

Board of Fire Commissioners

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

The April 13, 2016 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, Dussault, Kugler, D/A & Treasurer Petkus, D/P Chouinard and D/T Thurman. See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** March 23, 2016 Commissioner Meeting Minutes and March 28, 2016 Special Meeting Minutes as written.

RESOLUTION #119 APPROVING THE MARCH 23, 2016 COMMISSIONER MEETING MINUTES AND MARCH 28, 2016 SPECIAL MEETING MINUTES AS WRITTEN.

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve the March 23, 2016 Commissioner Meeting Minutes and March 28, 2016 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

Commissioner Atwell questioned Claim #160219 purchase of 600' of rope. Chief Burwell explained the rope was in 200' sections for large area search bags that were being put together. This was the last part of an order approved in 2015.

RESOLUTION #120 TO PAY ABSTRACT #7, VOUCHER #160198 THROUGH VOUCHER #160230 FROM THE GENERAL FUND, TOTALING \$22,049.21.

A3410.1	\$	8,863.37
A3410.2		1,427.92
A3410.4		10,640.06
A9000.8		1,117.86

Total:	\$	22,049.21

MOTION: Kugler

SECOND: Atwell

RESOLVED to pay Abstract #7, Voucher #160198 through Voucher #160230 from the General Fund, totaling \$22,049.21.

VOTE: All in favor, motion carried.

RESOLUTION #121 TO PAY ABSTRACT #1 FROM THE EQUIPMENT RESERVE FUND, VOUCHER #ER16001 THROUGH VOUCHER #ER16002 FROM THE EQUIPMENT RESERVE ACCOUNT, TOTALING \$43,394.00.

MOTION: Kugler

SECOND: Dussault

RESOLVED to pay Abstract #1 from the Equipment Reserve fund, Voucher #ER16001 through Voucher #ER16002 from the Equipment Reserve Account, totaling \$43,394.00.

VOTE: All in favor, motion carried.

4. Reports of the Staff

• **District Administrator – Joyce Petkus:**

- Reminder to get your physical, nights are available. Seems to be going well.
- Won't be in the office next week, attending OSC Accounting class. Will be accessible by cell.
- NMO Sexual Harassment Class is April 26th, NMO probies must attend, as well as a few firefighters from Co #4. NMO completed paperwork is due by May 17th. Fall NMO schedule is out.
- DMV system was down yesterday, will attempt to title/plate new Chief's vehicles tomorrow. 290 needs 2nd set of keys. Brief discussion continued.
- Still missing some Turning Stone conference certificates.

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

- New website up and running. People are signing up to receive email notifications. Still working on updating information.
- Quote from Kinsley Power for Co. #3 generator is \$2,674.15. Includes parts, shipping, labor and travel.

RESOLUTION #122 TO ACCEPT QUOTE FROM KINSLEY POWER TO REPAIR CO. #3 GENERATOR IN THE AMOUNT OF \$2,674.15.

MOTION: Chandler

SECOND: Kugler

RESOLVED to accept quote from Kinsley Power to repair Co. #3 generator in the amount of \$2,674.15.

VOTE: All in favor, motion carried.

- Discussion regarding Co #4 phone system quotes. Jill to get re-quotes.
- Eight AED's have been ordered through WEMS. Donations were received to pay for 2 of them.
- FIT Test schedules went out and posted.
- Lightbulbs for 292 came in and given to Captain Bullard.
- Is There a Fire In You? Co. #3 would like to set up at Stewart's on April 23rd.
- Would like to attend OGS Training in May. Will get the dates.

- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**

RESOLUTION #123 GIVING JOYCE PETKUS PERMISSION TO ATTEND THE NYS OSC BASIC ACCOUNTING COURSE IN LAKE SUCCESS, NY APRIL 18-21, 2016. MILEAGE REIMBURSEMENT TO BE ACTUAL COST OF FUEL.

MOTION: Chandler

SECOND: Kugler

RESOLVED to give Joyce Petkus permission to attend the NYS OSC Basic Accounting course in Lake Success, NY April 18-21, 2016. Mileage reimbursement to be actual cost of fuel.

VOTE: All in favor, motion carried.

RESOLUTION #124 GIVING JACK SADOUSKY PERMISSION TO ATTEND JUVENILE FIRESETTER SPECIALIST II AT MONTOUR FALLS FIRE ACADEMY APRIL 26-27, 2016. PERMISSION ALSO GIVEN TO TAKE A DISTRICT VEHICLE.

MOTION: Chandler

SECOND: Kugler

RESOLVED to give Jack Sadousky permission to attend Juvenile Firesetter Specialist II at Montour Falls Fire Academy April 26-27, 2016. Permission also given to take a District Vehicle.

VOTE: All in favor, motion carried.

RESOLUTION #125 GIVING DON KUGLER PERMISSION TO ATTEND THE AFDSNY THURSDAY WORKSHOPS ON APRIL 28, 2016 AT THE DESMOND HOTEL, ALBANY. PERMISSION ALSO FOR TREASURER TO CUT CHECK FOR \$75.00 WORKSHOP FEE.

MOTION: Atwell

SECOND: Chandler

RESOLVED to give Don Kugler permission to attend the AFDSNY Thursday Workshops on April 28, 2016 at the Desmond Hotel, Albany. Permission also for Treasurer to cut check for \$75.00 Workshop fee.

VOTE: All in favor, motion carried.

RESOLUTION #126 GIVING ED PETKUS AND COMMISSIONER ATWELL PERMISSION TO ATTEND THE AFDSNY THURSDAY AFTERNOON WORKSHOP AT THE DESMOND HOTEL, ALBANY ON APRIL 28, 2016 ON OSHA TRAINING GUIDELINES.

MOTION: Kugler

SECOND: Atwell

RESOLVED to give Ed Petkus and Commissioner Atwell permission to attend the AFDSNY Thursday afternoon Workshop at the Desmond Hotel, Albany, on April 28, 2016 on OSHA Training Guidelines.

VOTE: All in favor, motion carried.

- Reminder that the next AFDSNY workshop training will be in the Fall in our own backyard at the Saratoga Springs City Center.
- Received some information from our annual audit, and going forward she will be annually requesting a filing extension on the AUD from OSC, so that our auditors can assist with any AUD questions/concerns. Audit will be finalized as soon as they received the LOSAP information from Penflex. The auditors will be making recommendations; she has begun to implement some already.

5. Firefighter/Auxiliary Applications/Changes in Membership:

Firefighter New Members/Changes in Membership:

Co. #4 – A. Deuel, change of address (out of district)

Auxiliary Applications/Changes in Membership: None.

RESOLUTION #127 GIVING CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON ABOVE CHANGES IN MEMBERSHIP.

MOTION: Atwell

SECOND: Dussault

RESOLVED to give Chairman of the Board permission to sign off on above Change in Membership.

VOTE: All in favor, motion carried.

6. Report of the Chief – Justin Burwell

- Reported on various training of all four companies.
- Saratoga County would like to offer a Pump Ops Class at Co #3 4/24/26-5/31/16. Brief discussion continued.

RESOLUTION #128 GIVING SARATOGA COUNTY PERMISSION TO USE CO. #3 FOR PUMP OPS CLASS APRIL 26 – May 31, 2016.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give Saratoga County permission to use Co. #3 for Pump Ops Class April 26 – May 31, 2016.

VOTE: All in favor, motion carried.

- Received work order for 293; small oil leak and slow on acceleration. Would like to send it to KJ Stearns ASAP. Brief discussion; Board approved.
- Chief's vehicles have been picked up and should be in service by end of week.
- Spring truck maintenance has begun.
- Would like new station keeper to clean under carriages of vehicles from winter corrosion. Brief discussion continued.
- KME has been sold to REV Co. Discussion continued.

- Reminder that NYS Burn Ban is in effect until May 14th.
- Has been working with Stewart's to get Knox box for Stewart's Plaza.
- Spoke with Town of Greenfield Assistant Building Inspector, Robert Gizzy on permit requirements for solar panels; will involve us and will hopefully be working with them on this in the next few weeks.

7. Reports of the Companies:

- **Greenfield Center Co #1:**
 - No one present at this time; responded to an alarm.
- **Porter Corners Co #2: D/C Middlebrook**
 - Clarified that rescue rope is for three rope bags for firefighter evacuation purposes.
 - New Chief's vehicle does not seem to have any major issues. Thank you.
- **Middle Grove Co #3: A/C Jennings**
 - Will be doing OSHA make ups 4/19/16 & 4/26/16. Open to all four companies. Brief discussion continued. Deadline to complete OSHA is 4/30/16 and deadline to complete annual physical is 5/31/2016.
- **Maple Avenue Co #4**
 - No one present at this time; responded to an alarm.

8. EMS – Nicole Thurman:

- Not present at this time; responded to an alarm.

9. Reports of the Commissioners:

- Atwell
 - Air regulator on 263 is broken. Discussion continued. Jill will order one.
 - Uniform fitting for the year is complete.
 - List of supplies was made for the 1991 International. Brief discussion; D/C Ellsworth and A/C Jennings to review list.
 - Has heard 501C3 filings are not going well. Lengthy discussion continued; added to April 27th agenda.
- Dussault
 - Conference at Turning Stone was excellent.
- Kugler
 - Met with Jerry McKenna and obtained the District Office C/O.
- Chandler
 - Need an RFP for parking lot seal coating and striping. Brief discussion continued; looks like Co #1 and #2 are to be completed this year.
 - Hole for water tank was partially dug at Co #3 today. Brief discussion continued.

10. Planning Board:

- Town of Wilton: Gary Bullard not present this evening.
 - Commissioner Dussault noted the following in his absence:
 - Wilton Planning Board had one item on the agenda last month, the addition of a drive-through window at the Friendly's on Route 50.
 - Contacted Jason Tommell about the land behind Co. #4 for an update and has not heard back. Plan was complete and needed to be submitted to the Town for approval.

- Town of Greenfield: Mike Chandler
 - Nothing at this time.

11. Special Topics of Discussion:

RESOLUTION #129 HIRING DON RANCK AS DISTRICT STATION KEEPER BEGINNING APRIL 18, 2016, 40 HOUR WORK WEEK, HOURLY RATE OF \$18.00, O/T AT 1.5 TIMES HOURLY RATE, BENEFITS AS LISTED IN THE EMPLOYEE MANUAL DATED JANUARY 1, 2016.

MOTION: Chandler

SECOND: Kugler

RESOLVED to hire Don Ranck as District Station Keeper beginning April 18, 2016, 40 hour work week, hourly rate of \$18.00, OT at 1.5 times hourly rate, benefits as listed in the Employee Manual dated January 1, 2016.

VOTE: All in favor, motion carried.

12. Dispense with the reading of the minutes

RESOLUTION #130 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Dussault

SECOND: Atwell

RESOLVED to dispense with the reading of the minutes.

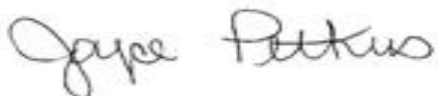
VOTE: All in favor, motion carried.

Motion made by Commissioner Kugler with a second from Commissioner Atwell to adjourn the meeting at 8:02 PM. All in favor.

Respectfully submitted,



Deidre Chandler
Operations Secretary



Joyce Petkus
District Administrator/Treasurer