

**Board of Fire Commissioners**  
Greenfield Fire District  
P.O. Box 103  
Greenfield Center, NY 12833  
Office: (518) 893-0723 Fax: (518)893-7006

The November 13, 2019 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:02 PM.

Flag salute, moment of silence recognized for departed members.

**Present were:** Commissioners Chandler, Davis, Dussault, King, McGowan; D/A-Treasurer Petkus, S/K-P/A Ranck. Please see sign in sheet for others in attendance.

Award Bid: Co #1 Roof Renovation:

**RESOLUTION #260 ACCEPTING THE BASE BID AND ALTERNATE TO REPLACE WINDOWS/DOORS FROM TITAN ROOFING, INC.**

MOTION: Davis

SECOND: Chandler

RESOLVED to accept the base bid and alternate to replace windows/doors from Titan Roofing, Inc.

VOTE: All in favor, motion carried.

**RESOLUTION #261 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN THE TITAN ROOFING, INC. CONTRACT ON BEHALF OF THE BOARD.**

MOTION: Davis

SECOND: Dussault

RESOLVED to give the Chairman of the Board permission to sign the Titan Roofing, Inc. contract on behalf of the Board.

VOTE: All in favor, motion carried.

**RESOLUTION #262 APPROVING THE OCTOBER 23, 2019 COMMISSIONER MEETING MINUTES AS WRITTEN.**

MOTION: Dussault

SECOND: McGowan

RESOLVED to approve the October 23, 2019 Commissioner meeting minutes as written.

VOTE: All in favor, motion carried.

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

Commissioner King had asked the Treasurer to clarify the off-road fuel; it is for the generators. Spoke to the Purchasing Agent regarding the Town not yet making the changes in their system to the district vehicle identifiers; Don is working with Justin.

**RESOLUTION #263 APPROVING PAYMENT OF ABSTRACT #21 FROM THE GENERAL FUND, VOUCHER #190495 THROUGH VOUCHER #190522, TOTALING \$23,533.00.**

A3410.1	\$ 5,991.88
A3410.2	\$ 50.98
A3410.4	\$17,031.78
A9000.8	\$ 458.36
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Total:	\$ 23,533.00

MOTION: Chandler  
SECOND: Dussault  
RESOLVED to approve payment of Abstract #21 from the General Fund, Voucher #190495 through Voucher #190522, totaling \$23,533.00.  
VOTE: All in favor, motion carried.

**RESOLUTION #264 APPROVING PAYMENT OF ABSTRACT #8 FROM THE BUILDING RESERVE FUND, VOUCHER #BR19010 TOTALING \$2,233.69.**

MOTION: Chandler  
SECOND: McGowan  
RESOLVED to approve payment of Abstract #8 from the Building Reserve Fund, Voucher #BR19010, totaling \$2,233.69.  
VOTE: All in favor, motion carried.

**RESOLUTION #265 APPROVING PAYMENT OF ABSTRACT #11 FROM THE EQUIPMENT RESERVE FUND, VOUCHER #ER19020 THROUGH ER19021 TOTALING \$2,729.22.**

MOTION: Chandler  
SECOND: Davis  
RESOLVED to approve payment of Abstract #11 from the Equipment Reserve Fund, Voucher #ER19020 through ER19021, totaling \$2,729.22.  
VOTE: All in favor, motion carried.

**Reports of the Staff:**

- **District Administrator:** Joyce Petkus
  - Received Thank You card from Pauline Levo.
  - Received letter from Joseph Russo and dated November 7, 2019 asking to be placed on the ballot for Commissioner for term of January 1, 2020 through December 31, 2024.
  - Received letter from Chief Ellsworth on October 31, 2019 asking to be placed on the ballot for 2020 District Chief.
  - Received letter from Chief Ellsworth on November 13, 2019 requesting his name be removed from the ballot for 2020 District Chief.
  - Received a website email from a resident thanking the firefighters for their service during a recent house fire.
  - She and Don will be attending the State Archives grant session next Tuesday.
  - Next commissioner meeting scheduled for Monday, November 25<sup>th</sup>.
  - Has not heard from the Chief regarding completion of the cancer coverage annual roster for dates when firefighters started or ended their interior service. Brief discussion

continued. Joyce to make more copies to hand out after the meeting. Must be filed by December 1<sup>st</sup>; Chief Ellsworth noted she would have them by Friday the 22<sup>nd</sup>.

- **Purchasing Agent:** Don Ranck
  - Took water samples and brought to CNA. He and Commissioner King met with Wel-Dun this past Friday.
  - Front tires replaced on fire police vehicle.
  - 272 pump is back from repair and installed.
  - Met with Allerdice regarding Co #2 meeting room door. Brief discussion; Center for Security needs to come in and extend wires. Brief discussion continued.
  - Received quotes from both Plymovent and Magnagrip; forwarded to the Board for review. Brief discussion continued.
  - Aerial ladder inspection moved to Tuesday the 19<sup>th</sup> at Co #4.
  - D/C Murray's bunker pants arrived in the wrong size. Sent out an email asking what the Board wanted to do, the company is going to charge their cost for the correct size bunker pants. Board okayed keeping incorrect size and ordering correct bunker pants.
- **Treasurer:** Joyce Petkus
  - 2020 budget has been filed.
  - Missing VISA receipts from Co #3 for gas fill ups. Brief discussion continued. Reminder that anyone using the district credit card, signed receipts must come back to the district office to be vouchered for payment.

#### **Firefighter Applications/Changes in membership:**

- None.

#### **Auxiliary Applications for membership/Requests for Change in Membership:**

- None.

Has two applications that have been held for quite a few months, Zackary Conniff from Co #4 and Ryan Suprenant from Co #3; would like to destroy. Brief discussion; Joyce to shred applications.

#### **Report of the Chief – Jay Ellsworth:**

- Busy few weeks, have had some pretty big calls.
- 295 is at training center tonight and may be down there some other nights as Code Blue is using the training center building. Brief discussion continued.
- Class at West Crescent was very good. Discussed the cancer bill and that was very important. There was also a presentation regarding live burns, and he does not understand why we do them anymore.
- Couple of recalls taken care of on 26 and 260.
- 26 and 260 lights completed; 260 light bar was somehow broken and needs to be repaired. Brief discussion continued.
- D/C Chouinard in charge of Take a Kid to School; it is this Friday.
- All four companies have said they will participate in Toys for Tots on November 24<sup>th</sup>.
- Questioned the status of the gear coat. Brief discussion; coat is currently out of service.
- 271 seal repaired; 281 is going on Monday and will be there for at least three days. There will be no charge to the District.
- 280 mirror was hit and taken off by a falling tree at last week's storm. Just to clear the air, Commissioner King was immediately notified. The replacement mirror cost \$107; he contacted both the State Police and the Sheriff, and neither will write an accident report for anything less than \$600. Commissioners Davis and King noted the Board does not require anything under \$1000.

- The building they have been using for drills has been fenced off; Commissioner Chandler noted it is being abated. Chief Ellsworth noted he was not informed of this, and has been questioned by some firefighters regarding exposure. Commissioner Chandler noted it was the siding.
- Ladder truck came back last night from painting; he has set up a meeting with Larry next Tuesday night at 7 pm at Co #4. Would like to have some of the Commissioners present. Discussion continued.

**Reports from Companies:**

**Company #1: D/C Chouinard**

- Good.
- Homeowner was recently arrested in reference to the recent trailer fire.

**Company #2: Lt. W. Chandler**

- 271 out for repair.
- 272 pump has been fixed and is back in service.

**Company #3: D/C Murray:**

- Auxiliary would like hold their annual Christmas card class on November 24<sup>th</sup>. Board okayed.
- Infested with wasps. Brief discussion continued. Don to contact Orkin.

**Company #4**

- No one present this evening.

**Report of District EMS Coordinator: Nate King:**

- Not present this evening.

**Report of the Training Committee: Lt. W. Chandler**

- Annual bail out training scheduled at Co #2 beginning at 6:30 pm as follows:
  - 11/26: Co #1 and Co #3
  - 12/3: Co #2 and Co #4
  - 12/7: beginning at 9:00 am for any make ups.
- Bail out policy has been revised. Brief discussion continued.

**RESOLUTION #266 ACCEPTING THE BAIL OUT POLICY.**

MOTION: King

SECOND: Dussault

RESOLVED to accept the Bail Out Policy.

VOTE: All in favor, motion carried.

- Would like firefighters to have the ability to self-assign courses in Target Solutions. Discussion continued. Joyce questioned the effect to LOSAP and the Training Approval Policy. Chief Ellsworth noted that if a firefighter wants to take a course on Target Solutions, they fill out a form and give it to the Chief to approve or not approve, and that goes to the secretary to assign.
- The committee decided on the Sho-Flow meters. Brief discussion continued. Money to come from the Fire training line item, with any overage to be moved from Operations.
- Requested that each member have access to ER. Joyce noted that last year when they switched to permissions and roles, a sheet was given to the Chief for decisions, and until she receives that she does not know how to assign the roles and permissions. Brief discussion continued.
- Draft 2020 training to be fine-tuned and then to be emailed to the Board.

- Chief Ellsworth noted that officer qualifications were brought up again at the Chief's meeting. Clarified that all paperwork is to be handed in to their respective Board of Directors by the deadline. If a candidate does not have the requirements as stated in the policy, they are asking to use equivalences and turn certificates in to Deidre for review by the committee before the meeting on the 10<sup>th</sup>. At the meeting the committee will review the candidate and make a formal recommendation. The Chief also noted that if a candidate does not have enough time in, can they run for the position? The way it is written, they cannot. Also, where do the Chief qualifications go? President Gibbins also questioned the time frame as there is no guidance and their Board of Directors never got any paperwork on this. Lt. Marshall noted that any reviews need to be done prior to December 1<sup>st</sup> because according to the by-laws a list of who is qualified must be posted in each firehouse by December 1<sup>st</sup>. The training committee only makes a recommendation to the Board; it is the Board that makes the final decision. It was noted that the Commissioners next meet on November 25<sup>th</sup>. The training committee to meet this Sunday to review the final officer qualifications and get them to the Commissioners by Monday. Joyce to send an email to the Presidents that all paperwork needs to be in to the training committee by Friday. Special meeting to be held on Tuesday the 19<sup>th</sup> at Co #4 at 8 pm.

### **Reports of the Commissioners:**

- Davis
  - Thursday evening the Town Board is going to make a motion to adopt the ambulance coverage for 2020; looks like they are going to go with Saratoga Springs to cover the Wilton zone. It will be Saratoga Springs Fire Department, Community and Jessups that cover Greenfield. Lengthy discussion continued.
  - Spoke to Matt Fogarty to get us a price to use their doctor and to do a CME program. Brief discussion continued. D/C Chouinard questioned if the District will still get their EMS supplies from Wilton. Commissioner Dussault noted that their prices are the same or a little less than other companies.
  - Chief Ellsworth noted that although it is their business and they don't need to, the Town could have at least contracted the District as a courtesy. Chief Ellsworth also noted that it is very difficult to get in touch with the Building Inspector and the part time Building Inspector. Discussion continued.
- Dussault
  - John Lant won the Town of Wilton Supervisor election; basically, anyone that was republican won.
- King
  - Questioned the status of the suction machines and defibs; Chief Ellsworth noted he was not sure, that Nate said he was handing it over to Christian but that Christian says he is not getting anywhere. Discussion continued.
  - Questioned the status of the asbestos report for Co #1 roof/building. Commissioner Davis noted he would call again.
  - Wel-Dun was up at Co #3 regarding the water issue. They recommended a reverse osmosis system; the cost is approximately \$15-20 thousand. Flushable lead tests need to be done, Don to handle that. Discussion continued.
- McGowan
  - Good.
- Chandler
  - Two lengths of hose were recently lost at a fire, and they were immediately cut up although they were not authorized to do so. Reminder to everyone, the procedure when any equipment is damaged is that an LDDS form is completed and the damaged equipment is immediately brought to the district office. If it becomes an insurance issue, they are going to want to see the materials. Brief discussion continued.

**Special Topics of Discussion:**

- A/C Coffey asked if Co #1 could get 6 dollys to put the portable generators and portable pumps on. Board okayed.
- Chief Ellsworth asked who is in charge of calling Larry in reference to snowplowing? The Chief and the Board can call.
- Commissioner King questioned the status of the parking lot striping; Don noted he has been playing phone tag with the vendor.

**Final Comments:**

- None.

**RESOLUTION #267 ENTERING INTO EXECUTIVE SESSION AT 8:20 PM IN REFERENCE TO EMPLOYEE ISSUES.**

MOTION: Chandler

SECOND: King

RESOLVED to enter into executive session at 8:20 pm in reference to employee issues.

VOTE: All in favor, motion carried.

**RESOLUTION #268 RECONVENING FROM EXECUTIVE SESSION AT 9:31 PM.**

MOTION: Chandler

SECOND: Dussault

RESOLVED to reconvene from executive session at 9:31 pm.

VOTE: All in favor, motion carried.

**RESOLUTION #269 INCREASING STAFF SALARIES 2.5% EFFECTIVE JANUARY 1, 2020.**

MOTION: Chandler

SECOND: Davis

RESOLVED to increase staff salaries 2.5% effective January 1, 2020.

VOTE: All in favor, motion carried.

**RESOLUTION #270 TO DISPENSE WITH THE READING OF THE MINUTES.**

MOTION: Dussault

SECOND: McGowan

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner King with a second from Commissioner Dussault to adjourn the meeting at 9:32 PM. All in favor, meeting adjourned.

Respectfully submitted,

Joyce Petkus

Joyce A. Petkus  
District Administrator/Treasurer