

Board of Fire Commissioners
Greenfield Fire District
P.O. Box 103
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The January 2020 Organizational Meeting of the Greenfield Fire District was called to order at the District Office by Treasurer Petkus at 7:04 PM on January 8, 2020. The flag salute and a moment of silence were recognized for departed members.

Present were: Commissioners Chandler, Dussault, McGowan and Russo; D/A-Treasurer Petkus, PA/SK Ranck. Please see sign in sheet for others in attendance.

Treasurer Petkus asked for nominations for 2020 Chairman; Commissioner Dussault nominated Commissioner Michael Chandler with a 2nd by Commissioner Russo.

RESOLUTION #1 APPOINTING MICHAEL CHANDLER CHAIRMAN OF THE BOARD FOR 2020.

MOTION: Dussault

SECOND: Russo

RESOLVED to appoint Michael Chandler Chairman of the Board for 2020.

VOTE: All in favor, motion carried.

RESOLUTION #2 APPOINTING SCOTT DUSSAULT VICE CHAIRMAN OF THE BOARD FOR 2020.

MOTION: Chandler

SECOND: McGowan

RESOLVED to appoint Scott Dussault Vice Chairman of the Board for 2020.

VOTE: All in favor, motion carried.

RESOLUTION #3 APPOINTING JOYCE PETKUS DISTRICT ADMINISTRATOR/TREASURER FOR 2020; SET SALARY AT \$52,558.93/YR. FOR 40 HOUR WORK WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL;

APPOINTING DON RANCK PURCHASING AGENT; SETTING SALARY & BENEFITS OF PURCHASING AGENT/STATION KEEPER FOR 2020; HOURLY RATE OF \$22.04 FOR 40 HOUR WORK WEEK, \$33.06 O/T AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL;

SETTING SALARY & BENEFITS FOR DEIDRE CHANDLER, OPERATIONS SECRETARY FOR 2020; HOURLY RATE OF \$19.49 FOR 25 HOUR WORK WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL;

SETTING SALARY & BENEFITS FOR LARRY RAMSEY, JR., PT MAINTENANCE FOR 2020; HOURLY RATE OF \$15.38 FOR 32 HOUR WORK

WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL.

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint Joyce Petkus District Administrator/Treasurer for 2020; set salary at \$52,558.93/yr. for 40 hour work week and any applicable benefits as listed in the Greenfield Fire District employee manual;

Appoint Don Ranck Purchasing Agent; set salary & benefits of Purchasing Agent/Station Keeper for 2020; hourly rate of \$22.04 for 40 hour work week, \$33.06 O/T and any applicable benefits as listed in the Greenfield Fire District employee manual;

Set salary & benefits for Deidre Chandler, Operations Secretary for 2020; hourly rate of \$19.49 for 25 hour work week and any applicable benefits as listed in the Greenfield Fire District employee manual;

Set salary & benefits for Larry Ramsey, Jr., PT maintenance for 2020; hourly rate of \$15.38 for 32 hour work week and any applicable benefits as listed in the Greenfield Fire District employee manual.

VOTE: All in favor, motion carried.

RESOLUTION #4 DESIGNATING JOYCE PETKUS AS THE DISTRICT RECORDS MANAGEMENT OFFICER.

MOTION: Chandler

SECOND: Dussault

RESOLVED to designate Joyce Petkus as the District Records Management Officer.

VOTE: All in favor, motion carried.

RESOLUTION #5 APPOINTING WILLIAM YOUNG LEGAL ADVISOR FOR 2020.

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint William Young legal advisor for 2020.

VOTE: All in favor, motion carried.

RESOLUTION #6 APPOINTING CAROLE MILLER DISTRICT CHAPLAIN FOR 2020.

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint Carole Miller District Chaplain for 2020.

VOTE: All in favor, motion carried.

RESOLUTION #7 APPOINTING OCCUPATIONAL MEDICINE – SARATOGA HOSPITAL AS DISTRICT MEDICAL FACILITY FOR 2020.

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint Occupational Medicine – Saratoga Hospital as District Medical Facility for 2020.

VOTE: All in favor, motion carried.

RESOLUTION #8 NAMING THE DAILY GAZETTE AND THE SARATOGIAN AS THE LEGAL NEWSPAPERS FOR 2020.

MOTION: Chandler

SECOND: Dussault

RESOLVED to name the Daily Gazette and the Saratogian as the legal newspapers for 2020.

VOTE: All in favor, motion carried.

RESOLUTION #9 NAMING ADIRONDACK TRUST COMPANY, BALLSTON SPA NATIONAL BANK AND SARATOGA NATIONAL BANK AS BANKS FOR 2020.

MOTION: Chandler

SECOND: Dussault

RESOLVED to name Adirondack Trust Company, Ballston Spa National Bank and Saratoga National Bank as banks for 2020.

VOTE: All in favor, motion carried.

RESOLUTION #10 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 #11 THAT THE TREASURER IS REQUIRED WITHIN 60 DAYS AFTER THE END OF THE FISCAL YEAR TO SUBMIT TO THE BOARD OF FIRE COMMISSIONERS A COPY OF THE ANNUAL REPORT REQUIRED BY GML SECTION 30 IN LIEU OF A WRITTEN STATEMENT SHOWING RECEIPTS AND DISBURSEMENTS FROM THE PRECEDING FISCAL YEAR.

MOTION: Chandler

SECOND: Dussault

RESOLVED that the Treasurer is required within 60 days after the end of the fiscal year to submit to the Board of Fire Commissioners a copy of the annual report required by GML section 30 in lieu of a written statement showing receipts and disbursements from the preceding fiscal year.

VOTE: All in favor, motion carried.

RESOLUTION #12 ADOPTING SECTION 104B OF THE GENERAL MUNICIPAL LAW REGARDING DISTRICT PURCHASING PRACTICES.

MOTION: Chandler
SECOND: Dussault
RESOLVED to adopt Section 104B of the General Municipal Law regarding District Purchasing Practices.
VOTE: All in favor, motion carried.

RESOLUTION #13 THAT THE HOME COMMISSIONER SHALL SIT ON THE COMMITTEE THAT IS PURCHASING A NEW TRUCK FOR HIS COMPANY.

MOTION: Chandler
SECOND: Dussault
RESOLVED that the home Commissioner shall sit on the committee that is purchasing a new truck for his company.
VOTE: All in favor, motion carried.

RESOLUTION #14 THAT TRUCK REPAIRS SHALL BE COORDINATED BY THE DISTRICT CHIEF AND COMMISSIONER CHANDLER.

MOTION: Chandler
SECOND: Dussault
RESOLVED that truck repairs shall be coordinated by the District Chief and Commissioner Chandler.
VOTE: All in favor, motion carried.

RESOLUTION #15 SETTING 2020 MEETING NIGHTS AS SUBMITTED AND POSTED ON THE DISTRICT WEBSITE BY THE DISTRICT ADMINISTRATOR.

MOTION: Chandler
SECOND: Dussault
RESOLVED to set 2020 meeting nights as submitted and posted on the District website by the District Administrator.
VOTE: All in favor, motion carried.

RESOLUTION #16 APPROVING THE 2020 COMMISSIONER ASSIGNMENTS WITH CHANGES AS DISCUSSED.

MOTION: Chandler
SECOND: Dussault
RESOLVED to approve the 2020 Commissioner assignments with changes as discussed.
VOTE: All in favor, motion carried.

RESOLUTION #17 ADOPTING THE 2020 DISTRICT POLICY REVIEW SCHEDULE AS PROVIDED AND POSTED.

MOTION: Chandler
SECOND: Dussault
RESOLVED to adopt the 2020 District Policy Review Schedule as provided and posted.
VOTE: All in favor, motion carried.

RESOLUTION #18 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: Dussault

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 #19 TO APPOINT ELECTION INSPECTORS FOR 2020:

- BETTY BOWEN BRENDA JENNINGS
- DEBBIE BURWELL GEORGE MILLER
- ANN CORNELL BONNIE OLDER
- MARGE CORNELL PEGGY ROXBURY
- DIANE CZECHOWICZ JOYCE WOODARD
- PETER CZECHOWICZ

MOTION: Chandler

SECOND: McGowan

RESOLVED to appoint Election Inspectors for 2020:

- Betty Bowen Brenda Jennings
- Debbie Burwell George Miller
- Ann Cornell Bonnie Older
- Marge Cornell Peggy Roxbury
- Diane Czechowicz Joyce Woodard
- Peter Czechowicz

VOTE: All in favor, motion carried.

RESOLUTION #20 THAT EFFECTIVE JANUARY 1, 2020, REIMBURSEMENT FOR MILEAGE FOR FIRE CALLS AND DISTRICT BUSINESS WILL BE 57.5¢ 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: Dussault

RESOLVED that effective January 1, 2020, reimbursement for mileage for fire calls and District business will be 57.5¢ 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 #21 APPOINTING SCOTT DUSSAULT 2020 DISTRICT LIAISON TO THE WILTON TOWN BOARD AND CLINTON MCGOWAN 2020 DISTRICT LIAISON TO THE GREENFIELD TOWN BOARD.

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint Scott Dussault 2020 District Liaison to the Wilton Town Board and Clinton McGowan 2020 District Liaison to the Greenfield Town Board.

VOTE: All in favor, motion carried.

RESOLUTION #22 APPOINTING CLINTON MCGOWAN 2020 DISTRICT LIAISON TO THE GREENFIELD PLANNING BOARD AND SCOTT DUSSAULT 2020 DISTRICT LIAISON TO THE WILTON PLANNING BOARD.

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint Clinton McGowan 2020 District liaison to the Greenfield Planning Board and Scott Dussault 2020 District Liaison to the Wilton Town Planning Board.

VOTE: All in favor, motion carried.

RESOLUTION #23 APPOINTING THE FOUR FIRE COMPANIES AS THE FIREFIGHTING FORCE OF THE FIRE DISTRICT.

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint the four fire companies as the firefighting force of the fire district.

VOTE: All in favor, motion carried.

RESOLUTION #24 APPROVING THE 2020 CHIEF OFFICERS AS FOLLOWS:

DISTRICT CHIEF: JONATHAN DAVIS

DEPUTY CHIEF CO #1: BRYAN CHOUINARD

ASSISTANT CHIEF CO #1: WILLIAM COFFEY

DEPUTY CHIEF CO #2: DERRICK BARSS

ASSISTANT CHIEF CO #2: PHILIP RICHARDS

DEPUTY CHIEF CO #3: SCOTT MURRAY

ASSISTANT CHIEF CO #3: CHRISTOPHER STANTON

DEPUTY CHIEF CO #4: DUANE BOGARDUS

MOTION: Chandler

SECOND: Dussault

RESOLVED to approve the 2020 Chief Officers as follows:

District Chief: Jonathan Davis

Deputy Chief Co #1: Bryan Chouinard

Assistant Chief Co #1: William Coffey

Deputy Chief Co #2: Derrick Barss
Assistant Chief Co #2: Philip Richards
Deputy Chief Co #3: Scott Murray
Assistant Chief Co #3: Christopher Stanton
Deputy Chief Co #4: Duane Bogardus

VOTE: All in Favor, motion carried.

Chief Officers sworn in by Chairman Chandler.

RESOLUTION #25 THAT ANY OFFICER THAT FAILS TO COMPLETE ANNUAL REQUIREMENTS BY THE DEADLINES WILL IMMEDIATELY BE REMOVED FROM OFFICE FOR THE REMAINDER OF THE YEAR.

MOTION: Chandler

SECOND: Dussault

RESOLVED that any officer that fails to complete annual requirements by the deadlines will immediately be removed from office for the remainder of the year.

VOTE: All in favor, motion carried.

RESOLUTION #26 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.

Open RFP: Audit Services

Bryans & Gramuglia, CPAs	\$5,000.00
BST & Co, CPAs	\$7500.00
EFPR Group, CPAs	\$8,900.00
Marvin & Company	\$7,500.00
Sean Hucko, CPA	\$7,000.00

Proposals will be reviewed by Commissioner McGowan and the Treasurer.

RESOLUTION #27 APPROVING THE DECEMBER 30, 2019 YEAR END CLOSE OF BOOKS MEETING MINUTES AS WRITTEN.

MOTION: Chandler

SECOND: McGowan

RESOLVED to approve the December 30, 2019 Year End Close of Books Meeting Minutes as written.

VOTE: All in favor, motion carried.

Chairman Chandler asked for questions/comments regarding the abstract:

Commissioner McGowan questioned voucher #200008 from VanderMolen for about \$9000 for repairs to 293; was that from the failed pump test? Clarification that the repairs were related to the aerial.

RESOLUTION #28 APPROVING PAYMENT OF ABSTRACT #1, VOUCHER #200001 THROUGH VOUCHER #200012, FROM THE GENERAL FUND AND TOTALING \$14,502.47.

A3410.2	\$ 1,475.88
A3410.4	\$13,026.59

Total:	\$14,502.47

MOTION: Chandler
SECOND: Dussault

RESOLVED to approve payment of Abstract #1, Voucher #200001 through Voucher #200012, from the General Fund and totaling \$14,502.47.

VOTE: All in favor, motion carried.

RESOLUTION #29 APPROVING PAYMENT OF ABSTRACT #25 FROM THE GENERAL FUND, VOUCHER #190613 AND TOTALING \$1,534.80.

A3410.4	\$ 1,534.80

Total:	\$ 1,534.80

MOTION: Chandler
SECOND: Dussault

RESOLVED to approve payment of Abstract #25 from the General Fund, Voucher #190613 and totaling \$1,534.80.

VOTE: All in favor, motion carried.

Reports of the Staff:

- **District Administrator:** Joyce Petkus
 - Need some training approvals from the Board, but also clarified that anyone taking the upcoming Warren County training may be bumped from the class as preference is given to county residents first. Fire Instructor 1 at Fort Edward is a State Fire Academy class and both the EOSB-1220 and EOSB-1654 forms must be completed, and some firefighters have not completed both. Forms are located outside the Operations Secretary office door. Also, as of today the class is not currently open for registration; we should be notified when it does open to submit the registrations.

RESOLUTION #30 GIVING FIREFIGHTER JILL CHOUNARD PERMISSION TO ATTEND PRINCIPLES OF INSTRUCTION AT MONTOUR FALLS FIRE ACADEMY, JANUARY 11-12, 2020. PERMISSION TO ALSO TAKE 260.

MOTION: Chandler
SECOND: Dussault

RESOLVED to give firefighter Jill Chouinard permission to attend Principles of Instruction at Montour Falls Fire Academy, January 11-12, 2020. Permission to also take 260.

RESOLUTION #31 GIVING FIREFIGHTER WALT RAMSEY PERMISSION TO ATTEND PRINCIPLES OF INSTRUCTION PREPARING TO TEACH, JANUARY 22 – FEBRUARY 19, 2020 AT WEST GLENS FALLS FIREHOUSE, QUEENSBURY, WARREN COUNTY. PERMISSION TO ALSO TAKE 294.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give firefighter Walt Ramsey permission to attend Principles of Instruction Preparing to Teach, January 22 – February 19, 2020 at West Glens Falls Firehouse, Queensbury, Warren County. Permission to also take 294.

RESOLUTION #32 GIVING FIREFIGHTERS WALKER CHANDLER, JILL CHOUINARD AND WALT RAMSEY PERMISSION TO ATTEND FIRE INSTRUCTOR 1, MARCH 6-15, 2020 AT FORT EDWARD FIREHOUSE, FORT EDWARD, WASHINGTON COUNTY. PERMISSION TO ALSO TAKE 294.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give firefighters Walker Chandler, Jill Chouinard and Walt Ramsey permission to attend Fire Instructor 1, March 6-15, 2020 at Fort Edward Firehouse, Fort Edward, Washington County. Permission to also take 294.

RESOLUTION #33 GIVING FIREFIGHTERS DANIEL CRUMB AND JESSICA STEARNS PERMISSION TO ATTEND THE NYSAFC SEMINAR, HOARDER HOUSE FIRES ON MARCH 24, 2020 AT BERKSHIRE FIRE DEPARTMENT, GLOVERSVILLE, FULTON COUNTY.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give firefighters Daniel Crumb and Jessica Stearns permission to attend the NYSAFC Seminar, Hoarder House Fires on March 24, 2020 at Berkshire Fire Department, Gloversville, Fulton County.

RESOLUTION #34 GIVING CHAPLAIN CAROLE MILLER PERMISSION TO ATTEND THE ANNUAL FIRE CHAPLAIN'S TRAINING CONFERENCE AT THE RAMADA INN, WATERTOWN, APRIL 26-29, 2020. COST IS \$475; MONEY TO COME FROM THE .4 CONVENTION ACCOUNT.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give Chaplain Carole Miller permission to attend the Annual Fire Chaplain's Training Conference at the Ramada Inn, Watertown, April 26-29, 2020. Cost is \$475; money to come from the .4 Convention account.

- **Purchasing Agent:** Don Ranck
 - Aerial re-testing is scheduled for tomorrow.
 - Cost for emails is \$5 per email per month.

RESOLUTION #35 GIVING THE PURCHASING AGENT PERMISSION TO ADD FIREMATIC OFFICER TO DISTRICT EMAILS.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give the Purchasing Agent permission to add firematic officer to district emails.

VOTE: All in favor, motion carried.

- Needs the bottles from all the chief vehicles as he is scheduling SCBA bottle hydro.
- **Treasurer:** Joyce Petkus
 - Would like to close out some of the reserve account projects.

RESOLUTION #36 GIVING THE TREASURER PERMISSION TO CLOSE OUT THE FOLLOWING COMPLETED RESERVE ACCOUNT PROJECTS:

CO #1 WATER TANK: \$0.00;

AIR COMPRESSOR SYSTEM: \$3,503.07;

KME ENGINE/TANKER: \$32,504.02;

UP-FITTING NEW 273: \$3,556.40;

TWO 2019 TAHOES/EQUIPMENT: \$810.23.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give the Treasurer permission to close out the following completed reserve account projects:

Co #1 Water Tank: \$0.00;

Air Compressor System: \$3,503.07;

KME Engine/Tanker: \$32,504.02;

Up-fitting New 273: \$3,556.40;

Two 2019 Tahoes/Equipment: \$810.23

VOTE: All in favor, motion carried.

- Commissioner Russo to be added to the Treasurer's credit card.

Firefighter Applications for/Changes in membership: None.

Auxiliary Applications for/Changes in Membership: None.

Report of the Chief – Jon Davis

- Congratulations to the 2020 Officers
- Requested all apparatus repair bills to all the Chiefs.
- Attended a quick EMS meeting with the two Providers for the Town of Greenfield. Chief Dolan was also present. Discussion continued.
- Officer meetings will be re-instituted on the first Wednesday of every month; Chiefs will be quarterly or as needed.
- Committees are pretty much wrapped up; would like the building committee be at the company level, not at the Chief Officer level.
- Christian is the new District EMS Coordinator and have been doing a lot of catch up. Would like Christian to have Supervisor permissions in Target Solutions. Board okayed.
- Received a call from the Sheriffs; would like 2 fobs. Board okayed.
- 273 is going to Atlantic Detroit on Monday.
- 262 packings are leaking; will be sending it to Bulldog in a few weeks as time allows.
- John Cameron is coming up at 6:30 PM on the 14th to look at the paint on 282 and the venting issue.

- Requested a small EVOC class be scheduled. Brief discussion continued; Joyce to look into it.
- Will be out of Town Thursday through Saturday; D/C Barss in charge.

Reports from Companies:

Company #1 – D/C Chouinard:

- Questioned the status of the bid for the interior work. Commissioner Chandler will reach out to Chazen this week.

Company #2 – D/C Barss:

- Meeting room carpet has been replaced and the hall has been painted.
- FF1 will begin February 20th out of Station 2.

Company #3 – D/C Murray:

- Questioned who will be Commissioner for Co #3; it was noted Commissioner Russo. Co #1 will be represented by Commissioner McGowan.
- There will be a couple of out of country ice rescue classes over the next couple of months. Dates will be needed for the Board to approve.
- Asked for a water system update. Brief discussion; Don has previously sent out the information and will reach out again.

Company #4 – D/C Bogardus:

- Nothing at this time.

Report of District EMS Coordinator – Christian Alvord

- Chief Davis noted he is in class, but he has been doing very well. Currently working on inventory. Discussion continued.

Report of the Training Committee

- Target Solutions OSHA has not rolled out yet, but the classroom nights are scheduled for 1/21 and 2/4 at the district office. Brief discussion continued.
- Would like to add a group of trainers to ER in addition to firefighter Williams. Brief discussion continued.
- 2020 training budget previously submitted.
- OFPC would like to use training center again this year.

RESOLUTION #37 GIVING OFPC PERMISSION TO USE THE TRAINING FACILITY AT CO #2.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give OFPC permission to use the training facility at Co #2.

VOTE: All in favor, motion carried.

Reports of the Commissioners:

- Dussault
 - Would like blue work shirts for the active members of Co #4. Board okayed.
 - Thanks to Larry for painting the compressor room.
- McGowan
 - Received email regarding the new Discovery laws from Mark Butler; based on what he read there is no need to reach out to the Attorney. Discussion continued. Also reminded everyone this is a reason why pictures should not be taken on scene with personal phones. Discussion regarding the company photographers continued. Don to look into purchasing digital cameras.

RESOLUTION #38 DISBANDING THE COMPANY PHOTOGRAPHERS AND GIVING THE CHIEFS DISCRETION TO TAKE PICTURES.

MOTION: Chandler

SECOND: McGowan

RESOLVED to disband the company photographers and giving the Chiefs discretion to take pictures.

VOTE: All in favor, motion carried.

- Thanked Co #4 for their patience with the ladder truck. Commissioner Chandler questioned if there is an exercise program for the aerial. Brief discussion continued. The Chief suggested that the station keepers can exercise the truck.
- Russo
 - Nothing at this time.
- Chandler
 - Welcome to Commissioner Russo, good luck to the Officers.

Reports of the Town Board Liaisons

- **Town of Greenfield:** Clint McGowan
 - Nothing at this time.
- **Town of Wilton:** Scott Dussault
 - Welcome to all the new Council people.
 - Wilton Reserve has a lot of programs going on.

Reports of the Town Planning Board Liaisons:

- **Town of Greenfield:** Clint McGowan
 - Nothing at this time.
- **Town of Wilton:** Scott Dussault
 - Nothing at this time.

District Policy Review:

- Code of Conduct
- Code of Ethics
- Meeting Conduct
- Public Access to Records (FOIL)

No changes made to any of the above policies.

Special Topics of Discussion:

RESOLUTION #39 APPROVING THE 2020 PURCHASE REQUISITION AND WORK ORDER FORMS.

MOTION: Chandler

SECOND: Dussault

RESOLVED to approve the 2020 Purchase Requisition and Work Order forms.

VOTE: All in favor, motion carried.

Joyce gave overview of forms to everyone present. Purchasing Requisition forms to come from the Chiefs and the Work Order forms to come from Chiefs and Presidents. Brief

discussion continued; paper goods/general maintenance supplies should be filled out on a work order form for either Don or Larry to deliver, if necessary.

RESOLUTION #40 APPROVING THE 2020 UPDATED MEMBERSHIP APPLICATION.

MOTION: Chandler

SECOND: Dussault

RESOLVED to approve the 2020 updated Membership Application.

VOTE: All in favor, motion carried.

Joyce noted to please not use the old Membership packets; she will work on getting new ones.

Co #3 President Miller noted that changes to the by-laws were voted on at the company meetings in November and will be going into effect. This includes giving 1 point for physical and amending the dates for active status reporting. Will email the new by-laws to Joyce.

Captain Chandler explained that he and Lt. Murray are looking into the Explorer program again. Setting up a meeting with the person in charge of the program to get some information. Hopes to have a presentation ready for the next meeting.

Captain Chandler requested permission to go to Maple Avenue Middle school and the high school during lunch hours to set up a table for recruitment purposes. It was noted that as long as the schools are alright with it, and the Board requested he received permission from the schools in writing.

RESOLUTION #41 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Chandler

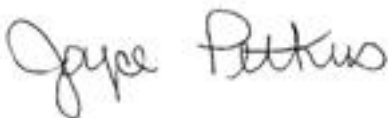
SECOND: McGowan

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 Dussault to adjourn the meeting at 8:16 PM. All in favor, meeting adjourned.

Respectfully submitted,



Joyce A. Petkus
District Administrator/Treasurer