

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

The January 22, 2020 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 and a moment of silence were recognized for departed members.

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

**RESOLUTION #42 ACCEPTING PROPOSAL FROM BRYANS & GRAMUGLIA FOR AUDIT SERVICES.**

MOTION: McGowan

SECOND: Chandler

RESOLVED to accept proposal from Bryans & Gramuglia for audit services.

VOTE: All in favor, motion carried.

Commissioner McGowan to contact the vendors with the results.

**RESOLUTION #43 APPROVING THE JANUARY 8, 2020 ORGANIZATIONAL MEETING MINUTES AS WRITTEN.**

MOTION: McGowan

SECOND: Russo

RESOLVED to approve the January 8, 2020 Organizational Meeting Minutes as written.

VOTE: All in favor, motion carried.

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

**RESOLUTION #44 APPROVING PAYMENT OF ABSTRACT #2 FROM THE GENERAL FUND, VOUCHER #200013 THROUGH VOUCHER #200033, TOTALING \$22,612.22.**

A3410.1	\$ 5,580.33
A3410.2	\$ 267.49
A3410.4	\$12,209.04
A9000.8	\$ 4,595.36

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Total: \$ 22,612.22

MOTION: Chandler

SECOND: Russo

RESOLVED to approve payment of Abstract #2 from the General Fund, Voucher #200013 through Voucher #200033, totaling \$22,612.22.

VOTE: All in favor, motion carried.

## **Reports of the Staff:**

- **District Administrator:** Joyce Petkus
  - Data entry people are being updated in ER as emails are received.
  - EVOG class is scheduled for February 22, 2020 at Co #2. Brief discussion continued.
  - Annual fasting blood work is scheduled for Friday, February 21<sup>st</sup> at the district office from 6 – 9 am. Light breakfast will be served. Emails have gone out to membership. Brief discussion continued.
  - AFDCA Officers Reception will be held at the Water's Edge Lighthouse in East Glenville on March 14, 2020. Please let her know if you would like to attend.
  - By-laws have been updated; will be going around on Friday to update manuals and bulletin boards with 2020 information.
  - Pinsky Conference information is out; Chief Davis noted there is a lot of interest in attending. Brief discussion continued. TRFs **with completed registration forms** need to be submitted no later than February 4<sup>th</sup> to the District Office, or they will be returned for more information.
  - Reminder the annual insurance review meeting is February 5<sup>th</sup> at 7 pm.
- **Purchasing Agent:** Don Ranck
  - Not present this evening.
- **Treasurer:** Joyce Petkus
  - Will begin working on F/Y 2019 AUD next week.
  - Need to move forward with annual audit.
  - Year end taxes/forms have been filed, including 1099s.

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

- Co #2: Ryan Feulner, resigned, moved out of District; Amber Lloyd and John Van Nostrand, memberships terminated due to inactivity.
- Co #4: Stephan Penman, resigned, rejoined Wilton Fire District.

## **RESOLUTION #45 GIVING THE CHAIRMAN PERMISSION TO SIGN FIREFIGHTER CHANGES IN MEMBERSHIP.**

MOTION: Russo

SECOND: McGowan

RESOLVED to give the Chairman permission to sign Firefighter Changes in Membership.

VOTE: All in favor, motion carried.

## **Auxiliary Applications for membership/Requests for Change in Membership:** None.

## **Report of the Chief – Jon Davis:**

- Apparatus:
  - 262 deck gun valve replaced due to leaking;
  - 261 lights were out, Larry fixed;
  - 271 door latch repaired by Larry;
  - 281 on-spot arm issue; Larry addressed;
  - 293 back in service;
  - 291 is currently at Co #2;
  - 280 blower motor/assembly repair;
  - 26 and 260 had recalls that Jay took care of as well as oil changes;
  - 273 has issues that nobody seems to know what is going on. Bulldog hopes to have it back by Friday, but there are no promises. Lengthy discussion continued.

- John Cameron was up last week to look at 262 and 282 paint warranty issues; getting the information into the system. 292 is already in the system.
- OSHA training started last night; many have done their training online. May want to go back to the individual companies for OSHA completion or doing more on the computer. Training committee is working on it.
- Reviewed various trainings by the individual companies.
- Updated Chiefs Orders; brief discussion continued. Chiefs Orders no longer in effect as they are now part of Best Practices: 01-2010, 02-2010, 01-2015, 01-2018.
- Thanks to Joyce for setting up EVOC; has also been sent to the County for distribution.
- D/C Bogardus will be out of service due to surgery. D/C Chouinard covering that area.
- Beginning this Saturday, the department will be on automatic mutual aid with Wilton Fire department from 6 pm to 6 am Sunday for all calls.

### **Reports from Companies:**

#### **Company #1 – D/C Chouinard:**

- Questioned if the upcoming EVOC class is small or large; D/C Barss noted both. Brief discussion continued.

#### **Company #2 – D/C Barss:**

- Meeting room has been painted and new carpet installed.
- Working with Don regarding installation of hose reels.
- New PC was installed in radio room; would like another in one of the offices.
- Thanks to Larry for fixing the door hinge.

## **RESOLUTION #46 GIVING THE PURCHASING AGENT PERMISSION TO PURCHASE ANOTHER COMPUTER FOR CO #2.**

MOTION: Chandler

SECOND: Russo

RESOLVED to give the Purchasing Agent permission to purchase another computer for Co #2.

VOTE: All in favor, motion carried.

#### **Company #3 – D/C Murray:**

- Co #3 Auxiliary will be doing a blood drive this Saturday. Board okayed.
- Would like all Co #3 auxiliary members to have access to the pantry. Board okayed.

#### **Company #4 – President Cory Reale:**

- Nothing at this time.
- Joyce thanked Cory for doing a great job with paperwork.

### **Report of District EMS Coordinator – Christian Alvord:**

- Not present this evening.
- Joyce noted the form to update the New District EMS Coordinator information was completed and submitted to DOH.
- Captain Marshall noted that Rock City Falls is looking for someone to give them a CPR class; they will pay for the cards. Board okayed.

### **Report of the Training Committee - D/C Barss**

- EVOC is large vehicle EVOC; may have to talk to instructor regarding certificate if someone opts to use small vehicle.
- OSHA held last night; part 2 is February 4<sup>th</sup>. Trying to move toward individual OSHA.
- Sexual Harassment/Workplace Violence training to live on April 14<sup>th</sup>. Joyce noted she has scheduled the office staff for their annual training through the EAP webinar.

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

- McGowan
  - Nothing at this time.
- Dussault
  - Not present this evening.
- Russo
  - Nothing at this time.
- Chandler
  - Colors for Co #1 renovations were chosen and ordered to best match the district office. Rebecca sent warranty information to attorney to review. She is also working on asbestos contacts.
  - Bid for interior work will be April with acceptance at first meeting in June. Roof should be completed by June 30<sup>th</sup>, with interior work being done by December.

### **Reports of the Town Board Liaisons**

- **Town of Greenfield:** McGowan
  - Nothing at this time.
- **Town of Wilton:** Dussault
  - Not present this evening.

### **Reports of the Town Planning Board Liaisons:**

- **Town of Greenfield:** McGowan
  - Nothing at this time.
- **Town of Wilton:** Dussault
  - Not present this evening.

### **District Policy Review:**

- Apparatus & Vehicle Use: no changes made.
- Duties of Fire Officers: no changes made.
- Public Information Officer: no changes made.
- Training Facility Use: no changes made.

D/C Chouinard noted that the Duties of Fire Officers Policy needs to have the District EMS Coordinator information updated. Discussion continued. Policy to be forwarded to Chief and Commissioners.

### **Special Topics of Discussion/Final Comments:**

- Chief Davis noted there is a seminar in Schenectady County, Creating Retention through Leadership at Schenectady County Community College on February 8<sup>th</sup>.

**RESOLUTION #47 GIVING JON DAVIS, DERRICK BARSS AND WALKER CHANDLER PERMISSION TO ATTEND THE RETENTION THROUGH LEADERSHIP CLASS AT SCHENECTADY COUNTY COMMUNITY COLLEGE ON FEBRUARY 8, 2020.**

MOTION: Chandler

SECOND: McGowan

RESOLVED to give Jon Davis, Derrick Barss and Walker Chandler permission to attend the Retention through Leadership class at Schenectady County Community College on February 8, 2020.

VOTE: All in favor, motion carried.

Anyone else that would like to attend needs to submit a completed TRF no later than February 4<sup>th</sup>. Added to February 5<sup>th</sup> Insurance Review Meeting agenda.

- Chief Davis requested that the District EMS Coordinator be added to the Chief email list.
- President Gibbins asked if any of the offices need to be cleared out when the roof is being replaced. Commissioner Chandler noted he would find out.
- Captain Candler and Lt. Murray met with the person in charge of the Explorer Program. Approximately \$33 per person and a \$60 charter fee. Advisors must be 18 or older and take an Advisors class. Will also need to get an insurance policy for either \$1 million or \$2 million. Explorers will need gear; new gear is \$300-400 per set. Commissioner Chandler noted he would prefer they use the old gear. Discussion continued. Captain Chandler to get the information packet for the Board to review.
- President Reale requested permission for Co #4 to move forward with new carpet in the meeting room. Board okayed. To coordinate with the Purchasing Agent.
- Co #4 will be hosting a blood drive on February 1<sup>st</sup>; Board okayed.

## RESOLUTION #48 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Chandler

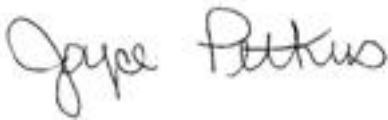
SECOND: McGowan

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Russo with a second from Commissioner McGowan to adjourn the meeting at 7:51 PM. All in favor, meeting adjourned.

Respectfully submitted,



Joyce A. Petkus  
District Administrator/Treasurer