

Board of Fire Commissioners

Greenfield Fire District
P.O. Box 103
Greenfield Center, NY 12833
(518) 893-0723
Fax: (518) 893-7006

The April 11, 2018 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:00 PM.

Present were: Commissioners Chandler, Dussault, King, Miller, Sadousky; D/A & Treasurer Petkus, D/P Chouinard. Also present, district legal counsel, Bill Young. See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** March 28, 2018 Commissioner Meeting Minutes as written.

RESOLUTION #100 APPROVING THE MARCH 28, 2018 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Dussault

SECOND: Miller

RESOLVED to approve the March 28, 2018 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

RESOLUTION #101 APPROVING PAYMENT OF ABSTRACT #7, VOUCHER #180150 THROUGH #180182 FROM THE GENERAL FUND, TOTALING \$32,748.16.

A3410.1 \$ 6,039.39

A3410.2 942.50

A3410.4 19,923.96

A9000.8 5,842.31

Total: \$32,748.16

MOTION: Dussault

SECOND: King

RESOLVED to approve payment of Abstract #7, Voucher #180150 through #180182 from the General Fund, totaling \$32,748.16.

VOTE: All in favor, motion carried.

4. Reports of the Staff

- **District Administrator – Joyce Petkus:**
 - 2018 physicals update: 101 firefighters on roster, 32 physicals completed, several firefighters have received various vaccinations offered by the district. Also confirmed bloodwork needs to be done fasting.
 - Last chance to register for AFDSNY Albany Workshops; no new registrations.
 - ER Update: Would like to waive deadlines for data entry for now. Brief discussion; Board okayed to waive monthly if needed.
 - Will be in late Monday and at the AFDSNY workshops Thursday and Friday.
- **Director of Purchasing – Jill Chouinard:**
 - Still nothing on the AFG grant.
 - Would like to hand out the Class B shirts; board okayed.
 - Boston Hose: if purchased from them, they will get the stenciling and paint for us to do ourselves. Brief discussion continued; cost of hose with shipping is \$7,180.00.

RESOLUTION #102 GIVING DIRECTOR OF PURCHASING PERMISSION TO PURCHASE MERCEDES HOSE IN THE AMOUNT OF \$7,180.00.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to give the Director of Purchasing permission to purchase Mercedes Hose in the amount of \$7,180.00.

- Reviewed the Kincaid TV proposal, which includes 75" TV with cabling and labor, total of \$2,500.00. Took projectors to Audio/Visual for cleaning and they would also like to offer a proposal.
- No update on the part for JAWS on 292.
- Smoke machine is due to ship on April 20th.
- Dongle for Co #3 is in. Projector is out for repair at this time.
- Carpet cleaning for Co #1, #2 & #3 to be scheduled after the weather breaks.
- Spectrum will be at Co #1 tomorrow for upgrade, waiting to hear back on the others.
- EMS supplies are running low. Met with EMS Coordinator to go over supplies and AED recalls. Wilton EMS will stop in to look into additional supplies.
- Co #3 tools have shipped.
- Vendor meeting regarding Innotex PPE scheduled for April 19th at 7 pm at the district office.
- New pager being demoed with A/C Barss and then will pass to A/C Bullard.
- **Treasurer – Joyce Petkus:**
 - Moved money within the .8 account to cover the increased workers comp premium. Brief discussion continued.
 - BST would like to see a written agreement with the companies if they choose to purchase additional tablets at their own expense.

RESOLUTION #103 GIVING TREASURER PERMISSION TO APPROPRIATE UNAPPROPRIATED FUNDS OF \$585.00 FROM 291 TOWING INSURANCE CLAIM PAYMENT TO .4 OPERATIONS.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to give the Treasurer permission to appropriate unappropriated funds of \$585.00 from 291 towing insurance claim payment to .4 Operations.

VOTE: All in favor, motion carried.

RESOLUTION #104 GIVING TREASURER PERMISSION TO PAY CLAIMS RECEIVED FROM COMMISSIONER MILLER IN THE AMOUNT OF \$116.12 FOR MILEAGE AND TOLL REIMBURSEMENT FOR THE PINSKY LAW AND MANAGEMENT CONFERENCE AND COMMISSIONER SADOUSKY IN THE AMOUNT OF \$141.70 FOR MILEAGE FOR THE PINSKY LAW AND MANAGEMENT CONFERENCE, AND CONTINUING FIRE SERVICE EDUCATION FOR THE EXPERIENCED FIRE DISTRICT COMMISSIONER.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give the Treasurer permission to pay claims received from Commissioner Miller in the amount of \$116.12 for mileage and toll reimbursement for the Pinsky Law and Management Conference and Commissioner Sadousky in the amount of \$141.70 for mileage for the Pinsky Law and Management Conference, and Continuing Fire Service Education for the Experienced Fire District Commissioner.

VOTE: All in favor, motion carried.

5. Firefighter/Auxiliary Applications/Changes in Membership:

- **Firefighter Applications for Membership:**
 - Co #1: Richard DeTraglia
- **Firefighter Changes in Membership:** None.
- **Auxiliary Applications/Changes in Membership:** None.

RESOLUTION #105 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER APPLICATION FOR MEMBERSHIP.

MOTION: Sadousky

SECOND: Miller

RESOLVED to give the Chairman of the Board permission to sign off on firefighter application for membership.

VOTE: All in favor, motion carried.

D/C Bogardus brought in three out of district applications for Co #4:

Guiliana Stefanacci, W. Circular Street, Saratoga Springs

Stephen Penman, Saratoga Road, Wilton

Ryan Triller, Ash Street, Saratoga Springs

Board approved moving ahead with Stephen Penman, asked that the others will be looked at to see if they should join Greenfield Center as it may be closer. Question regarding if the district is close to the 45% out of district maximum; Joyce noted no, and she keeps track of fit. Chief Ellsworth needs to sign the VFIF Forms.

6. Report of the Chief – Chief Ellsworth:

- Training Update:
 - Training is going well, great class last night.
- Apparatus:
 - 283 will be donated soon.
 - 260 needs brakes
 - 280 serviced/paint (warranty)
 - 290 serviced-brakes, oil change, 02 sensor, heater
 - 262 free service, pump failed vacuum test
 - 263 in for service now
 - 262 will go when 263 comes back
 - 273 service/inspection done
 - 271 serviced, pump repaired
 - 292 KME serviced, including pump & generator, pump passed, needs inspection
 - 295 serviced/inspected
 - Brush trucks need to be done, can be done locally
 - Would like to send 262, Board okayed
 - 293 paint: brief discussion, to go to Vander Molen for paint as they are \$1500 cheaper than KME.
 - 260 minor paint issues
 - 281 approved for paint, but the cab will probably need to be re-stripped. Also needs inspection and pump service.
 - Commissioner King asked if any of the quotes have been encumbered; Joyce noted no as she has not received any of the quotes.
- Three dates scheduled for annual fire inspections with the schools.
- Will be out of town April 21-22, 2018.
- Meeting Saturday, April 14, at 9 am to go over OSHA, bail out & fit test updates.
- Truck Committee Meeting scheduled for April 29th at the District Office at 9 am.
- Summit alarms have decreased, thanks to D/C Bogardus for handling it. Brief discussion continued.
- Met with Joyce and made some decisions regarding new software program.

7. Reports of the Companies:

- **Greenfield Center Co #1: D/C Chouinard**
 - All set.
- **Porter Corners Co #2: D/C Middlebrook**
 - All quiet.
- **Middle Grove Co #3: D/C Petkus**
 - Toilet is not working; station keeper is aware and working on it.
 - Would like to have a car wash on April 28th.

RESOLUTION #106 GIVING CO #3 PERMISSION TO HOLD A CAR WASH ON APRIL 28, 2018.

MOTION: Sadousky

SECOND: Miller

RESOLVED to give Co #3 permission to hold a car wash on April 28, 2018.

VOTE: All in favor, motion carried.

- **Maple Avenue Co #4**

- Firefighter Abrams will be taking Pump Ops class in Jonesville. Would like permission to take 294. Board okayed.
- EMS suction units need batteries. Will talk to Jill.

8. Report of the District EMS Coordinator: Nate King:

- Not present this evening.

9. Report of the Training Committee: Brandon Ray

- EVOC: would like permission to hold class on 5/9, 5/10 and 5/17/18 at Co #2 and the Town Garage. Brief discussion continued; Commissioner King questioned if food will be served as usual; Joyce noted she will contact Dave at Adirondack and ask.

RESOLUTION #107 GRANTING PERMISSION FOR THE DISTRICT TO HOLD AN EVOC CLASS AT CO #2 AND THE TOWN GARAGE ON 5/9, 5/10 AND 5/17/18.

MOTION: Sadousky

SECOND: King

RESOLVED to grant permission for the District to hold an EVOC Class at Co #2 and the Town Garage on 5/9, 5/10 and 5/17/18.

VOTE: All in favor, motion carried.

- Thanks to Co #1 for holding last night's class.
- Committee has researched a forcible door simulator. Discussion continued. Money to come out of the Fire Training line item.

RESOLUTION #108 GIVING DIRECTOR OF PURCHASING PERMISSION TO PURCHASE THE FIREHOUSE INNOVATIONS FORCIBLE ENTRY DOOR SIMULATOR IN THE AMOUNT OF \$6,450.00 FROM THE TRAINING ACCOUNT. ALSO GIVE THE TRAINING COMMITTEE PERMISSION TO TAKE TWO DISTRICT VEHICLES TO LONG ISLAND TO PICK IT UP.

MOTION: Sadousky

SECOND: Miller

RESOLVED to give the Director of Purchasing permission to purchase the Firehouse Innovations Forcible Entry Simulator in the amount of \$6,450.00. Also, give the Training Committee permission to take to District vehicles to Long Island to pick it up.

VOTE: All in favor, motion carried.

- Board okayed donation letter to be signed by A/C Barss.

10. Reports of the Commissioners:

- Dussault
 - Great class last night. Thank you Lt. Ray for putting it together.
- King
 - Training Committee has put a lot of effort into the research on the simulator.
 - Will be putting Co #1 tank out to bid.
- Miller
 - The Experienced Old Men Committee is now ready to go.
 - Reminder for the D/C's that the Town Wide Clean Up is coming soon. Brief discussion continued.
 - The Performance Review Policy has been reviewed by the Board and attorney. Mr. Young noted it is a very well drafted policy.

RESOLUTION #109 ADOPTING POLICY #47, PERFORMANCE REVIEW POLICY AS SUBMITTED, AS WELL AS THE FORM THAT WILL GO ALONG WITH IT.

MOTION: Miller

SECOND: Sadousky

RESOLVED to adopt policy #47, Performance Review as submitted as well as the form that will go along with it.

VOTE: All in favor, motion carried.

- Sadousky
 - Great class last night. Thank you Lt. Ray.
- Chandler
 - Good class. Please feel free to use the EAP Program.

11. Reports of the Town Board Liaisons:

- Town of Greenfield: Jack Sadousky
 - Still waiting on Supervisor Pemrick.
- Town of Wilton: Scott Dussault
 - Pushing the Bicentennial Event, booklet came out.

12. Reports of the Town Planning Board Liaisons:

- Town of Greenfield: Michael Chandler
 - Nothing at this time.
- Town of Wilton: Duane Bogardus
 - Cumberland Farms is under construction.
 - Adirondack Trust construction went back to the planning board.

13. Special Topics of Discussion:

- Discussion regarding Co #2 new apparatus. Committee has agreed to remove side cameras from both trucks. Received some clarification on other things. Made concessions on Sutphen to get the price to \$765,830.73. Pre-payment reduces the price to \$751,351.74. KME quote is \$711,000.00. Committee would like to go with Sutphen as they feel it is more viable for their uses. Mr. Young

noted that giving the vendor a large amount of money up front is not permitted; the statute is clear that you can only make up to four progress payments, and must retain 25% until delivery and acceptance. The vendor must also provide a performance bond. He would like to see the HGAC contract before it is signed, as well as all the add-on options. Lengthy discussion continued. Mr. Young asked to review both the Sutphen and KME contracts before any one is signed, along with the previously requested HGAC contract. A special meeting was set for April 17, 2018.

- Best Practices presentation given by D/C Chouinard. Added to the April 25th agenda for Board approval.
- Co #1 Water Tank Bid is ready to be put out to bid. A pre-bid meeting is scheduled for Wednesday, April 18th at 10:00 a.m. Bids are due April 25th.
- Discussion regarding the purchase of tablets for apparatus. Will purchase five, one for the Chief and Deputy Chiefs, and will review again in six months.

RESOLUTION #110 GIVING DIRECTOR OF PURCHASING PERMISSION TO PURCHASE FIVE TABLETS FOR CHIEF AND DEPUTY CHIEF'S VEHICLES.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to give the Director of Purchasing permission to purchase five tablets for Chief and Deputy Chief's vehicles.

VOTE: All in favor, motion carried.

- Discussion regarding LED lighting upgrades in the stations. Will save money in the long run. Initial cost of \$2,750.00. Longevity of the bulbs is 50,000 hours as opposed to 8,000 hours with a regular bulb.

RESOLUTION #111 GIVING STATION KEEPER RANCK PERMISSION TO PURCHASE LED BULBS FOR THE FOUR FIREHOUSES FOR A TOTAL OF \$3,000.00. MONEY TO COME FROM REPAIRS, BUILDING MAINTENANCE AND GROUNDS.

MOTION: Chandler

SECOND: Miller

RESOLVED to give Station Keeper Ranck permission to purchase LED bulbs for the four firehouses for a total of \$3,000.00. Money to come from Repairs, Building Maintenance and Grounds.

VOTE: All in favor, motion carried.

RESOLUTION #112 APPROVING THE CHANGES MADE TO THE UNIFORM POLICY AS SUBMITTED.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to approve the changes made to the Uniform Policy as submitted.

VOTE: All in favor, motion carried.

- Chief Ellsworth asked about the annual aerial ladder inspection; Joyce noted the station keeper is handling it, and the inspection usually occurs in July.
- Chief Ellsworth asked about Co #2 stair; they are not to be used except for emergencies only. Chazen is currently designing a new set of stairs. Co #4 girder will also be replaced at Co #4.
- Chief Ellsworth asked about the status of the by-laws; Joyce noted she spoke to Tim Hannigan and they should hopefully be done shortly. After that it goes to the administrative side for them to complete.
- Co #3 hose packs have been put in service.

RESOLUTION #113 TO ENTER INTO EXECUTIVE SESSION AT 8:39 PM IN REFERENCE TO AN EMPLOYMENT ISSUE.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to enter into executive session at 8:39 pm in reference to an employment issue.

VOTE: All in favor, motion carried.

RESOLUTION #114 TO RECONVENE FROM EXECUTIVE SESSION AT 10:08 PM.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to reconvene from Executive Session at 10:08 p.m.

VOTE: All in favor, motion carried.

Commissioner Chandler noted no action was taken in executive session.

14. Final Comments:

- None.

15. Dispense with the reading of the minutes

RESOLUTION #115 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Sadousky

SECOND: Miller

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

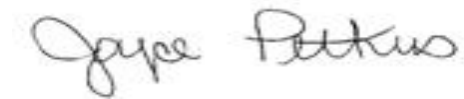
Motion made by Commissioner Chandler with a second from Commissioner Dussault to adjourn the meeting at 10:10 PM. All in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Deidre Chandler".

Deidre Chandler
Operations Secretary

Reviewed/approved by,

A handwritten signature in cursive script that reads "Joyce Petkus".

Joyce Petkus
District Administrator/Treasurer