

Board of Fire Commissioners

Greenfield Fire District
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The April 22, 2015 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:02 PM.

Present were:

Commissioners Atwell, Chandler, Kugler, Mann; District Administrator/Treasurer Petkus, D/P Chouinard, D/T Thurman. Please see sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.

2. Executive Session

RESOLUTION #124 TO GO INTO EXECUTIVE SESSION AT 7:03 PM IN REFERENCE TO THE EMPLOYMENT HISTORY OF A PARTICULAR PERSON.

MOTION: Chandler

SECOND: Kugler

RESOLVED to go into executive session at 7:03 PM in reference to the employment history of a particular person.

VOTE: All in favor, motion carried.

Chairman Chandler requested Chief Lant and D/C King join them in executive session.

RESOLUTION #125 TO RECONVENE FROM EXECUTIVE SESSION AT 7:45 PM.

MOTION: Chandler

SECOND: Atwell

RESOLVED to reconvene from executive session at 7:45 PM.

VOTE: All in favor, motion carried.

RESOLUTION #126 TO CONTINUE FF FRANCO'S SUSPENSION FROM ALL FIREMATIC AND SOCIAL ACTIVITIES PENDING RESOLUTION OF CHARGES. FURTHERMORE, FF FRANCO HAS BEEN DIRECTED NOT TO HAVE ANY CONTACT WHATSOEVER WITH THE COMPLAINANT WHOSE ALLEGATIONS FORM THE BASIS OF THE CHARGES FOR THE PROCEEDING TO BE COMMENCED. MOTION TO ALSO AUTHORIZE THE APPOINTMENT OF A HEARING OFFICER AND FURTHER AUTHORIZE THE FIRE DISTRICT'S COUNSEL TO PREPARE

AND HAVE SERVED A NOTICE OF HEARING AND STATEMENT OF CHARGES PURSUANT TO GENERAL MUNICIPAL LAW SECTION 209-L CONCERNING FF CHRISTOPHER FRANCO.

MOTION: Chandler

SECOND: Mann

RESOLVED to continue FF Franco's suspension from all Firematic and social activities pending resolution of charges. Furthermore, FF Franco has been directed not to have any contact whatsoever with the complainant whose allegations form the basis of the charges for the proceeding to be commenced. Motion to also authorize the appointment of a hearing officer and further authorize the Fire district's counsel to prepare and have served a Notice of Hearing and Statement of Charges pursuant to General Municipal law Section 209-L concerning FF Christopher Franco.

VOTE: All in favor, motion carried.

3. Approve Minutes: March 25 and April 8, 2015 Commissioner Meeting Minutes

RESOLUTION #127 APPROVING THE MARCH 25 AND APRIL 8, 2015 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Kugler

SECOND: Mann

RESOLVED to approve the March 25 and April 8, 2015 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

4. Payment of Bills:

Commissioner Atwell questioned the purchase of the new computer and screens; it was noted it was for the new Operations Secretary. Also questioned if the hose purchase was from carry over; it was noted yes.

RESOLUTION #128 TO PAY ABSTRACT #8, VOUCHER #150198 THROUGH VOUCHER #150233 FROM THE GENERAL FUND, TOTALING \$41,823.96

A3410.1	\$ 4,387.13
A3410.2	1,505.98
A3410.4	35,574.35
A9030.8	356.50

Total: \$ 41,823.96

MOTION: Chandler

SECOND: Mann

RESOLVED to pay Abstract #8, Voucher #150198 through Voucher #150233 from the General Fund, totaling \$41,823.96.

VOTE: All in favor, motion carried.

RESOLUTION #129 TO PAY EQUIPMENT RESERVE ABSTRACT #3, VOUCHER #ER15003 FROM THE EQUIPMENT RESERVE FUND, TOTALING \$209.67.

MOTION: Chandler

SECOND: Kugler

RESOLVED to pay Equipment Reserve Abstract #3, Voucher #ER15003 from the Equipment Reserve Fund, totaling \$209.67.

VOTE: All in favor, motion carried.

5. Reports of the Staff

District Administrator – Joyce Petkus:

- 2014 LOSAP statements are in; packages put in Chiefs office. Reminder that this is a good time to review beneficiary designations and make updates as necessary.
- New Member Orientation: schedule was finalized this afternoon. Still has not heard from officers if they will be attending, as well as quite a few of the probationary firefighters who are required to attend.
- Reminder that 2015 physicals are coming to a close and there are still about 40 firefighters who have not even scheduled their appointments yet. Please do not wait until the last minute to schedule or you may not get an appointment and have your access deactivated. Report given to each company and the Chief.
- There seems to be some confusion with the FAST and Pump Ops class; firefighters should register with the Operations Secretary or they will not receive LOSAP credit. Brief discussion; please forward lists to Deidre if the companies have created lists or have your firefighters call the District Office before the start of the classes.

Director of Purchasing – Jill Chouinard:

- OBM Grant: Looks like Deidre and Commissioner Mann will be working on the grant together. Price of thermal imaging cameras went up by \$3000 each. Brief discussion continued.
- Sent email out regarding who the company fire prevention reps are; if you have not done so, please let her know ASAP. \$500 has been set aside to update the prop house.
- Recruit NY is this weekend; no one is participating.
- Co #1 radio/bathroom floor replacement should begin this Friday or Monday.
- Co #4 siren was installed.
- 2½" hose is in; Co #1 and 4 still need to pick theirs up before they leave tonight.
- Brief discussion regarding purchasing a 2nd washer for the district office. Money saved from carry over to be used.

RESOLUTION #130 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE ANOTHER WASHING MACHINE AND NECESSARY HOSES.

MOTION: Atwell

SECOND: Kugler

RESOLVED to give the Director of Purchasing permission to purchase another washing machine and necessary hoses.

VOTE: All in favor, motion carried.

- If any companies need flags for Memorial Day, please let her know ASAP.
- 266 siren was repaired once again by Adirondack 2-Way. Please let her know if you experience any more issues.
- Co #3 needs new rope for ladder. Brief discussion; Jill to order.
- Cleaners are okay with going on a month to month basis until the maintenance person is hired.
- SCBA bottles are in, she will inventory them next week and can be picked up next Tuesday during drill.
- Cost is \$450 for the light and labor for the LED flagpole light. Commissioner Chandler noted he has asked Walt Barss to maybe move the pole a little further away from the building. Added to May 13th meeting agenda.
- Has received Brandon DeJardins pager back; Brittany McEachron was in last night and turned in her helmet but said her dad had her pager and charger.
- Will be trying a new process regarding fit testing, gear fitting, etc, for new members. They will be receiving an appointment letter at the time they sign for their access. Brief discussion continued; Commissioner Chandler explained that it will be just like making a doctor's appointment and will have the information to get hold of Jill.
- I Am Responding was down in all firehouses last night; a service ticket was sent to our new IT company, and by 8:15 this morning it was all fixed.
- The following people still have not come to the office to be fit tested: Michael Potter, Cody Welch, Meghan Smith, Aubrey Nowhitney.
- The 2015 fit testing schedule is out; located on Firetracker.
- Co #4 chain saw out for repair: the small one has been repaired and she will be picking it up; Spring Valley cannot find parts for the large one. Brief discussion; Jill to look around for parts.
- Gas meters: Co #1 gas meter screen is broken, cost is \$154 to fix and calibrate; Co #2 gas meter had an O2 sensor issue, \$269 to repair; Co #3 gas meter chlorine failed, it is going back to the factory for repairs, should be covered under warranty. All gas meters to be fixed.
- Co #3 generator cost \$1842.16 for Kinsley to repair as it needs a new water pump. Brief discussion; Jill to find out about the warranty, schedule the repair. Jill to also speak to the vendors to see if the generators need to run more often.
- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - Need a resolution to appropriate the funds received from SCI/Worthington, in the amount of \$31,483.39.

RESOLUTION #131 GIVING THE TREASURER PERMISSION TO APPROPRIATE THE FUNDS AS FOLLOWS: \$15,000 TO BE PLACED IN THE SCBA RESERVE FUND AND \$16,483.39 BE PLACED IN THE .4 DUES/LEGAL FEES ACCOUNT.

MOTION: Kugler
SECOND: Mann

RESOLVED to give the Treasurer permission to appropriate the funds as follows:
\$15,000 to be placed in the SCBA Reserve Fund and \$16,483.39 be placed in the .4
Dues/Legal Fees account.

VOTE: All in favor, motion carried.

6. Firefighter and Auxiliary New Members/Changes in Membership

None for this evening.

7. Report of the Chief – John Lant

- Ladder truck is at KME getting pump service and generator repairs.
- Spoke to Commissioner Chandler regarding Mentor Program and returning members not having to go through the whole program. Discussion continued; Board okay with them going through the Saturday portion.
- New law, kids have to take a state course Stay Alive at 25; maybe do some research and get someone to come here to teach it; Commissioner Chandler asked Joyce to look into it.

8. Reports of the Companies:

- **Greenfield Center Co #1: A/C Kenyon**
 - Nothing at this time.
- **Porter Corners Co #2: President Jack Sadousky**
 - 271 and 273 have completed maintenance servicing and 272 is being serviced tomorrow.
- **Middle Grove Co #3: D/C Ellsworth**
 - Truck committee met with KME again on Monday, believes the last meeting will be on May 11th at 6:30 pm. Brief discussion.
- **Maple Avenue Co #4: D/C King**
 - If the chain saw cannot be fixed, would like it replaced.
 - Chandler asked for an update on the both the new and old rehab bus. Lengthy discussion continued, including a price of \$8700 for a generator if we order it ourselves and free shipping directly to KME; KME will do the generator install for \$3850. Received a price of \$3000 to paint it, and a 20% discount of lumber for cabinets at Lowe's. Will also cost \$1200 to order a battery charger. Jill to complete purchase at Lowes. Brief discussion also regarding the status of the old rehab bus; added to the May 27th agenda.

RESOLUTION #132 GIVING THE DISTRICT ADMINISTRATOR
PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO
WITHDRAW AND EXPEND \$20,000.00 FROM THE EQUIPMENT
RESERVE FUND FOR THE RETROFIT OF THE NEW REHAB BUS.

MOTION: Kugler

SECOND: Mann

RESOLVED to give the District Administrator permission to advertise a permissive referendum to withdraw and expend \$20,000.00 from the Equipment Reserve Fund for the retrofit of the new rehab bus.

VOTE: All in favor, motion carried.

9. EMS – Tim Kemp:

- AED pads will need to be ordered, will be sending list out possibly tomorrow.
- Will need to order some more OB kits.

10. Reports of the Commissioners:

- Kugler
 - Nothing at this time.
- Mann
 - Concerned about 501C3 issue. Has ordered Articles of Incorporation for all firehouses. Brief discussion continued; may be a good idea to speak to Bill Young or Terry Hannigan about this as the Board approve fundraising activities of the companies.
 - Will be working on the Oliver B. Merlyn Grant.
- Atwell
 - Went over various apparatus repairs and maintenance.
 - Pumps are in good shape this year.
 - Co #4 brush truck has a bad seal.
 - Saw the email about the Memorial Day Parade in Saratoga.
 - Saw a ladder training survey; no one seemed to remember.
 - Received a call from Wilton FD to see if we are interested in doing pump testing together on May 6th and 7th. Discussion continued. Officers to discuss and give answer to Board by Monday night.
 - Asked what the Board would like to do regarding Smartwatt. Brief discussion; added to April 27th agenda.
 - Asked about the insulation at Co #3 roof; Commissioner Chandler noted he still needs to get together with D/C Ellsworth to some research and put a spec together,
 - Asked what the Board wanted to do regarding the maintenance position. Added to April 27th agenda.
- Chandler
 - Asked Co #1 about Michael Potter missing his fit test appointments, where has he been, and if Matt Reynolds had stepped down as Captain as notification never sent to the Board. A/C Kenyon to send copy of letter of resignation. FF Reynolds removed as data entry administrator.
 - Asked D/C King to speak to President Deuel regarding the lack of paperwork on Willie Staiger and Brittany McEachron.

11. Special Topics of Discussion:

RESOLUTION #133 APPROVING THE NEW MEMBER ORIENTATION POLICY WITH CHANGES AS SUBMITTED.

MOTION: Chandler

SECOND: Kugler

RESOLVED to approve the New Member Orientation Policy with changes as submitted.

VOTE: All in favor, motion carried.

Joyce noted the policy has been added to the July 8th agenda for further review/changes.

- Bob Roxbury asked permission for fire police to help out at the Ballston Spa Parade on May 23rd.

RESOLUTION #134 GIVING THE FIRE POLICE PERMISSION TO HELP OUT AT THE BALLSTON SPA PARADE ON MAY 23, 2015.

MOTION: Kugler

SECOND: Mann

RESOLVED to give the Fire Police permission to help out at the Ballston Spa Parade on May 23, 2015.

VOTE: All in favor, motion carried.

12. Dispense with the reading of the minutes

RESOLUTION #135 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Chandler

SECOND: Kugler

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion made by Commissioner Atwell with a second from Commissioner Mann to adjourn the meeting at 8:55 PM. All in favor.

Respectfully submitted,



Joyce Petkus

District Administrator/Treasurer