

Board of Fire Commissioners

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

The November 25, 2019 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Vice Chairman Jack King at 7:06 PM.

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

1. Flag salute/moment of silence for departed members and troops overseas.
2. **Approve Minutes:** November 13, 2019 Commissioner Meeting Minutes and November 19, 2019 Special Meeting Minutes as written.

RESOLUTION #275 APPROVING THE NOVEMBER 13, 2019 COMMISSIONER MEETING MINUTES AND THE NOVEMBER 19, 2019 SPECIAL MEETING MINUTES AS WRITTEN.

MOTION: Dussault

SECOND: McGowan

RESOLVED to approve the November 13, 2019 Commissioner Meeting Minutes and the November 19, 2019 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

Commissioner King questioned the amount of times 271 light tower has been repaired; D/C Barss noted one major repair, several light bulb repairs.

P/A Ranck noted voucher #190530 should show 10 sets of bunker coats and 10 sets bunker pants.

RESOLUTION #276 APPROVING PAYMENT OF ABSTRACT #22, VOUCHER #190523 THROUGH #190542 WITH CORRECTION TO VOUCHER #190530, FROM THE GENERAL FUND, TOTALING \$50,711.19.

A3410.1	\$ 5,574.18
A3410.2	32,208.94
A3410.4	12,501.64
A9000.8	426.43

Total: \$ 50,711.19

MOTION: Davis
SECOND: Dussault
RESOLVED to approve payment of Abstract #22, Voucher #190523 through #190542 with correction to Voucher #190530, from the General Fund, totaling \$50,711.19.
VOTE: All in favor, motion carried.

RESOLUTION #277 APPROVING PAYMENT OF BUILDING RESERVE FUND ABSTRACT #9, VOUCHER #BR19011 IN THE AMOUNT OF \$992.43.

MOTION: Davis
SECOND: Dussault
RESOLVED to approve payment of Building Reserve Fund Abstract #9, Voucher #BR19011 in the amount of \$992.43.
VOTE: All in favor, motion carried.

RESOLUTION #278 APPROVING PAYMENT OF EQUIPMENT RESERVE FUND ABSTRACT #12, VOUCHER #ER19022 IN THE AMOUNT OF \$680.00.

MOTION: Chandler
SECOND: McGowan
RESOLVED to approve payment of Equipment Reserve Fund Abstract #10, Voucher #ER19019 in the amount of \$852.28.
VOTE: All in favor, motion carried.

4. Reports of the Staff

- **District Administrator – Joyce Petkus:**
 - Cancer Coverage data received. Brief discussion continued. Handed out updated form to have interior dates added of those not currently covered. Please return by the 1st of the year. Will need to be done annually.
 - Met with Occupational Medicine for annual review; 2020 bloodwork set up for 2/21/19 from 6 am to 9 am. Discussion continued; currently following their EKG protocol. They are also moving to the Hepasav vaccination only at a cost of \$140 per dose, and two doses are needed but no titre. Joyce to look into calcium scoring test.
 - Meeting scheduled with Maria McCashion on 12/4 to assess records needs for possible grant.
 - Received check that needs to be forwarded to RBC and deposited into the LOSAP account.
- **Director of Purchasing – Don Ranck:**
 - Co #2 meeting room door replacement in progress.
 - 260 parts incorrect, need to be sent back.
 - Heated mirrors for the maintenance truck are not an option.
 - Need to replace 4 desktops and upgrade RAM on several others. Total cost is \$4,057.57, not including software. Brief discussion continued. Money to come from Contingency line item.

RESOLUTION #279 GIVING THE PURCHASING AGENT PERMISSION TO UPDATE COMPUTERS AS DISCUSSED.

MOTION: Davis

SECOND: McGowan

RESOLVED to give the Purchasing Agent permission to update computers as discussed.

VOTE: All in favor, motion carried.

- **Treasurer – Joyce Petkus:**
 - Nothing at this time.

5. **Firefighter/Auxiliary Applications/Changes in Membership:** None.

6. **Report of the Chief – Jay Ellsworth:**

- 293: back is buffed, right side to be done tomorrow, parts ordered.
- 281: repair completed, no charge to the district.
- 273: electrical problems, spoke to John Cameron today.
- 292: John Cameron looked at paint this past Friday. Covered under warranty.
- Very nice showing for Toys for Tots this past Sunday.
- Building Inspector took care of some things last week; did a very nice job.
- Questioned the status of the jaws inspection; currently in progress.
- Answered request from Wilton Fire District regarding a firefighter transferring.
- Reached out to the Professor at Skidmore but has not yet heard back from him; D/C Barss noted he sent an email but has not received a response back.
- Reached out to Community EMS regarding CME program; Tim Thomas noted he would do it free of charge, but for Co #3 only. Commissioner Davis noted he received more paperwork and would like to do more homework on it. Also waiting to hear back from Matt Fogarty at Jessups.
- Would like to keep cell phone number. Board okayed; Joyce to take care of it.

7. **Reports of the Companies:**

- **Greenfield Center Co #1: D/C Chouinard**
 - All set.
- **Porter Corners Co #2: D/C Barss**
 - Thanks for the door.
 - Thanks for the pump on the brush truck.
 - Would like to add three hose reels to the truck bay. Board okayed.
 - Also requests air supply reel. Don to look into it.
- **Middle Grove Co #3: D/C Murray**
 - Questioned the status of the wasp issue. Orkin treated, they think they are up under the insulation.
- **Maple Avenue Co #4: D/C Bogardus**
 - Thanks to Don for all the little repairs that are being done.
 - A/C Bullard noted they have 4 100' lengths of 1¾"; would like them in 50' lengths. Some of the other companies have expressed the same desire. Brief discussion continued. Co #1 and #3 are good with 100' lengths, Co #2 and #4 want 50" lengths. No prices given, must go back to the manufacturer for re-coupling. Board okayed.

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

- Selected speaker for 2020 is Chief Rick Lasky and topic is Five Alarm Leadership. Brief discussion continued. Date is May 16, 2020, and needs approval to sign contract. Cost is \$3,000 for the speaking fee, hotel and travel expenses; should not be over \$4,000.

RESOLUTION #280 MOVING FORWARD WITH THE PROGRAM BY CHIEF RICK LASKY, AND GIVING D/C BARSS PERMISSION TO SIGN THE CONTRACT.

MOTION: King

SECOND: Dussault

RESOLVED to move forward with the program by Chief Rick Lasky, and giving D/C Barss permission to sign the contract.

VOTE: All in favor, motion carried.

- Bail out training moving forward.
- OSHA has also been set up.
- Thanks for the changes in the two policies.

9. Report of the District EMS Coordinator: Nate King

- Not present this evening.
- Commissioner King questioned the status of the inventory for the defibrillators and suction machines. Chief Ellsworth suggested that at the beginning of the year they can appoint someone else; his assistant is also getting frustrated. Brief discussion continued. Commissioner Dussault noted that if Christian is getting the job done, give him more reign now if he is trying to clean the mess up. Chief Ellsworth will call him again.

10. Reports of the Commissioners:

- Davis
 - Will be implementing a work request form.
 - Special meeting held last week with the Board and the training committee. For 2021, the equivalents are going to be NYS equivalents. A letter should be going out before the first of the year. Discussion continued. The Board is willing to work with everyone to get the necessary classes set up. Deidre should be getting a state training report to see what classes everyone has.
- Dussault
 - Good.
- McGowan
 - Would like to send out the Audit RFP.

RESOLUTION #281 GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO ADVERTISE THE AUDIT RFP.

MOTION: McGowan

SECOND: Dussault

RESOLVED to give the District Administrator permission to advertise the Audit RFP.

VOTE: All in favor, motion carried.

- May not be around the first part of December due to a very large audit beginning at work.
- King
 - Questioned if the gas receipts were ever received; Joyce noted they were not. Chief Ellsworth noted that he would call again.
- Chandler
 - Not present this evening.

11. Reports of the Town Board Liaisons:

- Town of Greenfield: Jon Davis
 - Nothing at this time.
- Town of Wilton: Scott Dussault
 - Nothing at this time.

12. Reports of the Town Planning Board Liaisons:

- Town of Greenfield:
 - Subdivision at Goose Hollow to start soon.
- Town of Wilton: Scott Dussault
 - Various projects going through different stages of approval.
 - Wilton Mall moving forward as planned with Saratoga Hospital; they did change the radius to accommodate the ladder truck, and are moving two hydrants, canopy is above the height of the ladder truck.
 - Went through site plan approval for another home and garden place on Route 9. There will be about 180 employees. Discussion continued. D/C Bogardus is going to try to arrange a walk through.

13. District Policy Review:

- **Membership Application Policy:** Joyce asked to table it to the next meeting as she is making changes due to the new cancer coverage law.
- **New Member Live Burn Policy:** no changes made.
- **New Member Orientation Policy:** no changes made.
- **Employee Manual:** Changes made and previously submitted to Board for review and approval.

RESOLUTION #282 APPROVING CHANGES MADE TO EMPLOYEE MANUAL, EFFECTIVE JANUARY 1, 2020.

MOTION: Davis

SECOND: Dussault

RESOLVED to approve changes made to Employee Manual, effective January 1, 2020.

VOTE: All in favor, motion carried.

14. Special Topics of Discussion:

- None.

15. Final Comments:

- Question arose as to the effect of the change in ambulance coverage from Wilton EMS to Saratoga Springs Fire Department, and whether or not the Saratoga City

Council has approved the contract, which is a one-year agreement. Discussion continued.

16. Dispense with the reading of the minutes

RESOLUTION #283 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 McGowan to adjourn the meeting at 7:52 PM. All in favor.

Respectfully submitted,

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

Joyce Petkus

District Administrator/Treasurer