

Board of Fire Commissioners

Greenfield Fire District
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The March 27, 2019 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:02 PM.

Present were: Commissioners Chandler, Davis, Dussault, King, and later, Commissioner McGowan at 7:40 pm; D/A & Treasurer Petkus, D/P Ranck. See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** March 13, 2019 Commissioner Meeting Minutes as written.

RESOLUTION #97 APPROVING THE MARCH 13, 2019 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Dussault

SECOND: Davis

RESOLVED to approve the March 13, 2019 Commissioner Meeting Minutes as written.

VOTE: McGowan not present; all others in favor, motion carried.

3. Payment of Bills:

Commissioner Davis questioned the Vander Molen invoice that was not approved for payment last meeting; the Treasurer noted she still has not gotten a corrected invoice, the Chief will be calling.

Commissioner King questioned if the names of the attendees of the Bail Out training class were submitted; the Treasurer noted yes.

RESOLUTION #98 APPROVING PAYMENT OF ABSTRACT #6, VOUCHER #190113 THROUGH #190137 FROM THE GENERAL FUND, TOTALING \$32,941.43.

A3410.1 \$ 5,250.19

A3410.2 1,335.18

A3410.4 22,373.37

A9000.8 3,982.69

Total: \$32,941.43

MOTION: Davis

SECOND: Dussault

RESOLVED to approve payment of Abstract #6, Voucher #190113 through #190137 from the General Fund, totaling \$32,941.43.

VOTE: McGowan not present, all others in favor, motion carried.

4. **Reports of the Staff**

- **District Administrator – Joyce Petkus:**
 - Physicals with new Provider have started; just a few hiccups so far.
 - Defensive Driver evening class is 4/3-4/4/19, the Saturday class is 4/6, and the online class codes were received and sent out this past Friday.
 - Registered the district staff and Commissioner King for the free EAP Sexual Harassment webinar; D/C Barss presented other options as well. Brief discussion continued.
 - Has not heard back from all the Commissioners whether or not to set up EAP meeting regarding their new 1st Responder class; Joyce to call and set up.
- **Director of Purchasing – Don Ranck:**
 - Fit test machine was calibrated and should be back no later than Monday.
 - 283 needs front tires; Adirondack Tire is under State contract at \$255.05 plus mounting and balancing. Okayed.
 - Would like permission to cancel the 2” quick connect hose order, they have been on order for four months. Brief discussion continued; found another vendor, Board okayed.
 - Compressor contract signed; moving forward.
 - All CAT generators serviced.
 - I Am Responding computers are on order.
- **Treasurer – Joyce Petkus:**

RESOLUTION #99 GIVING TREASURER PERMISSION TO APPROPRIATE UNAPPROPRIATED FUNDS OF \$2,097 FROM 271 GLASS INSURANCE CLAIM PAYMENT TO .4 APP MAINT/REPAIRS LINE ITEM.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give Treasurer permission to appropriate unappropriated funds of \$2,097 from 271 glass insurance claim payment to .4 App Maint/Repairs line item.

VOTE: McGowan not present; all others in favor, motion carried.

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

- Christian Alvord: transfer from Co #1 to Co #2
- Brian Bishop: requested life-inactive, and to keep uniform and access.

RESOLUTION #100 GIVING THE CHAIRMAN PERMISSION TO SIGN OFF ON ABOVE FIREFIGHTER CHANGES IN MEMBERSHIP.

MOTION: Davis

SECOND: Dussault

RESOLVED to give the Chairman permission to sign off on above firefighter Changes in Membership.

VOTE: McGowan not present, all others in favor, motion carried.

The Board okayed Mr. Bishop keeping his access and uniform. Reminder that if a life member would like to keep their access and uniform, please attach a letter. Chief Ellsworth noted that Richard Henry's access does not work; Joyce to look into it.

6. Report of the Chief – Chief Ellsworth:

- Apparatus:
 - 283 needs tires. Indian tank added and leak to be fixed.
 - 271 is back, shocks to be put on next week.
 - 273 to go for Spring maintenance and pump test.
 - 290 is almost done.
 - Will continue with annual Spring service.
- Fire Police Captain Roxbury is almost \$300 over budget; the Chief reviewed and would like to have it approved. Brief discussion continued.

RESOLUTION #101 GIVING THE PURCHASING AGENT PERMISSION TO PURCHASE FIRE POLICE EQUIPMENT AS SUBMITTED. OVERAGE TO COME FROM HAZMAT LINE ITEM.

MOTION: Davis

SECOND: Dussault

RESOLVED to give the Purchasing Agent permission to purchase Fire Police equipment as submitted. Overage to come from Hazmat line item.

VOTE: All in favor, motion carried.

- New smoke detector changeover begins April 1st. Will not be able to hand out current stock of smoke detectors after April 1st. Discussion continued; Don to purchase 8 new ones, and deliver the current stock to the schools.
- Has training reports available for review.
- Next gear meeting scheduled with Lion on 4/15.
- Will be away at the Law & Management conference this weekend.

7. Reports of the Companies:

- **Greenfield Center Co #1: D/C Chouinard**
 - All good.
- **Porter Corners Co #2: D/C Barss**
 - Gaskets on the water tank are going bad; Don to purchase more.
 - Requesting more rubber mallets and to look into LED headlights for 271.
 - Would like permission to hold an Open House on April 27th.
 - Thanks on behalf of the Town of Greenfield for CPR training.
 - Ladders have been delivered.

RESOLUTION #102 GIVING ALL COMPANIES PERMISSION TO HOLD OPEN HOUSES DURING RECRUIT NY WEEKEND, APRIL 26-28, 2019.

MOTION: Davis

SECOND: Chandler

RESOLVED to give all companies permission to hold open houses during Recruit NY weekend, April 26-28, 2019.

VOTE: All in favor, motion carried.

- **Middle Grove Co #3: D/C Murray**
 - All good.
- **Maple Avenue Co #4: A/C Bullard**
 - Nothing at this time.

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

- OB/GYN & Emergency Childbirth CME this Monday.
- Three more people signed up for CME program.
- Firefighter Mikayla Tougas is enrolling in EMT Original class. Brief discussion continued.

RESOLUTION #103 GIVING MIKAYLA TOUGAS PERMISSION TO ATTEND THE REMO SPRING EMT ORIGINAL CLASS IN ALBANY, BEGINNING APRIL 16, 2019. PERMISSION ALSO GIVEN TO TREASURER TO PAY \$330.00 REGISTRATION/MATERIALS FEE.

MOTION: Chandler

SECOND: King

RESOLVED to give Mikayla Tougas permission to attend the REMO Spring EMT Original Class in Albany, beginning April 16, 2019. Permission also given to Treasurer to pay \$330.00 registration/materials fee.

VOTE: All in favor, motion carried.

9. Report of the Training Committee: D/C Barss

- Received estimate of \$20-25K for roof simulation building.
- Driver books completed, but not yet published.
- Spoke to the District Auxiliary Liaison regarding their assistance with the Dr. David Griffin Seminar and September Flashover training, and possibly doing a fundraiser that weekend. Discussion continued.

RESOLUTION #104 GIVING THE AUXILIARY PERMISSION TO BE INVOLVED IN ANY TYPE OF FUNDRAISING DURING FLASHOVER WEEKEND.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give the Auxiliary permission to be involved in any type of fundraising during Flashover weekend.

VOTE: All in favor, motion carried.

- April 9th is Live Fire training with Dave Hatin using TIC cameras.
- May 19th is the department live fire training.
- Pipe system is on at the training building; two firefighters purchased parts/materials out of pocket. Would like the Board to reimburse them. Brief discussion continued.

RESOLUTION #105 GIVING THE TREASURER PERMISSION TO REIMBURSE FIREFIGHTERS WALKER CHANDLER AND WALT RAMSEY \$46.44 AND \$26.13, RESPECTIVELY.

MOTION: Davis

SECOND: Chandler

RESOLVED to give the Treasurer permission to reimburse firefighters Walker Chandler and Walt Ramsey \$46.44 and \$26.13, respectively.

VOTE: All in favor, motion carried.

- Commissioner Chandler noted he asked Don to look into prices for three gate valves for the training building; Don noted that he could not find anything cheaper than the original quote.
- Bail out systems have been ordered.
- Started working on the 2020 training budget.

10. Reports of the Commissioners:

- Davis
 - Joyce received the amounts for bonding of each company Treasurer and Deputy Treasurer, and has forwarded that to the insurance carrier for quotes.
 - Asked what the feeling was regarding the recruitment & retention meetings George Miller started last year. Discussion continued. Will contact George.
- Dussault
 - Thanks to everyone for their hard work, be safe and keep up the good work.
- King
 - Brush should not be kept out in the rain.
 - Received another phone call from an Allstate agent regarding ISO. He also called ISO to confirm the district rating and confirmed that the district's rating has NOT changed and will not until about 2022. It appears that it may be just one insurance company that is using the alleged rate change to raise rates. Joyce noted Bill Young has responded to this issue but the letter has not been received yet. Commissioner King would like to put something on the website that the rating has not changed.
 - Lanson Cosh will be at Co #1 at 10 am on Wednesday. The bathrooms are the proper size for ADA.
 - Co #2 President Walt Ramsey had brought up at last meeting looking at additional ways to give additional points. Should put a committee together to make sure there is no conflict with General Municipal Law, the financial implications on the budget and the impact to the taxpayers. Also need to have a public referendum; maybe in December. Will need to involve Penflex and Bill Young.
 - Going to talk to the Town Highway Supervisor in reference to possibly doing preventive maintenance on the vehicles. Brief discussion continued.
 - Reminder to everyone to please stop sending applicants to the district office for paperwork; if the company does not send the approved application to the District office she cannot move forward with the process. Please follow the Membership Application Policy.

- McGowan
 - Asked for an update on Spectrum; Don noted he received the email on Sunday night and took care of it Monday morning.
 - Would like approval for the Treasurer to pay the \$500 deposit for the four company banquet. It will be a Lake George Dinner Cruise on July 27th. They are under budget, and need to guarantee at least 100 people. The committee has discussed getting a deposit from the attendees, which they will receive back as they board the ship. Brief discussion continued.

RESOLUTION #106 GIVING THE TREASURER PERMISSION TO PAY THE \$500 DEPOSIT TO THE LAKE GEORGE STEAMBOAT COMPANY.

MOTION: Davis

SECOND: Dussault

RESOLVED to give the Treasurer permission to pay the \$500 deposit to the Lake George Steamboat Company.

VOTE: All in favor, motion carried.

- Chandler
 - Nothing at this time.

11. Reports of the Town Board Liaisons:

- Town of Greenfield: John Davis
 - Set up a meeting with the Chief and the Building Inspector, but the Inspector never showed up. Will call again tomorrow.
 - Stewarts got approval for a 90,000 SF building. Discussion continued regarding hydrants.
- Town of Wilton: Scott Dussault
 - Cole's Collision bought the property adjacent to Co #4. Currently in the application process. Brief discussion continued regarding water.

12. Reports of the Town Planning Board Liaisons:

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

13. District Policy Review:

- **Disciplinary:** no changes made.
- **Harassment & Discrimination:** no changes made.
- **Sexual Harassment:** no changes made.
- **Workplace Violence Prevention:** no changes made.
- **Purchasing:** moved to April 10th agenda.

14. Special Topics of Discussion:

- Brief discussion regarding LOSAP; Commissioner Davis suggested setting up a committee; Walt Ramsey to chair, Commissioner King to sit on committee.
- Discussion regarding reimbursing the lights Co #4 purchased in December for new 294. Commissioner Chandler noted he thought it was a done deal that they

said they would pay for it. Commissioner Davis noted that the previous minutes noted that the Board approved the wiring and they would buy the lights. Noted that the whole deal was screwed up from the beginning regarding the lights, more thought should have been put into it, but it does say that the Board would eventually buy them. This should not happen again once the new Purchasing Policy is approved. Commissioner Chandler questioned where the money was going to come from. Brief discussion continued.

RESOLUTION #107 GIVING THE TREASURER PERMISSION TO REIMBURSE CO #4 FOR THEIR PURCHASE OF THE LIGHTS, TOTALING \$1,374.24. MONEY TO COME FROM THE .2 MISCELLANEOUS EQUIPMENT LINE ITEM; TREASURER GIVEN PERMISSION TO MOVE THE MONEY FROM THE .4 REPAIRS TO EQUIPMENT LINE ITEM TO THE .2 MISCELLANEOUS EQUIPMENT LINE ITEM.

MOTION: Davis

SECOND: King

RESOLVED to give the Treasurer permission to reimburse Co #4 for their purchase of the lights, totaling \$1,374.24. Money to come from the .2 Miscellaneous Equipment line item; Treasurer given permission to move the money from the .4 Repairs to Equipment line item to the .2 Miscellaneous Equipment line item.

VOTE: Chandler, no; Davis, yes; Dussault, yes; King, yes; McGowan; yes. Motion carried.

- Discussion regarding the 2019 Tahoes moved the April 10th agenda.

15. Final Comments:

- Commissioner McGowan noted that Co #2 has received 501C3 status. Co #1 President Brian Gibbins noted Co #1 has not yet received theirs.
- Don noted the computer migration to the new IT Company begins Monday. Co #1 President Brian Gibbins asked if this will help the I Am Responding boards; Don noted no, the new computers that area on order will.
- Commissioner Chandler noted that there will be an executive session and the Board expects to not conduct any further business after that.

RESOLUTION #108 ENTERING INTO EXECUTIVE SESSION AT 7:75 PM IN REFERENCE TO A POSSIBLE DISCIPLINARY MATTER.

MOTION: Chandler

SECOND: Dussault

RESOLVED to enter into executive session at 7:57 pm in reference to a possible disciplinary matter.

VOTE: All in favor, motion carried.

RESOLUTION #109 RECONVENING FROM EXECUTIVE SESSION AT 9:18 PM.

MOTION: Chandler

SECOND: Dussault

RESOLVED to reconvene from executive session at 9:18 pm.

VOTE: All in favor, motion carried.

No decision made in executive session.

16. Dispense with the reading of the minutes

RESOLUTION #110 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Davis

SECOND: McGowan

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 King to adjourn the meeting at 9:19 PM. All in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joyce Petkus".

Joyce Petkus
District Administrator/Treasurer