

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

The August 26, 2020 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:05 PM.

Flag salute, moment of silence.

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

RESOLUTION #160 APPROVING THE AUGUST 12, 2020 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Dussault

SECOND: McGowan

RESOLVED to approve the August 12, 2020 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

Chairman Chandler asked for questions/comments regarding the abstract:

RESOLUTION #161 APPROVING PAYMENT OF ABSTRACT #16 DATED AUGUST 26, 2020 FROM THE GENERAL FUND, VOUCHER #200365 THROUGH VOUCHER #200385, TOTALING \$23,398.31.

A3410.1	\$ 6,052.06
A3410.2	\$ 4,844.64
A3410.4	\$ 12,038.65
A9000.8	\$ 462.96

Total: \$ 23,398.31

MOTION: Chandler

SECOND: Dussault

RESOLVED to approve payment of Abstract #16 dated August 26, 2020 from the General Fund, Voucher #200365 through Voucher #200385, totaling \$23,398.31.

VOTE: All in favor, motion carried.

Reports of the Staff:

- **District Administrator:** Joyce Petkus
 - Today is deadline to complete physicals. Completed physicals and fit test reports given out. Access to be turned off for those as discussed. Brief discussion continued.
 - Flu vaccinations will not be held at the district office this year due to COVID. Any firefighter interested in receiving will have to go to Occupational Medicine. Joyce will send out flyer with details.
 - Ranger Tony Goetke retired a few weeks ago.

- Started working on new gear tag project. Reminder to Co #2 & #4 to send in pictures and information.
- Gallo Construction has picked up access to Co #1.
- Will not be in the office Thursday/Friday.
- **Purchasing Agent:** Don Ranck
 - Received request for Fire Police equipment; Chief has approved. Total is \$2,441.39 not including S&H. Board okayed.
 - Chief requested prices for purchase of one Stokes basket. Best price received from Feld Fire, cost for weight class of 2500 is \$779 + S&H of approximately \$150. Lift swing is approximately \$250. Chief Davis requested it be purchased out of Rescue account.
 - Chief Davis had also requested purchase of two folding back boards for each of the MEDs. Best price received \$316.95 + S&H and includes pegs. Money to come from Miscellaneous Equipment; Treasurer to move money from Hazmet if necessary.
 - Back dividers have come in a little bit cheaper than originally priced; \$399 for one Tahoe and \$415 each for the two newer Tahoes. Brief discussion continued.
 - Left 2021 Tahoe specs on Commissioner desks for review before it goes out to bid.
- **Treasurer:** Joyce Petkus
 - Received two questionable receipts for reimbursement; this has been coming up more often and she is not comfortable processing these receipts without proper authorization. Suggested that going forward, when this happens the person requesting reimbursement complete a voucher and have the authorizing Commissioner sign it. She will then bring it to the Board meeting for Board approval and then process payment. Discussion continued; Board okayed. If vouchers are needed, they are at the District office.

RESOLUTION #162 GIVING THE TREASURER PERMISSION TO REIMBURSE COMMISSIONER M. CHANDLER \$328.24 FOR THE PURCHASE OF PICNIC MEATS AND CAPTAIN W. CHANDLER \$75 FOR THE EXPLORER PROGRAM ENROLLMENT FEE.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give the Treasurer permission to reimburse Commissioner M. Chandler \$328.24 for the purchase of picnic meats and Captain W. Chandler \$75 for the Explorer Program enrollment fee.

VOTE: All in favor, motion carried.

- Has not paid the CAD portion of ER and they have sent a past due notice. Spoke to the Chief about this and he has Chris Stanton looking into it, as the CAD is apparently still not working. Chief Davis will call the County to see what is going on. Brief discussion continued.
- Received a proposal from the new Auditors, Bryans & Gramuglia with options to extend their services through fiscal year 2020 through 2024. Brief discussion continued.

RESOLUTION #163 ACCEPTING PROPOSAL FROM BRYANS & GRAMUGLIA FOR AUDITING SERVICES.

MOTION: Chandler

SECOND: Dussault

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

VOTE: All in favor, motion carried.

- Possibly interested in taking the OSC online Basic Accounting Class; cost is \$85. Would like Board approval.

RESOLUTION #164 ALLOWING THE TREASURER TO TAKE THE OSC ONLINE BASIC ACCOUNTING CLASS IF SHE CHOOSES; COST IS \$85.

MOTION: Chandler

SECOND: Russo

RESOLVED to allow the Treasurer to take the OSC online Basic Accounting Class if she chooses; cost is \$85.

VOTE: All in favor, motion carried.

Firefighter Applications for membership:

- Co #1: Atticus Moll
- Co #4: Kyle Abrams, returning member; William Levi.

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

RESOLUTION #165 GIVING THE CHAIRMAN PERMISSION TO SIGN OFF ON ABOVE NEW MEMBER APPLICATIONS.

MOTION: Dussault

SECOND: McGowan

RESOLVED to give the Chairman permission to sign off on above new member applications.

VOTE: All in favor, motion carried.

Commissioner McGowan noted that firefighter Justin Burwell will be taking the FAA drone certification class; cost is \$130.

RESOLUTION #166 APPROVING PAYMENT OF \$130 FOR FIREFIGHTER JUSTIN BURWELL TO TAKE THE FAA DRONE CERTIFICATION CLASS.

MOTION: McGowan

SECOND: Dussault

RESOLVED to approve payment of \$130 for Firefighter Justin Burwell to take the FAA drone certification class.

VOTE: All in favor, motion carried.

Report of the Chief – Jonathan Davis:

- Questioned what the Board would like to do regarding COVID and tracking, sign in sheets and purchase of thermometers. There has also been discussion on whether or not to make it mandatory to wear masks. Discussion continued. Firefighters can choose whether or not to wear a mask, the choice needs to be respected all around and not belittled, and everyone should try to maintain social distancing guidelines. Joyce to work on Log Sheets, and Don has already ordered thermometers to hand out.
- 281 valve replaced, then pressure tested and found a bad hose that was replaced, and now the radiator is leaking. Discussion continued; the Chief will get a price on a new radiator.
- 282 blower motor assembly repaired and AC needed to be rebuilt.
- 290 needed brake work done.
- 296 at Ryan's Garage with check engine light.

- Vander Molen took 295 out for about 5 miles and it ran fine. Does need to be serviced. Firefighter Ramsey noted he drove the bus the other day and he could not get it over 25 mph and black smoke was pouring out. Chief Davis to take a look at it again.
- Election season is around the corner and Officer qualifications were difficult to meet due to COVID; questioned what the Board wants to do.
- Four ozone purifiers were purchased, one for each company.
- Would like to extend fit testing a few more weeks.
- Read resignation letter from Christopher Stanton resigning his position as Co #3 Deputy Chief effective August 19th. Chief Davis would like the Board to appoint Jay Ellsworth Deputy Chief for the remainder of 2020.

RESOLUTION #167 ACCEPTING RESIGNATION, WITH REGRET, FROM CHRISTOPHER STANTON AS CO #3 DEPUTY CHIEF EFFECTIVE AUGUST 19, 2020.

MOTION: Chandler

SECOND: McGowan

RESOLVED to accept resignation, with regret, from Christopher Stanton as Co #3 Deputy Chief effective August 19, 2020.

VOTE: All in favor, motion carried.

RESOLUTION #168 APPOINTING JAY ELLSWORTH CO #3 DEPUTY CHIEF THROUGH THE REMAINDER OF 2020.

MOTION: Chandler

SECOND: Russo

RESOLVED to appoint Jay Ellsworth Co #3 Deputy Chief through the remainder of 2020.

VOTE: All in favor, motion carried.

Commissioner Chandler then administered the oath of office to Deputy Chief Jay Ellsworth.

Reports from Companies:

Company #1 – D/C Chouinard:

- 263 ABS light is back on.
- Would like a pressure washer and undercarriage cleaner.
- Received cabinet prices; will review and have recommendation to Board at next meeting.

Company #2 – Captain W. Chandler:

- Will work on Co #2 gear tags.

Company #3 – D/C Ellsworth:

- Everything has been good for the last two minutes.

Company #4 – D/C Bogardus

- Greenfield Town Highway cleared lot behind firehouse.
- He and Larry are working on getting the mounting done on 291. Would like 2 portable radio chargers to install. Money to come out of 291 reserve monies.
- Will be out of town through Sunday afternoon.

District EMS Coordinator Report: Christian Alvord

- Not present this evening.

Report of the Training Committee – Captain W. Chandler

- Live Burn is scheduled for September 29th.

Reports of the Commissioners:

- Dussault
 - Thanks to everyone for their time and service.
- McGowan
 - Explained that Justin Burwell is taking the drone class. Once he is certified he can train others under his license; the plan is to certify no more than two from each company. Still working on drone insurance and SOP. Brief discussion continued.
 - No delivery date for items purchased through DEC grant. Quote needed to send to DEC for reimbursement.
 - Questioned where the 273 gas fob is. Brief discussion; Don to handle.
- Russo
 - Thanks to everyone.
 - Questioned Don on the overhead doors; Commissioner McGowan noted that the contractors working on Co #1 said they may be able to fix the problems on the doors. Don to speak to them and handle.
- Chandler
 - Rubble will be put down at Co #4 to settle over the winter.

Reports of the Town Board/Planning Board Liaisons

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

District Policy Review:

- BLS Glucometer Storage: no changes made.
- BLS Glucometer Use: no changes made.
- Elections: no changes made.
- Unassigned Fund Balance: no changes made.

Commissioner McGowan questioned if there is a policy to be updated in reference to the vouchers; Joyce to look into it.

Special Topics of Discussion/Final Comments:

- 2021 Budget: Commissioner Chandler noted he sat down with the Chief last night to go over the budget. He gave a brief overview of the changes. Joyce to update the budget worksheet, then send it over to the Board next week for review and decision on whether or not a special meeting is necessary, or add it to the September 9th meeting agenda. Commissioner McGowan questioned utilities including lights and heat; brief discussion continued.
- Bob Roxbury received a request from the Town of Greenfield to assist with traffic control at Town Hall during the town wide garage sale on September 12th. Board okayed.
- Captain Chandler noted the Explorer Post number is 4026, waiting on committee to get required training done. There are two already, waiting for two more to join. Asked how the budget was coming along; Commissioner Chandler noted the Board needs numbers from him. \$2000 was requested. Joyce to add a new budget line item.

RESOLUTION #169 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Chandler

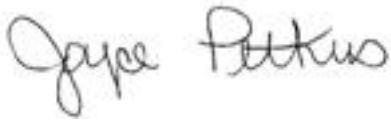
SECOND: Dussault

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Dussault with a second from Commissioner Chandler to adjourn the meeting at 8:00 PM. All in favor, meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joyce Petkus". The signature is written in dark ink on a white background.

Joyce A. Petkus
District Administrator/Treasurer