

Board of Fire Commissioners

Greenfield Fire District
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The January 24, 2018 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 Chandler, Dussault, King, Miller, Sadousky; D/A & Treasurer Petkus, D/P Chouinard. See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** January 3, 2018 Commissioner Meeting Minutes as written.

RESOLUTION #43 APPROVING THE JANUARY 3, 2018 ORGANIZATIONAL MEETING MINUTES AS WRITTEN.

MOTION: Dussault

SECOND: Miller

RESOLVED to approve the January 3, 2018 Organizational Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

Commissioner Chandler questioned Voucher #180027, regarding the springs; the Treasurer noted they were replacement springs for both sides of the plow.

RESOLUTION #44 APPROVING PAYMENT OF ABSTRACT #2, VOUCHER #180008 THROUGH #180029 FROM THE GENERAL FUND, TOTALING \$24,198.24.

A3410.1	\$ 6,080.23
A3410.2	1,937.45
A3410.4	12,516.92
A9000.8	3,663.64

Total: \$24,198.24

MOTION: Sadousky

SECOND: Dussault

RESOLVED to approve payment of Abstract #2, Voucher #180008 through #180029 from the General Fund, totaling \$24,198.24.

VOTE: All in favor, motion carried.

RESOLUTION #45 APPROVING PAYMENT OF RESERVES ABSTRACT #1, VOUCHER #BR18001 FROM THE BUILDING RESERVE FUND, TOTALING \$389.83.

MOTION: Sadousky

SECOND: King

RESOLVED to approve payment of Abstract #1, Voucher #BR18001 from the Building Reserve Fund, totaling \$389.83.

VOTE: All in favor, motion carried.

4. Reports of the Staff

- **District Administrator – Joyce Petkus:**

RESOLUTION #46 GIVING CHIEF ELLSWORTH, D/C CHOUINARD, COMMISSIONER SADOUSKY AND COMMISSIONER MILLER PERMISSION TO ATTEND THE FIRE & EMS LAW & MANAGEMENT CONFERENCE AT THE TURNING STONE RESORT MARCH 22-25, 2018. PERMISSION ALSO TO TAKE 26 AND 260.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to give Chief Ellsworth, D/C Chouinard, Commissioner Sadousky and Commissioner Miller permission to attend the Fire & EMS Law & Management Conference at the Turning Stone Resort March 22-25, 2018. Permission also to take 26 and 260.

VOTE: All in favor, motion carried.

RESOLUTION #47 GIVING PATRICIA ALFIERI PERMISSION TO ATTEND FIRE INVESTIGATION AT MONTOUR FALLS JUNE 11-15 & 18-22, 2018.

MOTION: Sadousky

SECOND: Dussault

RESOLVED to give Patricia Alfieri permission to attend Fire Investigation at Montour Falls June 11-15 & 18-22, 2018.

VOTE: All in favor, motion carried.

- Co #4 door latch has been fixed; no problems reported.
- Auxiliary Officer in-service on Monday night at the District Office. 2018 Auxiliary Contact cards distributed.
- Met with the District EMS Coordinator today.
- Reminder annual Insurance Review Meeting is February 7th.
- Physicals will begin March 1st. Have requested an evening date.
- Will register Commissioner Dussault for Commissioner Training at Wilton FD.
- Need to update the RBC Authorized Signers list. Please sign tonight.
- Current Membership lists and Life Member lists were placed in mail baskets. Brief discussion continued; please submit updates no later than March 10th.
- Need to order incident and non-incident forms and volunteer booklets. Board okayed.

- **Director of Purchasing – Jill Chouinard:**
 - Moving along with AFG Grant. Brief discussion continued.
 - 2018 fit testing schedule is set; flyers to go out to all the firehouses with dates and times. Will also be sending fit test machine out for calibration in February.
 - Not sure of the dates for 2018 PPE as there is a new rep.
 - District Office generator to be serviced end of February.
 - Drager pump will not be repaired and tubes will not be ordered.
 - Three gas meters sent out for repair. Brief discussion continued. All okayed for repair.
 - Car 26 brush guard ordered.
 - Eight tires replaced on 293.
 - Annual air pack testing not due until September/October; will include both new and older air packs.
 - Co #3 TIC charger back.
 - Co #4 phone issue resolved.
 - Co #2 gas meter is in “Repair” mode.
 - Not in the office on Friday.
- **Treasurer – Joyce Petkus:**
 - Annual Audit scheduled for March 1, 2018.
 - AUD/SSL has been started. Will be asking the State for filing extension at recommendation of Auditors.

5. Firefighter/Auxiliary Applications/Changes in Membership:

- **Firefighter Applications for Membership:**
 - None.
- **Firefighter Changes in Membership:**
 - Co #1 – Matthew Boyd, Probationary to active firefighter.
- **Auxiliary Applications/Changes in Membership:**
 - Co #1 – Tammy Marshall.

RESOLUTION #48 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER CHANGE IN MEMBERSHIP AND AUXILIARY APPLICATION.

MOTION: Sadousky

SECOND: Dussault

RESOLVED to give the Chairman of the Board permission to sign off on Firefighter Change in Membership and Auxiliary Application.

VOTE: All in favor, motion carried.

6. Report of the Chief – Chief Ellsworth:

- Training Update:
 - Annual OSHA began last night.
 - Truck Checks.
 - IFO started this week.
- Apparatus:
 - 283 stripped down.
 - Working with Commissioner King to have DOT inspection of 291. All

- Commissioners will accept DOT inspection except Commissioner Dussault.
- Parts ordered for 281 air horn.
- Vander Molen will start annual spring maintenance and pump testing in May. Brief discussion continued.
- 293 tires replaced.
- Best Practices meeting last Monday; committee will be meeting again
- Questioned the progress of Co #1 water storage tank; Commissioner King noted the bid is mostly completed.
- Questioned if there will be enough room on Co #4 property for another building? Discussion continued, including setbacks, land donator attorney not getting back to our Counsel.
- Email sent to Commissioner Sadousky regarding forcible entry.
- Would like to see the Co #2 stairs repaired as soon as possible.

7. Reports of the Companies:

- **Greenfield Center Co #1: D/C Chouinard**
 - Questioned the status of Co #1 roof; ceiling tiles have fallen into the kitchen sink. Brief discussion; it is on the engineer's report but there are other priorities at this time.
- **Porter Corners Co #2: D/C Middlebrook**
 - Quiet.
- **Middle Grove Co #3: D/C Petkus**
 - Nothing of major consequence.
- **Maple Avenue Co #4: D/C Bogardus**
 - Have had meetings with Kristy at the Summit. Lengthy discussion continued. Will have weekly follow up. Possible welcome party at the Summit with firefighters and residents.

8. Report of the District EMS Coordinator – Nate King:

- Nothing at this time.

9. Reports of the Commissioners:

- Dussault
 - Still concerned about putting firefighters on 291 even with DOT inspection.
- King
 - Questioned if 291 was inspected; inspection sticker is from September.
 - AFG Grant is under way; looking to get compressor/fill station for Co #1 and Cascade system replaced on 263. Thanks to those assisting. Discussion continued, including detailed information needed and looking ahead to next year's grant and maybe getting exhaust systems installed.
 - Safety is a big issue, questioned who will be inspecting the building at Co #4 if constructed. A/C Barss noted it would be the Town of Wilton Building Inspector.
- Miller
 - 2nd "Cool Kids" committee meeting will be on February 12th at the District Office; would like at least 9 members attend. By March would also like each Chief to email him 2-3 names of members who have 20+ years of service and have them come in as a committee. Currently working only on recruiting. Discussion continued.

- Sadousky
 - Would like to see truck checks done more often, maybe weekly.
- Chandler
 - Questioned if the compressor was repaired; it was noted yes.

10. Reports of the Town Board Liaisons:

- Town of Greenfield: Jack Sadousky
 - Nothing at this time.
- Town of Wilton: Scott Dussault
 - Nothing at this time.

11. Reports of the Town Planning Board Liaisons:

- Town of Greenfield: Michael Chandler
 - Nothing at this time.
- Town of Wilton: Gary Bullard
 - Nothing at this time.

12. District Policy Review:

- Apparatus & Vehicle Use: No changes made.
- Duties of Fire Officers: Changes made.
- Public Information Officer: No changes made.

Commissioner Miller questioned if the Apparatus & Vehicle Use policy mandates the use of seatbelts. Brief discussion continued; it is in the policy.

RESOLUTION #49 APPROVING CHANGES MADE TO THE DUTIES OF FIRE OFFICERS POLICY AS DISCUSSED/SUBMITTED.

MOTION: Sadousky

SECOND: King

RESOLVED to approve changes made to the Duties of Fire Officers Policy as discussed/submitted.

VOTE: All in favor, motion carried.

Discussion also regarding cell phones on scenes; it was noted there is a cell phone policy currently in review.

13. Special Topics of Discussion:

RESOLUTION #50 THAT IN THE EVENT OF A LINE OF DUTY DEATH (LODD), AND WITH PERMISSION OF THE FAMILY OF THE DECEASED, THE DISTRICT CHIEF MAY AUTHORIZE THE USE OF THE DECEASED MEMBER'S COMPANY APPARATUS TO ESCORT THE REMAINS OF THE DECEASED FROM THE HOSPITAL TO THE FUNERAL HOME.

MOTION: Chandler

SECOND: Dussault

RESOLVED that in the event of a line of duty death (LODD), and with permission of the family of the deceased, the District Chief may authorize the use of the deceased

member's company apparatus to escort the remains of the deceased from the hospital to the funeral home.

VOTE: All in favor, motion carried.

RESOLUTION #51 AUTHORIZING SALARY INCREASES OF 2% FOR ALL DISTRICT STAFF EFFECTIVE FEBRUARY 3, 2018.

MOTION: Miller

SECOND: Sadousky

RESOLVED to authorize salary increases of 2% for all District Staff effective February 3, 2018.

VOTE: Chandler, recused; Miller, Yes; Sadousky, Yes; King, Yes; Dussault; Yes.

Motion carried.

- Lengthy discussion regarding the training facility hold harmless agreements. Training Committee will work on a policy, follow rules similar to the County Training Center. Commissioner King will assist with the policy. A facility use calendar to also be developed.

RESOLUTION #52 TO ADOPT THE HOLD HARMLESS AGREEMENTS FOR THE GREENFIELD FIRE DISTRICT TRAINING BUILDING.

MOTION: Chandler

SECOND: Sadousky

RESOLVED to adopt the Hold Harmless Agreements for the Greenfield Fire District Training Building.

VOTE: All in favor, motion carried.

- Lengthy discussion regarding web based Emergency Reporting software; CAD compatible, information that can be imported, available training and webinars, 24/7 support, American based, subscription fees. D/C Petkus explained the Halligan App that gives firefighters the ability to fill out a repair checklist on trucks, therefore eliminating paper truck checks. Will try to be methodical about the transfer.

RESOLUTION #53 APPROVING THE PURCHASE OF THE EMERGENCY REPORTING SOFTWARE PROGRAM.

MOTION: Chandler

SECOND: Miller

RESOLVED to approve the purchase of the Emergency Reporting Software Program.

VOTE: All in favor, motion carried.

14. Final Comments:

- Captain McEachron spoke to the owner, and noted the property is definitely going to Greenfield Fire District; but they will need an appraisal. Commissioner King noted it would be appraised once the land is transferred to the district.
- Captain King requested the ability to also transport deceased members from their home to the funeral home. Board okayed.

- Captain King questioned the status of the chain saw bar. Jill will discuss it with him after the meeting.
- Captain King would like his junior time added to his total membership time; Joyce to take care of it.
- Chief Ellsworth would like to see Knox boxes installed on the trucks; Ex-Chief Burwell had received a quote from the rep. Discussion continued. Added to the first meeting February agenda.
- D/C Middlebrook would also like to purchase a Knox Box for the Training Building. Joyce noted she had sent the Chief the information to access his account.

15. Dispense with the reading of the minutes

RESOLUTION #54 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Sadousky

SECOND: Miller

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

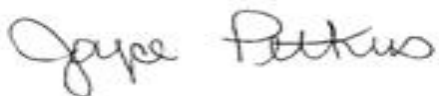
Motion made by Commissioner Sadousky with a second from Commissioner Miller to adjourn the meeting at 8:35 PM. All in favor.

Respectfully submitted,



Deidre Chandler
Operations Secretary

Reviewed/approved by,



Joyce Petkus
District Administrator/Treasurer