

Board of Fire Commissioners

Greenfield Fire District
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The April 12, 2017 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Vice Chairman Jack Sadousky at 7:00 PM.

Present were:

Commissioners Chandler, Dussault, King, Sadousky; 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, as well as for colleague, friend and Chairman of the Board Donald Kugler who recently passed, and to keep Lt. Daniel Drumm and his family in thoughts and prayers on the recent loss of his sister.
2. Dedicate a page of the minutes to Chairman of the Board Donald Kugler.

RESOLUTION #112 DEDICATING A PAGE OF THE MEETING MINUTES TO CHAIRMAN OF THE BOARD DONALD KUGLER.

MOTION: Sadousky

SECOND: Chandler

RESOLVED to dedicate a page of the meeting minutes to Chairman of the Board Donald Kugler.

VOTE: All in favor, motion carried.

3. **Approve Minutes:** March 22, 2017 Commissioner Meeting Minutes as written.

RESOLUTION #113 APPROVING THE MARCH 22, 2017 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Dussault

SECOND: King

RESOLVED to approve the March 22, 2017 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

4. **Payment of Bills:**

RESOLUTION #114 GIVING THE TREASURER PERMISSION TO PAY ABSTRACT #7, VOUCHER #170134 THROUGH #170167 FROM THE GENERAL FUND, TOTALING \$36,870.50.

A3410.1	\$	12,580.88
A3410.2		625.07
A3410.4		22,316.47

A9000.8	1,348.08

Total:	\$ 36,870.50

MOTION: Dussault
 SECOND: Chandler
 RESOLVED to give the Treasurer permission to pay Abstract #7, Voucher #170134 through #170167 from the General Fund, totaling \$36,870.50.
 VOTE: All in favor, motion carried.

RESOLUTION #115 GIVING THE TREASURER PERMISSION TO PAY ABSTRACT #1, VOUCHER #BR17001 FROM THE BUILDING RESERVE FUND, TOTALING \$3,816.00.

MOTION: Dussault
 SECOND: Chandler
 RESOLVED to give the Treasurer permission to pay Abstract #1, Voucher #BR17001 from the Building Reserve Fund, totaling \$3,816.00.
 VOTE: All in favor, motion carried.

5. Reports of the Staff

- **District Administrator – Joyce Petkus:**
 - The new security card printer is in.
 - Banquet date for 2018 has been cancelled.
 - EMS has slowly been moved into the district office and is coordinating with WEMS. Still no word from Gene Meyers at DOH; will follow up.
 - Reminder that physicals need to be complete by May 31st.
 - AFDNY Spring Conference next week. Will be out of the office Thursday and Friday and available by cell phone.
 - Dialers will eventually need to be updated due to the new area code overlay of 838 with 518.

- **Director of Purchasing – Jill Chouinard:**
 - Uniform fitting has been moved to April 25th at 6:30 at the District Office.
 - Bottle Hydro has been completed at Co #1, 2 and 3. Bottles are back in service at Co #1 and 2. Will get to Co #4 next week. Bottles that are out of life span are being pulled.
 - Needs a count for cemetery flags and markers as soon as possible.
 - Fit testing schedule is posted in the bulletin boards and I Am Responding.
 - All EMS supplies that were at Co #1 are now at the District Office. Working with Wilton EMS regarding EMS bulk purchasing.
 - Received LDDS form on Co #3 damaged radio; waiting on repair quote.
 - Phantom Hydrants received and in service.
 - Fire extinguisher inspections will begin in May. Please also check the tags on extinguishers in your vehicles.
 - Carpet cleaning is coming up, let her know if you want carpets cleaned.
 - Would like approval to pay \$2,360.00 for chimney sweeps.

RESOLUTION #116 GIVING THE TREASURER PERMISSION TO PAY

THE INVOICE RECEIVED FROM THE CHIMNEY SCRUBBER IN THE AMOUNT OF \$2,360.00.

MOTION: Sadousky

SECOND: Dussault

RESOLVED to give the Treasurer permission to pay the invoice received from The Chimney Scrubber in the amount of \$2,360.00.

VOTE: All in favor, motion carried.

RESOLUTION #117 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO ATTEND THE NYS OGS/PROCUREMENT SEMINAR ON THURSDAY, MAY 4TH IN ALBANY, NY.

MOTION: King

SECOND: Dussault

RESOLVED to give the Director of Purchasing permission to attend the NYS OGS/Procurement Seminar on Thursday, May 4th in Albany, NY.

VOTE: All in favor, motion carried.

- **Station Keeper – Don Ranck:**
 - Nothing at this time.
 - Another email will be sent out regarding the new work order contact email.
- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - Still no update on our annual audit.

6. Firefighter/Auxiliary Applications/Changes in Membership:

- **Firefighter Applications for Membership:** None.
- **Firefighter Changes in Membership:**
 - Co #1: Courtney Potter, return from leave of absence
 - Co #2: Patrick Waite, requested leave of absence and then to return from leave of absence.
 - Co #3: None.
 - Co #4: Owen Mullen, active probationary to active; Aubrey Nowhitney, moved out of district.
- **Auxiliary Applications/Changes in Membership:** None.

RESOLUTION #118 GIVING THE VICE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON ABOVE FIREFIGHTER CHANGES IN MEMBERSHIP.

MOTION: King

SECOND: Chandler

RESOLVED to give the Vice Chairman of the Board permission to sign off on above firefighter changes in membership.

VOTE: All in favor, motion carried.

7. Report of the Chief – Chief Burwell:

- Brief overview regarding recent training;
- Apparatus Repairs/Maintenance:

- 292 went to KME Monday as it does not start every once in a while.
- 284 batteries replaced. Also needs another charger installed, received KME quote of \$1,000. Board requested a second quote.
- Nicole Thurman resigned as EMS Coordinator. Captain Ed Petkus is interim EMS Coordinator. Also working with Wilton EMS to develop a District EMS Coordinator job description. See Cpt. Petkus or the Chief on any EMS issues.
- County Officers meeting will be at Co #2 on April 17th at 7:30 p.m.
- Met with KME last week to discuss truck repairs in the district. Working on a proposal and should have something to report at the next meeting.

8. Reports of the Companies:

- **Greenfield Center Co #1: D/C Chouinard**
 - Requested permission to move forward with out of district applicant, Jonathan Stewart. Brief discussion.

RESOLUTION #119 GIVING CO #1 PERMISSION TO MOVE FORWARD WITH OUT OF DISTRICT APPLICANT, JONATHAN STEWART.

MOTION: King

SECOND: Chandler

RESOLVED to give Co #1 permission to move forward with out of district applicant, Jonathon Stewart.

VOTE: All in favor, motion carried.

- **Porter Corners Co #2: D/C Middlebrook**
 - Siren activation is tripping the breaker. Brief discussion; Station Keeper to look at it.
- **Middle Grove Co #3: D/C Ellsworth**
 - Asked how the Board was making out regarding getting an engineer to look at the buildings. Commissioner King noted he will be emailing the paperwork to everyone.
- **Maple Avenue Co #4 D/C Bogardus**
 - 291 valve is being repaired.
 - Would like the Board to consider chest x-ray's added to annual physicals every couple of years. Brief discussion; Joyce to look into it, as well as upgrading bloodwork to complete panel.

9. EMS – Ed Petkus:

- Next CME class is May 1st at the District Office; topic is OB/GYN.

10. Reports of the Commissioners:

- Chandler
 - Don will be sorely missed.
 - Met with Ballston Morningkill regarding training building RFP; waiting for Bill Young to come back from vacation to get legal part of contract set up. Should have a draft very soon.
 - Town quoted approximately \$22,000 to pave Co #3, not including any storm work. Discussion continued. In comparing the work with a private contractor, if the Town does the work, the District should save about \$43,000. Permissive

referendum for Co #3 pavilion will be closed out and the money instead used for the paving project.

RESOLUTION #120 GIVING THE TOWN OF GREENFIELD HIGHWAY DEPARTMENT PERMISSION TO DO THE PAVING AT CO #3.

MOTION: King

SECOND: Chandler

RESOLVED to give the Town of Greenfield Highway Department permission to do the paving at Co #3.

VOTE: All in favor, motion carried.

RESOLUTION #121 GIVING THE TREASURER PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND UP TO \$30,000.00 FROM THE BUILDING RESERVE FUND FOR THE PAVING OF CO #3.

MOTION: Chandler

SECOND: King

RESOLVED to give the Treasurer permission to advertise a permissive referendum to withdraw and expend up to \$30,000.00 from the Building Reserve Fund for the paving of Co #3.

VOTE: All in favor, motion carried.

D/C Ellsworth also asked about taking some trees down by the back bay, as well as bringing a line inside from the well. Brief discussion continued.

- Dussault
 - Don will be missed; he was a character.
 - Would like to do a little more tweaking on the Smoking Policy. Brief discussion continued.
 - Would also like to revamp the Alcohol/Drug policy as well. Most firehouses are dry, but drinking in the firehouse has become more of a liability.
- Sadosky
 - Don will be missed; he had a twinkle in his eye.
 - Reiterated to all the Officers that their job is to know the law and to know the policies of the District. You are responsible to know what you can and cannot do, ignorance of the law is no excuse. The Chief Officers set the example and they need to know what is going on, or find out if you don't.
- King
 - Mann Wireless requested the use of Co #3 for employee training on May 1st. Somebody from Co #3 will be present to let them in and out of the building.

RESOLUTION #122 GIVING MANN WIRELESS PERMISSION TO USE CO #3 ON MAY 1, 2017 FOR EMPLOYEE TRAINING.

MOTION: King

SECOND: Chandler

RESOLVED to give Mann Wireless permission to use Co #3 on May 1, 2017 for

employee training.

VOTE: All in favor, motion carried.

- Need to be a little better at notifications when borrowing district equipment.
- Regarding the Code of Ethics policy, he would like to disclose the following: Wally Allerdice, owner of Allerdice Building Supply is his brother-in-law, and Tom at Tom's Lock Shop is another brother-in-law.

11. Planning Board:

- Town of Wilton: Gary Bullard
 - Nothing at this time.
- Town of Greenfield: Mike Chandler
 - Nothing at this time.

12. Special Topics of Discussion:

- Approval of the Capital EAP Program. Joyce noted this is the company that Saratoga County uses. Brief discussion continued.

RESOLUTION #123 ACCEPTING THE EMPLOYEE ASSISTANCE PROGRAM (EAP) CONTRACT FROM CAPITAL COUNSELING IN THE AMOUNT OF \$3,843.00.

MOTION: Dussault

SECOND: Chandler

RESOLVED to accept the Employee Assistance Program (EAP) contract from Capital Counseling in the amount of \$3,843.00.

VOTE: All in favor, motion carried.

- Presentation given by firefighter Ed Ackley regarding the Saratoga County Explorer Program. They are looking for some monetary donations to help make the program successful. Discussion continued; Joyce to check with Attorney as to whether the District can give a donation. Companies can assist even if the District does not.

RESOLUTION #124 GIVING SEAN CROWLEY, MARGARET ROXBURY, ROBERT ROXBURY, JOE POST AND TOM MERRILLS PERMISSION TO ATTEND THE ANNUAL KEN MERRIMAN FIRE POLICE SEMINAR AT SHAKER ROAD FIRE DEPARTMENT, ALBANY COUNTY, NY ON APRIL 22, 2017. PERMISSION TO ALSO TAKE M275.

MOTION: Dussault

SECOND: King

RESOLVED to give Sean Crowley, Margaret Roxbury, Robert Roxbury, Joe Post and Tom Merrills permission to attend the Annual Ken Merriman Fire Police Seminar at Shaker Road Fire Department, Albany County, NY on April 22, 2017. Permission to also take M275.

VOTE: All in favor, motion carried.

RESOLUTION #125 GIVING ZAK KING PERMISSION TO ATTEND FAST TRAINING AT BAY RIDGE FIRE, WARREN COUNTY, APRIL 13- 30, 2017.

MOTION: Dussault

SECOND: King

RESOLVED to give Zak King permission to attend FAST Training at Bay Ridge Fire, Warren County, April 13-30, 2017.

VOTE: All in favor, motion carried.

13. Final Comments:

- Dorothy Nolan Administrators have asked the District to participate in Helping Hands Hoops again on May 12th at 7 p.m. at Saratoga Springs High School. Would like permission to participate and bring apparatus.

RESOLUTION #126 GIVING THE GREENFIELD FIRE DISTRICT MEMBERSHIP PERMISSION TO PARTICIPATE IN HELPING HANDS HOOPS ON MAY 12, 2017 AT 7 PM AT THE SARATOGA SPRINGS HIGH SCHOOL. PERMISSION ALSO GIVEN TO BRING APPARATUS.

MOTION: Dussault

SECOND: King

RESOLVED to give the Greenfield Fire District membership permission to participate in Helping Hands Hoops on May 12, 2017 at 7 pm at the Saratoga Springs High School. Permission also given to bring apparatus.

VOTE: All in favor, motion carried.

- President Nate King noted they are having issues with Co #4 stoves. Brief discussion; company will need to replace them with their company funds.
- President Nate King noted Co #4 car wash soap mixing valve is not working correctly. Station Keeper has already looked at it and cannot repair it; Jill will look into getting new ones.
- President Nate King asked if Kincaid found any problems with Co #4 wireless. Jill explained that they found no issues. Brief discussion continued; Jill will look into cost of upgrading TWC wireless.
- President Nate King noted Co #4 successfully applied for and received their Federal ID number. If any other companies need assistance, please contact him. They are now moving forward with the 501C3 application. Questioned if the Board wanted copies to keep on file at the district office. Joyce noted if they would like to send her a copy she will store it in the records room as a backup.
- Lt. Drumm's sister's wake service is April 14th from 2-4 pm and again 5-8 pm at Tunison Funeral Home on Lake Avenue.

14. Dispense with the reading of the minutes

RESOLUTION #127 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Sadousky

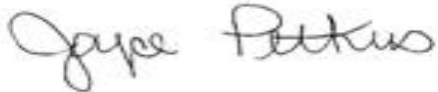
SECOND: Dussault
RESOLVED to dispense with the reading of the minutes.
VOTE: All in favor, motion carried.

Motion made by Commissioner Dussault with a second from Commissioner Chandler to adjourn the meeting at 7:56 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

*IN MEMORY OF OUR
CHAIRMAN
OF THE BOARD
AND
DEPARTED BROTHER*

Donald Kugler

*YOU WILL BE
MISSED BY ALL*