

Board of Fire Commissioners

Greenfield Fire District
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The June 8, 2016 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Commissioner Michael Chandler at 7:07 PM.

Present were:

Commissioners Atwell, Chandler, Dussault, Kugler; D/A & Treasurer Petkus, D/P Chouinard, Station Keeper Ranck and D/T Thurman.
See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. Awarding of sealcoating bid:

RESOLUTION #175 APPROVING THE AWARD OF BID TO KING ENTERPRISES FOR SEALCOATING AND STRIPING OF CO #1 AND CO #2 PARKING LOTS IN THE AMOUNT OF \$7,200.00.

MOTION: Chandler

SECOND: Kugler

RESOLVED to approve the award of bid to King Enterprises for sealcoating and striping of Co #1 and Co #2 parking lots in the amount of \$7,200.00.

VOTE: All in favor, motion carried.

3. **Approve Minutes:** May 25, 2016 Commissioner Meeting Minutes as written.

RESOLUTION #176 APPROVING THE MAY 25, 2016 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Kugler

SECOND: Atwell

RESOLVED to approve the May 25, 2016 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

4. **Payment of Bills:**

Commissioner Atwell questioned Voucher #160347; it is the name of the training DVD's.

RESOLUTION #177 TO PAY ABSTRACT #11, VOUCHER #160331 THROUGH VOUCHER #160354 FROM THE GENERAL FUND, TOTALING \$126,407.70.

A3410.1	\$ 5,886.71
A3410.2	504.45
A3410.4	8,959.02
A9000.8	111,057.52

Total:	\$ 126,407.70

MOTION: Dussault
 SECOND: Kugler
 RESOLVED to pay Abstract #11, Voucher #160331 through Voucher #160354 from the General Fund, totaling \$126,407.70.
 VOTE: All in favor, motion carried.

RESOLUTION #178 TO PAY ABSTRACT #3, VOUCHER #BR16003 THROUGH VOUCHER #BR16007 FROM THE BUILDING RESERVE FUND, TOTALING \$3,176.44.

MOTION: Atwell
 SECOND: Dussault
 RESOLVED to pay Abstract #3, Voucher #BR16003 through Voucher #BR16007 from the Building Reserve Fund, totaling \$3,176.44.
 VOTE: All in favor, motion carried.

5. Reports of the Staff

- **District Administrator – Joyce Petkus:**
 - Chief’s Show tickets are on the counter for anyone who wants some.
 - Updated physicals as of this afternoon; Chief given copies.
 - Each company has a spreadsheet in their mailbox to check t-shirt sizes for the banquet. Please have them back by July 26th.
- **Director of Purchasing – Jill Chouinard:**
 - Co #1 and #2 radio inventory has been completed. Starting at Co #4 in the morning, then Co #3.
 - District is releasing responsibility on old training laptops; Co #1 and #4 want to keep theirs.
 - Reminder that hose testing is Friday, June 10th. Lunch will be provided.
 - Carpets to be cleaned tomorrow at Co #1, District Office, and then Co. #3.
 - Waterous pump needs to be picked up.
 - FF Carriger from Co #4 personal vehicle was broken into and his back pack containing his Firefighter Essentials book was stolen; LDDS form completed.
 - Firefighters that attended Firefighter 1 need to return their borrowed masks.
 - New SCBA masks are in and handed out. Co #4 will receive theirs next Tuesday as they will be here for Fit testing.
 - Will be taking 270 to Saunders to be looked at per Chief Burwell.
 - Spoke with “I am Responding” and worked out the glitch.
- **Station Keeper – Don Ranck:**
 - Overhead doors at Co #4 were fixed last week. They also added new struts on the doors in front of 292 and 293. Struts will be \$50.00 each if we would like to add them to the other four doors. They will strengthen the bottom door and if it is hit, there is a possibility it won’t come off the tracks.

RESOLUTION #179 APPROVING THE PURCHASE OF FOUR STRUTS FOR CO #4 DOORS AT A COST OF \$50.00 EACH.

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve the purchase of four struts for #4 doors at a cost of \$50.00 each.

VOTE: All in favor, motion carried.

- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - Reminder that budget season is around the corner. Discussion continued; Joyce noted that the rumor is that the tax cap will be even less than last year, which was only .73, and the Board may have to consider overriding the tax cap at some point. Brief discussion; Commissioner Chandler noted LOSAP will have a large impact next year and the Board will do their due diligence regarding the budget. If you have any budget ideas, please let Joyce know as she has already started to work on the 2017 budget.

6. **Firefighter/Auxiliary Applications/Changes in Membership:**

- **Firefighter Applications for Membership:**
 - Co. #4 – Kyle Abrams – new member
- **Firefighter Changes in Membership: None.**
- **Auxiliary Applications/Changes in Membership: None.**

RESOLUTION #180 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER APPLICATION FOR MEMBERSHIP.

MOTION: Atwell

SECOND: Dussault

RESOLVED to give the Chairman of the Board permission to sign off on Firefighter Application for Membership.

VOTE: All in favor, motion carried.

7. **Report of the Chief – Justin Burwell**

- Reviewed company trainings over the past few weeks.
- Reviewed/discussed various apparatus repair and maintenance.
- Saratoga County and Pittsfield Communications have started radio re-programming; GFD are the beta testers. Discussion continued.
- Water tank project is ongoing.
- Knox Box accounts have been merged to one account for the District. Brief discussion continued.
- Co #2 Jaws are in service and have already been used.
- Will be out of town Monday through Wednesday next week.

8. **Reports of the Companies:**

- **Greenfield Center Co #1: D/C Davis**
 - Did we ever hear from Bill Crawford on the lights? Jill will check.
 - Kinkaid is writing a quote for a phone system.

- **Porter Corners Co #2: D/C Middlebrook**
 - Thank you for the upgrade on the Jaws. Works great.
 - Discussion regarding what to do with hose if it fails testing; dispose of it and give the list to Jill.
- **Middle Grove Co #3: D/C Ellsworth**
 - Asked if the Board was going to act on the donated truck. Brief discussion.

RESOLUTION #181 GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND UP TO \$10,000.00 FROM THE EQUIPEMNT RESERVE FUND FOR THE UPGRADE OF THE 1991 INTERNATIONAL.

MOTION: Chandler

SECOND: Kugler

RESOLVED to give the District Administrator permission to advertise a permissive referendum to withdraw and expend up to \$10,000.00 from the Equipment Reserve Fund for the upgrade of the 1991 International ETA.

VOTE: All in favor, motion carried.

- **Maple Avenue Co #4: Capt. Bullard**
 - Small roll up door on 292 needs to be painted. May be under warranty

9. EMS – Nicole Thurman:

- AED ship date per Nash is tomorrow. Hope to have them in service in the next week or so. Will schedule training.
- D/C Davis has an AED.
- Let Company Coordinators know that PCR's have not been coming in lately. Reminder to submit them to her.
- Replacement pads for the donated Phisio are approximately \$450/set. Brief discussion continued.

10. Reports of the Commissioners:

- Dussault
 - Nothing at this time.
- Atwell
 - Co #3 fixed 281.
 - 261 oil inspection cap has been fixed.
 - Aerial testing has not been set up yet; Joyce already called to set up date.
 - Light on 294 pump panel is broken. Station Keeper will take care of it.
 - Co #1, #2 and #4 need to submit deceased members list.
 - 296 antenna missing; Jill will check with Pittsfield Communications.
 - Asked about water tank update; D/C Davis noted the tops should be completed tomorrow and then hopefully set both tops on tanks next Friday.
 - Hydrocyanide detector has been ordered.
- Kugler
 - Great job with the doors at Co #4.
- Chandler
 - Asked when the pipes would be done for the water tanks. Can order the materials this week and get them in. Will insulate the tank at Co #2 and cover

- Co #3's with fabric. Discussion continued.
- o Spoke to Walt Barss at the Town and he will have \$10,000.00 approved for a well at Co #2 this week.
 - o Asked if a priced was received for a new waterous pump; Jill noted \$2,500.00 to \$3,200.00. Brief discussion; on hold for now while Station keeper looks for a replacement engine.

11. Planning Board:

- Wilton Liaison - Gary Bullard:
 - o 3600 sq. ft. addition to Walmart
 - o Final approval should be received next month to replace McDonalds.
 - o Land behind Co #4 to be subdivided into three lots. Needs intended use before it can be approved. Brief discussion continued.
 - o Commissioner Kugler asked about the rumor of a Cumberland Farms on the corner of Daniel's and Route 9; it is not going to happen.
 - o Thanks for sending the letter to the Planning Board updating the mailing address for site plans, correspondence, etc.
- Greenfield Liaison – Michael Chandler:
 - o Sky Ranch has added a lot. Brief discussion continued.
 - o Brookview Mobile Home Park will be adding 63 new lots and redoing entrances into the park.

12. Special Topics of Discussion:

RESOLUTION #182 APPROVING THE REVISED UNIFORM POLICY AS PREVIOUSLY SUBMITTED.

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve the revised Uniform Policy as previously submitted.

VOTE: All in favor, motion carried.

RESOLUTION #183 GIVING THE FIRE COMPANIES PERMISSION TO MOVE FORWARD WITH THE FORMATION OF THE GREENFIELD FIRE DEPARTMENT.

MOTION: Chandler

SECOND: Kugler

RESOLVED to give the fire companies permission to move forward with the formation of the Greenfield Fire Department.

VOTE: All in favor, motion carried.

Commissioner Chandler gave a brief explanation of the possible formation, noting it will take quite a while.

Commissioner Atwell has been working with Chief Burwell to do pump testing together with Wilton Fire Department. Brief discussion continued.

D/C Ellsworth would like to know if firefighter Brandon Ray is Class "A" prior to attending New Member Orientation, as he was a previous member in good standing. Brief discussion continued.

RESOLUTION #184 ALLOWING FIREFIGHTER BRANDON RAY TO BE CLASS "A"; FIREFIGHTER RAY MUST STILL COMPLETE THE REQUIRED SEGMENTS OF NEW MEMBER ORIENTATION.

MOTION: Chandler

SECOND: Kugler

RESOLVED to allow firefighter Brandon Ray to be class "A"; firefighter Ray must still complete the required segments of New Member Orientation.

VOTE: All in favor, motion carried.

D/C Davis asked the Board to purchase a new vacuum for Co #1. Brief discussion.

RESOLUTION #185 APPROVING THE PURCHASE OF A VACUUM CLEANER FOR CO #1.

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve the purchase of a vacuum cleaner for Co #1.

VOTE: All in favor, motion carried.

D/C Davis updated the Board on firefighter Cleveland's status. Brief discussion.

A/C Chouinard would like to have an additional \$700 to purchase supplies for the fire prevention prop. Discussion continued.

RESOLUTION #186 APPROVING \$700 TO BE USED TO BUILD A FIRE PREVENTION PROP; MONEY TO COME FROM CONTINGENCY.

MOTION: Chandler

SECOND: Kugler

RESOLVED to approve \$700 to be used to build a fire prevention prop; money to come from the Contingency.

VOTE: All in favor, motion carried.

13. Dispense with the reading of the minutes

RESOLUTION #187 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Kugler

SECOND: Dussault

RESOLVED to dispense with the reading of the minutes.

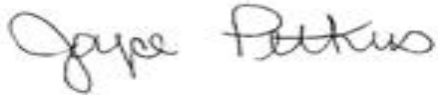
VOTE: All in favor, motion carried.

Motion made by Commissioner Atwell with a second from Commissioner Kugler to adjourn the meeting at 8:10 PM. VOTE: All in favor, motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Deidre Chandler".

Deidre Chandler
Operations Secretary

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

Joyce Petkus
District Administrator/Treasurer