

# **Board of Fire Commissioners**

Greenfield Fire District  
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The April 26, 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.
2. **Approve Minutes:** April 12, 2017 Commissioner Meeting Minutes as written.

## **RESOLUTION #128 APPROVING THE APRIL 12, 2017 COMMISSIONER MEETING MINUTES AS WRITTEN.**

MOTION: Dussault

SECOND: Chandler

RESOLVED to approve the April 12, 2017 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

### **3. Payment of Bills:**

Treasurer Petkus noted she received payment for Commissioner King's wife's dinner at the conference, but was unable to get it on abstract; it will appear on the next abstract.

## **RESOLUTION #129 TO PAY ABSTRACT #8, VOUCHER #170168 THROUGH #170197 FROM THE GENERAL FUND, TOTALING \$40,826.70.**

A3410.1	\$	6,236.04
A3410.2		8,151.17
A3410.4		22,066.20
A9000.8		530.29
A9089.0		3,843.00

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Total:       \$ 40,826.70

MOTION: Dussault

SECOND: King

RESOLVED to pay Abstract #8, Voucher #170168 through #170197 from the General Fund, totaling \$40,826.70.

VOTE: All in favor, motion carried.

#### 4. Reports of the Staff

- **District Administrator – Joyce Petkus:**
  - Received, and read, a condolence card from the Association of Fire District of the Capital Area, along with a donation for Co #4.
  - Deadline for physicals are May 31<sup>st</sup>.
  - VFIF's are missing from some of the application packets. Extra copies were handed out and if you need more, let the office know.
  - EAP Program is under way. Will schedule an evening training and a presentation afterward for membership.
  - Working on reorganizing EMS including RedNMX, 4226's, glucometry waiver, etc. Sent out the first 2017 EMS recertification; the rest should go smoothly.
  - Will be out of the Office Wednesday, Thursday and Friday next week.
- **Director of Purchasing – Jill Chouinard:**
  - Six people showed up for uniform fitting last night. Brief discussion regarding lack of participation in uniform fittings. Also sent an email regarding uniform shoes to the District membership and received responses from only two.
  - Waiting for 292 to come back to finish up Co #4 bottle hydro.
  - Working with Chief Burwell on pricing on parts for 274.
  - Received quotes on upgraded JAWS for 292. Trade in value is low.
  - Working with Wilton EMS getting supplies set up downstairs. Vestibule cabinet is stocked; if you see that supplies are needed, please advise. Would like FF/EMT Billy Coffey, Capt. Petkus and Skyler Lawton from WEMS to have access to the vestibule as well.

### RESOLUTION #130 GIVING CAPTAIN ED PETKUS, FF/EMT BILLY COFFEY AND SKYLER LAWTON OF WILTON EMS ACCESS TO THE VESTIBULE DOOR.

MOTION: Chandler

SECOND: King

RESOLVED to give Captain Ed Petkus, FF/EMT Billy Coffey and Skyler Lawton of Wilton EMS access to the vestibule door.

VOTE: All in favor, motion carried.

- Two five-gas meters are down. Should be ready by the end of the week.
  - Still waiting for Pittsfield Communications to look at Co #3 damaged radio. Sent a message to Ed Tremblay today for an update but have not heard back.
  - Carpet cleaning scheduled for May 4<sup>th</sup> beginning at 10 am at Co #1, #2 and #3, and May 11<sup>th</sup> at 10 am at the District Office.
  - Work Order email is in effect and working.
  - Co #4 car wash soap dispenser will be in this week. They are \$90.00 each and she will order three more for the other companies.
  - Kincaid is currently working on issues with internet speed.
  - Received quote of \$491 for the door between Joyce and Jill's offices. Board okayed.
- **Station Keeper – Don Ranck:**
    - Changed breaker at Co #2 but siren is still tripping. Would like to have someone familiar with the system come look at it. Brief discussion continued.

- Has garbage from Co #1 to go to Hiram Hollow. Metal will be recycled. Brief discussion; Board okayed.
- Will be replacing floor tiles in the District Office this Saturday, and then will strip and wax the floors the following Saturday.
- Co #4 carpet needs to be replaced; suggested some type of laminate flooring.
- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
  - Fire Police Roxbury paid for seven people to attend the Ken Merriman Fire Police Seminar. Would like permission to reimburse him for the five people that the Board approved to attend.

**RESOLUTION #131 GIVING THE TREASURER PERMISSION TO REIMBURSE ROBERT ROXBURY \$50.00 FOR THE FIVE MEMBERS APPROVED TO ATTEND THE KEN MERRIMAN FIRE POLICE SEMINAR ON APRIL 22, 2017.**

MOTION: Sadousky

SECOND: King

RESOLVED to give the Treasurer permission to reimburse Robert Roxbury \$50.00 for five members approved to attend the Ken Merriman Fire Police Seminar on April 22, 2017.

VOTE: All in favor, motion carried.

- Has not heard nothing on the audit yet, but should hear something in the next day or two regarding finalizing everything necessary to file the annual AUD. Expects the rest of the audit to be held up because of the LOSAP issue.

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

- **Firefighter Applications for Membership:** None.
- **Firefighter Changes in Membership:**
  - Co #1: Jill Chouinard and Kelsey DeTraglia, active probationary to active; Julia Woolley requested 1 year leave of absence.
  - Co #2: Michael Kolakovic- 16/17 year old to Active
  - Co #4: Owen Mullen, moving into the District.
- **Auxiliary Applications/Changes in Membership:** None.

**RESOLUTION #132 GIVING THE VICE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER CHANGES IN MEMBERSHIP.**

MOTION: Dussault

SECOND: King

RESOLVED to give the Vice Chairman of the Board permission to sign off on Firefighter Changes in Membership.

VOTE: All in favor, motion carried.

**6. Report of the Chief – Chief Burwell:**

- Reported on various training including future quarterly multi-company training.
- Apparatus Repairs/Maintenance:
  - 292 was at KME for service/warranty repairs, then went to HL Gage for

- exhaust leak repairs; should be back in service by the end of the week.
- Solicited quotes from several vendors, KME, Fire Tech & E-One for maintenance on chassis, pump and generator service, road rates and shop rates for repairs. Once they are compiled he will get them to the Board.
- Started small vehicle service at Cornell's.
- Jaws training was completed at Co #2. Dave Hatin is doing well.
- Requested the quote for 292 jaws be held; there is a demo at West Glens Falls next month. Cannot put the pump in the same spot that it was. Brief discussion continued.
- Thank you to the Board and companies for their support regarding the services for the Kugler and Drumm families.
- Thank you to the Board for providing the EAP Program to the District. Great investment for our membership.
- Met with Wilton EMS to discuss EMS Coordinator job description. They are looking it over and will get back to him with recommendations.

## **7. Reports of the Companies:**

- **Greenfield Center Co #1: D/C Chouinard**
  - Reminder Comedy Night is this Friday night; doors open at 7:00 p.m.
- **Porter Corners Co #2: D/C Middlebrook**
  - Thank you for the support to Lt. Drumm's family.
  - Spring New Member Orientation concluded. Meeting is set for May 3<sup>rd</sup> at 7 pm at the district office with the Training Committee, Commissioners and staff.
  - Members have been asking whether or not Board will be looking to replace the seat formerly held by Commissioner Kugler. Commissioner Sadousky noted he felt it would be in the best interest of the taxpayers to have a full Board. Board will make a decision on that.
- **Middle Grove Co #3: D/C Ellsworth**
  - Nothing at this time.
- **Maple Avenue Co #4 D/C Bogardus**
  - Thanks to all for assisting with Don Kugler's wake and funeral services.
  - 290 radio is acting strange; Jill will call Pittsfield.

## **8. EMS – Ed Petkus:**

- New PCRs are being used; they will be stored at the district office after reviewed.
- Glucometry use is on hold until paperwork is approved.

## **9. Reports of the Commissioners:**

- Chandler
  - Received quote of \$25/ft. including installation from AFSCO for a guard rail around water tanks. Brief discussion continued.
  - Received paperwork back from Ballston Morningkill regarding training building. Need to finalize some details including dates, etc. and then get the paperwork back to Ballston Morningkill. Commissioner Sadousky questioned if the paperwork was reviewed by Bill Young; Commissioner Chandler noted that is correct. Discussion continued including; bids to be received by 3:00 pm May 24<sup>th</sup> with bid opening at that evening's meeting, tentative awarding of bid set for June 14<sup>th</sup>, only sealed bids will be accepted. Joyce will contact Rob Hofmann at Ballston Morningkill to finalize details regarding pre-bid

meeting, Notice to bidders to go into the District authorized papers for four days each and posted on District website.

## RESOLUTION #133 GIVING DISTRICT ADMINISTRATOR PERMISSION TO ADVERTISE NOTICE TO BIDDERS FOR TRAINING CENTER PROJECT OR FOUR DAYS EACH AND POSTED ON THE DISTRICT WEBSITE.

MOTION: Sadousky

SECOND: Chandler

RESOLVED to give District Administrator permission to advertise Notice to Bidders for Training Center project in the District authorized papers for four days each and posted on the District website.

VOTE: All in favor, motion carried.

- Dussault
  - Joyce checked into adding chest x-rays to annual physicals. The doctor is skeptical of conducting an x-ray that is not medically necessary due to the risk of exposure to radiation. The additional cost would be \$100 each physical. Adding a metabolic panel to the bloodwork would be an additional \$10; and adding the CBC with diff. would be another \$15. If the Board agreed to the increased bloodwork the cost would from the current \$25 to \$50. If bloodwork is added to the physical, the amount currently budgeted would not change. Lengthy discussion continued.
- King
  - Bill Young has the paperwork to review regarding contracting with a structural engineer. Brief discussion regarding following the same timeline as the training building.

## RESOLUTION #134 GIVING DISTRICT ADMINISTRATOR PERMISSION TO ADVERTISE A REQUEST FOR PROPOSAL FOR A STRUCTURAL ENGINEER AFTER RECEIVING APPROVAL FROM BILL YOUNG.

MOTION: King

SECOND: Chandler

RESOLVED to give District Administrator permission to advertise a Request for Proposal for a Structural Engineer after receiving approval from Bill Young.

VOTE: All in favor, motion carried.

- Reviewed 2016 LOSAP with Deidre, and found a couple of issues. One member had a total of 49 points at the end of the year. Another firefighter had low points but in reviewing his training records, another 25 points were added to his total, and he then made his points for the year. Suggested frequent reviews of members' points throughout the year.
- When making a purchase, sign receipt before turning it into the District office.
- Sadousky
  - It is incumbent on the Deputy Chiefs to make sure their firefighters are responsible for taking care of business regarding their uniforms. Try to make an appointment or call ahead as a courtesy.

### **10. Planning Board:**

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

### **11. District Guideline Review:**

- District Photographer/Photography – no change.
- Social Media – no change.
- Disciplinary – no change.

### **12. Special Topics of Discussion:**

- Department By-Laws: Captain Petkus noted the Commissioners are looking into hiring someone to assist in drafting new By-Laws. Discussion continued; including putting out a Request for Proposal.

**RESOLUTION #135 GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO SEND OUT A REQUEST FOR PROPOSAL TO HAVE LEGAL COUNSEL ASSIST IN DRAFTING NEW DEPARTMENT BY-LAWS ONCE IT HAS BEEN REVIEWED BY COMMISSIONERS.**

MOTION: Sadousky

SECOND: King

RESOLVED to give the District Administrator permission to send out a Request for Proposal to have legal counsel assist in drafting new Department by-laws once it has been reviewed by Commissioners.

VOTE: All in favor, motion carried.

### **13. Final Comments:**

- D/T Thurman noted that when submitting receipts for meals, a list of those that attended the meals be listed.
- Co #4 has an out of district applicant, Nicholas Friedman, who is an EMT. Would like permission to continue with the application process.

**RESOLUTION #136 GIVING CO #4 PERMISSION TO PROCEED WITH APPLICATION PROCESS OF OUT OF DISTRICT APPLICANT, NICHOLAS FRIEDMAN.**

MOTION: Sadousky

SECOND: Dussault

RESOLVED to give Co #4 permission to proceed with application process of out of district applicant, Nicholas Friedman.

VOTE: All in favor, motion carried.

- Chief Burwell met with KME to work on specs for replacement of 273. Also noted REV Group bought out Ferrara.
- D/C Middlebrook would prefer not to use Saratoga Electric for generator issues. They have not worked out well in the past. Jill will call Crawford Electric.

**14. Dispense with the reading of the minutes**

**RESOLUTION #137 TO DISPENSE WITH THE READING OF THE MINUTES.**

MOTION: Sadousky

SECOND: Dussault

RESOLVED to dispense with the reading of the minutes.

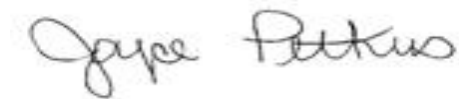
VOTE: All in favor, motion carried.

Motion made by Commissioner Dussault with a second from Commissioner King to adjourn the meeting at 8:06 PM. All in favor.

Respectfully submitted,



Deidre Chandler  
Operations Secretary



Joyce Petkus  
District Administrator/Treasurer