

# **Board of Fire Commissioners**

Greenfield Fire District  
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The May 11, 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, Kugler, Dussault, D/A & Treasurer Petkus and D/P Chouinard and Station Keeper Ranck. D/T Thurman is excused. See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** April 27, 2016 Commissioner Meeting Minutes as written.

## **RESOLUTION #148 APPROVING THE APRIL 27, 2016 COMMISSIONER MEETING MINUTES AS WRITTEN.**

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve the April 27, 2016 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

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

## **RESOLUTION #149 TO PAY ABSTRACT #9, VOUCHER #160263 THROUGH VOUCHER #160304 FROM THE GENERAL FUND, TOTALING \$20,452.64.**

A3410.1	\$	5,980.21
A3410.2		385.74
A3410.4		13,548.02
A9000.8		538.67

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Total:       \$ 20,452.64

MOTION: Dussault

SECOND: Kugler

RESOLVED to pay Abstract #9, Voucher #160263 through Voucher #160304 from the General Fund, totaling \$20,452.64.

VOTE: All in favor, motion carried.

**RESOLUTION #150 TO PAY ABSTRACT #1, VOUCHER #BR16001 FROM THE BUILDING RESERVE FUND, TOTALING \$33,300.00.**

MOTION: Kugler

SECOND: Dussault

RESOLVED to pay Abstract #1, Voucher #BR16001 from the Building Reserve Fund, totaling \$33,300.00.

VOTE: All in favor, motion carried.

**4. Reports of the Staff**

- **District Administrator – Joyce Petkus:**

**RESOLUTION #151 APPROVING CHANGE TO THE LOSAP PLAN DOCUMENT AS SUBMITTED.**

MOTION: Kugler

SECOND: Atwell

RESOLVED to approve change to the LOSAP Plan Document as submitted.

VOTE: All in favor, motion carried.

- LOSAP In-service has been set up for May 19<sup>th</sup>, at 7 pm at the District Office.
- NMO paperwork is due May 17<sup>th</sup>. Please make sure it is complete before handing it in. Fall NMO has been scheduled and new members are receiving schedule. Hannigan Law Firm scheduled to teach Sexual Harassment class in October. NMO schedule is also on Firetracker. Ten members currently scheduled for Fall NMO and one returning member for Phase 1.
- Physicals deadline is May 31, 2016.

**RESOLUTION #152 GIVING FIREFIGHTERS STEPHANIE BURWELL, CHRISTOPHER STANTON, CHRISTOPHER THURMAN AND NICOLE THURMAN PERMISSION TO ATTEND FIRE SERVICE INSTRUCTOR 1 AT THE NYS ACADEMY OF FIRE SCIENCE, MONTOUR FALLS, NY ON JUNE 23-26, 2016 AND JULY 8-10, 2016. PERMISSION ALSO GIVEN TO TAKE CAR 26.**

MOTION: Kugler

SECOND: Dussault

RESOLVED to give Firefighters Stephanie Burwell, Christopher Stanton, Christopher Thurman and Nicole Thurman permission to attend Fire Service Instructor 1 at the NYS Academy of Fire Science, Montour Falls, NY on June 23-26, 2016, and July 8-10, 2016. Permission also given to take Car 26.

- **Director of Purchasing – Jill Chouinard:**
  - Updating requisition form; Joyce will be adding it to Firetracker, and copies will be outside Purchasing Agent's door.
  - Kidde donated fifty smoke detectors that have been distributed to D/Cs vehicles. The Chief will allot the rest of them.
  - Packages have been made up for Chief's vehicles consisting of bug spray,

- hand sanitizer and baby wipes for use when needed.
- Will proceed with the DEC Grant.
- Uniforms sent out for sizing have not yet been returned. Ties are not in yet.
- Laptops have been shipped.
- EZ passes are in and will need to be signed out as needed.
- Working with Auxiliary & I Am Responding. Co #3 info still needed. Meeting has been set up for Tuesday, May 24<sup>th</sup> at 7 pm to learn how to use it.
- Water has been ordered.
- Speaker is in for 299.
- Will order SCBA masks as soon as Co #1 submits sizes needed.
- Reminder that FIT Testing is in June.
- No ETA on the new phone system for Co #4.
- O<sup>2</sup> sensor needed for Co #4 gas meter, has been sent out.
- Two five-gas gas meters out right now for repair.
- Need to know how many Memorial Day flags to order for Co. #4.
- Will be away next Thursday, May 19<sup>th</sup> at OGS Procurement Seminar.

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

**RESOLUTION #153 GIVING TREASURER PERMISSION TO APPROPRIATE UNAPPROPRIATED FUNDS OF \$300.00 DUE TO CME REIMBURSEMENT TO EMS TRAINING.**

MOTION: Kugler

SECOND: Chandler

RESOLVED to give Treasurer permission to appropriate unappropriated funds of \$300.00 due to CME Reimbursement to EMS Training.

VOTE: All in favor, motion carried.

- **Station Keeper – Don Ranck:**

- Co #1 roof over A/C office has been repaired; currently working on wall repair.
- Has begun weekly generator inspection with monthly load testing.
- Will be stripping and waxing all VCT flooring in all buildings.
- Will be pressure washing all exterior buildings.
- District office men's bathroom switch will be replaced.

**5. Firefighter/Auxiliary Applications/Changes in Membership:**

**Firefighter Applications for Membership:**

Co. #1 – None.

Co. #2 – Patrick Waite, under 18

Co. #3 – None.

Co. #4 – Katelyn Matthews

**Firefighter Changes in Membership:**

Co. #1 – Ken Woolley, probationary to active; Julia Woolley, probationary to active

Co. #2 – None.

Co. #3 – Jacob Podwirny, terminated

Co. #4 – Victoria Cunningham, probationary to active

## RESOLUTION #154 GIVING CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON ABOVE FIREFIGHTER APPLICATIONS AND CHANGES IN MEMBERSHIP.

MOTION: Atwell

SECOND: Dussault

RESOLVED to give Chairman of the Board permission to sign off on above Firefighter Applications and Changes in Membership.

VOTE: All in favor, motion carried.

### **Auxiliary Applications/Changes in Membership:**

None.

### **6. Report of the Chief – Justin Burwell**

- Reviewed various company training over the past few weeks.
- Reviewed apparatus repairs/maintenance.
- Would like the Station Keeper to wash under carriages of apparatus from winter corrosion. Discussion continued.
- Spring apparatus maintenance continuing; 281 is still at KJ Sterns as tires need to be replaced. Lengthy discussion continued.
- Would like the Board to approve the Sexual Harassment Class that NMO members took as well as County Hazmat training to count for training requirements for OSHA and Hazmat for the year.

## RESOLUTION #155 ALLOWING THE NMO SEXUAL HARASSMENT AND THE COUNTY HAZMAT TRAINING CLASSES TO COUNT TOWARDS THE NEW MEMBERS' 2016 OSHA REQUIREMENTS.

MOTION: Kugler

SECOND: Dussault

RESOLVED to allow the NMO Sexual Harassment and the County Hazmat training classes to count towards the new members' 2016 OSHA requirements.

VOTE, all in favor, motion carried.

- Reviewed the NMO Policy; going forward junior members 16-17, will receive black helmets. All other probationary members will get a yellow helmet with probationary black shield on the front until voted off probation.
- Waiting for Safety Officers and A/C Chouinard to issue a report on the recent injury at Co #4.
- Received a list from the Town on buildings in town with solar panels. Will also be notified when new panels are installed. Also working on getting the same information from the Town of Wilton.
- Have not heard anything back from Pittsfield Communications with regard to the radio reprogramming. Greenfield will be the beta tester when they are ready.

### **7. Reports of the Companies:**

- **Greenfield Center Co #1:**
  - No one present this evening.

- **Porter Corners Co #2: D/C Middlebrook**
  - Would like to thank the new station keeper for the work he has done at Co #2.
  - Captain Barss was hired as a NYS Fire Instructor at the County.
- **Middle Grove Co #3: D/C Ellsworth**
  - Thanks to the station keeper, station is looking great, yard looks good.
  - Truck Committee met about the 1992 International. Put a list together for the Board for review. Committee will meet at 8:30 p.m. on Tuesday, May 17<sup>th</sup>.
  - Discussion regarding 283. Commissioner Atwell will call KME.
- **Maple Avenue Co #4 A/C Bogardus**
  - Needs 50 flags & 4 grave markers. Brief discussion continued; 2 will be given.
  - Has a firefighter who will be lacking two classes in Firefighter 1, and make up classes will be held in Niskayuna. He would like permission to use 296 for these classes. Brief discussion continued.

## RESOLUTION #156 NOT ALLOWING FIREFIGHTER CARRIGER TO USE 296 TO ATTEND MAKE UP CLASSES IN NISKAYUNA.

MOTION: Kugler

SECOND: Atwell

RESOLVED to not allow Firefighter Carriger to use 296 to attend make up classes in Niskayuna.

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

- Received great feedback from the four company drill (live burn) at the Training Center.

### 8. EMS – Nicole Thurman:

- Not present this evening; excused for class.

### 9. Reports of the Commissioners:

- Atwell
  - Asked if the transmission on 280 is working well; it was noted yes.
  - Received quote of \$1,465.36 from KME for 261 repairs where it was scraped. Repairs okayed.
  - D/C Ellsworth's vehicle was struck by a deer; Joyce handling paperwork.
  - Big Truck Day is August 6<sup>th</sup>. Will need a resolution to attend.
  - Jill took care of the flow pump at Co #2.
  - There is a Billy Goldfeder class in Vermont on June 18<sup>th</sup>; he will also be in Saratoga at the AFDSNY workshops in October. Also an Emergency Management class being held in Galway.
  - Attended CPAT training at Co #3 for new members, they did an excellent job.
  - Asked for an update regarding FF Towers missing class; A/C Bogardus has tried contacting him with regards to missing the Sexual Harassment class but he has not returned any calls. Will try reaching out to him again.

## RESOLUTION #157 GIVING FIREFIGHTER BLAKE CARRIGER PERMISSION TO ATTEND THE TWO FIREFIGHTER 1 MAKE UP CLASSES IN NISKAYUNA ON MAY 17<sup>TH</sup> AND MAY 19<sup>TH</sup>.

MOTION: Chandler

SECOND: Atwell

RESOLVED to give firefighter Blake Carriger permission to attend the two Firefighter 1 make up classes in Niskayuna on May 17<sup>th</sup> and May 19<sup>th</sup>.

VOTE: All in favor, motion carried.

- There has been discussion about completing hard suction hose testing; \$25/length for a total of about \$1000. Brief discussion continued.

## RESOLUTION #158 APPROVING HARD SUCTION HOSE TESTING.

MOTION: Kugler

SECOND: Dussault

RESOLVED to approve hard suction hose testing.

VOTE: All in favor, motion carried.

- Dussault
  - Would like to see epi-pens replaced on the brush trucks and MEDs when the current ones expire in December. Current cost is \$1,400.00 for two epi-pens. Discussion continued regarding how to pay for them; Commissioner Chandler to speak with EMS Coordinator Thurman.
  - Don is doing an excellent job.
- Chandler
  - Working with Jill on using cell phone calendar; hope to be able to expand to all Chief phones.
  - Have not heard anything on the Jaws for Co #2.
  - Asked D/C Middlebrook if he tried out any back pack blowers. Brief discussion; one was borrowed from Nate King and seems to work great and price was very reasonable at \$450 each. Will purchase two; one to go to co #2 and the officers to decide where the other will be housed.

## RESOLUTION #159 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE TWO BACK PACK BLOWERS. MONEY TO COME OUT OF OPERATIONS.

MOTION: Chandler

SECOND: Kugler

RESOLVED to give the Director of Purchasing permission to PURCHASE TWO BACK PACK BLOWERS. Money TO COME OUT OF OPERATIONS.

VOTE: All in favor, motion carried.

- Kugler
  - Asked the station keeper if he has gotten access to Co #1 lawnmower. It was noted it is still locked in the shed and he has no key. Brief discussion; Commissioner Chandler noted it was a bone of contention last year and thought it had been resolved. Chief Burwell will follow up.
  - Co #4 generator was full of leaves; thanked Don for taking care of it.
  - Commended Center for Occupational Health on their thorough physicals.

**10. Planning Board:**

- Town of Wilton: Gary Bullard
  - Not present this evening.
- Town of Greenfield:
  - Commissioner Chandler received a letter from Mr. Evans who is looking for variances on his property. Brief discussion continued.

**11. Special Topics of Discussion:**

- D/C Middlebrook noted the email regarding the jaws dated March 15<sup>th</sup>.
- Chief Burwell noted the Co #1 firefighters needing masks are J. Marshall, C. Alvord and B. Coffey.
- Jack King thanked everyone for their assistance with a brushfire today.

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

**RESOLUTION #160 TO DISPENSE WITH THE READING OF THE MINUTES.**

MOTION: Kugler

SECOND: Atwell

RESOLVED to dispense with the reading of the minutes.

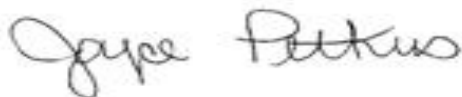
VOTE: All in favor, motion carried.

Motion made by Commissioner Chandler with a second from Commissioner Dussault to adjourn the meeting at 8:09 PM. All in favor.

Respectfully submitted,



Deidre Chandler  
Operations Secretary



Joyce Petkus  
District Administrator/Treasurer