

Board of Fire Commissioners

Greenfield Fire District
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The July 13, 2016 Commissioners 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, Dussault, Kugler, D/A & Treasurer Petkus, D/P Chouinard, D/T Thurman and S/K Ranck. See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** June 22, 2016 Commissioner Meeting Minutes and June 29, 2016 Special Meeting Minutes as written.

RESOLUTION #198 APPROVING THE JUNE 22, 2016 COMMISSIONER MEETING MINUTES AND JUNE 29, 2016 SPECIAL MEETING MINUTES AS WRITTEN.

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve the June 22, 2016 Commissioner Meeting Minutes and the June 29, 2016 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

Commissioner Atwell questioned the Kincaid invoice; it is for additional cable wiring that needed to be done at Co #4. Brief discussion continued.

Chief Burwell asked for correction on 160406; 284 repairs should be under 282; correction made.

RESOLUTION #199 TO PAY ABSTRACT #13, VOUCHER #160386 THROUGH VOUCHER #160419 WITH CORRECTION TO VOUCHER #160406, FROM THE GENERAL FUND, TOTALING \$66,130.87.

A3410.1	\$	5,963.98
A3410.2		1,572.85
A3410.4		58,074.89
A9000.8		519.15

Total:	\$	66,130.87

MOTION: Kugler

SECOND: Dussault

RESOLVED to pay Abstract #13, Voucher #160386 through Voucher #160419 with correction to Voucher #160406, from the General Fund, totaling \$66,130.87.

VOTE: All in favor, motion carried.

Discussion regarding the invoice received from Palette Stone.

RESOLUTION #200 TO PAY ABSTRACT #5, VOUCHER #BR16009 THROUGH VOUCHER #BR16010 FROM THE BUILDING RESERVE FUND, TOTALING \$11,600.61.

MOTION: Chandler

SECOND: Atwell

RESOLVED to pay Abstract #5, Voucher #BR16009 through Voucher #BR16010 from the Building Reserve Fund, totaling \$11,600.61.

VOTE: All in favor, motion carried.

4. Reports of the Staff

- **District Administrator – Joyce Petkus:**

RESOLUTION #201 GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO DESTROY EMS RECORDS AS SUBMITTED AND ACCORDING TO THE NYS DOH EMS PROGRAM OVERVIEW AND RESPONSIBILITIES DOCUMENT DATED DECEMBER 2015.

MOTION: Kugler

SECOND: Atwell

RESOLVED to give the District Administrator permission to destroy EMS records as submitted and according to the NYS DOH EMS Program Overview and Responsibilities document dated December 2015.

VOTE: All in favor, motion carried.

- Previously forwarded information received from the AFDSNY for their Fall Workshop this October in Saratoga. Some great topics, new option this year giving attendees a choice to attend 1, 2 or all 3 days. If you are interested in going, please let her know and she will register you.
- Will be out of the office next week.
- **Director of Purchasing – Jill Chouinard:**
 - Engine for the waterous pump is in; Station Keeper to repair.
 - Bollards were replaced at Co #2, others went to Co. #1.
 - Quote for the phone system at Co #1 has gone to the Board for their review.
 - Fit testing completed for the year; results forwarded to Chief Burwell.
 - Waiting for FF 1 Books to be returned from FF King and FF Krueger.
 - FF Carriger was in but did not leave a check for his stolen book.
 - Information on sale of 282 and 283 has been sent to East-Can Fire Equipment.

- Wash Your Hood Sunday pamphlets are available for firehouses.
- Out of the office on Friday, July 15th.
- **Station Keeper – Don Ranck:**
 - Nothing at this time.
- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**

RESOLUTION #202 GIVING THE TREASURER PERMISSION TO MOVE FOREIGN INSURANCE PROCEEDS OF \$22,884.76 FROM FOREIGN INSURANCE REVENUE TO .4 FOREIGN INSURANCE.

MOTION: Kugler

SECOND: Dussault

RESOLVED to give the Treasurer permission to move Foreign Insurance proceeds of \$22,884.76 from Foreign Insurance Revenue to .4 Foreign Insurance.

VOTE: All in favor, motion carried.

RESOLUTION #203 GIVING THE D/A PETKUS AND D/P CHOUINARD PERMISSION TO ATTEND AFDSNY FALL WORKSHOP IN SARATOGA SPRINGS 10/13-16, 2016.

MOTION: Kugler

SECOND: Chandler

RESOLVED to give the D/A Petkus and D/P Chouinard permission to attend AFDSNY Fall Workshop in Saratoga Springs 10/13-16, 2016.

VOTE: All in favor, motion carried.

5. Firefighter/Auxiliary Applications/Changes in Membership:

Firefighter Applications for Membership:

Co #3 – Sean Michael Ryan.

Firefighter Changes in Membership:

Co #4 – Lucas LaPlanche, military leave

Auxiliary Applications:

Co #4 – Sara Bogardus, Elois Fink

Auxiliary Changes in Membership: None.

RESOLUTION #204 GIVING CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON ABOVE FIREFIGHTER APPLICATIONS, CHANGES IN MEMBERSHIP AND AUXILIARY APPLICATIONS.

MOTION: Atwell

SECOND: Kugler

RESOLVED to give Chairman of the Board permission to sign off on above Firefighter Applications, Changes in Membership and Auxiliary Applications.

VOTE: All in favor, motion carried.

6. Report of the Chief – Justin Burwell

- Reviewed company trainings over the past few weeks.
- Reviewed the various apparatus repair and maintenance:
 - 261 is at KME having body repair.
 - Pump Testing will begin in August with Wilton Fire Dept.
 - Heater Core is leaking on 282, needs to go for repairs.
 - Tail light on 273 needs to be repaired. Station Keeper notified.
- KME was at Co #3 for pump repairs today.
- Congratulations to Fire Service Instructor graduates: Lt. Chris Thurman, Lt. Nicole Thurman, FF Stephanie Burwell.
- Water tanks have been filled.
- Met with our three EMS providers to go over boundary lines for the Town of Greenfield, will be speaking with the Town Board Liaison. Brief discussion; new boundaries agreed upon and marked on the map in the Chief's office.
- Met with AIM Services to discuss what we can do for community involvement and special needs training. They also discussed an issue that is happening with a special needs child having severe panic attacks when Co #4's siren goes off. Lengthy discussion continued; Chief Burwell to look into possibly having siren turned off, or only go off in certain instances. Added to July 27th agenda for further discussion.

7. Reports of the Companies:

- **Greenfield Center Co #1: A/C Chouinard**
 - Everything is good.
- **Porter Corners Co #2: D/C Middlebrook**
 - Tanks were filled this week, backfilling in process, piping complete. Spoke with Rosick Well Drilling; waiting for quotes (with and without pumps) for 3 wells at Co #1, 2 and #3. Brief discussion continued.
 - Thanks to those who helped with the tanks.
- **Middle Grove Co #3: D/C Ellsworth**
 - Spoke with Aaron from KME regarding new apparatus. Brief update given to Board. First inspection date should be sometime in mid-August.
 - KME may be interested in purchasing the tankers.
- **Maple Avenue Co #4 A/C Bogardus/Capt. Bullard**
 - Applicant Owen Mullen lives outside district boundaries and is interested in joining. Brief discussion; Board approved.

8. EMS – Nicole Thurman:

- Auto Pulse batteries came in and have been charged; the old chargers have been removed from vehicles.
- Next CME class is August 1st.
- Signed paperwork for two members from Co #4 to attend the fall EMS class.
- Please let your members know EMS class is scheduled for fall, if anyone is interested in becoming an EMT.

9. Reports of the Commissioners:

- Atwell
 - 261 is at KME for body/pump repairs.
 - KME has been in the district doing pump repairs prior to pump testing.

- Ladder truck inspection has been done; waiting on report.
- Would like to have a class on procedures for Workers Comp claims. Joyce will set something up once changes have been approved to the Firefighter Injury Policy. Call the number on the poster if there is an injury.
- New Member Orientation scheduled to start September 17, 2016.
- He has pictures of 283 if anyone is interested.
- Questioned change to the New Member Orientation Policy regarding helmets. Discussion continued; it is on the July 27th agenda for formal approval.
- Dussault
 - Would like to schedule an in-service on the new phone system. Jill noted she has already contacted the Assistant Chief and President but has not heard back from anyone. Brief discussion continued; A/C Bogardus requested this Friday at about 1 pm.
- Kugler
 - Treasurer will be cutting checks for Foreign Insurance funds; please make sure you have a separate account set up for these monies. Brief discussion continued; Joyce noted the Fire Officers' Guide has a chapter on Foreign Insurance monies, which she has previously copied and given out to each company.
- Chandler
 - Derrick Barss is in charge of bringing a proposal to the Board for a training building, and a meeting is scheduled with an architect on Saturday at 4:30 pm to put plans together.

10. Planning Board:

- Town of Wilton: Gary Bullard
 - Received new plans for an addition to the Subaru dealership.
 - Red Robin is set to open soon.
 - Summit Senior Housing on Perry Road is set to open mid-August; he is going to set up a walk through.
- Town of Greenfield: Mike Chandler
 - Dave Evans development should be approved with changes.

11. Special Topics of Discussion:

- A request was received to use Co #4 parking lot as a starting/sign in point for a Memorial Benefit Motorcycle Ride on September 24th from 9:30-11:30 am. Brief discussion; Co #4 to discuss it at their meeting next week and notify the Board of their decision.
- Co #1 Phone proposal: added to July 27th agenda for discussion.

12. Dispense with the reading of the minutes

RESOLUTION #205 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 Dussault to adjourn the meeting at 7:51 PM. All in favor.

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