

# **Board of Fire Commissioners**

Greenfield Fire District  
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The August 12, 2015 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:10 PM.

## **Present were:**

Commissioners Atwell, Chandler, Kugler, Mann, Sadousky; D/A & Treasurer Petkus, D/P Chouinard, D/T Thurman. See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** July 20, 2015 Special Meeting Minutes, July 22, 2015 Commissioner Meeting Minutes, July 29, 2015 Special Meeting Minutes, July 30, 2015 Special Meeting Minutes, August 6, 2015 Special Meeting Minutes, August 10, 2015 Special Meeting Minutes as written.

**RESOLUTION #260 APPROVING THE JULY 20, 2015 SPECIAL MEETING MINUTES, JULY 22, 2015 COMMISSIONER MEETING MINUTES, JULY 29, 2015 SPECIAL MEETING MINUTES, JULY 30, 2015 SPECIAL MEETING MINUTES, AUGUST 6, 2015 SPECIAL MEETING MINUTES, AUGUST 10, 2015 SPECIAL MEETING MINUTES AS WRITTEN.**

MOTION: Kugler

SECOND: Mann

RESOLVED to approve July 20, 2015 Special Meeting Minutes, July 22, 2015 Commissioner Meeting Minutes, July 29, 2015 Special Meeting Minutes, July 30, 2015 Special Meeting Minutes, August 6, 2015 Special Meeting Minutes, August 10, 2015 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

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

Commissioner Atwell commented on voucher #150457 that he will be talking to KME about. Brief discussion, bill does not need to be held.

**RESOLUTION #261 TO PAY ABSTRACT #15, VOUCHER #150429 THROUGH VOUCHER #150472 FROM THE GENERAL FUND, TOTALING \$40,444.40.**

A3410.1	\$ 4,047.13
A3410.2	9,435.22

A3410.4	26,638.71
A9030.8	323.34
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Total:	\$ 40,444.40

MOTION: Kugler  
 SECOND: Mann  
 RESOLVED to pay Abstract #15, Voucher #150429 through Voucher #150472 from the General Fund, totaling \$40,444.40.  
 VOTE: All in favor, motion carried.

**RESOLUTION #262 TO PAY ABSTRACT #7, VOUCHER #BR15012 THROUGH VOUCHER #BR15013 FROM THE BUILDING RESERVE FUND, TOTALING \$2,564.87.**

MOTION: Kugler  
 SECOND: Sadosky  
 RESOLVED to pay Abstract #, Voucher #BR15012 through Voucher #BR15013 from the Building Reserve Fund, totaling \$2,564.87.  
 VOTE: All in favor, motion carried.

**4. Reports of the Staff**

- **District Administrator – Joyce Petkus:**
  - Deidre needs each company to update firefighter email addresses for Centrelearn; please get the lists back to her no later than September 15<sup>th</sup>.
  - Joyce will not be in the office next week, but will be available via phone and limited email.
- **Director of Purchasing – Jill Chouinard:**
  - Propane and fuel oil RFP's to go out in the next week or so; due date will be August 26<sup>th</sup>.
  - Met with fire prevention committee last week; Greenfield Elementary fire prevention Day is October 9<sup>th</sup> and Dorothy Nolan is October 16<sup>th</sup>. Brief discussion continued.
  - Fire police order is currently on hold. Brief discussion, Commissioner Kugler gave permission to place the order.
  - Annual fit testing completed. Machine will be going out at the end of the week for annual calibration and will be out for approximately 2 weeks. Those that did not schedule a fit test can be tested after the machine is returned.
  - Saw Bill Welmaker earlier today; he will be returning the pager.
  - Received an email regarding 2 uniforms needed for FF1 graduation. Brief discussion; FF Brandon Murray will have to return his uniform after the ceremony as he does not qualify yet to keep it.
  - All FF1 books have been returned in good condition.
  - Co #3 Wi-Fi issue: Kincaid could not find what the issue is, they will have to come up on a Tuesday evening and speak to those that are having issues and try to resolve the problem.
  - Argo radios are in and charging. Waiting for county identifiers to be approved. Brief discussion.
  - Sent email to D/C King last week that a letter needs to go to the county in

reference to the bus identifier. Discussion continued; D/C King noted it is not going to be a U identifier, instead it will be M295. D/C King to send letter.

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- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
  - Reminder that the next Commissioner meeting on August 26<sup>th</sup> will be dedicated to the 2016 budget.
  - Needs several resolutions to appropriate monies.

### RESOLUTION #263 GIVING TREASURER PERMISSION TO APPROPRIATE UNAPPROPRIATED FUNDS OF \$600 DUE TO CME REIMBURSEMENT TO EMS TRAINING.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to give Treasurer permission to appropriate unappropriated funds of \$600 due to CME Reimbursement to EMS Training.

V OTE: All in favor, motion carried.

### RESOLUTION #264 GIVING TREASURER PERMISSION TO APPROPRIATE UNAPPROPRIATED FUNDS OF \$520.68 DUE FROM THE SALE OF OLD M297 TO REPAIRS TO APPARATUS.

MOTION: Chandler

SECOND: Mann

RESOLVED to give Treasurer permission to appropriate unappropriated funds of \$520.68 due from the sale of old M297 to Repairs to Apparatus.

V OTE: All in favor, motion carried.

### RESOLUTION #265 GIVING TREASURER PERMISSION TO APPROPRIATE UNAPPROPRIATED FUNDS OF \$22,527.18 DUE FROM NYS DEPARTMENT OF TAXATION TO FOREIGN INSURANCE ACCOUNT.

MOTION: Chandler

SECOND: Kugler

RESOLVED to give Treasurer permission to appropriate unappropriated funds of \$22,527.18 due from NYS Department of Taxation to foreign insurance account.

V OTE: All in favor, motion carried.

#### 5. **Firefighter/Auxiliary Applications/Changes in Membership:** None.

Commissioner Atwell noted that Co #1 has 2 people interested in applying but they live outside the district. Brief discussion; permission to move ahead with application process of Julia Wooley and Kenneth Wooley.

#### 6. **Report of the Chief – John Lant**

- 293 is back in service.
- 281 had charging problems.

- Last night's ventilation training was good.
- Scheduled Scott Hickey for Aerial Ladder training on September 29<sup>th</sup> and October 3<sup>rd</sup>. Joyce will have Deidre to take care of it.

## 7. Reports of the Companies:

- **Greenfield Center Co #1:**
  - No one present this evening.
- **Porter Corners Co #2: D/C Burwell**
  - Outside lights seem to be fixed.
  - 273 passed pump test and is now back in service.
  - 272 cover is on.
  - Training at FTC for live burn on October 25<sup>th</sup> for all four companies and Corinth. Starts at 8 am.

## RESOLUTION #266 GIVING THE FIREFIGHTERS PERMISSION TO ATTEND THE LIVE BURN AT THE FIRE TRAINING CENTER IN BALLSTON SPA ON OCTOBER 25, 2015.

MOTION: Chandler

SECOND: Kugler

RESOLVED to give the firefighters permission to attend the live burn at the Fire Training Center in Ballston Spa on October 25, 2015.

VOTE: All in favor, motion carried.

- Rod and Gun Club would like to hold classroom lectures at Co #2. Brief discussion. He will be meeting with them and getting the exact dates.

## RESOLUTION #267 ALLOWING THE ROD AND GUN CLUB FOR THE REMAINDER OF 2015 TO HOLD LECTURES AT CO #2 PENDING RECEIPT OF CERTIFICATE OF INSURANCE NAMING THE GREENFIELD FIRE DISTRICT AS ADDITIONAL INSURED.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to allow the Rod and Gun Club for the remainder of 2015 to hold lectures at Co #2 pending receipt of Certificate of Insurance naming the Greenfield Fire District as additional Insured.

VOTE: All in favor, motion carried.

- He will be holding OSHA BBP make up class on August 18<sup>th</sup> at 7 pm and Hazmat on August 25<sup>th</sup> at 7 pm at Co #2. Joyce to have Deidre send out the information. Jill will also send out on I Am Responding.
- **Middle Grove Co #3: D/C Ellsworth**
  - Smell has been solved at the firehouse.
  - Has not seen if Bill Reed has been over to look at the building. Brief discussion continued.
  - Does not seem to be air pumping into the truck bay; has Toby been in to look at it? Commissioner Chandler to call Toby.

- KME pre-construction meeting in Pennsylvania on August 31<sup>st</sup>. Brief discussion; A/C Jennings, Captains Cumm and Murray and Commissioner Kugler to attend.
- **Maple Avenue Co #4: D/C King**
  - Asked if the fax line issue was resolved. Brief discussion regarding the cancellation of fax line and past problems with the fax/phone lines; Jill and Joyce to look into.

**8. EMS – Tim Kemp:**

- Vital signs Conference is coming up; only A/C Bogardus is going.

**9. Reports of the Commissioners:**

- Atwell
  - Received recalls on the Jeeps; he will be taking care of them tomorrow.
  - Received an estimate from King Enterprises for landscaping surrounding the district office. Brief discussion.

**RESOLUTION #268 AWARDDING CONTRACT IN THE AMOUNT OF \$3200.00 FOR LANDSCAPING TO KING ENTERPRISES.**

MOTION: Kugler

SECOND: Sadousky

RESOLVED to award contract in the amount of \$3200.00 for landscaping to King Enterprises.

VOTE: All in favor, motion carried.

- Pump testing cost about \$2200. Would like to see the officers work with Wilton FD to combine pump testing for 2016.
- Wilton EMS CPR/First Aid class scheduled for September 26<sup>th</sup> is open to all firefighters. Please call district office to register.
- Harold Hall is willing to fix the switches on 262 if District pays for materials; okayed.
- Aerial service contract has run out, will cost between \$4000-5000 per year to the budget.
- Lt. Pratt's cousin died; he was a firefighter in Schuylerville; would like to wear his uniform. Approved.
- Kugler
  - Nothing at this time.
- Mann
  - Finalizing employee handbook; needs emergency numbers. Brief discussion; to add Chairman of the Board and District Administrator.
  - Would like to move the Drug and Alcohol Policy to Monday's meeting for more time to review. Added to August 17<sup>th</sup> agenda.
  - Would like to move the Social Media policy in order to work more on it. Joyce noted Commissioner Sadousky is working on it as well and has been added to the September 23<sup>rd</sup> meeting agenda.
- Sadousky
  - Has been looking into Centrelearn online training for OSHA training. Gave a brief overview of the various options. Discussion continued. To go into effect

for 2016, beginning January 1<sup>st</sup>, and concluding April 1<sup>st</sup> each year. The Training Approval Policy will need to be updated to reflect this addition. Added to September 23<sup>rd</sup> agenda as well. Commissioner Sadousky also noted that it can be used for EMS.

## RESOLUTION #269 APPROVING CENTRELEARN AS AN ALTERNATE TOOL FOR VARIOUS TRAINING, INCLUDING OSHA.

MOTION: Chandler

SECOND: Kugler

RESOLVED to approve CentreLearn as an alternate tool for various training, including OSHA.

VOTE: All in favor, motion carried.

- 70<sup>th</sup> Anniversary installation banquet committee has been meeting. Would like to do something special for the firefighters without asking the Board for additional monies other than what is normally budgeted. Would like to create a sponsor booklet, solicit donations, and possibly have auxiliary do some fundraising. Brief discussion continued, including creating a line item specifically for receipt of any monies.

## RESOLUTION #270 ALLOWING THE 70<sup>TH</sup> ANNIVERSARY BANQUET COMMITTEE TO PROCEED WITH CREATING A SPONSOR BOOK, SOLICITING DONATIONS, ALLOWING AUXILIARY FUNDRAISERS, ETC. TO HELP OFFSET THE COST OF THE BANQUET.

MOTION: Kugler

SECOND: Sadousky

RESOLVED to allow the 70<sup>th</sup> anniversary banquet committee to proceed with creating a sponsor book, soliciting donations, allowing auxiliary fundraisers, etc. to help offset the cost of the banquet.

VOTE: Atwell, yes; Chandler, yes; Kugler, yes; Mann; abstain; Sadousky, yes. Motion carried.

- Chandler
  - Received a quote from Arrowhead regarding painting the new rehab bus; the cost is \$2950.00.

## RESOLUTION #271 APPROVING THE ARROWHEAD CONTACT FOR PAINTING THE RE REHAB BUS, AT A TOTAL COST OF \$2950.00.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to approve the Arrowhead contact for painting the re rehab bus, at a total cost of \$2950.00.

VOTE: All in favor, motion carried.

- Discussion regarding sealcoating and striping of firehouse parking lots, problem with section of Co #4 parking lot. Commissioner Chandler to speak to Walt. Quote submitted by King Enterprises.

**RESOLUTION #272 APPROVING KING ENTERPRISES TO SEAL COAT AND STRIPE CO #3 AND CO #4 PARKING LOTS FOR A TOTAL OF \$6300.00. \$300.00 OVERAGE TO COME OUT OF CONTINGENCY FUND.**

MOTION: Atwell

SECOND: Kugler

RESOLVED to approve King Enterprises to seal coat and stripe Co #3 and Co #4 parking lots for a total of \$6300.00. \$300.00 overage to come out of contingency fund.

VOTE: All in favor, motion carried.

**10. Planning Board:**

- Town of Wilton: Gary Bullard
  - Not present this evening.
- Town of Greenfield: Mike Chandler
  - Working with town committee to finalize town codes regarding long driveways. It should be going to Town Board for their review and approval.

**11. Grants:**

- Commissioner Mann noted we were denied the DEC grant again.

**12. Special Topics of Discussion:**

- Employee retirement: discussion continued regarding the quote received from Adirondack Trust Insurance. Joyce to get a quote on the 3% match. Added to the August 17<sup>th</sup> agenda.
- Chief Lant noted that he spoke to Dave Hatin about updating the SOG's. Brief discussion; Chief Lant to get a quote on the cost.

**RESOLUTION #273 TO GO INTO EXECUTIVE SESSION AT 8:04 PM IN REFERENCE TO THE STATION KEEPER POSTION.**

MOTION: Chandler

SECOND: Sadosky

RESOLVED to go into executive session at 8:04 pm in reference to the station keeper position.

VOTE: All in favor, motion carried.

**RESOLUTION #274 TO RECONVENE FROM EXECUTIVE SESSION AT 8:56 PM.**

MOTION: Chandler

SECOND: Atwell

RESOLVED to reconvene from executive session at 8:56 PM.

VOTE: All in favor, motion carried.

**RESOLUTION #275 TO GO INTO EXECUTIVE SESSION AT 8:58 PM IN REFERENCE TO THE EMPLOYMENT OF A DISTRICT PHYSICIAN.**

MOTION: Chandler

SECOND: Sadousky

RESOLVED to go into executive session at 8:58 pm in reference to the employment of a District Physician.

VOTE: All in favor, motion carried.

**RESOLUTION #276 TO RECONVENE FROM EXECUTIVE SESSION AT 9:20 PM.**

MOTION: Chandler

SECOND: Mann

RESOLVED to reconvene from executive session at 9:20 PM.

VOTE: All in favor, motion carried.

**RESOLUTION #277 TO CONTRACT WITH CENTER FOR OCCUPATION HEALTH WILTON AND GLENS FALLS AS THE DISTRICT MEDICAL PROVIDER EFFECTIVE SEPTEMBER 1, 2015.**

MOTION: Kugler

SECOND: Sadousky

RESOLVED to contract with Center for Occupation Health Wilton and Glens Falls as the District Medical Provider effective September 1, 2015.

VOTE: All in favor, motion carried.

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

**RESOLUTION #278 TO DISPENSE WITH THE READING OF THE MINUTES.**

MOTION: Chandler

SECOND: Sadousky

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 Kugler to adjourn the meeting at 9:22 PM. All in favor.

Respectfully submitted,



Joyce Petkus  
District Administrator/Treasurer