

# **Board of Fire Commissioners**

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

The June 22, 2021 workshop of the Board of Fire Commissioners of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 6:35 PM.

**Present were:** Commissioners: Chandler, Dussault, Ramsey, Russo; District Administrator/Treasurer Petkus. Excused: Commissioner McGowan. There were no others present this evening.

Commissioner Chandler explained there are certain officers that are concerned about the maintenance throughout the district, and what is not being done. The Board needs to decide which direction they would like to go, and then work with both Don and Larry to help fix the problem.

Various discussions included:

- Importance of communication;
- Solving the process issue;
- Time involved to maintain five buildings and all the apparatus;
- Number of hours the employees work weekly;
- Hiring another employee or contractor as needed;
- Accountability of employees;
- Lack of use of the work orders and requisitions;
- Possible purchase of 2<sup>nd</sup> truck so two people can plow, or true maintenance truck with utility box;
- Difficulty with keeping up with heavy snowstorms;
- Cost of contracting for snow removal services vs. purchasing another vehicle;
- Purchasing new custom apparatus vs demo apparatus;
- Creation of priority list by the Board, not the employees;
- Requiring the officers to use the forms either electronically or hard copies;
- Staff to make effort to pick up paperwork at firehouses twice a week;
- Possible use of white board to be used to keep track of where maintenance personnel are throughout district, or sending daily morning emails with schedule;
- Travel costs being charged from vendor to transport apparatus for maintenance/repairs;
- Possible purchase of small tractor with a bucket and backhoe; Commissioner Chandler noted some prices he received;
- Need for storage for maintenance equipment. Future goal is to get a new addition for Co #2 and give maintenance the pole barn to store equipment;
- LOSAP discussion including maximum that can be collected, entitlement age, process of mandatory referendum to increase current maximum;
- Possibly setting up another workshop to include Don and Larry to discuss how to improve the work order process and completing the work.

Board will need to decide how they are going monitor and prioritize work orders.

Joyce will update the work order to include priority levels, print copies of work orders and requisitions to hand out to each company to begin using; send electronic versions on Thursday morning.

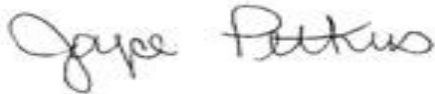
Joyce to create binder for work orders with tabs for priorities.

Joyce to add to the end of the July 14<sup>th</sup> meeting agenda time to meet with Don and Larry discuss how to improve the work order and getting the work completed.

Motion was made by Commissioner Chandler with a second from Commissioner Russo to dispense with the reading of the minutes. All in favor, Motion carried.

Motion was made by Commissioner Russo with a second from Commissioner Dussault to adjourn the meeting at 8:10 PM. All in favor, meeting adjourned.

Respectfully submitted,

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

Joyce Petkus  
District Administrator/Treasurer