

Board of Fire Commissioners
Greenfield Fire District
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The January 2018 Organizational Meeting of the Greenfield Fire District was called to order at the District Office by Treasurer Petkus at 7:02 PM on January 3, 2018. The flag salute and a moment of silence were recognized for departed members.

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

Treasurer Petkus asked for nominations for 2018 Chairman; Commissioner Sadousky nominated Commissioner Michael Chandler with a 2nd by Commissioner Dussault.

RESOLUTION #1 APPOINTING MICHAEL CHANDLER CHAIRMAN OF THE BOARD FOR 2018.

MOTION: Sadousky

SECOND: Dussault

RESOLVED to appoint Michael Chandler Chairman of the Board for 2018.

VOTE: All in favor, motion carried.

RESOLUTION #2 APPOINTING JACK SADOUSKY VICE CHAIRMAN OF THE BOARD FOR 2018.

MOTION: Miller

SECOND: King

RESOLVED to appoint Jack Sadousky Vice Chairman of the Board for 2018.

VOTE: All in favor, motion carried.

RESOLUTION #3 APPOINTING JOYCE PETKUS DISTRICT ADMINISTRATOR/TREASURER FOR 2018; 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;

APPOINTING JILL CHOUINARD DIRECTOR OF PURCHASING FOR 2018; SET SALARY AT \$40,241/YR. FOR 40 HOUR WORK WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL;

SETTING SALARY & BENEFITS FOR DON RANCK, STATION KEEPER FOR 2018; 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;

SETTING SALARY & BENEFITS FOR DEIDRE CHANDLER, OPERATIONS SECRETARY FOR 2018; HOURLY RATE OF \$18.17 FOR 25 HOUR WORK

WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL.

MOTION: Sadousky

SECOND: Dussault

RESOLVED to appoint Joyce Petkus District Administrator/Treasurer for 2018; 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;

Appoint Jill Chouinard Director of Purchasing for 2018; set salary at \$40,241/yr. for 40 hour work week and any applicable benefits as listed in the Greenfield Fire District employee manual;

Set salary & benefits for Don Ranck, Station Keeper for 2018; 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;

Set salary & benefits for Deidre Chandler, Operations Secretary for 2018; 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; Miller, yes; Sadousky, yes.

Motion carried.

RESOLUTION #4 APPOINTING WILLIAM YOUNG LEGAL ADVISOR FOR 2018.

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint William Young legal advisor for 2018.

VOTE: All in favor, motion carried.

RESOLUTION #5 APPOINTING CAROLE MILLER DISTRICT CHAPLAIN FOR 2018.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to appoint Carole Miller District Chaplain for 2018.

VOTE: All in favor, motion carried.

RESOLUTION #6 APPOINTING CENTER FOR OCCUPATIONAL HEALTH – GLENS FALLS HOSPITAL AS DISTRICT MEDICAL FACILITY FOR 2018.

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint Center for Occupational Health – Glens Falls Hospital as District Medical Facility for 2018.

VOTE: All in favor, motion carried.

RESOLUTION #7 APPOINTING JILL CHOUINARD DISTRICT PHOTOGRAPHER FOR 2018.

MOTION: Chandler

SECOND: Miller

RESOLVED to appoint Jill Chouinard District Photographer for 2018.

VOTE: All in favor, motion carried.

RESOLUTION #8 NAMING THE DAILY GAZETTE AND THE SARATOGIAN AS THE LEGAL NEWSPAPERS FOR 201.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to name the Daily Gazette and the Saratogian as the legal newspapers for 2018.

VOTE: All in favor, motion carried.

RESOLUTION #9 NAMING ADIRONDACK TRUST COMPANY, BALLSTON SPA NATIONAL BANK AND SARATOGA NATIONAL BANK AS BANKS FOR 2018.

MOTION: Chandler

SECOND: King

RESOLVED to name Adirondack Trust Company, Ballston Spa National Bank and Saratoga National Bank as banks for 2018.

VOTE: All in favor, motion carried.

RESOLUTION #10 SETTING 2018 MEETING NIGHTS AS SUBMITTED AND POSTED ON THE DISTRICT WEBSITE BY THE DISTRICT ADMINISTRATOR.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to set 2018 meeting nights as submitted and posted on the District website by the District Administrator.

VOTE: All in favor, motion carried.

RESOLUTION #11 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: Chandler

SECOND: Miller

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

MOTION: Chandler

SECOND: King

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

VOTE: All in favor, motion carried.

RESOLUTION #13 THAT THE HOME COMMISSIONER SHALL SIT ON THE COMMITTEE THAT IS PURCHASING A NEW TRUCK FOR HIS COMPANY.

MOTION: Chandler

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 #14 THAT TRUCK REPAIRS SHALL BE COORDINATED BY THE DISTRICT CHIEF AND COMMISSIONER KING.

MOTION: Chandler

SECOND: Miller

RESOLVED that truck repairs shall be coordinated by the District Chief and Commissioner King.

VOTE: All in favor, motion carried.

RESOLUTION #15 THAT THE TREASURER IS REQUIRED WITHIN 60 DAYS AFTER THE END OF THE FISCAL YEAR TO SUBMIT TO THE BOARD OF FIRE COMMISSIONERS A COPY OF THE ANNUAL REPORT REQUIRED BY GML SECTION 30 IN LIEU OF A WRITTEN STATEMENT SHOWING RECEIPTS AND DISBURSEMENTS FROM THE PRECEDING FISCAL YEAR.

MOTION: Chandler

SECOND: Sadousky

RESOLVED that the Treasurer is required within 60 days after the end of the fiscal year to submit to the Board of Fire Commissioners a copy of the annual report required by GML section 30 in lieu of a written statement showing receipts and disbursements from the preceding fiscal year.

VOTE: All in favor, motion carried.

Regarding 2018 Commissioner assignments, the following changes made: Installation-Inspection and HR Compliance assigned to Commissioner Miller and truck repairs assigned to Commissioner King.

RESOLUTION #16 APPROVING THE 2018 COMMISSIONER ASSIGNMENTS AS SUBMITTED AND WITH ABOVE CHANGES.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to approve the 2018 Commissioner assignments as submitted and with above changes.

VOTE: All in favor, motion carried.

RESOLUTION #17 ADOPTING THE 2018 DISTRICT POLICY REVIEW SCHEDULE AS PROVIDED AND POSTED.

MOTION: Chandler

SECOND: King

RESOLVED to adopt the 2018 District Policy Review Schedule as provided and posted.

VOTE: All in favor, motion carried.

RESOLUTION #18 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: Chandler

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 #19 TO APPOINT ELECTION INSPECTORS FOR 2018:

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

MOTION: Kugler

SECOND: Sadousky

RESOLVED to appoint Election Inspectors for 2018:

- Betty Bowen Peter Czechowicz
- Pat Brust Brenda Jennings
- Debbie Burwell Bonnie Older
- Ann Cornell Doris Older
- Marge Cornell Peggy Roxbury
- Diane Czechowicz Joyce Woodard
- VOTE: All in favor, motion carried.

RESOLUTION #20 THAT EFFECTIVE JANUARY 1, 2018, REIMBURSEMENT FOR MILEAGE FOR FIRE CALLS AND DISTRICT BUSINESS WILL BE 54.5¢ 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: Chandler

SECOND: King

RESOLVED that effective January 1, 2018, reimbursement for mileage for fire calls and District business will be 54.5¢ 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 #21 APPOINTING JACK SADOUSKY 2018 DISTRICT LIAISON TO THE GREENFIELD TOWN BOARD.

MOTION: Chandler

SECOND: King

RESOLVED to appoint Jack Sadousky 2018 District Liaison to the Greenfield Town Board.

VOTE: All in favor, motion carried.

RESOLUTION #22 APPOINTING SCOTT DUSSAULT 2018 DISTRICT LIAISON TO THE WILTON TOWN BOARD.

MOTION: Chandler

SECOND: King

RESOLVED to appoint Scott Dussault 2018 District Liaison to the Wilton Town Board.

VOTE: All in favor, motion carried.

RESOLUTION #23 APPOINTING MICHAEL CHANDLER 2018 DISTRICT LIAISON TO THE GREENFIELD PLANNING BOARD AND GARY BULLARD 2018 DISTRICT LIAISON TO THE WILTON PLANNING BOARD.

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint Michael Chandler 2018 District liaison to the Greenfield Planning Board and Gary Bullard 2018 District Liaison to the Wilton Town Planning Board.

VOTE: All in favor, motion carried.

RESOLUTION #24 APPOINTING THE FOUR FIRE COMPANIES AS THE FIREFIGHTING FORCE OF THE FIRE DISTRICT.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to appoint the four fire companies as the firefighting force of the fire district.

VOTE: All in favor, motion carried.

RESOLUTION #25 APPOINTING 2018 DISTRICT CHIEF JAY ELLSWORTH.

MOTION: Chandler

SECOND: King

RESOLVED to appoint 2018 District Chief Jay Ellsworth.

VOTE: Chandler, yes; Dussault, yes; King, yes; Miller, yes; Sadousky, yes. Motion carried.

RESOLUTION #26 APPOINTING 2018 CO #1 DEPUTY CHIEF BRYAN CHOUINARD.

MOTION: Chandler

SECOND: King

RESOLVED to appoint 2018 Co #1 Deputy Chief Bryan Chouinard.

VOTE: Chandler, yes; Dussault, yes; King, yes; Miller, yes; Sadousky, yes. Motion carried.

RESOLUTION #27 APPOINTING 2018 CO #2 DEPUTY CHIEF DAVE MIDDLEBROOK.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to appoint 2018 co #2 Deputy chief Dave Middlebrook.

VOTE: Chandler, yes; Dussault, yes; King, yes; Miller, yes; Sadousky, yes. Motion carried.

RESOLUTION #28 APPOINTING 2018 CO #2 ASSISTANT CHIEF DERRICK BARSS.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to appoint 2018 Co #2 Assistant Chief Derrick Barss.

VOTE: Chandler, yes; Dussault, yes; King, yes; Miller, yes; Sadousky, yes. Motion carried.

RESOLUTION #29 APPOINTING 2018 CO #3 DEPUTY CHIEF EDWARD PETKUS.

MOTION: Chandler

SECOND: King

RESOLVED to appoint 2018 Co #3 Deputy Chief Edward Petkus.

VOTE: Chandler, yes; Dussault, yes; King, yes; Miller, yes; Sadousky, yes. Motion carried.

RESOLUTION #30 APPOINTING 2018 CO #3 ASSISTANT CHIEF JASON JENNINGS.

MOTION: Chandler

SECOND: King

RESOLVED to appoint 2018 Co #3 Assistant Chief Jason Jennings.

VOTE: Chandler, yes; Dussault, yes; King, yes; Miller, yes; Sadousky, yes. Motion carried.

RESOLUTION #31 APPOINTING 2018 CO #4 DEPUTY CHIEF DUANE BOGARDUS.

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint 2018 Co #4 Deputy Chief Duane Bogardus.

VOTE: Chandler, yes; Dussault, yes; King, yes; Miller, yes with reservations; Sadousky, no. Motion carried.

RESOLUTION #32 APPOINTING 2018 CO #4 ASSISTANT CHIEF GARY BULLARD.

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint 2018 Co #4 Assistant Chief Gary Bullard.

VOTE: Chandler, yes; Dussault, yes; King, yes; Miller, yes; Sadousky, no. Motion carried.

Chairman Chandler then swore in the new 2018 district officers.

RESOLUTION #33 THAT AT THE CHIEF'S DISCRETION, HE HAS PERMISSION TO TAKE APPARATUS OUT OF DISTRICT BUT WITHIN SARATOGA COUNTY, FOR FIREMATIC FUNCTIONS.

MOTION: Chandler

SECOND: Miller

RESOLVED that at the Chief's discretion, he has permission to take apparatus out of district but within Saratoga County, for firematic functions.

VOTE: All in favor, motion carried.

RESOLUTION #34 APPROVING THE DECEMBER 27, 2017 YEAR END CLOSE OF BOOKS MEETING MINUTES AS WRITTEN.

MOTION: Dussault

SECOND: Miller

RESOLVED to approve the December 27, 2017 Year End Close of Books Meeting Minutes as written.

VOTE: All in favor, motion carried.

Chairman Chandler asked for questions/comments regarding the abstract:

RESOLUTION #35 APPROVING PAYMENT OF ABSTRACT #25 FROM THE GENERAL FUND, VOUCHER #170651 THROUGH VOUCHER #1170656 AND TOTALING \$11,697.66.

A3410.1	\$ 6,392.02
A3410.4	\$ 4,816.65
A9000.8	\$ 488.99

Total: \$ 11,697.66

MOTION: Dussault

SECOND: Miller

RESOLVED to approve payment of Abstract #25 from the General Fund, Voucher #170651 through Voucher #170656 and totaling \$11,697.66.

VOTE: All in favor, motion carried.

RESOLUTION #36 APPROVING PAYMENT OF ABSTRACT #1, VOUCHER #180001 THROUGH VOUCHER #180007, FROM THE GENERAL FUND AND TOTALING \$2,896.82.

A3410.2	\$ 217.63
A3410.4	\$ 2,679.19

Total: \$ 2,896.82

MOTION: Sadousky

SECOND: King

RESOLVED to approve payment of Abstract #1, Voucher #180001 through Voucher #180007, from the General Fund and totaling \$2,7896.82.

VOTE: All in favor, motion carried.

Reports of the Staff:

- **District Administrator:** Joyce Petkus
 - Nothing at this time.
- **Director of Purchasing:** Jill Chouinard
 - Not present; Joyce noted Jill had nothing to report this evening.
- **Treasurer:** Joyce Petkus
 - Nothing at this time.

Firefighter Applications for membership: None.

Firefighter Requests for Change in Membership:

Greenfield Center Company #1: None.

Porter Corners Company #2: None.

Middle Grove Company #3: Peter Dumar, requested an additional 6 months leave of absence; Sean Ryan requested 1 year leave of absence.

Maple Avenue Company #4: None.

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

RESOLUTION #37 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN ABOVE FIREFIGHTER CHANGES IN MEMBERSHIP ON BEHALF OF THE BOARD.

MOTION: Sadousky

SECOND: King

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

VOTE: All in favor, motion carried.

Report of the Chief – Jay Ellsworth:

- Requested clarification of taking Chief vehicles out of the District.

RESOLUTION #38 GIVING THE CHIEF OFFICERS OR THEIR DESIGNEES, PERMISSION TO TAKE THEIR DISTRICT VEHICLES OUT OF COUNTY FOR FIREMATIC FUNCTIONS.

MOTION: Sadousky

SECOND: Chandler

RESOLVED to give the Chief Officers or their designees, permission to take their District Vehicles out of County for firematic functions.

VOTE: All in favor, motion carried.

- Apparatus maintenance/repairs:
 - 363 lights fixed;
 - Vander Molen would like a third party to look at 291

- 281 light tower repaired
- Jill has 3 meters from Co #4 that need to be repaired. He has spoken to the Chiefs about the conditions of the meters. Would like Board to give Jill permission to move forward with the repairs. Board okayed.
- Chief Bogardus found the missing radios; all the radio inventory should now be complete.
- Chief hierarchy was forwarded to Joyce.
- Spoke with both Co #4 Chiefs regarding the pickup truck; they will bring it up at the next meeting.
- Spoke to all Chiefs last week; OSHA in January, fit tests in February, bail out in March and then physicals, with one due date on May 31st for everything. Joyce questioned the fit testing being done before the PFT testing, which is done during physicals. Brief discussion; Chief Ellsworth to look into it further.
- Deidre will be setting up call log for Prestwick Chase and the summit. D/C Bogardus will keep on top of it and coordinate with Deidre.
- Spoke to John Cameron today regarding 293 leveling problem. Brief discussion; Chief Ellsworth to follow up tomorrow.
- Air leak issue at Co #3; he spoke with Don; he will look at it tomorrow.
- Has done away with the company EMS Coordinators; Nate King will be the 2018 District EMS Coordinator.
- He plans on making himself available Sunday mornings in his office from 8:30-9:30 am if paperwork needs to be signed, or anything else from him.
- Asked if Joyce got the email regarding Co #4 back door issue. Brief discussion; Joyce will be calling Center for Security.
- Things are going good, he has certainly been busy!

Reports from Companies:

Company #1 – D/C Chouinard:

- Co #1 ran out of fuel yesterday; would like Don to dip the tank more often during the severe cold weather.

Company #2 – D/C Middlebrook:

- Lumber for training building was delivered today.
- Some of the water tank fittings are in. Firefighter Davis will be checking tomorrow morning on the status of the rest. Brief discussion continued.

Company #3 – D/C Petkus:

- Problem with 282 water level lights; Chief to have Vander Molen to look at it.

Company #4 – D/C Bogardus:

- Nothing at this time.

Report of District EMS Coordinator – Nate King:

- Nothing at this time.
- Joyce asked to meet with him after tonight's meeting.

Reports of the Commissioners:

- Dussault
 - Thanks to everyone for another good year; congratulations to all those voted in. Would have liked to see the votes unanimous across the Board.
- King
 - Thanks to everyone for their support last year.
 - Congratulations to all the new officers this year.
- Miller

- Congratulations to all the new officers.
- At the November 29th Commissioner meeting, he told all the attendees that January 9th would be the rescheduled recruiting meeting with all the young members of the district. Received an email from someone that the Chief said OSHA needs to be done in January, and he gathered that the members of that particular company would not be attending the meeting. He would appreciate it if those officers could find a way to have their members attend the recruiting meeting as invited and previously agreed.
- Sadousky
 - Congratulations to the 2018 chief Officers.
 - For paperwork that the Board is responsible for, he would like to see Joyce, who is also the records management officer, be kept in the loop so she can keep proper records.
 - Questioned Mr. Young on the new training building and potential liability issues. Mr. Young noted the district is not unique in this in allowing other departments/companies use of the training facility; recommended there should definitely be some kind of hold harmless agreement, which he can certainly draft. This would include addressing the condition of the facility after use, if something breaks who is responsible for repairs, subject to normal wear and tear, scheduling and injuries. He should be able to draft something up prior to the Board's next meeting so the Board can review and adopt at that next meeting. Joyce questioned the necessity of also contacting the district's insurance carrier. Mr. Young noted yes, and the parties using the facility should also contact their insurance agent to provide the district with coverage. Joyce noted that the Board has an insurance review meeting at the beginning of February and that would be a good time to discuss if the district needs to take out additional coverage; Joyce noted she would contact Dave Meager tomorrow.
 - Votes are usually discussed amongst the Board, with the Board ultimately voting how they feel; and those votes should be respected and not questioned. Feels that if votes are not unanimous it should be discussed after the meeting if one Commissioner has a question about the way another Commissioner votes.
- Chandler
 - Congratulations to the new officers.
 - Looks forward to being Chairman this year.

Reports of the Town Board Liaisons

- **Town of Greenfield:** Jack Sadousky
 - Nothing at this time.
- **Town of Wilton:** Scott Dussault
 - Nothing at this time.

Reports of the Town Planning Board Liaisons:

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

Commissioner Miller asked Chief Ellsworth about the sliding electric gate that is being installed at Gaba's old property. Questioned if that gate should be able to be opened just in case the firefighters need to respond. Brief discussion continued.

District Policy Review:

- Code of Conduct
- Code of Ethics
- Meeting Conduct

- Public Access to Records (FOIL)
No changes made to any of the above policies.

Special Topics of Discussion:

- Bill Young suggested that the Records Management Officer be annually designated.

RESOLUTION #39 DESIGNATING JOYCE PETKUS AS THE DISTRICT RECORDS MANAGEMENT OFFICER.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to designate Joyce Petkus as the District Records Management Officer.

VOTE: All in favor, motion carried.

- Discussion regarding the invoices received by George Farnum, Architect regarding the roof simulator facility. The Treasurer noted an initial invoice was received, then a second modified invoice was received, and is still not what was discussed at the December 27th meeting. Would like to know how the Board would like her to proceed. Brief discussion continued; Commissioner Chandler noted there is still too much missing information and recommended not acting on the bills at this time. Board agreed; invoices to be held at this time.
- D/C Middlebrook suggested a Knox box for the training building, but unfortunately Knox will not allow the district to use one of the demo boxes. The station keeper noted the cost for a Knox box is \$360. D/C Middlebrook felt they may be able to get away with the homeowner's Knox box, which costs \$174. Joyce noted she needs to update the officers on the Knox account, which she will take care of so Chief Ellsworth can look at it. The Board okayed purchasing a Knox box; money to come out of the training account.
- A/C Jennings noted Co #3 auxiliary is going to have their annual blood drive.

RESOLUTION #40 GIVING CO #3 AUXILIARY PERMISSION TO HOLD A BLOOD DRIVE ON JANUARY 27, 2018 AT THE MIDDLE GROVE FIREHOUSE FROM 7:30 AM TO 12:30 PM.

MOTION: Sadousky

SECOND: Dussault

RESOLVED to give Co #3 Auxiliary permission to hold a blood drive on January 27, 2018 at the Middle Grove Firehouse from 7:30 am to 12:30 pm.

VOTE: All in favor, motion carried.

RESOLUTION #41 GIVING CO #4 PERMISSION TO HOLD A BLOOD DRIVE ON FEBRAURY 3, 2018 AT THE MAPLE AVENUE FIREHOUSE.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to give Co #4 permission to hold a blood drive on February 3, 2018 at the Maple Avenue Firehouse.

VOTE: All in favor, motion carried.

Joyce noted that if the blood drive information is forwarded to the District office she will make sure it gets on the District website and Facebook page.

- D/C Bogardus noted there was a fire alarm at the middle school last night and keys were retrieved from the Knox box to open the doors; it was noted by one of the custodians that they have a key to the Knox box as well. Brief discussion continued; Chief Ellsworth to look into it.
- Commissioner Sadousky noted that he and Commissioners King and Miller are in the office frequently each week, and they don't mind answering questions, but sometimes members come in asking questions that probably should not be coming to the Board. Please understand the chain of command and take any firematic related questions to your Chief Officers.
- Bill Young noted the following:
 - Congratulations to those Commissioners that were elected, please remember to file your oath before the end of this month or your positions becomes vacant;
 - Commissioner training must be completed within 270 days from January 1st;
 - New cancer presumption bill was passed earlier this year that becomes effective January 1, 2019. It is important to make sure your firefighters get their annual physicals and fit tests if they are interior qualified. There will be an additional expense for the fire district, and he is hearing that it could be somewhere between \$300-400 per firefighter per year, and to be aware of this additional expense when doing next years' budget;
 - When the Board gets to their review of the Purchasing policy, if there is not already a resolution allowing piggybacking, the procurement policy should be amended to make sure that that specific resolution is made authorizing it. Chief Ellsworth questioned if a piggybacking contract has to be the exact same thing right down to pump size, and the color and striping. Brief discussion continued. Mr. Young noted in any interested districts that he is involved in, he requests from HGAC for a copy of the original contract and bid notice that went out to make sure there is substantial compliance with what is done in NYS under GML 103, he makes sure it is properly let and then whatever the fire district is looking to buy must be part of whatever that contract was.
 - Chief Ellsworth questioned the look back for the cancer bill; Mr. Young noted there is no previous, it is only going forward, and has to be an interior attack firefighter, must have an annual physical and be annually fit tested, and is not for a pre-existing condition. There are still some questions, implications and exact cost of this new bill. Chief Ellsworth questioned what if a firefighter is Class C, wears a pack but is not interior; Mr. Young noted he would check and get back to him.

RESOLUTION #42 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Sadousky

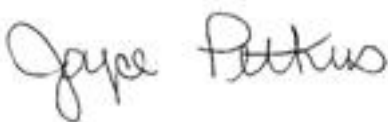
SECOND: King

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Sadousky with a second from Commissioner Miller to adjourn the meeting at 7:50 PM. All in favor, meeting adjourned.

Respectfully submitted,



Joyce A. Petkus
District Administrator/Treasurer

