

Board of Fire Commissioners

Greenfield Fire District
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The October 26th, 2016 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:05 PM.

Present were:

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

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** October 12, 2016 Commissioner Meeting Minutes, October 18, 2016 Budget Hearing Minutes and October 20, 2016 Special Meeting Minutes as written.

RESOLUTION #304 APPROVING THE OCTOBER 12, 2016 COMMISSIONER MEETING MINUTES, OCTOBER 18, 2016 BUDGET HEARING MINUTES AND OCTOBER 20, 2016 SPECIAL MEETING MINUTES AS WRITTEN.

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve the October 12, 2016 Commissioner Meeting Minutes, October 18, 2016 Budget Hearing Minutes and October 20, 2016 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

RESOLUTION #305 TO PAY ABSTRACT #20, VOUCHER #160578 THROUGH VOUCHER #160603 FROM THE GENERAL FUND, TOTALING \$34,557.35.

A3410.1	\$	6,012.55
A3410.2		3,437.46
A3410.4		24,639.78
A9000.8		467.56

Total:	\$	34,557.35

MOTION: Dussault

SECOND: Atwell

RESOLVED to pay Abstract #20, Voucher #160578 through Voucher #160603 from the General Fund, totaling \$34,557.35.

VOTE: All in favor, motion carried.

RESOLUTION #306 TO PAY ABSTRACT #11, VOUCHER #BR16018 FROM THE BUILDING RESERVE FUND, TOTALING \$14.98.

MOTION: Kugler

SECOND: Dussault

RESOLVED to pay Abstract #11, Voucher #BR16018 from the Building Reserve Fund, totaling \$14.98.

VOTE: All in favor, motion carried.

RESOLUTION #307 TO PAY ABSTRACT #8, VOUCHER #ER16012 THROUGH VOUCHER #ER16013 FROM THE EQUIPMENT RESERVE FUND, TOTALING \$78,088.58.

MOTION: Kugler

SECOND: Atwell

RESOLVED to pay Abstract #8, Voucher #ER16012 through Voucher #ER16013 from the Equipment Reserve Fund, totaling \$78,088.58.

VOTE: All in favor, motion carried.

4. Reports of the Staff

○ **District Administrator – Joyce Petkus (given by D/P Chouinard):**

- Nothing at this time.

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

- Phone system at Co. #1 has been installed, auto message is on. In-service at 7 p.m. on 11/1 for anyone who would like to be present.
- Insurance is in place on new truck at Co. #3.
- Co. #3 is working on contact info for Tom and Brian Bunnell.
- Please start thinking about who needs new gear for 2017.
- New computers that were approved are in. Will set them up next week.
- Garrison is working on a quote for hose for the new truck, per Chief Ellsworth.
- Please sign the cards for D/A Petkus and her family, so that Jill get them mailed out tomorrow.

● **Station Keeper – Don Ranck:**

- Nothing at this time.

● **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**

RESOLUTION #308 TO ADOPT THE 2017 BUDGET AS SUBMITTED.

MOTION: Chandler

SECOND: Dussault

RESOLVED to adopt the 2017 Budget as submitted.
VOTE: Chandler, Yes; Dussault, Yes; Atwell, Yes; Kugler, No.
Motion carried.

**5. Firefighter/Auxiliary Applications/Changes in Membership:
Firefighter Applications for Membership:**

Co. #1 – Kelsey Detraglia, Jill Chouinard

Firefighter Changes in Membership: None.

**RESOLUTION #309 GIVING THE CHAIRMAN OF THE BOARD
PERMISSION TO SIGN OFF ON FIREFIGHTER MEMBERSHIP
APPLICATIONS.**

MOTION: Atwell

SECOND: Chandler

RESOLVED to give the Chairman of the Board permission to sign off on Firefighter membership applications.

All in favor, motion carried.

Auxiliary Applications: None.

Auxiliary Changes in Membership: None.

6. Report of the Chief – Justin Burwell

- Thank you to the membership as a whole for your support today with escorting Trooper Pratt home today. Would like permission to take one or two trucks to his service.

**RESOLUTION #310 GIVING PERMISSION TO TAKE TRUCKS OUT OF
DISTRICT TO TROOPER PRATT'S FUNERAL DETAIL WHEN THE DATE
IS SET.**

MOTION: Kugler

SECOND: Chandler

RESOLVED to give permission to take trucks out of district to Trooper Pratt's funeral detail when it is set.

All in favor, motion carried.

**RESOLUTION #311 GIVING PERMISSION TO HOST AN ELEVATOR
CLASS AT MAPLE AVENUE MIDDLE SCHOOL ON 11/8/16 WITH DAVE
HATIN AT 19:00 FOR A COST OF \$150.00.**

MOTION: Kugler

SECOND: Dussault

RESOLVED to give permission to host an Elevator Class at MAMS on 11/8/16 with Dave Hatin at 19:00 for a cost of \$150.00.

All in favor, motion carried.

RESOLUTION #312 GIVING PERMISSION FOR THE DISTRICT TO HOLD A LIVE BURN AT THE TRAINING CENTER IN BALLSTON SPA ON 11/6/16 BEGINNING AT 7:00 AM.

MOTION: Kugler

SECOND: Dussault

RESOLVED to give permission for the district to hold a Live Burn at the training center in Ballston Spa on 11/6/16.

All in favor, motion carried.

- Reviewed various company training over the past few weeks.
 - Bail Out started for the year, Co. #1 & Co. #2 completed last night.
- Presentation for the Historical Society went very well.
- Attended a meeting with Senator Marchione last night, discussed a lot of training, including FF 1 requirements.
- Would like to work with Dave Hatin on updating the SOG's. Could take anywhere from 20-40 hours at a cost of \$35.00 per hour. Would use Training Account monies.

RESOLUTION #313 TO APPROVE DAVE HATIN UPDATING THE SOG'S WITH CHIEF BURWELL'S ASSISTANCE AT A COST OF \$35.00/HR, FOR 20-40 HOURS, MONIES TO COME FROM THE TRAINING ACCOUNT.

MOTION: Chandler

SECOND: Kugler

RESOLVED to approve Dave Hatin updating the SOG's with Chief Burwell's assistance at a cost of \$35/hr. for 20-40 hours, monies to come from the Training Account.

- Reviewed the apparatus repair and maintenance:
 - 291 is back in service.

7. Reports of the Companies: A/C Chouinard

- **Greenfield Center Co #1:**
 - Thank you to the Board for your support on the Fire Prevention Prop and trailer.
 - Two members that would like to run for an office that are missing training. One is missing Extrication and the other is missing Fire Officer 1. Both would like to run for Lieutenant. Discussion took place. Board ok'd not having Extrication; but they will need to have Fire Officer 1.
- **Porter Corners Co #2: D/C Middlebrook**
 - Both water tanks have been drafted from and training has been ongoing.
- **Middle Grove Co #3: D/C Ellsworth**
 - Would like the Board to send a letter to the County asking that Paul Parker, Car #2 stay on? Will have Joyce take care of this next week.

- Working with S/K Ranck on wiring for the water pump.
- New truck has arrived. Will have one more day of training, then put the truck in service. Thank you to the Board for everything.
- Would like four lengths of red hose and four lengths of green hose. Jill is getting a price from Garrison.
- Strainer is missing on the new truck and Aaron at KME will be delivering it to Co. #3.
- Jill is working with Pittsfield Communications on getting the radio's installed in 282 and 283. Work order through the portal has not been assigned.
- Saratoga Sign Pro is supposed to be lettering 283.
- 280 is at Cornell's. Does not run.
- Scott camera is broken. Discussed possible repair. Jill will contact B-Lann.
- Would like the Board to start thinking about the district buildings. Commissioner Chandler would like to see a committee formed. Commissioner Dussault and Commissioner Kugler will sit on the committee from the Board with representatives from each company. Will bring it up at the next Officer's Meeting.
- Would like the Board to revisit the pavilion at Co. #3. Joyce will go back through the minutes and see where we are at. Commissioner Kugler will work on it with her.
- **Maple Avenue Co #4: A/C Bogardus**
 - Not present this evening.

8. EMS – Nicole Thurman:

- Wilton EMS is hosting an EMS Situational Awareness Class on 11/2/16 from 18:30-20:30 at Wilton EMS. It is geared toward EMT's, can send info to anyone interested.
- Community Ambulance will be attending our Live Burn on 11/6/16 to do rehab. They will not be charging us for this service.
- 11/7/16 is the next CME class, the topic is Diabetes.

9. Reports of the Commissioners:

- Atwell
 - Probie class will be at Co. #3 next week. After this, classes will be at their own stations.
 - Would like to wait until year end to upgrade Jaws at Co. #1. Quote was provided to the board from D/P.
- Dussault
 - New Member Orientation is going very well. Keep up the good work.
- Kugler
 - Will work with Joyce on the pavilion.
 - No paperwork yet on the undercoating on the new truck (282).
- Chandler
 - Title was dropped off to KME first thing this morning.
 - Would like the Board and staff to sign a card for Joyce.
 - Alpine upgrade was installed on Jill's and Deidre's computers today and he will call Joyce next week to set up upgrades throughout the district.
 - We have a handle on the power and what we need for Co. #2 and Co. #3. Minimal cost for Co. #2 is approximately \$200.00 and Co. #3 will be a little bit more. Co. #3 would like a light by the tank.

RESOLUTION #314 APPROVING PAYMENT OF KME INVOICE WHEN THE NEW SEAT IN #282 IS CORRECTED IN THE AMOUNT OF \$867.08.

MOTION: Chandler

SECOND: Atwell

RESOLVED to approve the payment of KME Invoice when the new seat in #282 is corrected in the amount of \$867.08.

All in favor, motion carried.

10. District Policy Review;

- Code of Conduct –
- Code of Ethics – moved to 11/21/16 agenda
- Meeting Conduct –

11. Special Topics of Discussion:

- Commissioner Letter of Intent is due by 11/18/16. Chief Letter of Intent is due by 10/31/16. Officer Letter of Intent is due by 11/1/16.

12. Dispense with the reading of the minutes:

RESOLUTION #315 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 Chandler with a second from Commissioner Atwell to adjourn the meeting at 7:49 PM.

VOTE: All in favor, motion carried.

Respectfully submitted,



Deidre Chandler
Operations Secretary



Jill Chouinard
Director of Purchasing/Deputy District Secretary