

Board of Fire Commissioners

Greenfield Fire District
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The April 27, 2016 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 Atwell, Chandler, Kugler, Dussault, D/A & Treasurer Petkus, D/P Chouinard, Station Keeper Ranck and D/T Thurman. See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** April 13, 2016 Commissioner Meeting Minutes as written.

RESOLUTION #131 APPROVING THE APRIL 13, 2016 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Kugler

SECOND: Atwell

RESOLVED to approve the April 13, 2016 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

Commissioner Atwell questioned Voucher #160253 for five single use gas meters; replacements that are done every two years. Also questioned Voucher #160261 for safety vests; for stock purposes.

RESOLUTION #132 TO PAY ABSTRACT #8, VOUCHER #160231 THROUGH VOUCHER #160262 FROM THE GENERAL FUND, TOTALING \$32,019.46.

A3410.1	\$	4,454.87
A3410.2		1,430.93
A3410.4		25,760.51
A9000.8		373.15

Total: \$ 32,019.46

MOTION: Kugler

SECOND: Dussault

RESOLVED to pay Abstract #8, Voucher #160231 through Voucher #160262 from the General Fund, totaling \$32,019.46.

VOTE: All in favor, motion carried.

4. **Reports of the Staff**

- **District Administrator – Joyce Petkus:**
 - 260, 270 and 290 have been titled and have temporary plates.
 - Out of the office Thursday, April 28, 2016.
 - Co #4 firefighter Victoria Cunningham received the AFDSNY Ned Carter scholarship award.

- **Director of Purchasing – Jill Chouinard:**
 - Went over the RFP with Commissioner Chandler on seal coating/stripping. Will go out for bid by the end of the week if no changes need to be made. Bids will be due by May 18, 2016, opened May 25, 2016 and reviewed. Will be sealing/stripping Co. #1, sealing/stripping Co. #3, striping only Co. #2.
 - Received the DEC Grant paperwork. Went over it with Chief Burwell. He will discuss it at the Officer's Meeting on May 4, 2016.
 - Uniforms are back from Rudnick's. Everything should be here by next week.
 - Five laptops with free shipping total \$2,868.90. All will come with Microsoft Word, Excel and Power Point (Home & Student). Hewlett Packard Pavilions.

RESOLUTION #133 GIVING DIRECTOR OF PURCHASING PERMISSION TO PURCHASE FIVE LAPTOPS IN THE AMOUNT OF \$2,868.90. MONEY TO COME FROM COMPUTER ACCOUNT.

MOTION: Kugler

SECOND: Dussault

RESOLVED to give Director of Purchasing permission to purchase five laptops in the amount of \$2,868.90. Money to come from computer account

VOTE: All in favor, motion carried.

- Kinsley will be on site at Co. #3 tomorrow morning. Should be done in one day. Would like to put old generator up for auction. Commissioner Atwell will call Cameron for an estimate on price.
- No Jaws update as of yet.
- Garrison will be here Monday, May 2, 2016 to look at the Ram on 292 which is leaking from inside control handle.
- Working with Auxiliary on I Am Responding to get them up and running. Brief discussion continued.
- Tri-City Fire will be here on Monday to begin fire extinguisher inspections for the district. Including kitchen suppression system at Co. #2.
- Sent out an email regarding yearly carpet cleaning. Co. #4 is opting out; still waiting to hear from the other companies.
- Discussion regarding issues with old Minitor V pagers and purchasing 12 new Minitor VI pagers at \$372 each, totaling \$4,464.00 plus shipping and handling.

RESOLUTION #134 GIVING DIRECTOR OF PURCHASING PERMISSION TO PURCHASE SIX MINITOR VI PAGERS; MONEY TO COME FROM THE PAGER ACCOUNT.

MOTION: Chandler

SECOND: Kugler

RESOLVED to approve the purchase of six Minitor VI Pagers from the Pager Account.

VOTE: All in favor, motion carried.

- Need twelve 45 minute SCBA bottles. Cost of \$11,365.68. Also need twelve masks at \$235.00 each, total cost of \$2,832.00. Brief discussion continued.

RESOLUTION #135 GIVING DIRECTOR OF PURCHASING PERMISSION TO PURCHASE TWELVE SCBA BOTTLES AND TWELVE MASKS. MONEY TO COME FROM THE SCBA ACCOUNT.

MOTION: Kugler

SECOND: Atwell

RESOLVED to give Director of Purchasing permission to purchase twelve SCBA bottles and twelve masks. Money to come from the SCBA account.

VOTE: All in favor, motion carried.

- Will get hydro bottles together the first week of May and working with Nicole on oxygen D tanks that may need hydro also.
- Reminder that the two new members at Co. #4 need to know how to put on a mask and get a good seal before they come for FIT testing.
- Reminder again the FIT Test schedule is out.
- Hose testing is scheduled for June 10th with D/C Middlebrook. Commissioner Kugler may be asked to shuttle trucks that day.
- Speaker in 290 is not working. Jill will purchase a replacement.
- Fire extinguishers for 260 and 270 have been delivered.
- Car mats are in for the Chief's vehicles.
- Water softener pellets delivered to Co. #1. Water softener is up and running.
- Car 26 went to and came back from Saratoga Sign Pro today.
- Would like to attend the NYS Procurement Training and Trade Show at the Egg on May 19th.

RESOLUTION #136 GIVING D/P CHOUINARD PERMISSION TO ATTEND THE OGS PROCUREMENT TRAINING AND TRADE SHOW AT THE EMPIRE STATE CONVENTION CENTER ON MAY 19, 2016.

MOTION: Chandler

SECOND: Kugler

RESOLVED to give D/P Chouinard permission to attend the OGS Procurement Training and Trade Show at the Empire State Convention Center on May 19, 2016.

VOTE: All in favor, motion carried.

- **Station Keeper – Don Ranck:**
 - ❖ Work Orders that have been completed:
 - **Co. #1**
 - 263 regulators were charged
 - Light ballast in the hall were changed
 - **Co. #2**
 - Adjusted rear door
 - **Co. #3**
 - Adjusted door closure from fireman’s room-both doors
 - Changed ballast on outside sign
 - **Co. #4**
 - Replaced air hose
 - ❖ District Maintenance:
 - Grass cutting has started district wide. All mowers are running.
 - ❖ Future projects:
 - Strip and wax all VCT flooring in all buildings
 - Pressure wash all exterior buildings
 - Will be servicing and putting all snow blowers away for the season
 - ❖ Would like approval for the following:
 - Would like to purchase a bay door side seal for Co. #2, approx. \$50.
 - Pressure washer approx. \$469 at Lowes.
 - Aluminum dock plate for basement double doors; \$325 w/shipping.

RESOLUTION #137 APPROVING THE PURCHASE OF A PRESSURE WASHER AT LOWE’S IN THE AMOUNT OF \$469.00.

MOTION: Chandler

SECOND: Kugler

RESOLVED to approve the purchase of a pressure washer at Lowe’s in the amount of \$469.00.

VOTE: All in favor, motion carried.

RESOLUTION #138 APPROVING THE PURCHASE OF AN ALUMINUM DOCK PLATE FOR BASEMENT ENTRANCE OF DISTRICT OFFICE IN THE AMOUNT OF \$325.00.

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve the purchase of an aluminum dock plate for basement entrance of District Office in the amount of \$325.00.

VOTE: All in favor, motion carried.

- Co #1 roof leaking; Munter supposed to look at it. Jill will contact them.

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

RESOLUTION #139 GIVING THE TREASURER PERMISSION TO APPROPRIATE FUNDS AS FOLLOWS: \$3,300 TO .2 EMS LINE ITEM TOWARDS THE PURCHASE OF AED'S.

MOTION: Chandler

SECOND: Kugler

RESOLVED to give the Treasurer permission to appropriate funds as follows: \$3,300 to .2 EMS line item towards the purchase of AED's.

VOTE: All in favor, motion carried.

- Tried to file AUD but there is a discrepancy. Will be working with auditors to resolve it.
- OSC accounting class was really good. Clarified some things. Looking into an accounting software program for fire districts.

5. Firefighter/Auxiliary Applications/Changes in Membership:

Firefighter Applications for Membership:

Co. #1 – None.

Co. #2 – None.

Co. #3 – None.

Co. #4 – Valeska Palmatier; William Perrone (under 18)

Firefighter Changes in Membership:

Co. #1 – None.

Co. #2 – None.

Co. #3 – None.

Co. #4 – N. Carriger-moving (out of district); L. Ferrer-resignation (job transfer); T. Jones-moving (outside district)

Co. #4 – K. Abrams interested in joining; lives outside district boundaries.

Auxiliary Applications/Changes in Membership:

None.

RESOLUTION #140 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER APPLICATIONS AND CHANGES IN MEMBERSHIP, AND GIVE CO #4 PERMISSION TO MOVE FORWARD WITH OUT OF DISTRICT RESIDENT KYLE ABRAMS.

MOTION: Kugler

SECOND: Atwell

RESOLVED to give the Chairman of the Board permission to sign off on Firefighter Applications and Changes in Membership, and give Co #4 permission to move forward with out of District resident Kyle Abrams.

VOTE: All in favor, motion carried.

6. Report of the Chief – Justin Burwell

Not present this evening, D/C Ellsworth presented report:

- Reviewed company trainings over the past few weeks.
- Reviewed the apparatus repair and maintenance.
- Committee created to conduct investigation into recent injury at Co. #4.
- Reminder that the NYS Burn Ban in effect until May 14, 2016.
- Working with the Town of Greenfield Building Dept. on solar panel building codes and permit requirements.
- Saratoga County has chosen the district to be the beta tester of the new radio templates. Waiting on a date for programming from Pittsfield Communications.
- Firefighter Nate King would like permission to attend rail fire training in Colorado; the County received 3 slots and granted one to FF King. There will be no cost to the district, being paid for by CP Rail. Brief discussion continued.

RESOLUTION #141 GIVING FIREFIGHTER NATE KING PERMISSION TO ATTEND RAIL FIRE TRAINING IN COLORADO MAY 24-26, 2016; NO COST TO THE DISTRICT.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give FF Nate King permission to attend Rail Fire Training in Colorado May 24-26, 2016, no cost to the district.

VOTE: All in favor, motion carried.

7. Reports of the Companies: A/C Chouinard

- **Greenfield Center Co #1:**
 - Vacuum cleaner broke. Brief discussion; will purchase their own vacuum.
 - All is well.
- **Porter Corners Co #2: D/C Middlebrook**
 - Hole dug for the water tank. Will be pouring concrete at the end of the week.
 - Brush truck has been fixed.
 - Would like a back pack blower.
- **Middle Grove Co #3: D/C Ellsworth**
 - Would like updated physical report. Brief discussion; Joyce to look into it.
 - Mann Wireless would like to use Co. #3 on May 6th training.

RESOLUTION #142 GIVING MANN WIRELESS PERMISSION TO USE CO. #3 ON MAY 6TH FROM 9 AM – 4 PM FOR COMPANY TRAINING.

MOTION: Atwell

SECOND: Dussault

RESOLVED to give Mann Wireless permission to use Co. #3 on May 6th from 9 am – 4 pm for company training.

VOTE: All in favor, motion carried.

- CPAT next Tuesday at Co. #3 if anyone would like to attend.
- Once generator is fixed, would like Station Keeper to check it once a week. Brief discussion; will give the key to S/K.

- Set up a Truck Committee for the donated truck. The Officers recommendation at Co #3 was to move forward with donated truck. List of equipment put together. Brief discussion; truck committee to move and make presentation to the Board at a later date.
- Thanked the station keeper for the work he did at Co #3 today.

- **Maple Avenue Co #4: A/C Bogardus**

RESOLUTION #143 GIVING CO #4 PERMISSION TO TAKE TRUCKS OUT OF DISTRICT TO SASRATOGA SPRINGS HIGH SCHOOL FOR A BASKETBALL GAME FUNDRAISER ON MAY 6TH.

MOTION: Kugler

SECOND: Dussault

RESOLVED to give Co #4 permission to take trucks out of district to Saratoga Springs High School for a basketball game fundraiser on May 6th.

VOTE: All in favor, motion carried.

8. EMS – Nicole Thurman:

- Eight AED's have been ordered by Nash. No arrival date yet. Will need to do an in-service when they arrive.
- First Aid/CPR class at Co. #2 on May 22, 2016. May open it up to other companies if there isn't a good showing. Will get a Zoll trainer from Wilton.
- Will miss the next Commissioner's Meeting due to Principles of Instruction class.
- Chief Officers all have First In bags; if you want splints please let her know.
- Was given bracelets by Billy Wardell's mother. If anyone wants some, just ask.
- Working on O2 inventory. Needs to know who has EMT bags w oxygen.
- Clarified that there is no Assistant EMS Coordinator position in the fire district.
- Would like a letter sent to Mann Wireless and to the Lions Club for their donation of the \$1,800 each for the AED's. Joyce will take care of it.
- EMS does not have letterhead; Joyce will take care of it.

9. Reports of the Commissioners:

- Atwell
 - Truck maintenance is moving along.
 - Spoke to Cameron about scuff mark on 261. No price yet.
 - Water tanks are coming along well. Covers have been ordered.
 - Would like to receive mileage sheets each month from D/C's. Will speak to Justin about drawing them up.
 - Discussion regarding insurance monies to cover new Chiefs vehicles. Brief discussion; there is enough money to cover increased premium.
 - Received an offer of \$30,000.00 on 282. Will leave it out there for now. Anyone interested in the truck needs to contact Firetec directly.
 - Would like to make a decision on what to ask for 283. Discussion continued. Will talk to Cameron. Jill will get a price from Firetec.
- Dussault
 - Nothing at this time.

- Kugler
 - Everything will be taken care of on 283 during pump testing.
- Chandler
 - 36 AEDs will purchased jointly between the Town of Greenfield, Town of Wilton, Wilton EMS, Greenfield Fire District and Gansevoort Fire. Brief discussion continued.
 - Received some quotes to rebuild 280 transmission; would like to send it to Cornell's for \$2,400.00. Lengthy discussion continued.

RESOLUTION #144 APPROVING QUOTE FROM CORNELL'S AUTO TO REBUILD 280 TRANSMISSION IN THE AMOUNT OF \$2,400.00. MONEY TO COME FROM APPARATUS/MAINTENANCE REPAIRS.

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve quote from Cornell's Auto to rebuild 280 transmission in the AMOUNT OF \$2,400.00. Money to come from apparatus/maintenance repairs.

VOTE: All in favor, motion carried.

- Discussion regarding possible purchase of 1-2 back pack blowers for brush fires. D/C Middlebrook to work with Jill for specs/pricing.
- Lengthy discussion regarding quotes received for replacement of Co #4 phone system.

RESOLUTION #145 APPROVING KINCAID QUOTE FOR CO. #4 PHONES IN THE AMOUNT OF \$6,465.50.

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve Kincaid quote for Co. #4 phones in the amount of \$6,465.50.

VOTE: Atwell, opposed; Chandler, yes; Dussault, yes; Kugler, yes

10. District Policy Review:

- Chiefs Vehicle Use - no changes.
- DMV/LENS – no changes.
- Firefighter Training & Officer Requirements – no changes.

11. Special Topics of Discussion:

- 501C3: brief discussion. Nate King to work on it and report back to the Board.
- LOSAP: Joyce had previously emailed the updated LOSAP document to the Board for their review. Lengthy discussion regarding recent OSC audits of LOSAP and the subsequent changes that need to be made to bring our LOSAP into compliance with OSC. Joyce has been working with Penflex and explained the changes that should were made. She will hold a LOSAP seminar for the membership in the next few weeks to explain the changes. Some Board members expressed their frustration with some of the OSC opinions and resulting changes.

RESOLUTION #146 ACCEPTING THE LOSAP PROGRAM POINT SYSTEM DOCUMENT AS SUBMITTED.

MOTION: Chandler

SECOND: Dussault

RESOLVED to accept the LOSAP Program Point System Document as submitted.

VOTE: All in favor, motion carried.

- D/C Ellsworth noted 260 and 270 needs left front lower hinges, and 260 also needs weather stripping on left front door.
- A/C Bogardus asked for clarification regarding the membership application. Discussion continued; Joyce noted that she recently distributed a sheet explaining the step by step process and to follow that process exactly.
- It was confirmed that the Mutual Aid Plan was hand delivered to Ed Tremblay.

12. Dispense with the reading of the minutes

RESOLUTION #147 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Kugler

SECOND: Atwell

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

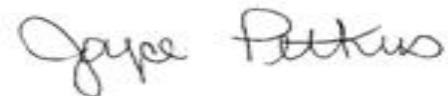
Motion made by Commissioner Dussault with a second from Commissioner Chandler to adjourn the meeting at 8:58 PM.

VOTE: All in favor, motion carried.

Respectfully submitted,



Deidre Chandler
Operations Secretary



Joyce Petkus
District Administrator/Treasurer