

Board of Fire Commissioners

Greenfield Fire District
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The May 24, 2017 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Vice Chairman Jack Sadousky at 7:00 PM.

Present were:

Commissioners Chandler, Dussault, King, Miller, Sadousky; D/A & Treasurer Petkus, D/T Thurman and S/K Ranck. Also present, B. Young, counsel. D/P Chouinard excused. See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. Appoint Chairman and Vice Chairman:

RESOLUTION #159 APPOINTING JACK SADOUSKY CHAIRMAN OF THE BOARD OF FIRE COMMISSIONERS FOR THE REMAINDER OF 2017.

MOTION: King

SECOND: Dussault

RESOLVED to appoint Jack Sadousky Chairman of the Board of Fire Commissioners for the remainder of 2017.

All in favor, motion carried.

RESOLUTION #160 APPOINTING MICHAEL CHANDLER VICE CHAIRMAN OF THE BOARD OF FIRE COMMISSIONERS FOR THE REMAINDER OF 2017.

MOTION: Sadousky

SECOND: Dussault

RESOLVED to appoint Michael Chandler Vice Chairman of the Board of Fire Commissioners for the remainder of 2017.

VOTE: All in favor, motion carried.

3. Bid opening: Training Center:

- **Complete Construction:** \$160,000.00
Rock City Falls, NY
- **AJ Catalfamo Construction:** \$ 94,580.00
Hudson Falls, NY
- **Bonacquisti Brothers:** \$191,487.00
Cohoes, NY
- **Four Seasons Property Services, LLC:** \$136,400.00
Not signed

- **Mid-State Industries, Ltd.:** \$220,000.00
Schenectady, NY

Counsel to look into the validity of the unsigned bid and will get back to the Board. Joyce to scan and send to Board, Counsel and Mr. Hofmann. Award of the Bid tentatively added to the June 14, 2017 meeting agenda.

4. **Approve Minutes:** May 10, 2017 Commissioner Meeting Minutes, May 16, 2017 and May 23, 2017 Special Meeting Minutes as written.

RESOLUTION #161 APPROVING THE MAY 10, 2017 COMMISSIONER MEETING MINUTES, AND THE MAY 16, 2017 AND MAY 23, 2017 SPECIAL MEETING MINUTES AS WRITTEN.

MOTION: Dussault

SECOND: Chandler

RESOLVED to approve the May 10, 2017 Commissioner Meeting Minutes, and the May 16, 2017 and May 23, 2017 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

5. **Payment of Bills:**

RESOLUTION #162 TO PAY ABSTRACT #10, VOUCHER #170224 THROUGH #170258 FROM THE GENERAL FUND, TOTALING \$30,189.26.

A3410.1	\$	6,250.84
A3410.2		4,479.11
A3410.4		17,864.06
A9000.8		1,595.25

Total: \$ 30,189.26

MOTION: Chandler

SECOND: Sadousky

RESOLVED to pay Abstract #10, Voucher #170224 through #170258 from the General Fund, totaling \$30,189.26.

VOTE: All in favor, motion carried.

6. **Reports of the Staff**

- **District Administrator – Joyce Petkus:**

- EAP Program Meeting set for June 6, 2017 at 7 p.m. for Commissioners, staff and Chief Officers. Presidents and Vice-Presidents should also attend. Beginning around 8:00 p.m. they would like to meet with the full membership. Need a general number of who will be attending from each company as we may need to hold the meeting at Co #1.
- Reminder May 31, 2017 deadline for completion of physicals.
- Some uniforms re ready for pick up. Brief discussion; Chief Burwell has asked D/C Bogardus if he could pick them up.
- Spoke to Bill Young regarding updating by-laws and the formation of Greenfield Fire Department with tentative goal of January 1, 2018.

Discussion continued. Hannigan Law Firm recommend and they submitted quote; this will require a wide variety of research. Would like to schedule first meeting for June 22, 2017 to sit down with the By-Law Committee, possibly Commissioners. They have requested some preliminary information, and Joyce will email out list to the companies. Chief Burwell requested a meeting with the law firm prior to the June 22nd meeting. Joyce to make arrangements.

RESOLUTION #163 ACCEPTING PROPOSAL RECEIVED FROM HANNIGAN LAW FIRM ASSISTING WITH UPDATING THE BY-LAWS AND THE FORMATION OF GREENFIELD FIRE DEPARTMENT FOR A FLAT RATE FEE OF \$4,000.00. MONEY TO BE MOVED FROM CONTINGENCY LINE ITEM TO DUES/LEGAL FEES LINE ITEM.

MOTION: Chandler

SECOND: Dussault

RESOLVED to accept proposal received from Hannigan Law Firm assisting with updating the by-laws and the formation of Greenfield Fire Department for a flat rate fee of \$4,000.00. Money to be moved from Contingency line item to Dues/legal fees line item.

VOTE: All in favor, motion carried.

- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - Would like to allow BST access to Quick Books online. Brief discussion continued. She has the option of activating and de-activating permission.

RESOLUTION #164 GIVING THE TREASURER PERMISSION TO ALLOW BST AUDITORS ACCESS TO QB ONLINE AS NECESSARY AND ONLY WITH PRIOR AUTHORIZATION BY THE TREASURER OR DEPUTY TREASURER.

MOTION: Dussault

SECOND: Chandler

RESOLVED to give the Treasurer permission to allow BST auditors access to QB online as necessary and only with prior authorization by the Treasurer or Deputy Treasurer.

VOTE: All in favor, motion carried.

- **Director of Purchasing – not present this evening, Joyce gave report:**
 - Nine bottles are back from hydro for Co #4. Chief Officers have been notified that they are back and need to be filled with air.
 - All four companies have been upgraded with higher speed Wi-Fi.
 - DEC grant has been submitted.
 - JAWS pricing was given to the Chief.
 - Hose testing June 9th. D/C Middlebrook may need assistance.
 - New helmets are in for those getting replacements and should be issued within the week.
 - Phil Richards was added to the new gear list.
 - Fit testing begins next Wednesday. Reminder for Co #4, only send 10 people per night.
 - New SCBA masks are in, will issue next week.

- Bottles on order.
- Pagers on order.
- Reminder that any firefighters taking Firefighter I need to get Essentials book; please see Jill.
- **Station Keeper – Don Ranck:**
 - Co #4 has a bad 2½” ball valve. Can send it back to the manufacturer and have them rebuild it and they charge \$104/hr. labor plus parts and shipping. If District purchases repair kit for \$865.00, also allows for other repairs.

RESOLUTION #165 GIVING PERMISSION TO PURCHASE BALL VALVE TOOL KIT & PARTS TOTALING \$865.00.

MOTION: Dussault

SECOND: King

RESOLVED to give permission to purchase Ball Valve Tool Kit & parts totaling \$865.00.

VOTE: All in favor, motion carried.

7. Firefighter/Auxiliary Applications/Changes in Membership:

- **Firefighter Applications for Membership:**
 - Co #1 – Justin Cornell, under 18

RESOLUTION #166 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON NEW MEMBER.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give the Chairman of the Board permission to sign off on new member.

VOTE: All in favor, motion carried.

- **Firefighter Changes in Membership:**
 - Co #1 – Mackenzie Luse, resignation; Julia Woolley, return from leave of absence to Active, Class D.
 - Co #3 – Eric Petkus, 16/17 y/o to Active firefighter.

RESOLUTION #167 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON CHANGES IN MEMBERSHIP.

MOTION: Chandler

SECOND: Dussault

RESOLVED giving the Chairman of the Board permission to sign off on Changes in Membership.

- **Auxiliary Applications/Changes in Membership:** None.

8. Report of the Chief – Chief Burwell:

- Reported on various training.
- Apparatus:
 - 284 battery installation is scheduled for the week after next.
 - Waiting for schedule from KME for Annual Truck Maintenance.

- Station Keeper has completed some small maintenance on vehicles.
- OSHA completion deadline is May 31st.
- Should have report ready for next meeting on Co #4 jaws upgrade.
- KME has initial drawings/truck specs for new 273.

9. Reports of the Companies:

- **Greenfield Center Co #1: Lt. Marshall**
 - Would like the Board's feelings on a sidewalk along the curb in front of the firehouse. To be included in specs for structural engineer.
- **Porter Corners Co #2: D/C Middlebrook**
 - All quiet.

RESOLUTION #168 GRANTING EXTENSION OF PHYSICAL COMPLETION TO D/C MIDDLEBROOK.

MOTION: Sadousky

SECOND: King

RESOLVED to grant extension of physical completion to D/C Middlebrook.

VOTE: All in favor, motion carried.

- **Middle Grove Co #3: D/C Ellsworth**
 - Water tank suction pipe should be 6". Discussion continued; possibly leave what is there for a return and bore a hole for a 6" line.
 - Discussion regarding parking lot paving. Jill will need to call Hawk Drilling. The town will hold on paving project until decision is made on the pump.
- **Maple Avenue Co #4**
 - No one present this evening.

10. EMS – Ed Petkus:

- PCR's coming in, look good and filed at the District Office.
- EMS storage cabinet is stocked and available to all company coordinators.

11. Reports of the Commissioners:

- Chandler
 - Nothing at this time.
- Dussault
 - Thanks to the Station Keeper for fixing the old saw at Co #4. Would like to get a quote to replace it. Thanks also for researching the ball valve.
- King
 - Plan to install water tank at Co #1, similar to the tanks at Co #2 and #3. Questioned if the tanks need to be signed by an Architect. Attorney Bill Young noted that under the Education Law, he believes any project costing more than \$8000.00 requires that an engineer or architect signed off on the schematics. Also questioned if a permit is required by the Town and if a SQRA is needed. Brief discussion continued, Mr. Young suggested taking project to planning board and regarding the SQRA, a report needs to be done but the Board can declare themselves the lead agency. He can prepare the necessary form for the Board.
 - Asked if the membership application process could be sped up. Joyce noted

no, unfortunately the VFIF alone can take anywhere from 10-20 days for processing. Brief discussion continued; Joyce noted if there is a particular part of the process/deficiency being questioned, please let Joyce know and she will look into it. It was also noted that to speed up the process, the Board now approves applications at bi-monthly, instead of just the first monthly meeting.

- Asked when vehicle inspections will be done. Chief Burwell stated they will be completed after servicing is done. Inspections will be done by KJ Sterns.
- Have the specs for the new truck been viewed by other vendors? Chief Burwell has not yet sent them out specifically to other vendors. Mr. Young noted that the specs should be generic enough so that other vendors can bid.
- Miller
 - Thanks to the other Board members for appointing him to fill Don's term for the remainder of 2017.
- Sadousky
 - Welcomed George to the Board.

12. Planning Board:

- Town of Wilton: Gary Bullard
 - Not present.
- Town of Greenfield: Mike Chandler
 - Nothing at this time.

13. District Guideline Review:

- Access Card & Fob: no change;
- DMV/LENS: no change;
- Employee Privacy: no change;
- Uniform: changes previously submitted to Board for review;
- Access to Records (FOIL): New
- Unassigned FB: New; change 10% to 8%
- Whistleblower: New

Mr. Young noted he had also reviewed the three new policies and had emailed his recommendations; briefly reviewed them again with the Board.

RESOLUTION #169 APPROVING THE CHANGES TO THE UNIFORM POLICY AS PREVIOUSLY SUBMITTED, AND ACCEPTING THE NEW POLICIES AS FOLLOWS: ACCESS TO RECORDS (FOIL), UNASSIGNED FUND BALANCE WITH CHANGE AS NOTED ABOVE, AND WHISTLEBLOWER.

MOTION: King

SECOND: Chandler

RESOLVED to approve the changes to the Uniform Policy as previously submitted, and accepting the new policies as follows: Access to Records (FOIL), Unassigned Fund Balance with change as noted above, and Whistleblower.

VOTE: All in favor, motion carried.

14. Special Topics of Discussion:

- None.

15. Final Comments:

- Mr. Young requested the unsigned bid not be thrown out, as he would like to do some more research to see if there is case law pertaining to whether or not unsigned submissions can be accepted.
- Commissioner King noted he hopes there will be some interest regarding the Structural Engineer bid and attendance at the pre-bid meeting scheduled for next Wednesday.

16. Dispense with the reading of the minutes

RESOLUTION #170 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Chandler

SECOND: Miller

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

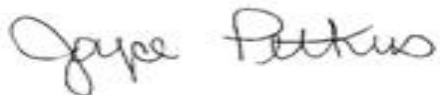
Motion made by Commissioner Dussault with a second from Commissioner Chandler to adjourn the meeting at 8:07 PM. All in favor.

Respectfully submitted,



Deidre Chandler
Operations Secretary

Reviewed/Approve By,



Joyce Petkus
District Administrator/Treasurer