

Board of Fire Commissioners
Greenfield Fire District
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The January 2017 Organizational Meeting of the Greenfield Fire District was called to order at the District Office by Treasurer Petkus at 7:00 PM on January 4, 2017. The flag salute and a moment of silence were recognized for departed members.

Present were: Commissioners Chandler, Dussault, King, Kugler, Sadousky; D/A-Treasurer Petkus, D/P Chouinard, S/K Ranck; William Young, Counsel for the District. Please see sign in sheet for others in attendance.

Treasurer Petkus asked for nominations for 2017 Chairman; Commissioner Sadousky nominated Commissioner Donald Kugler. Commissioner Chandler noted he thought the Board would be going into executive session first; the other Commissioners chose to continue with following the agenda first. Treasurer Petkus asked for a second on the motion of the nomination of Donald Kugler for 2017 Chairman; 2nd by Commissioner King.

RESOLUTION #1 APPOINTING DONALD KUGLER CHAIRMAN OF THE BOARD FOR 2017.

MOTION: Sadousky

SECOND: King

RESOLVED to appoint Donald Kugler Chairman of the Board for 2017.

VOTE: Chandler, no; Dussault, yes; King, yes; Kugler, yes; Sadousky, yes.

Motion carried.

RESOLUTION #2 APPOINTING JACK SADOUSKY VICE CHAIRMAN OF THE BOARD FOR 2017.

MOTION: King

SECOND: Kugler

RESOLVED to appoint Jack Sadousky Vice Chairman of the Board for 2017.

VOTE: Chandler, no; Dussault, yes; King, yes; Kugler, yes; Sadousky, yes.

Motion carried.

RESOLUTION #3 APPOINTING JOYCE PETKUS DISTRICT ADMINISTRATOR/TREASURER FOR 2017; SET SALARY AT \$49,291.00/YR. FOR 40 HOUR WORK WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL

MOTION: Kugler

SECOND: Sadousky

RESOLVED to appoint Joyce Petkus District Administrator/Treasurer for 2017; set salary at \$49,291.00/yr. for 40 hour work week and any applicable benefits as listed in the Greenfield Fire District Employee Manual.

VOTE: All in favor, motion carried.

RESOLUTION #4 APPOINTING CHRISTOPHER THURMAN DEPUTY TREASURER FOR 2017; SET SALARY AT HOURLY RATE OF \$18.

MOTION: Kugler
SECOND: Dussault
RESOLVED to appoint Christopher Thurman Deputy Treasurer for 2017; set salary at hourly rate of \$18.
VOTE: All in favor, motion carried.

RESOLUTION #5 APPOINTING JILL CHOUINARD DIRECTOR OF PURCHASING FOR 2017; SET SALARY AT \$40,241/YR. FOR 40 HOUR WORK WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL.

MOTION: Kugler
SECOND: Sadousky
RESOLVED to appoint Jill Chouinard Director of Purchasing for 2017; set salary at \$40,241/yr. for 40 hour work week and any applicable benefits as listed in the Greenfield Fire District employee manual.
VOTE: All in favor, motion carried.

RESOLUTION #6 SETTING SALARY & BENEFITS FOR DON RANCK, STATION KEEPER FOR 2017; HOURLY RATE OF \$19.50 FOR 40 HOUR WORK WEEK, \$29.25 O/T AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL

MOTION: Kugler
SECOND: Sadousky
RESOLVED to set salary & benefits for Don Ranck, Station Keeper for 2017; hourly rate of \$19.50 for 40 hour work week, \$29.25 O/T and any applicable benefits as listed in the Greenfield Fire District Employee Manual.
VOTE: All in favor, motion carried.

RESOLUTION #7 SETTING SALARY & BENEFITS FOR DEIDRE CHANDLER, OPERATIONS SECRETARY FOR 2017; HOURLY RATE OF \$18.17 FOR 25 HOUR WORK WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL.

MOTION: Kugler
SECOND: Sadousky
RESOLVED to set salary & benefits for Deidre Chandler, Operations Secretary for 2017; hourly rate of \$18.17 for 25 hour work week and any applicable benefits as listed in the Greenfield Fire District Employee Manual
VOTE: Chandler, recused; Dussault, yes; King, yes; Kugler, yes; Sadousky, yes.
Motion carried.

RESOLUTION #8 APPOINTING CAROLE MILLER DISTRICT CHAPLAIN FOR 2017.

MOTION: Kugler
SECOND: Sadousky
RESOLVED to appoint Carole Miller District Chaplain for 2017.
VOTE: All in favor, motion carried.

RESOLUTION #9 APPOINTING WILLIAM YOUNG LEGAL ADVISOR FOR 2017.

MOTION: Kugler
SECOND: Dussault
RESOLVED to appoint William Young legal advisor 2017.
VOTE: All in favor, motion carried.

RESOLUTION #10 APPOINTING CENTER FOR OCCUPATIONAL HEALTH – GLENS FALLS HOSPITAL AS DISTRICT MEDICAL FACILITY FOR 2017.

MOTION: Kugler
SECOND: Sadousky
RESOLVED to appoint Center for Occupational Health – Glens Falls Hospital as District Medical Facility for 2017.
VOTE: All in favor, motion carried.

RESOLUTION #11 APPOINTING JILL CHOUINARD DISTRICT PHOTOGRAPHER FOR 2017.

MOTION: Kugler
SECOND: Sadousky
RESOLVED to appoint Jill Chouinard District Photographer for 2017.
VOTE: All in favor, motion carried.

Commissioner King questioned why the Board is not using the Saratogian as the legal newspaper; brief discussion followed.

RESOLUTION #12 NAMING THE DAILY GAZETTE AND THE SARATOGIAN AS THE LEGAL NEWSPAPERS FOR 2017.

MOTION: Dussault
SECOND: King
RESOLVED to name the Daily Gazette and the Saratogian as the legal newspapers for 2017.
VOTE: All in favor, motion carried.

RESOLUTION #13 NAMING ADIRONDACK TRUST COMPANY, BALLSTON SPA NATIONAL BANK AND SARATOGA NATIONAL BANK AS BANKS FOR 2017.

MOTION: Kugler
SECOND: Dussault
RESOLVED to name Adirondack Trust Company, Ballston Spa National Bank and Saratoga National Bank as banks for 2017.
VOTE: All in favor, motion carried.

RESOLUTION #14 SETTING 2017 MEETING NIGHTS AS SUBMITTED AND POSTED ON THE DISTRICT WEBSITE BY THE DISTRICT ADMINISTRATOR.

MOTION: Kugler
SECOND: Dussault
RESOLVED to set 2017 meeting nights as submitted and posted on the District website by the District Administrator.

VOTE: All in favor, motion carried.

RESOLUTION #15 GIVING TREASURER PERMISSION TO PAY VARIOUS BILLS INCLUDING FUEL, LIGHTS, WAGES, FEDERAL AND STATE TAXES, POSTAGE, TELEPHONE/FAX, INTERNET, GAS AND DIESEL, HEATING OIL, GARBAGE PICK UP EVERY MONTH.

MOTION: Kugler

SECOND: Sadousky

RESOLVED to give Treasurer permission to pay various bills including fuel, lights, wages, federal and state taxes, postage, telephone/fax, internet, gas and diesel, heating oil, garbage pickup every month.

VOTE: All in favor, motion carried.

RESOLUTION #16 ADOPTING SECTION 104B OF THE GENERAL MUNICIPAL LAW REGARDING DISTRICT PURCHASING PRACTICES.

MOTION: Kugler

SECOND: King

RESOLVED to adopt Section 104B of the General Municipal Law regarding District Purchasing Practices.

VOTE: All in favor, motion carried.

RESOLUTION #17 THAT THE HOME COMMISSIONER SHALL SIT ON THE COMMITTEE THAT IS PURCHASING A NEW TRUCK FOR HIS COMPANY.

MOTION: Kugler

SECOND: Sadousky

RESOLVED that the home Commissioner shall sit on the committee that is purchasing a new truck for his company.

VOTE: All in favor, motion carried.

RESOLUTION #18 THAT TRUCK REPAIRS SHALL BE COORDINATED BY THE DISTRICT CHIEF AND CHAIRMAN KUGLER.

MOTION: Kugler

SECOND: Sadousky

RESOLVED that truck repairs shall be coordinated by the District Chief and Chairman Kugler.

VOTE: All in favor, motion carried.

RESOLUTION #19 FORMING AN AUDIT COMMITTEE TO AUDIT THE BOOKS WHEN THE TREASURER HAS THEM READY. AUDIT COMMITTEE SHALL CONSIST OF COMMISSIONERS DUSSAULT, KING, SADOUSKY.

MOTION: King

SECOND: Sadousky

RESOLVED to form an audit committee to audit the books when the Treasurer has them ready. Audit committee shall consist of Commissioners Dussault, King, Sadousky.

VOTE: All in favor, motion carried.

RESOLUTION #20 ADOPTING THE 2017 DISTRICT GUIDELINE REVIEW SCHEDULE AS PROVIDED AND POSTED.

MOTION: Kugler

SECOND: King

RESOLVED to adopt the 2017 District Guideline Review Schedule as provided and posted.

VOTE: All in favor, motion carried.

RESOLUTION #21 THAT THE GREENFIELD FIRE DISTRICT MAINTAIN MEMBERSHIP IN THE FOLLOWING ORGANIZATIONS:

- FIREMAN'S ASSOCIATION OF THE STATE OF NY (FASNY)
- ASSOCIATION OF FIRE DISTRICTS OF THE CAPITAL AREA (AFDCA)
- ASSOCIATION OF FIRE DISTRICTS OF THE STATE OF NY (AFDSNY)
- NEW YORK STATE ASSOCIATION OF FIRE CHAPLAINS
- NEW YORK STATE ASSOCIATION OF FIRE CHIEFS (NYS AFC)
- NFPA
- FIRE DEPARTMENT SAFETY OFFICERS ASSOCIATION

MOTION: Kugler

SECOND: Dussault

RESOLVED that the Greenfield Fire District maintain membership in the following organizations:

- Fireman's Association of the State of NY (FASNY)
- Association of Fire Districts of the Capital Area (AFDCA)
- Association of Fire Districts of the State of NY (AFDSNY)
- New York State Association of Fire Chaplains
- New York State Association of Fire Chiefs (NYS AFC)
- NFPA
- Fire Department Safety Officers Association

VOTE: All in favor, motion carried.

RESOLUTION #22 TO APPOINT ELECTION INSPECTORS FOR 2017:

- BETTY BOWEN
- PAT BRUST
- DEBBIE BURWELL
- ANN CORNELL
- MARGE CORNELL
- DIANE CZECHOWICZ
- PETER CZECHOWICZ
- BONNIE OLDER
- DORIS OLDER
- PEGGY ROXBURY
- JOYCE WOODARD

MOTION: Kugler

SECOND: Sadousky

RESOLVED to appoint Election Inspectors for 2017:

- Betty Bowen
- Pat Brust
- Debbie Burwell
- Ann Cornell
- Marge Cornell
- Diane Czechowicz
- Peter Czechowicz
- Bonnie Older
- Doris Older
- Peggy Roxbury
- Joyce Woodard

VOTE: All in favor, motion carried.

RESOLUTION #23 THAT EFFECTIVE JANUARY 1, 2017, REIMBURSEMENT FOR MILEAGE FOR FIRE CALLS AND DISTRICT BUSINESS WILL BE 53.5¢ PER MILE, TO BE MONITORED BY THE TREASURER FOR ANY CHANGES. MILEAGE VOUCHERS HELD LONGER THAN TWO MONTHS WILL NOT BE ACCEPTED; ANY SUBMISSION MUST BE RECEIVED BY THE THURSDAY MORNING PREVIOUS TO THE NEXT BOARD MEETING.

MOTION: Kugler

SECOND: Dussault

RESOLVED that effective January 1, 2017, reimbursement for mileage for fire calls and District business will be 53.5¢ per mile, to be monitored by the Treasurer for any changes. Mileage vouchers held longer than two months will not be accepted; any submission must be received by the Thursday morning previous to the next Board meeting.

VOTE: All in favor, motion carried.

RESOLUTION #24 APPOINTING MICHAEL CHANDLER 2017 DISTRICT LIAISON TO THE GREENFIELD PLANNING BOARD.

MOTION: Kugler

SECOND: Sadousky

RESOLVED to appoint Michael Chandler 2017 District liaison to the Greenfield Planning Board.

VOTE: All in favor, motion carried.

RESOLUTION #25 APPOINTING GARY BULLARD 2017 DISTRICT LIAISON TO THE WILTON PLANNING BOARD.

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint Gary Bullard 2017 District liaison to the Wilton Planning Board.

VOTE: All in favor, motion carried.

RESOLUTION #26 APPROVING THE 2017 CHIEF OFFICERS:

- DISTRICT CHIEF: JUSTIN BURWELL
- DEPUTY CHIEF CO #1: BRYAN CHOUINARD
- ASSISTANT CHIEF CO #1: JONATHAN DAVIS
- DEPUTY CHIEF CO #2: DAVID MIDDLEBROOK
- DEPUTY CHIEF CO #3: JAY ELLSWORTH
- ASSISTANT CHIEF CO #3: JASON JENNINGS
- DEPUTY CHIEF CO #4: DUANE BOGARDUS
- ASSISTANT CHIEF CO #4: GARY BULLARD

MOTION: Kugler

SECOND: Sadousky

RESOLVED to approve the 2017 Chief Officers:

- District Chief: Justin Burwell
- Deputy Chief Co #1: Bryan Chouinard
- Assistant Chief Co #1: Jonathan Davis
- Deputy Chief Co #2: David Middlebrook

- Deputy Chief Co #3: Jay Ellsworth
- Assistant Chief Co #3: Jason Jennings
- Deputy Chief Co #4: Duane Bogardus
- Assistant Chief Co #4: Gary Bullard

VOTE: All in favor, motion carried.

RESOLUTION #27 APPROVING THE DECEMBER 27, 2016 YEAR END CLOSE OF BOOKS MEETING MINUTES AS WRITTEN.

MOTION: Kugler

SECOND: Sadousky

RESOLVED to approve the December 27, 2016 Year End Close of Books Meeting Minutes as written.

VOTE: All in favor, motion carried.

Chairman Kugler asked for questions/comments regarding the abstract:

RESOLUTION #28 APPROVING ABSTRACT #25 FROM THE GENERAL FUND, VOUCHER #160744 THROUGH VOUCHER #160750, TOTALING \$11,527.34.

A3410.1	6,275.80
A3410.4	4,760.16
A9000.8	491.38

Total: \$ 11,527.34

MOTION: Sadousky

SECOND: Dussault

RESOLVED to approve Abstract #25 from the General Fund Voucher #160744 through Voucher #160750, totaling \$11,527.34.

VOTE: All in favor, motion carried.

RESOLUTION #29 TO PAY ABSTRACT #1, VOUCHER #170001 THROUGH VOUCHER #170006, FROM THE GENERAL FUND, TOTALING \$10,343.93.

A3410.4	\$10,343.93
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Total: \$10,343.93

MOTION: Kugler

SECOND: Atwell

RESOLVED to pay Abstract #1, Voucher #160001 through Voucher #160007, from the General Fund, totaling \$2,792.33.

VOTE: All in favor, motion carried.

Reports of the Staff:

- **District Administrator:** Joyce Petkus
 - 2017 mileage vouchers were emailed last week with the change; requested that they be submitted monthly if possible.
- **Director of Purchasing:** Jill Chouinard

- Members Only section of the website is complete; she will be sending out usernames/passwords in the next week.
- Co #2 thermal imaging camera is damaged; cost to repair is \$1,204.80.

RESOLUTION #30 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO HAVE CO #2 THERMAL IMAGING CAMERA REPAIRED AT A COST OF \$1,204.80.

MOTION: Sadousky

SECOND: Dussault

RESOLVED to give the Director of Purchasing permission to have Co #2 thermal imaging camera repaired at a cost of \$1,204.80.

VOTE: All in favor, motion carried.

- Co #3 thermal imaging camera has been fixed and should be back soon.
- Asked for a list of those who will be getting gear in 2017; please have the lists to her by February 8th.
- Uniforms fitting will be done in March; date to go out shortly.
- Handed out uniform accessories to the 2017 Officers; if anything else is needed, please review the uniform policy and let her know before the banquet.
- Co #4 phone in truck bay to be looked at this Friday.
- Co #4 auxiliary that requested supplies have been ordered.
- I AM Responding will be updated this evening.
- **Station Keeper:** Don Ranck
 - Nothing at this time.
- **Treasurer/Deputy Treasurer:** Joyce Petkus/Chris Thurman
 - Annual audit has been scheduled for March 28th and 29th.

RESOLUTION #31 GIVING THE TREASURER PERMISSION TO PAY ALL BILLS ASSOCIATED WITH THE 2017 ANNUAL BANQUET AS THEY ARE RECEIVED.

MOTION: Kugler

SECOND: Sadousky

RESOLVED to give the Treasurer permission to pay all bills associated with the 2017 annual banquet as they are received.

VOTE: All in favor, motion carried.

Firefighter Applications for membership: None.

Firefighter Requests for Change in Membership:

Greenfield Center Company #1: Tyler LaHart, moving out of district.

Porter Corners Company #2: None.

Middle Grove Company #3: None.

Maple Avenue Company #4: None.

Auxiliary Applications for membership/Requests for Change in Membership: None.

RESOLUTION #32 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN ABOVE FIREFIGHTER CHANGE IN MEMBERSHIP ON BEHALF OF THE BOARD.

MOTION: Kugler

SECOND: King

RESOLVED to give the Chairman of the Board permission to sign above Firefighter Change in Membership on behalf of the Board.

VOTE: All in favor, motion carried.

Reports from Companies:

Company #1 – D/C Chouinard:

- Nothing at this time.

Company #2 – D/C Middlebrook:

- Nothing at this time.

Company #3 – D/C Ellsworth:

- Nothing at this time.

Company #4 – D/C Bogardus:

- Nothing at this time.

Report of the Chief – Justin Burwell:

- Friday morning the District will be going to single tone paging. The memo regarding response protocols has been sent out and posted in the firehouses.
- Meeting last night with his Chief Officers; memos sent out regarding the 2017 line of succession and Chief assignments.

Report of District EMS Coordinator – Nicole Thurman:

- Wilton EMS has taken over the CME program. Working on a tentative schedule, which she will send out as soon as she gets it.

Reports of the Commissioners:

Commissioner King:

- Looking forward to working with everyone this year.

Commissioner Dussault:

- Would like to see the new Board try to get along accomplish goals.

Commissioner Sadousky:

- Would like to see that everything is done appropriately and by law, regulation and policy and not behind doors any more.

Commissioner Chandler:

- Extremely disappointed in how this meeting went, having our attorney present and making him wait. Does not see him on the agenda which he called the other day to have done.

Commissioner Kugler:

- Hopefully we will have a better year and get more and better equipment to work with, and he would like to more education for the officers.

Commissioner Sadousky asked for an explanation as to why the District policies and procedures, and general municipal law appears to have not been followed regarding the water tanks projects.

Commissioner Chandler requested executive session with the attorney regarding the water tank project. Commissioner Sadousky then made a motion to discuss the subject in public, with a second from Commissioner King.

RESOLUTION #33 DISCUSSING THE WATER TANK PROJECT IN PUBLIC SESSION.

MOTION: Sadousky

SECOND: King

RESOLVED to discuss the water tank project in public.

VOTE: Chandler, no; Dussault, yes; King, yes; Kugler, yes; Sadousky, yes.

Motion carried.

Lengthy discussion continued including:

- Commissioner Chandler questioned Counsel if he should read the letter at this time; he was advised not to.
- Commissioner Sadousky questioned the following:
 - Why were the projects not bid according to rules and law;
 - Why weren't specs drawn up, Co #2 and #3 are together;
 - What is the 5% discount from Hawk Drilling;
 - Why is Commissioner Chandler doing district business on Galusha email?
- Commissioner Chandler responded as follows:
 - Referred to page 9 Contractual Expenditures of the Accounting and Reporting Manual of the Office of the State Comptroller's Office;
 - As for using his Galusha email, he deals with the company all the time and they have him in their system under Galusha. He sent it directly to Jill to respond to.
- Commissioner Sadousky questioned the District Administrator regarding the cost of the tank project; she noted the permissive referendum is for a total of \$90,000.00, of which about \$84,000 has been spent. He then asked if it would be considered a competitive public works project; Joyce noted that she thought everything should be considered a public works project, but he should check with counsel. Mr. Young explained the following:
 - GML section 104-B was re-adopted this evening;
 - In addition, the district's procurement policy typically sets forth various dollar limits at which you should seek verbal and/or written quotes;
 - Under Section 103 of the GML, any time there is a public purchase (i.e. purchasing apparatus, turnout gear, etc.), if the purchase price is more than \$20,000.00 it requires public competitive bidding. A public works project in excess of \$45,000 requires competitive bidding;
 - The District's procurement policy may set up lower limits but you cannot exceed those two GML limitations.
- Commissioner Sadousky questioned if the law was followed by not obtaining bids; Mr. Young explained that if bids were not obtained for a public works project where the cost is going to be in excess of \$45,000 it should have been competitively bid.
- Commissioner Sadousky then referenced the District's Purchasing Policy, asking if the items were available on State contract. Joyce noted she did not deal with State contract; Jill noted that she was aware if they were.
- Commissioner Sadousky asked if either Jill or Joyce were aware of any bidding, paperwork, specifications or anything that should have been complied with; both answered no. Commissioner Sadousky then questioned why the Board did not comply; it puts the Board in a very bad position with the Comptroller's office. He also questioned what else is going on?

- Commissioner Chandler explained that the water tank project was broken down into several smaller projects. Each tank cost approximately \$12,000, which is well under the \$20,000 limit. The parts and materials the firefighters put together as part of the whole \$80,000; they did all the sealing, grouting, waterproofing and pipe installation at no cost, just the materials were supplied. The roof slabs were designed and built close to the \$20,000 per tank amount, and as stated the wells for each project were well under that \$20,000 mark. The district's ability to contract that float system is clearly stated to maintain and make those wells work properly.
- Commissioner Sadousky referenced the Purchasing Policy, paragraph B, #3, noting that according to the policy there should have been a minimum of three written price quotes, then asked Jill if that was done; she noted not through her.
- Commissioner Sadousky questioned the use of labor as a governmental agency; Mr. Young noted that we are subject to prevailing wage. Commissioner Chandler noted that it is on site only, not at the job site. Mr. Young noted if work was done on site, prevailing wage should have been paid. Commissioner Chandler noted that prevailing wage was not paid because the concrete people were not subject to that because they are partnership/owner operators. Mr. Young noted an exception, if the entity doing the work is a solely owned proprietor, he does not have to pay himself prevailing wage. Commissioner King asked if two people are present on site did they have to be paid prevailing wage? Mr. Young noted if they are the owners of the business, then no.
- Commissioner Sadousky noted the receipt he had from Hawke Drilling, Inc, that shows a \$3,667 showing a 5% discount off final invoice. He believes there was another bid for this drilling from Rosick and he believed the other company came in lower; Commissioner Chandler noted that is not correct. Commissioner Chandler also noted that Hawke is a resident of the town and wanted to give back to the fire district. Commissioner Sadousky questioned counsel if this is permissible in the law; Mr. Young noted if an individual performs work for a fire district, and if at the end of the day he quoted \$2500, but is willing to do it for \$2200, that is fine, gifts can be accepted. He then referenced section 176, subparagraph 14 of Town Law regarding accepting gifts. Commissioner Sadousky questioned if a vendor was given the drilling under the pretense that there would be money given back as part of the arrangement; Commissioner Chandler noted he found that very offensive. Mr. Young explained that if they were the lowest responsible bidder and the bid was accepted, and at the end of the day they gave back even more money, it in effect would reduce their bid by an even greater amount; he would not have an issue with that; he also did not think the OSC would have a problem with that.
- Commissioner Sadousky questioned Counsel if he felt the OSC would take issue with the way these jobs were put together without bidding according to the law; Mr. Young noted if there was no bidding, it would be an issue. Commissioner Sadousky questioned whether or not the Director of Purchasing had any record of bidding; she noted she does not.
- Commissioner Sadousky felt that if there are not records, there would be an issue with the OSC should we be audited. Commissioner Sadousky again reiterated that although Commissioner Chandler gave an explanation regarding the use of Galusha email, to him, using it goes around the FOIL law since Galusha is not subject to FOIL; when he was on the Board previously in 2015, the Commissioners instituted an email policy, and he is very uncomfortable with the whole thing. Mr. Young noted that the use of a district email system is the preferable way, but the explanation he heard a while ago is okay, as it was apparently forwarded to the district; going forward the better process is that everyone use district email.
- Commissioner Sadousky explained that the way the projects are explained, to him he feels it is problematic as it seems that the Board, specifically Commissioner Chandler, just decided to do what he wanted, he did not go through the staff; going legal sometimes is a pain, but by taking shortcuts things happen that aren't good. We are a governmental body

and because we are not doing things the correct way, we are having this discussion this evening. Unfortunately he feels this is a pattern and there has been no transparency, and asked Commissioner Chandler to resign as he feels it would be better for the district and the taxpayers. Commissioner Chandler disagreed and explained he would not resign; Commissioner Sadousky noted he is prepared to take this further, possibly looking into an independent investigation.

- Commissioner Chandler noted he was not the only member of the Board last year, there were four.
- Commissioner Sadousky noted that he felt he has not said anything that has not been truthful regarding the bidding that has been going on; even the Chief's cars were not bid out. Mr. Young questioned if the vehicles were purchased off State contract; it was noted they were not. Two used vehicles were purchased from Baldwin Fire District and Marcellus Fire Department and the third was purchased from Canada; Commissioner Chandler noted it was from Fenton Fire. Mr. Young explained that the purchase of used apparatus or equipment from a political subdivision such as another Fire District or State Agency, are exceptions to competitive bidding if they had gone through the competitive bidding process; purchasing from a fire department is somewhat problematic, and he is not sure about purchasing from an out of State dealer, he would have to look into purchasing from Canada.
- Commissioner Sadousky noted they need to follow the Purchasing policy and the law, and shortcuts cannot be taken as that is when things go wrong, which is why he is asking the questions. There is nothing to do if people are uncomfortable with that.
- Mr. Young suggested that going forward, if there are upcoming contracts or projects, those things be run by him for review. He noted he is also willing to attend periodic meetings.
- Commissioner King noted the only issue he has with this whole thing, where are the site plan drawings, the specs on the tanks? Mr. Young explained that under the Education law, it requires any public works project he believes in excess of \$5000 requires there to be an engineering study done. Commissioner King questioned if there are safety data sheets; Commissioner Chandler noted they came with the materials. Jill noted she never received any and Commissioner Sadousky asked her to look into it.
- Commissioner Sadousky explained that Emmons was called and there would be a halt on the work until this was discussed; Commissioner Chandler noted this was done illegally or not according to proper procedure. Mr. Young noted an action to be taken by the Board must be taken at an open meeting, and you cannot conduct a meeting by telephone call unless video conferencing is used and only if it had been previously published in the official newspaper. Joyce noted they were corresponding via email; Commissioner Chandler denied that there were emails or phone calls. Mr. Young clarified that if there is an action of the Board it must be done at a meeting.
- Commissioner Sadousky asked how to move forward with the project. Commissioner Chandler noted he felt somebody owed Emmons an apology. Mr. Young noted that since they are at an open meeting, a motion could be made to continue with the particular project. Commissioner King asked if it needed to be bid; it was noted the project is about \$3800. Mr. Young explained that it is under the Section 103 requirements, so the district purchasing policy needs to be followed, and according to the policy two written quotes will be needed.
- Mr. Young further explained that adopting a procurement policy is required by statute and that it annually be adopted or reviewed. If the Comptroller's office were to come in, they would ask to see that policy, then they will look at whether or not the Board complied with the policy. If you send a request for bid, no bid is considered to be a quote as well.
- D/C Ellsworth questioned if it is fair to send it out to bid again if the Board already received a bid that was accepted. Mr. Young agreed, but a second written quote is still needed. Commissioner Chandler noted there is only one other vendor in the capital region that does

this type of work. The Director of Purchasing was instructed to seek out a second bid; Commissioner Chandler noted he would give her the information.

- Chief Burwell noted that currently a lot of the policies are written for a dollar amount, but asked that regarding repairs to apparatus, they have some preferred vendors, but what would be a good policy? Mr. Young explained that if there is no other vendor that can perform the work, it is considered a preferred source, but the same dollar limits apply. What he sees a lot of districts doing is signing a contract for the whole year, which was bid out and accepted. Chief Burwell noted that currently apparatus repairs run about \$85,000-100,000 per year; Mr. Young noted that is a fairly significant amount and probably should be bid out each year.
- Captain McEachron questioned why Mr. Young is not present at every meeting to stop this all from happening? Mr. Young responded that some districts have him come periodically throughout the year and as needed during special situations; it would be up to the Board to make a determination when they wanted him here.

Planning Board:

- **Town of Greenfield:** Mike Chandler
 - Rosie is retiring.
 - Chief Burwell noted he picked up the CO's that were issued regarding solar panel installation.
- **Town of Wilton:** Gary Bullard
 - Property behind Maple Avenue firehouse was finally approved by the planning board.
 - Cumberland Farms project moving forward.

Special Topics of Discussion:

RESOLUTION #34 GIVING DON KUGLER AND JOYCE PETKUS PERMISSION TO ATTEND CONTINUING FIRE SERVICE EDUCATION FOR THE EXPERIENCED FIRE DISTRICT COMMISSIONER ON JANUARY 21, 2017 AT ELSMERE FIRE DISTRICT IN ALBANY COUNTY.

MOTION: Kugler

SECOND: Sadosky

RESOLVED to give Don Kugler and Joyce Petkus permission to attend Continuing Fire Service Education for the Experienced Fire District Commissioner on January 21, 2017 at Elsmere Fire District in Albany County.

VOTE: All in favor, motion carried.

- Commissioner King noted from listening to the conversations this evening, it was an eye opener for everyone. Thanked Bill Young for attending this evening.
- Commissioner Chandler noted he is extremely disappointed with how the year has started, and hopes this does not set a precedent for how the year will end.

RESOLUTION #35 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Sadosky

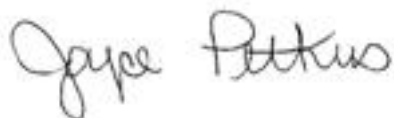
SECOND: Kugler

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner King with a second from Commissioner Sadousky to adjourn the meeting at 7:59 PM. All in favor, meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joyce Petkus". The signature is written in dark ink on a white background.

Joyce A. Petkus
District Administrator/Treasurer