

# **Board of Fire Commissioners**

Greenfield Fire District  
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The January 2016 Organizational Meeting of the Greenfield Fire District was called to order at the District Office by Treasurer Petkus at 7:03 PM on January 6, 2016. The flag salute and a moment of silence were recognized for departed members and troops overseas.

## **Present were:**

Commissioners: Atwell, Chandler, Dussault, Kugler, Mann; D/A-Treasurer Petkus, D/P Chouinard, D/T Thurman. Please see sign in sheet for others in attendance.

D/A-Treasurer Petkus asked for nominations for Chairman of the Board for 2016. Commissioner Atwell nominated Commissioner Michael Chandler with a 2<sup>nd</sup> from Commissioner Kugler.

## **RESOLUTION #1 TO APPOINT MICHAEL CHANDLER CHAIRMAN OF THE BOARD FOR 2016.**

MOTION: Atwell

SECOND: Kugler

RESOLVED to appoint Michael Chandler Chairman of the Board for 2016.

VOTE: All in favor, motion carried.

## **RESOLUTION #2 TO APPOINT JOYCE PETKUS DISTRICT ADMINISTRATOR/TREASURER FOR 2016.**

MOTION: Chandler

SECOND: Kugler

RESOLVED to appoint Joyce Petkus District Administrator/Treasurer for 2016.

VOTE: All in favor, motion carried.

## **RESOLUTION #3 TO APPOINT CHRISTOPHER THURMAN DEPUTY TREASURER FOR 2016.**

MOTION: Chandler

SECOND: Atwell

RESOLVED to appoint Christopher Thurman Deputy Treasurer for 2016.

VOTE: All in favor, motion carried.

## **RESOLUTION #4 TO APPOINT JILL CHOUINARD DIRECTOR OF PURCHASING FOR 2016.**

MOTION: Chandler

SECOND: Atwell

RESOLVED to appoint Jill Chouinard Director of Purchasing for 2016.

VOTE: All in favor, motion carried.

**RESOLUTION #5 TO APPOINT CAROLE MILLER DISTRICT CHAPLAIN FOR 2016.**

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint Carole Miller District Chaplain for 2016.

VOTE: All in favor, motion carried.

**RESOLUTION #6 TO NAME THE DAILY GAZETTE AS THE LEGAL NEWSPAPER FOR 2016.**

MOTION: Chandler

SECOND: Kugler

RESOLVED to name the Daily Gazette as the legal newspaper for 2016.

VOTE: All in favor, motion carried.

**RESOLUTION #7 TO NAME ADIRONDACK TRUST COMPANY, BALLSTON SPA NATIONAL BANK AND SARATOGA NATIONAL BANK AS BANKS FOR 2016.**

MOTION: Chandler

SECOND: Atwell

RESOLVED to name Adirondack Trust Company, Ballston Spa National Bank and Saratoga National Bank as banks for 2016.

VOTE: All in favor, motion carried.

**RESOLUTION #8 TO SET 2016 MEETING NIGHTS AS SUBMITTED AND POSTED ON THE DISTRICT WEBSITE BY THE DISTRICT ADMINISTRATOR.**

MOTION: Chandler

SECOND: Kugler

RESOLVED to set 2016 meeting nights as submitted and posted on the District website by the District Administrator.

VOTE: All in favor, motion carried.

**RESOLUTION #9 TO APPOINT WILLIAM YOUNG LEGAL ADVISOR FOR 2016.**

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint William Young legal advisor 2016.

VOTE: All in favor, motion carried.

**RESOLUTION #10 TO APPOINT CENTER FOR OCCUPATIONAL HEALTH – GLENS FALLS HOSPITAL AS DISTRICT MEDICAL FACILITY FOR 2016.**

MOTION: Chandler

SECOND: Mann

RESOLVED to appoint Center for Occupational Health – Glens Falls Hospital as District Medical Facility for 2016.

VOTE: All in favor, motion carried.

### RESOLUTION #11 TO APPOINT DR. LEE AND EVA NAGEL AS THE DISTRICT STRESS DEBRIEFING DOCTORS FOR 2016.

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint Drs. Lee and Eva Nagel as the District Stress Debriefing doctors for 2016.

VOTE: All in favor, motion carried.

### RESOLUTION #12 TO APPOINT JILL CHOUINARD DISTRICT PHOTOGRAPHER FOR 2016.

MOTION: Chandler

SECOND: Mann

RESOLVED to appoint Jill Chouinard District Photographer for 2016.

VOTE: All in favor, motion carried.

### RESOLUTION #13 TO APPOINT THE FOLLOWING VENDORS TO BE USED IN THE CASE OF EMERGENCY FOR 2016:

- HEATING/PLUMBING: MIDDLEBROOK'S PLUMBING
- MECHANICS:
  - KJ STEARNS
  - KME
- GENERAL CONTRACTORS: COMPLETE CONSTRUCTION
- ELECTRICIANS: SARATOGA ELECTRIC & GENERATOR

MOTION: Chandler

SECOND: Mann

RESOLVED to appoint the following vendors to be used in the case of emergency for 2016:

- Heating/Plumbing: Middlebrook's Plumbing
- Mechanics:
  - KJ Stearns
  - KME
- General Contractors: Complete Construction
- Electricians: Saratoga Electric & Generator

VOTE: All in favor, motion carried.

### RESOLUTION #14 GIVING TREASURER PERMISSION TO PAY VARIOUS BILLS INCLUDING FUEL, LIGHTS, WAGES, FEDERAL AND STATE TAXES, POSTAGE, TELEPHONE/FAX, INTERNET, GAS AND DIESEL, HEATING OIL, GARBAGE PICK UP EVERY MONTH.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give Treasurer permission to pay various bills including fuel, lights, wages, federal and state taxes, postage, telephone/fax, internet, gas and diesel, heating oil, garbage pickup every month.

VOTE: All in favor, motion carried.

**RESOLUTION #15 TO ADOPT SECTION 104B OF THE GENERAL MUNICIPAL LAW REGARDING DISTRICT PURCHASING PRACTICES.**

MOTION: Chandler

SECOND: Mann

RESOLVED to adopt Section 104B of the General Municipal Law regarding District Purchasing Practices.

VOTE: All in favor, motion carried.

**RESOLUTION #16 THAT A COMMISSIONER SHALL SIT ON THE COMMITTEE THAT IS PURCHASING A NEW TRUCK FOR HIS COMPANY.**

MOTION: Chandler

SECOND: Kugler

RESOLVED that a Commissioner shall sit on the committee that is purchasing a new truck for his company.

VOTE: All in favor, motion carried.

**RESOLUTION #17 THAT TRUCK REPAIRS SHALL BE COORDINATED BY THE CHIEF AND COMMISSIONER ATWELL.**

MOTION: Chandler

SECOND: Kugler

RESOLVED that truck repairs shall be coordinated by the Chief and Commissioner Atwell.

VOTE: All in favor, motion carried.

**RESOLUTION #18 TO FORM AN AUDIT COMMITTEE TO AUDIT THE BOOKS WHEN THE TREASURER HAS THEM READY. AUDIT COMMITTEE SHALL BE COMMISSIONERS DUSSAULT, KUGLER, MANN.**

MOTION: Chandler

SECOND: Atwell

RESOLVED to form an audit committee to audit the books when the Treasurer has them ready. Audit committee shall consist of Commissioners Dussault, Kugler, Mann.

VOTE: All in favor, motion carried.

**RESOLUTION #19 TO ADOPT 2016 DISTRICT GUIDELINE REVIEW SCHEDULE AS PROVIDED AND POSTED.**

MOTION: Chandler

SECOND: Kugler

RESOLVED to adopt 2016 District Guideline Review Schedule as provided and posted.

VOTE: All in favor, motion carried.

**RESOLUTION #20 THAT THE GREENFIELD FIRE DISTRICT MAINTAIN MEMBERSHIP IN THE FOLLOWING ORGANIZATIONS:**

- FIREMAN'S ASSOCIATION OF THE STATE OF NY (FASNY)
- ASSOCIATION OF FIRE DISTRICTS OF THE CAPITAL AREA (AFDCA)
- ASSOCIATION OF FIRE DISTRICTS OF THE STATE OF NY (AFDSNY)
- NEW YORK STATE ASSOCIATION OF FIRE CHAPLAINS
- NEW YORK STATE ASSOCIATION OF FIRE CHIEFS (NYS AFC)
- NFPA
- FIRE DEPARTMENT SAFETY OFFICERS ASSOCIATION

MOTION: Chandler

SECOND: Atwell

RESOLVED that the Greenfield Fire District maintain membership in the following organizations:

- Fireman's Association of the State of NY (FASNY)
- Association of Fire Districts of the Capital Area (AFDCA)
- Association of Fire Districts of the State of NY (AFDSNY)
- New York State Association of Fire Chaplains
- New York State Association of Fire Chiefs (NYS AFC)
- NFPA
- Fire Department Safety Officers Association

VOTE: All in favor, motion carried.

**RESOLUTION #21 TO APPOINT ELECTION INSPECTORS FOR 2016:**

- BETTY BOWEN
- PAT BRUST
- DEBBIE BURWELL
- ANN CORNELL
- MARGE CORNELL
- DIANE CZECHOWICZ
- PETER CZECHOWICZ
- BONNIE OLDER
- DORIS OLDER
- PEGGY ROXBURY
- JOYCE WOODARD

MOTION: Chandler

SECOND: Mann

RESOLVED to appoint Election Inspectors for 2016:

- Betty Bowen
- Pat Brust
- Debbie Burwell
- Ann Cornell
- Marge Cornell
- Diane Czechowicz
- Peter Czechowicz
- Bonnie Older
- Doris Older
- Peggy Roxbury
- Joyce Woodard

VOTE: All in favor, motion carried.

**RESOLUTION #22 THAT EFFECTIVE JANUARY 1, 2016, REIMBURSEMENT FOR MILEAGE FOR FIRE CALLS AND DISTRICT BUSINESS WILL BE 54¢ PER MILE, TO BE MONITORED BY THE TREASURER FOR ANY CHANGES. MILEAGE VOUCHERS HELD LONGER THAN TWO MONTHS WILL NOT BE**

ACCEPTED; ANY SUBMISSION MUST BE RECEIVED BY THE THURSDAY MORNING PREVIOUS TO THE NEXT BOARD MEETING.

MOTION: Chandler

SECOND: Kugler

RESOLVED that effective January 1, 2016, reimbursement for mileage for fire calls and District business will be 54¢ per mile, to be monitored by the Treasurer for any changes. Mileage vouchers held longer than two months will not be accepted; any submission must be received by the Thursday morning previous to the next Board meeting.

VOTE: All in favor, motion carried.

**RESOLUTION #23 TO APPOINT GARY BULLARD 2016 DISTRICT LIAISON TO THE WILTON PLANNING BOARD.**

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint Gary Bullard 2016 District liaison to the Wilton Planning Board.

VOTE: All in favor, motion carried.

Commissioner Chandler noted that he and Chief Burwell will be looking for someone else to be the liaison to the Greenfield Planning Board this year.

**RESOLUTION #24 APPROVING THE DECEMBER 22, 2015 SPECIAL MEETING MINUTES AS WRITTEN.**

MOTION: Kugler

SECOND: Mann

RESOLVED to approving the December 22, 2015 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

**Chairman Chandler asked for questions/comments regarding the abstract:**

Treasurer Petkus noted that due to the Federal Reserve closing for the holidays and how it affected payroll, there was one final abstract for 2015 that covered only payroll and taxes as of December 31, 2015. She noted it was already accounted for at the Year End meeting.

**RESOLUTION #25 APPROVING ABSTRACT #25 FROM THE GENERAL FUND , PAYROLL & TAXES, TOTALING \$5,942.58.**

MOTION: Kugler

SECOND: Atwell

RESOLVED to approve Abstract #25 from the General Fund, Payroll & Taxes, totaling \$5,942.58.

VOTE: All in favor, motion carried.

**RESOLUTION #26 TO PAY ABSTRACT #1, VOUCHER #160001 THROUGH VOUCHER #160007, FROM THE GENERAL FUND, TOTALING \$2,792.33.**

A3410.2	443.15
A3410.4	2,349.18

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Total: \$ 2,792.33

MOTION: Kugler

SECOND: Atwell

RESOLVED to pay Abstract #1, Voucher #160001 through Voucher #160007, from the General Fund, totaling \$2,792.33.

VOTE: All in favor, motion carried.

### **Reports of the Staff:**

- District Administrator
  - Reminder of how the firefighter application process is supposed to go; instructions placed in baskets for everyone to review.
  - Will be updating applications for 2016 ASAP.
  - Briefly explained some LOSAP changes based on recent OSC audits; she will be working on making sure the District's LOSAP complies. Stressed that in order for firefighters to get credit, they must sign the LOSAP sheets to get proper credit.
  - Gear tags will be updated by the Officers meeting next week.
  - Received request from a Sheriff Investigator for access to the firehouses; brief discussion; Chief Burwell and Board okayed.
  - Reminder that the installation banquet is this Saturday. Would like to schedule post banquet follow up meeting as well as 2017 anniversary banquet committee meeting. Brief discussion; meeting on January 18<sup>th</sup>.

### **RESOLUTION #27 GIVING THE ROD AND GUN CLUB PERMISSION TO USE PORTER CORNERS FIREHOUSE FOR THEIR 2016 MEETINGS AS SUBMITTED.**

MOTION: Kugler

SECOND: Atwell

RESOLVED to give the Rod and Gun Club permission to use Porter Corners firehouse for their 2016 meetings as submitted.

VOTE: All in favor, motion carried.

### **RESOLUTION #28 GIVING CHIEF JUSTIN BURWELL AND CAR 26 PERMISSION TO ATTEND THE COLT TRAINING IN LATHAM ON FEBRUARY 5 AND 6, 2016.**

MOTION: Chandler

SECOND: Dussault

RESOLVED to give Chief Justin Burwell Car 26 permission to attend the COLT training in Latham on February 5 and 6, 2016.

VOTE: All in favor, motion carried.

- Director of Purchasing
  - Co #3 having continuing Wi-Fi problems.
  - Moving progress with E-Visions regarding updated website.
  - 70<sup>th</sup> Anniversary sponsor book is going well.
  - XTS radios are in; Chief's radio did not.
  - Motorola rebate check came in.
  - Chief's vehicle gas fobs are taken care of.
  - Co #4 garage door contract signed; no installation date yet.
  - Co #2 generator needed an upgrade. Brief discussion.

- Co #1 found an old, non-working gas meter; would like to replace it. Brief discussion; to be discussed at end of January meeting.
- Chief's mobile hot spot was received and installed.
- Commissioner Kugler and Dussault requested district cell phones. Brief discussion; John King's cell phone & number issued to Commissioner Dussault and she will order a regular phone for Commissioner Kugler.
- Treasurer/Deputy Treasurer:

**RESOLUTION #29 GIVING THE TREASURER PERMISSION TO PAY ALL BILLS ASSOCIATED WITH THE 2016 ANNUAL BANQUET AS THEY ARE RECEIVED.**

MOTION: Kugler

SECOND: Mann

RESOLVED to give the Treasurer permission to pay all bills associated with the 2016 annual banquet as they are received.

VOTE: All in favor, motion carried.

**Firefighter Applications for membership:**

**Greenfield Center Company #1:** None.

**Porter Corners Company #2:** None.

**Middle Grove Company #3:** Eric Petkus, under 18.

**Maple Avenue Company #4:** None.

**Firefighter Requests for Change in Membership:**

**Greenfield Center Company #1:** LuAnn Brownell, requested life.

**Porter Corners Company #2:** None.

**Middle Grove Company #3:** None.

**Maple Avenue Company #4:** None.

**RESOLUTION #30 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN ABOVE APPLICATIONS AND CHANGES IN MEMBERSHIP ON BEHALF OF THE BOARD.**

MOTION: Atwell

SECOND: Dussault

RESOLVED to give the Chairman of the Board permission to sign above applications and changes in membership on behalf of the Board.

VOTE: All in favor, motion carried.

**Report of the Chief – Justin Burwell:**

- Chiefs Hierarchy – submitted in writing to the Board.
- District EMS Coordinator for 2016 is Nicole Thurman.
- Officers Meeting – Would like to move to District Office, have Deidre come on as secretary and take minutes, assist with agendas, etc. Board approved.

**RESOLUTION #31 THAT THE OPERATIONS SECRETARY WORK WITH THE OFFICERS INCLUDING ATTENDING OFFICERS MEETINGS TO TAKE MINUTES.**



MOTION: Kugler

SECOND: Mann

RESOLVED that the Operations Secretary work with the officers including attending officers meetings to take minutes.

VOTE: All in favor, motion carried.

- Chief Officers Committee responsibilities handed out and briefly reviewed
- Data Entry – Has list of names; meeting scheduled January 21<sup>st</sup> at District Office.
- Email addresses – Requesting for all Chief officers and District EMS Coordinator. Brief discussion; Jill to work on it with Kincaid.
- Work orders will be used for all apparatus repairs going forward, confirmed that all Chief Officers have access to system and will go over it if they need assistance. Creates digital paper trail and can be updated as things happen. Would like to move truck repair files to Chiefs office. Discussion continued; files to remain with Commissioner Atwell at this time.
- Centre Learn for OSHA classes have been picked and will be setting up with Jack King if he is willing to do classes for people who don't want to take it online. Should be up and running as of today for people who want to get it done. Brief discussion continued; all certificates should be forwarded to the Operations Secretary.
- Chiefs Dinner with surrounding agencies is scheduled at Co# 1 January 30<sup>th</sup> 18:00.
- Mutual Aid Banquets – Do I need permission for every banquet to take Car 26?

**RESOLUTION #32 GIVING CHIEF BURWELL AND D/C ELLSWORTH PERMISSION TO ATTEND THE FOLLOWING BANQUETS: GALWAY FD, JANUARY 16<sup>TH</sup> AT THE ROD AND GUN CLUB IN SCHENECTADY, ROCK CITY FALLS FD ON JANUARY 23<sup>RD</sup> AT GREAT ESCAPE LODGE IN WARREN COUNTY, EDINBURG FD ON FEBRUARY 13<sup>TH</sup> AT LANZI'S ON THE LAKE, FULTON COUNTY, PROVIDENCE FD MARCH 5<sup>TH</sup> AT THE FACTORY IN BALLSTON SPA. PERMISSION ALSO TO TAKE 26 AND 280.**

MOTION: Kugler

SECOND: Dussault

RESOLVED to give Chief Burwell and D/C Ellsworth permission to attend the following banquets: Galway FD, January 16<sup>th</sup> at the Rod and Gun Club in Schenectady, Rock City Falls FD on January 23<sup>rd</sup> at Great Escape Lodge in Warren County, Edinburg FD on February 13<sup>th</sup> at Lanzi's on the Lake, Fulton County, Providence FD March 5<sup>th</sup> at The Factory in Ballston Spa. Permission also to take 26 and 280.

VOTE: All in favor, motion carried.

- Equipment: discussed during Chiefs meeting last night that there are a few mobile radios do to the lack of a couple of Chiefs; would like to have them reprogrammed for Co# 1 brush truck and Co# 4 brush truck. We will install. Board okayed.
- Car 26 – Work in progress, some completed last week but need to still schedule with Larosa's for decals and brush guard replacement. Commissioner Atwell requested that he be notified prior to any work as it must be approved.

### **Reports from Companies:**

#### **Company #1 – D/C Davis:**

- Found black mold in the Assistant Chief's office; Commissioner Chandler to contact someone. Station keeper to start ripping out affected drywall. Will also need to replace the carpets in both Chief offices after leak is fixed.

**Company #2 – D/C Middlebrook:**

- Quiet.

**Company #3 – D/C Ellsworth:**

- Quiet.

**Company #4 – A/C Bogardus:**

- At a new phase in their history & transitioning into a new era, please have patience with us. Will need time to achieve their goals. Commissioner Chandler noted he and Co #4 have the support of the Board as well as all the other companies. Brief discussion continued.
- Captain Bullard to continue as the liaison regarding purchasing.

**Report of District EMS Coordinator – Nicole Thurman:**

- Working with Joel Fey at WEMS to set up CPR classes. Brief discussion continued; the first class is scheduled for January 26<sup>th</sup> at 6 pm at Co #1.
- Working with Chief Burwell to get all CPR cards updated.
- Requested chair for her office. Jill to order.

**Reports of the Commissioners:****Commissioner Mann:**

- AFG grant should be ready by Sunday night. Please contact her if anyone would like to meet and review it before it is submitted. Thanks to those involved with input.
- Questioned the procedure for funerals. Brief discussion; Commissioner Chandler noted that in February the Board will be addressing a funeral policy, a copy of which was emailed out to the Board to start reviewing. Commissioner Kugler noted he is also meeting with the by-law committee to address it as well.

**Commissioner Kugler:**

- Would like to have electronic access added to the Officers office at Co #4. Brief discussion; Joyce to look into it.
- Captain Bullard had requested that 2 Pelican lights be purchased for 292 and 293, \$639 each. Brief discussion; wait until end of January.

**Commissioner Dussault:**

- Thanked everyone that came out and voted. Has sat on several different Boards over the years, open door, call or visit if you have any questions; if he doesn't know the answer he will find it for you.

**Commissioner Atwell:**

- Met with Smartwatt at Co #4 the other day. Looks like end of January, beginning of February for installation.
- Asked if a chair was ordered for the Chief yet; it was noted it was only approved last night and will be ordered shortly.
- Was 281 mirror installed yet? Need to ask Station Keeper.
- Asked if Chief Burwell received email from the county regarding engine/tanker update? Chief Burwell noted it was already taken care of.
- Rail safety/hazmat call in July. Brief discussion continued.
- Asked if Co #4 back door is working properly now; it was noted it is.
- Co #1 front door is not working properly; station keeper to take care of.
- Asked if 280 was repaired; it was noted it was.

- Asked is 26 brakes were repaired. Chief Burwell noted they were, he himself also installed a new battery and spent 5 hours of his time fixing the wiring. D/C Ellsworth also noted he donated a lot of time helping to fix the Chief's vehicle.
- County is holding a Radio Failure class January 13<sup>th</sup>.
- Next probie class is tentative scheduled for end of February; brief discussion continued. Chief Burwell to assist with coordinating schedule.

**Commissioner Chandler:**

- Welcomed Scott Dussault to the Board.

**Special Topics of Discussion:**

- Commissioner Kugler asked about the price of the AED's; it was noted they are about \$1500.00 each. Commissioners Mann and Kugler are going to ask for a grant from Senator Farley. Chief Burwell requested that EMS Coordinator Nicole Thurman be involved. Commissioner Chandler noted they are looking at Zoll's.
- D/A Petkus noted that before the officers leave, to please take their boxes of Incident and Non-Incident forms.
- D/C Ellsworth asked what the Board was doing about auctioning off the old generator that is sitting at Co #3 garage. Brief discussion; specs and pictures are first needed. Commissioner Atwell and D/P Chouinard to work on it.
- George Habig, resident, questioned the consolidation of some of the reserve funds. Brief discussion; it was noted that the Board changed where some of the reserve money was going the night of that meeting, which will be reflected in the minutes once they are transcribed, approved by the Board and posted on the website.

**RESOLUTION #33 TO DISPENSE WITH THE READING OF THE MINUTES.**

MOTION: Chandler

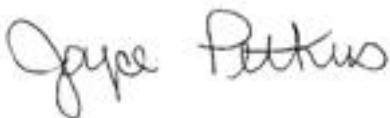
SECOND: Kugler

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Chandler with a second from Commissioner Kugler to adjourn the meeting at 8:24 PM. All in favor, meeting adjourned.

Respectfully submitted,



Joyce A. Petkus  
District Administrator/Treasurer