

Board of Fire Commissioners

Greenfield Fire District
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The September 28, 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/P Chouinard, D/T Thurman and S/K Ranck. Excused: D/A & Treasurer Petkus. See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. Opening of Waste Removal and Heating Oil/Propane RFPs:
 - **Waste Removal RFP:**
 - County Waste: \$200.00/mo., bi-weekly pick up, 3 year term, 3% max increase years two and three.
 - Casella Waste: \$78.00/mo. for Co #1, \$225/mo. for Co #2, 3, 4, bi-weekly pick up.
 - Valley View: \$224/mo., bi-weekly pick up + \$40.00/mo. for recyclables. 3 year term, excluding disposal fee increase.
 - **Heating Oil/Propane RFP:**
 - G.A. Bove & Sons: Propane: Fixed price at \$1.249 per gallon
Heating Oil: Fixed price at \$1.899 per gallon
 - Suburban Propane: Propane: current Selkirk price of 67¢ + 29¢ per gallon; cap of \$1.16/gal for the first year
Heating Oil: tank car average price + 34¢ per gallon for the first year.
 - Mirabito Energy Products: Propane: fluctuating price currently at \$1.27/gal
Heating Oil: fluctuating price currently at \$1.71/gal
 - John Ray & Sons: Propane: 50¢ above Albany global prices, fluctuating, currently at \$1.225/gal
Heating Oil: 40¢ above Albany global prices, fluctuating, currently at \$1.79/gal

Awarding of RFP's added to October 12th meeting agenda.

3. **Approve Minutes:** September 14, 2016 Commissioner Meeting Minutes as written.

**RESOLUTION #269 APPROVING THE SEPTEMBER 14, 2016
COMMISSIONER MEETING MINUTES AS WRITTEN.**

MOTION: Kugler
SECOND: Dussault

RESOLVED to approve the September 14, 2016 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

4. Payment of Bills:

Commissioner Dussault questioned Voucher #160520, Binary Connections, if this is the final bill from them. It was noted this payment is thru the end of September. Also questioned Voucher #160525, Alpine Software, is this the cost for the first year? Brief discussion continued.

Commissioner Atwell questioned Voucher #160542, Firehose Direct for long handled adapters; it was noted it is for the water tank project and should be moved to the Building Reserve.

Commissioner Chandler questioned Voucher #160527, Arrowhead Equipment Auto eject; S/K Ranck noted one is electric and one is pneumatic and both were kept. Moved from Repairs, Bldg. Maintenance & Grounds to Apparatus Repair. Also questioned Voucher #160535; is the purchase of clear diesel a duplicate. S/K Ranck noted they are two purchases.

RESOLUTION #270 TO PAY ABSTRACT #18, VOUCHER #160520 THROUGH VOUCHER #160545 WITH CHANGES AS DISCUSSED, FROM THE GENERAL FUND, TOTALING \$23,400.56.

A3410.1	\$ 6,010.00
A3410.2	692.42
A3410.4	16,230.47
A9000.8	467.67

Total:	\$ 23,400.56

MOTION: Dussault

SECOND: Atwell

RESOLVED to pay Abstract #18, Voucher #160520 through Voucher #160545 with changes as discussed, from the General Fund, totaling \$23,400.56.

VOTE: All in favor, motion carried.

RESOLUTION #271 TO PAY ABSTRACT #6, VOUCHER #ER16010 FROM THE EQUIPMENT RESERVE FUND, TOTALING \$21.55.

MOTION: Dussault

SECOND: Atwell

RESOLVED to pay Abstract #6, Voucher #ER16010 from the Equipment Reserve Fund, totaling \$21.55.

VOTE: All in favor, motion carried.

D/T Thurman noted that there is now a Building Reserve abstract that needs to be approved.

RESOLUTION #272 TO PAY ABSTRACT #9, VOUCHER #BR16016 FROM THE BUILDING RESERVE FUND, TOTALING \$300.99.

MOTION: Atwell

SECOND: Dussault

RESOLVED to pay Abstract #9, Voucher #BR16016 from the Building Reserve Fund, totaling \$300.99.

VOTE: All in favor, motion carried.

5. Reports of the Staff

- **District Administrator – Joyce Petkus (given by D/P Chouinard):**
 - Flu vaccinations will begin after 10/3/16 and flyers are posted in firehouse bulletin boards.
- **Director of Purchasing – Jill Chouinard:**
 - Two pallets of Speedy Dry have been received; to be distributed as needed.
 - Request has been made to have the Chief's radio looked at, having some high band radio issues.
 - Received a plowing contract from King Enterprises. Nate King explained it was submitted in the event the District needed a back up.
 - Asked if Co #4 pager is working; President King noted it is working and they just need the bell portion installed.
 - Co #4 auto attendant message should be enabled by the end of the week.
 - Kincaid has been at Co #1 installing the wiring for their new phone system. About another two weeks before completion.
- **Station Keeper – Don Ranck:**
 - Future 283 is back in district at Co #3.
- **Deputy Treasurer – Chris Thurman:**
 - Nothing at this time.

6. Firefighter/Auxiliary Applications/Changes in Membership:

Firefighter Applications for Membership:

Co #2 – Connor Romanzo-Bertoldo

Co #3 – Jessica Stearns

Firefighter Changes in Membership:

Co. #2 – Amber Lloyd, probation to active status; Robert Myers, dismissed.

Co. #3 – Brandon Murray, probation to active status effective 10/1; Brian Bunnell and Tom Bunnell, dismissed.

Co. #4 – Debbie Hanley, moved out of district; Katelyn Matthews, resignation; Adam Towers, dismissed.

RESOLUTION #273 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER APPLICATIONS AND CHANGES IN MEMBERSHIP.

MOTION: Dussault

SECOND: Kugler

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

VOTE: All in favor, motion carried.

Auxiliary Applications:

Co. #4 – Corina Hasbrouck – lives out of district.

RESOLUTION #274 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON AUXILIARY APPLICATION.

MOTION: Kugler

SECOND: Dussault

RESOLVED to give the Chairman of the Board permission to sign off on Auxiliary Application.

VOTE: All in favor, motion carried.

7. Report of the Chief – Justin Burwell

- Reviewed various company training over the past few weeks.
- Reviewed apparatus maintenance/repairs:
 - 293 is having ladder service done.
- EMS boundaries should be completed shortly.
- Large fluid spill on Jones Road by Dorothy Nolan School last week. . Participation from Greenfield Fire District, Wilton Fire, Wilton Highway, DEC, King Enterprise, KJ Sterns; thanks to S/K Ranck who delivered the Speedy Dry to the scene and D/P Chouinard for assistance in recouping expenses on supplies. Working with the insurance company for the costs on damages.
- If any of the Fire Commissioners are interested in seeing a demo at the Fire Training Center, it is on 10/29 from 9 am to 12 pm. Town Board and Fire Advisory Board invited as well.
- County CAD system not yet operational; will hopefully know more by the end of the year.
- Will be out of town this Friday through Sunday, as well as the following Friday through Monday; D/C Ellsworth will be in charge.
- Gave brief presentation on County EAP Plan to Board of Fire Commissioners. Brief discussion then continued.

8. Reports of the Companies:

- **Greenfield Center Co #1: A/C Chouinard**
 - Lion's Club would like to use firehouse for their annual Halloween Party.

RESOLUTION #275 GIVING THE LION'S CLUB PERMISSION TO USE CO #1 FOR THEIR ANNUAL HALLOWEEN PARTY ON OCTOBER 30, 2016.

MOTION: Dussault

SECOND: Kugler

RESOLVED to give the Lion's Club permission to use Co #1 for their annual Halloween Party on October 30, 2016.

VOTE: All in favor, motion carried.

- Tripod lights on back of rescue truck are broken. Would like to replace them with rechargeable lights, approximately \$500.00 each. Brief discussion continued. Money to be taken from Rescue line item.

- Adirondack Sign will be wrapping the fire prevention prop on 10/3; would like a check cut for \$2700.00 to pay them when they are done. Brief discussion; Jill will speak to them.
- Has more information regarding the purchase of a trailer for the Fire Prevention Prop. Sportline is \$1750.00, Griffin Motor Sports is \$2,550.00 and Versatile is 2600.00. Brief discussion continued.

RESOLUTION #276 APPROVING THE PURCHASE OF THE FIRE PREVENTION PROP TRAILER FROM SPORTLINE IN THE AMOUNT OF \$1,750.00. MONEY TO COME FROM OPERATIONS.

MOTION: Kugler

SECOND: Chandler

RESOLVED to approve the purchase of the fire prevention prop trailer from Sportline in the amount of \$1,750.00. Money to come from operations.

VOTE: All in favor, motion carried.

- Asked if the Board would consider using year end money to upgrade Co #1 jaws to single core. Jill asked to get pricing for the Board.
- **Porter Corners Co #2: D/C Middlebrook**
 - Auxiliary would like to host a Halloween Party on 10/30/16 from 2-4 pm.

RESOLUTION #277 GIVING CO #2 AUXILIARY PERMISSION TO HOST A HALLOWEEN PARTY ON OCTOBER 30, 2016 AT CO #2 FROM 2-4 PM.

MOTION: Chandler

SECOND: Atwell

RESOLVED to give Co #2 Auxiliary permission to host a Halloween Party on October 30, 2016 at Co #2 from 2-4 pm.

VOTE: All in favor, motion carried.

- **Middle Grove Co #3: D/C Ellsworth**
 - Applicant Nicole Mangona lives out of district. Board okayed to proceed.
 - 280 at Cornell's for transmission issues.
 - Co #3 will be holding Oktoberfest on October 15, 2016.
 - Future 283 to go to Saratoga Sign Pro for lettering. Jill noted parts have been coming in and picked up for it as well.
- **Maple Avenue Co #4: A/C Bogardus**
 - Completed walk through of the new building on Perry Road. Brief discussion continued; there is no stand pipe system, there are 6 hydrants on the property that will be tested for pressure in the near future.
 - Three members are taking the EMT course and two members are taking the Pump Ops course.
 - Recent issues during jaws training; cutters would not cut hinges. Discussion continued. Service guy to come to look at it, may need to be upgraded?

9. EMS – Nicole Thurman:

- Thanks to Captain Petkus for recently filling in as District EMS Coordinator.
- Community Ambulance has offered to do rehab at the November live burn.
- Need to order more size Large gloves.
- Mandatory CME on October 3rd for re-training on Epi, Albuterol, Glucose, aspirin and PCR's.

10. Reports of the Commissioners:

- Atwell
 - Co #1 would like to replace their 12' step ladder. Jill to purchase; money to come from Repairs, Bldg. Maint. & Grounds.
 - 282 has left the district with all its paperwork.
 - 262 had a flat tire; KJ Sterns replaced valve stem on site.
 - 293 is at KME for inspection.
 - Spoke with KJ Sterns today, fall service to begin next week starting with Co #1. S/K Ranck will assist with transport.
 - Visited KME this weekend with Co #3 for final inspection of the truck. Twenty six items need to be fixed before delivery. Lengthy discussion continued.
- Dussault
 - Thank you to everyone for getting new members here for orientation. If there are any problems, see either he or Commissioner Atwell as they are the Commissioners in charge of New Member Orientation.
- Kugler
 - Rear tires on 291 need to be replaced very soon. Brief discussion continued.
- Chandler
 - Will sign title to 282, to be mailed to KME.
 - Two wells have been drilled; Co #2 at 260' at 15 gallons/minute and Co #3 at 44' and 100 gallons/minute. Working on a quote to upgrade the pump at Co #3 as the tankers can be filled with that much water. Hawke will eventually be drilling the well at Co #1. Discussion continued.

11. District Policy Review:

- Drug & Alcohol – no changes.
- Harassment & Discrimination – no changes.
- Sexual Harassment – no changes.
- Workplace Violence Prevention – no changes.

RESOLUTION #278 THAT NO CHANGES BE MADE TO THE DRUG & ALCOHOL, HARASSMENT & DISCRIMINATION, SEXUAL HARASSMENT AND WORKPLACE VIOLENCE PREVENTION POLICIES.

MOTION: Kugler

SECOND: Dussault

RESOLVED that no changes be made to the Drug & Alcohol, Harassment & Discrimination, Sexual Harassment and Workplace Violence Prevention policies.

VOTE: All in favor, motion carried.

12. Special Topics of Discussion:

- Nothing at this time.

13. Dispense with the reading of the minutes

RESOLUTION #279 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 Kugler with a second from Commissioner Dussault to adjourn the meeting at 8:11 PM. All in favor, motion carried.

Respectfully submitted,



Deidre Chandler
Operations Secretary

Jill E. Chouinard

Jill E. Chouinard
Director of Purchasing/Deputy District Secretary