- **Greenfield Center Co #1: D/C Davis**
 - Would like to give Lt. Pratt access to Officer offices.
 - Hydrants by the Stewart's are working. Brief discussion; will need 4" Storz fittings on the trucks. Chief Burwell will look into it.
 - Some interesting calls last month; good stop regarding the Sunday chimney fire. Firefighters worked well together.
 - Thanks to the Board for their support regarding the Grange Road fire.
- **Porter Corners Co #2: D/C Middlebrook**
 - Auxiliary would like to hold a Breakfast with the Easter Bunny on March 6th, 2016 at Co #2.

RESOLUTION #62 GIVING AUXILIARY PERMISSION TO HOLD A BREAKFAST WITH THE EASTER BUNNY ON MARCH 6th AT CO #2..

MOTION: Atwell

SECOND: Dussault

RESOLVED to give Auxiliary permission to hold a Breakfast with the Easter Bunny on March 6th at Co #2.

VOTE: All in favor, motion carried.

- Outside lighting at Co #2 is working very well.
- Co. #2 worked on OSHA through CentreLearn last night. Nice feature.
- **Middle Grove Co #3: D/C Ellsworth**
 - Countertops have been installed. Thanks to the Board for approving them.
 - Middlebrook's Plumbing & Heating will be installing a gas line for the new stoves Thursday and Friday.
 - Sidney Smith, a Saratoga Springs HS senior needs to do volunteer service (PIG program) and would like to work with the Ladies Auxiliary.

RESOLUTION #63 GIVING SIDNEY SMITH PERMISSION TO PARTICIPATE WITH AUXILIARY AT CO. #3 THROUGH PIG.

MOTION: Kugler

SECOND: Dussault

RESOLVED to give Sidney Smith permission to participate with Auxiliary at Co. #3 through PIG.

VOTE: All in favor, motion carried.

- Forwarded the generator pictures. Commissioner Atwell & Jill to work on this.
- Fob access for FF Miller has been restored. Brief discussion.
- Thanks to Commissioner Chandler for the nice email he sent out to the membership after the Grange Road fire.
- Need the Board to send FF Cumm a registered letter requesting her badges, hat band, and voice recorder. Also requested her access be shut off. Brief discussion; Joyce to shut of access and Deidre to write letter.
- Issue with the roof insulation at Co #3 needs to be addressed. Brief discussion; Commissioner Chandler will work with Jill on this. Munter has also been asked to look at Co #1 roof when it's safe to do so.

- **Maple Avenue Co #4: A/C Bogardus**

- Thanks to everyone for their support of Co #4.

8. EMS – Nicole Thurman:

- Three EMT's did not meet the deadline for Spinal Protocol Update. Company EMS Coordinators for those companies have been made aware.
- All EMT's are up to date on CPR. All 29 participants in the CPR class passed. Wilton EMS charges \$5 per person. EMS Coordinator Thurman and Lt. Thurman taught the class for free.
- Commissioner Chandler will work on AED's with Nicole. D/C Davis may know someone willing to donate to the cause.

9. Reports of the Commissioners:

- Atwell
 - Spoke with Smartwatt about Co. #4 lights. They will be installed March 7th.
 - Pelican lights have been ordered.
 - Will remove Co #3's generator.
 - Receipts that are turned in for payment have to have a name and a number on them. They cannot be blank. All receipts must also be itemized.
 - 2016 truck maintenance will begin at the end of March.
- Dussault
 - Garage doors at Co #4 look great.
 - Spoke with Captain Bullard about land behind Co #4. Discussion continued.
- Kugler
 - Would like to access installed on Co #4 Officer's office door at Co #4.
 - OSC auditor still at Co #4; reminder that each company must be very diligent with their Foreign Insurance funds and proper paperwork filled out.
- Chandler
 - Maintenance/Station Keeper has resigned. Brief discussion continued.
 - Would like to have agenda's printed up for meetings; it was noted they are placed on the table next to the attendance sheet.
 - Thank you to King Enterprises for snow plowing in the interim.
 - Commissioner Atwell would like anyone with a firehouse issue to contact the District Office so that it can be taken care of.
 - Commissioner Mann resigned. She would like to continue helping with grants and if you need anything from her, contact her through her personal email. The Board has decided not to fill this position, which means there will be two positions open in the fall.

10. Planning Board:

- Town of Wilton: Gary Bullard
 - Cumberland Farms proposal at the corner of Daniel's and 9. Nothing has come before the Planning Board yet.
 - Proposal for a 12-13 unit housing development behind Wilton EMS.
 - Senior housing complex on Perry Road will be sprinklered. There is no water there presently. Discussion continued, including response logistics, possible training before the complex is completed.
- Town of Greenfield: Mike Chandler
 - There will be sixty more units added to Brookview Mobile Home Park soon.

11. Special Topics of Discussion:

- Funeral Detail Policy: moved to February 24th agenda.
- D/C Middlebrook noted that Fern Ballou, Co #2 auxiliary life member passed away.
- George Miller is still in Boston and doing well.
- Commissioner Kugler complimented Co. #3 on the recent MVA. Well appreciated by everyone. There will be a fundraiser February 27th at Wilton Fire Dept for the injured firefighter.

12. Dispense with the reading of the minutes

RESOLUTION #64 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Atwell

SECOND: Dussault

RESOLVED to dispense with the reading of the minutes.

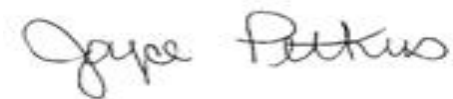
VOTE: All in favor, motion carried.

Motion made by Commissioner Kugler with a second from Commissioner Dussault to adjourn the meeting at 8:00 PM. All in favor.

Respectfully submitted,



Deidre Lanphear-Chandler
Operations Secretary



Joyce Petkus
District Administrator/Treasurer