

# **Board of Fire Commissioners**

Greenfield Fire District  
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The June 10, 2015 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:05 PM.

**Present were:**

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

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** May 27, 2015 Meeting Minutes as written.

## **RESOLUTION #170 APPROVING THE MAY 27, 2015 MEETING MINUTES AS WRITTEN.**

MOTION: Kugler

SECOND: Sadousky

RESOLVED to approve the May 27, 2015 Meeting Minutes as written.

VOTE: All in favor, motion carried.

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

Commissioner Atwell asked if all the gas meters were now back in service; Jill noted they were. Regarding 292, it was serviced twice, once by KME and once by KJ Stearns. Reminder that 262 and 292 are still under maintenance warranty by KME.

Commissioner Chandler asked if all Dave Kenyon's bills have been submitted for payment; it was noted yes except for one that needed to be corrected. D/C King noted his mileage on Voucher #150315 should be for April, not May. Corrected. D/C Ellsworth asked if Voucher #15033 was for labor only; it was noted yes.

## **RESOLUTION #171 TO PAY ABSTRACT #11, VOUCHER #150297 THROUGH VOUCHER #150333 FROM THE GENERAL FUND, TOTALING \$22,591.98. PERMISSION ALSO TO PAY THE BILL FROM DAVE KENYON ONCE THE CORRECTED ONE IS RECEIVED.**

A3410.1	\$ 3,800.63
A3410.2	1,691.00
A3410.4	16,801.04
A9030.8	299.31
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Total:	\$ 22,591.98

MOTION: Chandler

SECOND: Atwell

RESOLVED to pay Abstract #11, Voucher #150297 through Voucher #150333 from the General Fund, totaling \$22,591.98. Permission also to pay the bill from Dave Kenyon once the corrected one is received.

VOTE: All in favor, motion carried.

Commissioner Atwell also noted that the generator has been delivered to KME but they did not ship the controller panel. Jill sent out an email. Will have to wait until 273 is back before the bus can go.

## RESOLUTION #172 TO PAY ABSTRACT #5, VOUCHER #ER15006 FROM THE EQUIPMENT RESERVE FUND, TOTALING \$8,699.00.

MOTION: Chandler

SECOND: Kugler

RESOLVED to pay Abstract #5, Voucher #ER15006 from the Equipment Reserve Fund, totaling \$8,699.00.

VOTE: All in favor, motion carried.

### 4. Reports of the Staff

- **District Administrator – Joyce Petkus:**

- Commissioner Account assignments have been updated for 2015. Brief discussion; will go on Firetracker.
- NMO Hose skills class has been rescheduled for Tuesday, July 7<sup>th</sup> at 7 pm at Co #2.
- Co #4 fit testing that was scheduled to be at the district office on June 23<sup>rd</sup> has to be moved to Co #4 due to a conflict. Jill sent out message already.
- Great Escape Heroes Week is from July 20<sup>th</sup> – July 26<sup>th</sup>.
- Updated the Station Keeper job duties based on previous discussion. Brief discussion; dates will need to be set for deadline to submit resumes and interview dates. Joyce will email once dates are set.

- **Director of Purchasing – Jill Chouinard:**

- Brief update regarding the new IT vendor, Kincaid, and what they have been working on.
- Cell phones: Lengthy discussion regarding updating technology regarding cell phones and adding data package, possibly offering stipends, what type of phone to go to, protective cases, eliminating fax lines in fire houses to offset cost of cell phones. Jill to cancel all the fax lines in the District except for the District office fax line, and the current 6 cell phones will be upgraded once the Board decides which phone to go to; Commissioner Atwell noted he wanted to go with only one type of phone.
- Previously emailed all the Presidents regarding paper goods and cleaning supplies; paper towel dispensers came in today.
- Reminder that hose and ground ladder testing is this Friday at the Town garage; A/C Middlebook is in charge. Brief discussion.
- Mower equipment was serviced and returned.
- 271 window part has been installed.
- Met Nate and Gary over at Lowe's on Saturday morning to get the lumber

they needed for the rehab bus. Also asked what the Board wants to do with the old rehab bus. Discussion continued; bus to go out to bid, no minimum bid requirement with bid opening scheduled for July 22<sup>nd</sup>. Jill to take care of, put on various websites.

- Asked what to do about Co #3 generator since the Board previously declared it surplus. Brief discussion; Commissioner Atwell noted that KME may give an estimate of the value of it. Jill to work with Commissioner Atwell.
- Spoke with Nate King regarding seal coating.
- 5" hose was delivered today, not yet inventoried.
- Asked if Co #2 meeting room door was adjusted; Bill Reed was supposed to look at it. A/C Middlebrook noted it was adjusted. Also asked about the outside lights; they are still on.
- Will be at the Chief's Show next Friday.
- Reminder that fit testing had to be moved to Co #4 on the 23<sup>rd</sup>. Co #3 was fit tested last night.
- Co #4 chain saw was fixed by Allerdice and delivered back to Co #4.
- New hydrant wrench is here for Co #4 tonight.
- Pulse oximeters are in for EMS.
- Received letter from Zoll Medical regarding batteries and chargers for the auto pulse systems. Joyce noted a copy also went to Tim Kemp.
- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
  - Requested approval to move the service awards pins from the Installation banquet to uniforms.

## RESOLUTION #173 GIVING THE TREASURER PERMISSION TO RE-ALLOCATE VOUCHER #150291 FROM INSTALLATION BANQUET TO UNIFORMS.

MOTION: Sadousky

SECOND: Kugler

RESOLVED to give the Treasurer permission to re-allocate Voucher #150291 from Installation Banquet to Uniforms.

VOTE: All in favor, motion carried.

### 5. **Firefighter Membership Applications:**

- **Co #1:** None.
- **Co #2:** Julie Ray, previous member.
- **Co #3:** None.
- **Co #4:** None

### **Firefighter Changes in Membership:**

- **Co #1:** Victoria Cunningham & Debbie Hanley; transfer from Co #1 to Co #4.
- **Co #2:** None.
- **Co #3:** Scott Older, resignation.
- **Co #4:** None.

Commissioner Chandler also noted that Michael Potter from Co #1 and Joe Barbuti and Robert Piparo have not been around and the companies were asked for updates. Brief discussion continued. Michael Potter's membership has been terminated as he has moved to Vermont. It was noted that Joe Barbuti has never completed New Member

Orientation, and Robert Piparo has not even started, and we are two rounds through them already. D/C King asked for more time; Commissioner Chandler noted they will be held until the next meeting.

Commissioner Chandler noted the Board accepts the resignation of Scott Older with regret.

**RESOLUTION #174 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN THE MEMBERSHIP APPLICATION AND CHANGES IN MEMBERSHIP AS DISCUSSED ABOVE.**

MOTION: Atwell

SECOND: Chandler

RESOLVED to give the Chairman of the Board permission to sign the Membership application and Changes in Membership as discussed above.

VOTE: All in favor, motion carried.

**Auxiliary Applications/Changes in Membership:**

None noted for this evening.

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

- All members trained hard last month.
- Made a heck of a stop at Lake Desolation last week.
- Pump Ops training is completed.
- Reported on various apparatus repairs.
- Rock City Falls is hosting a 70<sup>th</sup> Anniversary Parade on September 12<sup>th</sup>; would like to send representation.

**RESOLUTION #175 GIVING THE MEMBERS OF THE GREENFIELD FIRE DISTRICT PERMISSION TO PARTICIPATE IN ROCK CITY FALLS' ANNIVERSARY PARADE ON SEPTEMBER 12, 2015.**

MOTION: Chandler

SECOND: Kugler

RESOLVED to give the members of the Greenfield Fire District permission to participate in Rock City Falls' Anniversary Parade on September 12, 2015.

VOTE: All in favor, motion carried.

- Some members of Co #4 would like to take 293 to Baldwin for a parade this weekend. Commissioner Sadosky noted the ladder is needed in the District. Chief Lant noted there are ladders all around the District. Discussion continued; a list of those that would be attending is required.

**RESOLUTION #176 GIVING CO #4 PERMISSION TO TAKE 293 TO BALDWIN, LONG ISLAND ON JUNE 13-14, 2015.**

MOTION: Kugler

SECOND: Chandler

RESOLVED to give Co #4 permission to take 293 to Baldwin, Long Island on June 13-14, 2015.

VOTE: Atwell, opposed; Chandler, in favor; Kugler, in favor; Mann, not present; Sadousky, opposed.

Motion not carried.

## RESOLUTION #177 GIVING CO #4 PERMISSION TO TAKE 292 TO BALDWIN, LONG ISLAND ON JUNE 13-14, 2015.

MOTION: Sadousky

SECOND: Kugler

RESOLVED to give Co #4 permission to take 292 to Baldwin, Long Island on June 13-15, 2015.

VOTE: All in favor, motion carried.

- 25 of the 5" Storz couplings were given to the District by the water authority.
- Read in the paper that the DEC is supplying equipment to fire departments along the Hudson River; Chief Williams is taking the lead.

### 7. Reports of the Companies:

- **Greenfield Center Co #1: A/C Kenyon**
  - Everything seems to be going smooth.
- **Porter Corners Co #2: A/C Middlebrook**
  - Would like to get 4 cans of pre-mixed gas. Jill to look into, and get back to the Board with prices by the next meeting.
- **Middle Grove Co #3: D/C Ellsworth**
  - Would like Toby to look at the slop sink; Jill to call.
  - Problem with another toilet; Mickey to look at and repair.
  - Issue with air conditioning in his office. Brief discussion; Commissioner Chandler to call Toby.
  - Asked if Commissioner Chandler has heard from the insulation guy; Commissioner Chandler noted not yet, he will try to call him again.
  - Thanks to Commissioner Kugler for straightening everything out with the neighbors.
- **Maple Avenue Co #4: D/C King**
  - Good.

### 8. EMS – Tim Kemp:

- Nothing at this time.

### 9. Reports of the Commissioners:

- Sadousky
  - Recent problem with some OSHA paperwork that was incomplete; it is being completed and resubmitted to the District.
  - Understands Nicole Thurman passed her bail out and John McEachron completed pump ops; would like to have the Board immediately place them into their position as lieutenants in their firehouses. Brief discussion; they have been added to the June 24<sup>th</sup> meeting for approval and swearing in.
  - Spoke with FF Ackley regarding the summer program presentation to

Greenfield Elementary School, which encompasses fire presentation and working with the Saratoga County Sheriff's department. There was a question regarding the use of fire extinguishers; the system they are using is like a computer game. He reviewed the program, there is no fire, no CO2 or anything being discharged, it is all on screen, so he feels it is age appropriate.

- Kugler
  - Nothing at this time.
- Mann
  - Excused for this evening.
- Atwell
  - Would like feedback regarding the pump ops class; brief discussion. Surveys are in the Chief's office.
  - Smartwatt lights will be shipped by June 18<sup>th</sup> and the work should be completed by the end of June.
  - Discussion regarding pool fill requests.

## **RESOLUTION #178 GIVING THE COMPANIES PERMISSION TO DO POOL FILLS AS LONG AS THEY ARE USED AS PUMP DRILLS AND A HOLD HARMLESS AGREEMENT IS SIGNED.**

MOTION: Atwell

SECOND: Kugler

RESOLVED to give the companies permission to do pool fills as long as they are used as pump drills and a Hold Harmless Agreement is signed.

VOTE: All in favor, motion carried.

- Looks they are stretching out the daytime FF1 class to 3 weeks.
- Carpets are to be cleaned on the 17<sup>th</sup> at Co #1, 2 and 3. Co #4 not being done as Dean Deuel did not contact Jill. Brief discussion continued.
- Asked about the website design company; Jill noted it is in the works.
- Have talked about doing some transmission services; would like to do at least one truck; 280 to be done by Jay.
- Regarding the New Member Orientation; would like to set a meeting after the June 24<sup>th</sup> Commissioners meeting with one representative from each company to update the class.
- Chandler
  - Regarding the recent brush fire claim, the insurance company questioned why the claim took so long to submit. Discussion continued; all paperwork regarding injuries, accidents, incidents, lost/damaged/destroyed equipment must be submitted by the companies to the district office within 48 hours. All damaged equipment must be brought to the district office as well if possible. Joyce also noted, and Commissioner Sadousky confirmed, that if anyone in the district is involved in an accident, they really need a police report.

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

- Town of Wilton: Gary Bullard
  - Not present this evening.
- Town of Greenfield: Mike Chandler
  - Quiet.

### **11. Grants:**

- OBM grant: Commissioner Chandler helped to finalize it; Deidre will complete the paperwork and D/C Ellsworth just needs to sign it.
- Commissioner Chandler noted that Commissioner Mann is handling the DEC grant.

## **12. District Guideline Review**

Commissioner Chandler noted there are quite a few policies that are being put off, including several that no changes are being made to, as follows:

- Access Card & Fob Policy
- Communication Policy
- Discipline Policy
- Employee Privacy Policy
- New Member Live Burn Policy

All agreed that no changes need to be made on the above policies at this time.

- Chiefs Vehicle Use Policy: a few changes were made; Joyce previously emailed to the Board for their review. Brief discussion continued; Commissioner Chandler noted that the changes made included allowing district vehicles to be taken no further than 50 miles outside of District boundaries, unless there is prior Board approval. He also noted that the mileage log is no longer required, and any maintenance/repairs issue should be coordinated with the Commissioner in charge of apparatus, which is currently Commissioner Atwell.

## **RESOLUTION #179 APPROVING THE CHANGES TO THE CHIEF'S VEHICLE USE POLICY AS PREVIOUSLY SUBMITTED, EFFECTIVE IMMEDIATELY.**

MOTION: Atwell

SECOND: Sadousky

RESOLVED to approve the changes to the Chief's Vehicle Use Policy as previously submitted, effective immediately.

VOTE: All in favor, motion carried.

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

- Approve bid specs: Commissioner Sadousky has not received them to review; Joyce to email them to him. Brief discussion continued.

## **RESOLUTION #180 APPROVING THE BID SPECS AS SUBMITTED, AND GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO ADVERTISE FOR BIDS PENDING REVIEW AND APPROVAL OF COMMISSIONER SADOUSKY.**

MOTION: Kugler

SECOND: Atwell

RESOLVED to approving the bid specs as submitted, and giving the District Administrator permission to advertise for bids pending review and approval of Commissioner Sadousky.

VOTE: All in favor, motion carried.

D/A Petkus noted that bid opening is scheduled for July 8<sup>th</sup> and awarding of the bid is scheduled for July 22<sup>nd</sup>.

- Brief presentation by Captain Derrick Barss in reference to the possible purchase of FAST team equipment for the District. Chief Lant noted that they are not setting up a FAST team, but rather this is Plan B to assist the FAST team or in case something goes wrong and they need to act before the FAST team arrives. Captain Barss also explained that the equipment can be used for civilian rescue as well.

**RESOLUTION #181 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE THE RESCUE SUPPLIES FOR A TOTAL COST OF \$5,000.00. MONEY TO COME OUT OF THE RESCUE ACCOUNT.**

MOTION: Sadousky

SECOND: Kugler

RESOLVED to give the Director of Purchasing permission to purchase the Rescue supplies for a total cost of \$5,000.00. Money to come out of the Rescue Account.

VOTE: All in favor, motion carried.

**RESOLUTION #182 TO GO INTO EXECUTIVE SESSION AT 8:30 PM IN REFERENCE TO POSSIBLE FURTHER DISCIPLINARY ACTION OF A FIREFIGHTER SUSPENDED BY CHIEF LANT.**

MOTION: Chandler

SECOND: Sadousky

RESOLVED to go into executive session at 8:30 pm in reference to possible further disciplinary action of a firefighter suspended by Chief Lant.

VOTE: All in favor, motion carried.

**RESOLUTION #183 TO RECONVENE FROM EXECUTIVE SESSION AT 8:43 PM.**

MOTION: Chandler

SECOND: Sadousky

RESOLVED to reconvene from executive session at 8:43 PM.

VOTE: All in favor, motion carried.

**RESOLUTION #184 TO CONTINUE THE SUSPENSION OF FIREFIGHTER TYLER LAHART UNTIL MIDNIGHT JULY 2, 2015, FOLLOWED BY DISCIPLINARY PROBATION THAT WILL CONCLUDE**



**MIDNIGHT SEPTEMBER 2, 2015.**

MOTION: Chandler

SECOND: Kugler

RESOLVED to continue the suspension of firefighter Tyler Lahart until midnight July 2, 2015, followed by disciplinary probation that will conclude midnight September 2, 2015.

VOTE: All in favor, motion carried.

**RESOLUTION #185 TO ENTER INTO EXECUTIVE SESSION AT 8:45 PM IN REFERENCE TO AS POSSIBLE DISCIPLINARY ACTION OF A FIREFIGHTER.**

MOTION: Chandler

SECOND: Kugler

RESOLVED to enter into executive session at 8:45 pm in reference to as possible disciplinary action of a firefighter.

VOTE: All in favor, motion carried.

**RESOLUTION #186 TO RECONVENE FROM EXECUTIVE SESSION AT 9:15 PM.**

MOTION: Chandler

SECOND: Atwell

RESOLVED to reconvene from executive session at 9:15 pm.

VOTE: All in favor, motion carried.

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

**RESOLUTION #187 TO DISPENSE WITH THE READING OF THE MINUTES.**

MOTION: Kugler

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 Atwell to adjourn the meeting at 9:25 PM. All in favor.

Respectfully submitted,



Joyce Petkus  
District Administrator/Treasurer