

Board of Fire Commissioners
Greenfield Fire District
P.O. Box 103
Greenfield Center, NY 12833
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The November 22, 2021 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:00 PM.

Flag salute and a moment of silence were recognized for departed members.

Present were: Commissioners Chandler, Dussault, McGowan, Ramsey, Russo; D/A-Treasurer Petkus, Tina Woodard. Please see sign in sheet for others in attendance.

RESOLUTION #244 APPOINTING 2021 PURCHASING AGENT CHRISTINA (TINA) WOODARD AT AN HOURLY RATE OF \$20.00, MAXIMUM 30-HOUR WORK WEEK, AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL.

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint 2021 Purchasing Agent Christina (Tina) Woodard at an hourly rate of \$20.00, maximum 30-hour work week, and any applicable benefits as listed in the Greenfield Fire District Employee Manual.

All in favor, motion carried.

Approval of Minutes:

- October 27, 2021 Commissioner Meeting Minutes
- November 3, 2021 Special Meeting Minutes
- November 9, 2021 Special Meeting Minutes
- November 10, 2021 Commissioner Meeting Minutes
- November 11, 2021 Special Meeting Minutes

RESOLUTION #245 APPROVING THE FOLLOWING MEETING MINUTES AS WRITTEN:

- **OCTOBER 27, 2021 COMMISSIONER MEETING MINUTES**
- **NOVEMBER 3, 2021 SPECIAL MEETING MINUTES**
- **NOVEMBER 9, 2021 SPECIAL MEETING MINUTES**
- **NOVEMBER 10, 2021 COMMISSIONER MEETING MINUTES**
- **NOVEMBER 11, 2021 SPECIAL MEETING MINUTES**

MOTION: Chandler

SECOND: McGowan

RESOLVED to approve the following meeting minutes as written:

- October 27, 2021 Commissioner Meeting Minutes
- November 3, 2021 Special Meeting Minutes
- November 9, 2021 Special Meeting Minutes
- November 10, 2021 Commissioner Meeting Minutes

- November 11, 2021 Special Meeting Minutes
All in favor, motion carried.

Chairman Chandler asked for questions/comments regarding the abstract:

Commissioner McGowan questioned continuing the monthly Zoom payment; Joyce suggested continuing through March 2022.

Commissioner Ramsey questioned if the cutting station from Firehouse Innovations is the lock simulator; Chief Davis confirmed it is.

RESOLUTION #246 APPROVING PAYMENT OF ABSTRACT #22 DATED NOVEMBER 22, 2021 FROM THE GENERAL FUND, VOUCHER #210488 THROUGH VOUCHER #210501, TOTALING \$17,876.04.

A3410.1	\$ 4,349.31
A3410.2	\$ 50.98
A3410.4	\$13,143.04
A9000.8	\$ 332.71

Total:	\$17,876.04

MOTION: Chandler

SECOND: McGowan

RESOLVED to approve payment of Abstract #22 dated November 22, 2021 from the General Fund, Voucher #210488 through Voucher #210501, totaling \$17,876.04.

VOTE: All in favor, motion carried.

Reports of the Staff:

- **District Administrator:** Joyce Petkus
 - Previously sent out email to the Board that Dave Meager is requesting the 2022 annual insurance review meeting be moved from the 1st Wednesday in February to the 1st Wednesday in April 2022; Board okayed.
 - Received quotes from Dave Meager regarding the cancer coverage; she has not had a chance to compare. Brief discussion continued; Joyce will have ready for next meeting.
 - Sent Board Food Drive Flyer to go on website and Facebook.
- **Director of Purchasing:** Tina Woodard
 - Jerome Fire is doing their quarterly air quality testing on December 1st; annual jaws maintenance will be done the same day. The Chief requested an email be sent to all the Chiefs.
 - Requested assistance with getting set up with a Halligan account; Tina to contact Chris Stanton. Commissioner Chandler also requested to briefly meet with Tina after the meeting. Brief discussion continued.
 - Researched the 8' tables requested by Co #2; cost is \$136-\$170 each, but the problem is finding 10 tables from one vendor. Brief discussion continued.
 - Received pricing for a replacement computer for Co #4; MyTechs quote is \$902.80 and CDW quote is \$755. Brief discussion continued.

RESOLUTION #247 GIVING THE PURCHASING AGENT PERMISSION TO PURCHASE UP TO \$1,000 FOR A REPLACEMENT COMPUTER FOR CO #4. MONEY TO COME FROM .2 COMPUTERS LINE ITEM.

MOTION: Chandler

SECOND: Ramsey

RESOLVED to give the Purchasing Agent permission to purchase up to \$1,000 for a replacement computer for Co #4. Money to come from .2 Computers line item.

All in favor, motion carried.

- During a recent mass casualty training, saw blades were used and now need to be replaced. She is waiting for a list from A/C Barss. Brief discussion; Commissioner Chandler noted it can be taken care of next month.
- Will be touring each of the stations with Larry sometime next week.
- Richard Scott, III was fitted for gear.
- **Treasurer:** Joyce Petkus
 - Nothing at this time.

Firefighter Applications for/Changes in membership:

- New Member: Ryan McConky, Co #2;
- Changes in Membership:
 - Co #4: Caleb Bentley, Dylan Monks, Al Brooks, Vincent LaClair; membership terminations.

RESOLUTION #248 GIVING THE CHAIRMAN PERMISSION TO SIGN THE ABOVE NEW FIREFIGHTER APPLICATION AND CHANGES IN MEMBERSHIP.

MOTION: McGowan

SECOND: Dussault

RESOLVED to give the Chairman permission to sign the above new firefighter application and Changes in Membership.

VOTE: All in favor, motion carried.

Report of the Chief – Jon Davis:

- Thanks to Larry and Mike for getting 261 straightened out; the district should not see a bill for the work.
- Jessup's Landing will be moving into the old firehouse across the street after renovations are completed; however, the renovations may run past January 1st. He was asked if the district would house an ambulance for a couple of weeks if their building is not ready. Commissioner Chandler questioned what Jessup's would need; the Chief was not sure and felt that the Board should deal directly with Councilman Capasso. Brief discussion continued.
- Four company jaws drill was last week and was great to see everyone working together. The training committee did a great job and thanks to Larry for getting the buses.
- D/C Ellsworth received new 280 last week; radio is all set. The push bumpers are in but he will have that taken care of when the pillar lights come in.
- Would like to give Rob Miksch from Emergency Vehicle Upfitters a fob to the firehouses; Board okayed.
- The Annual meeting and Chief's Election is being held on December 16th at Co #1 at 7 pm.
- 280/290 were ordered with consoles, Rob brought them back and they are downstairs. Not sure what the Board wants to do with them.
- Questioned if anyone has heard about the new gear. Brief discussion; D/C Ellsworth believes he still has the gear rep's card and will email Tina the number.

- Lengthy discussion regarding year end money purchases, including Co #4 request to be reimbursed \$3,000 for the demo jaws they previously purchased with their own money. Joyce also reminded everyone that all prices are excluding S&H.

Supplier	Item	Price	Total Price
Dival	Battery Operated Fan's (2 each)	\$4,563.00	\$9,126.00
NY Fire Equipment (ordered)	1 3/4" Hose (700 Foot)		\$2,674.00
Feld Fire	Survivor Lights (13 each)	\$125.40	\$1,630.20
Feld Fire	Intake Valve (1)	\$1,810.95	\$1,810.95
Fire Hose Direct	2 1/2" Nozzles (2 each)	\$486.66	\$973.32
RollNRack	Hoseroller fitting (1 3/4" hose)	\$460.00	\$460.00
Fire Store	LED traffic wands (5 each)	\$29.99	\$149.95
Fire End	3" female to 5" Stortz fitting	\$215.50	\$215.50
Fire Hose Direct	1" Forestry Hose (500')	\$151.43	\$757.15
Dival	Thermal Image Camera	\$2,665.00	\$2,665.00
Fire Store	Flat Head Axe	\$89.15	\$89.15
Fire Store	Halligan Bar	\$342.99	\$342.99
Co #4 (previously purchased thru Garrison)	Demo jaws		\$3,000.00
Total			\$23,894.21

RESOLUTION #249 APPROVING THE PURCHASES AS DISCUSSED AND LISTED ABOVE.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the purchases as discussed and listed above.

All in favor, motion carried.

- 262, 282 and 292 doors need to be repainted; Commissioner Chandler noted he has contacted Bulldog/KME several times and is being told that they are on the list to be painted. Brief discussion continued; Commissioner Chandler to call Bill Young tomorrow.
- Lengthy discussion continued regarding Co #4 purchasing a set of demo jaws with their own money and asking if they could be reimbursed \$3,000. Commissioner Ramsey noted that a company purchasing an item at that price is ridiculous, questioned whose property is it, has it been inventoried and who will be doing the jaws maintenance on it. Joyce questioned the insurance/liability issue if someone was injured using those jaws and the Board was not aware that they had been purchased by the company. D/C Ellsworth questioned that it becomes the property of the fire district; the Board agreed. Commissioner McGowan noted it was against the purchasing policy, and this is setting a bad precedent. Chief Davis noted they are a 501C3 and their own entity, but agrees with the Board that any equipment and PPE needed should be purchased by the fire district; suggested the Purchasing policy be updated. Commissioner Chandler noted he understands everyone is busy, but someone should have contacted the Board members prior to the purchase.

Reports from Companies:

Company #1:

- No one present this evening.

Company #2:

- No one present this evening.

Company #3 – D/C Ellsworth:

- 282 check engine light is back on again; Larry will call.
- Questioned the status of the garage door; Larry noted O'Leary will be coming back to redo all the motor bracketing.
- Co #3 Ladies' Auxiliary would like to have a blood drive on January 29, 2022.

RESOLUTION #250 GIVING CO #3 AUXILIARY PERMISSION TO HOLD THEIR ANNUAL BLOOD DRIVE ON JANUARY 29, 2022.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give Co #3 Auxiliary permission to hold their annual blood drive on January 29, 2022.

All in favor, motion carried.

- The smell in the firehouse is back and really bad. Discussion continued; Larry questioned if it might have anything to do with the water softening system. Larry will look into it, pull the cover and possibly have it pumped.

Company #4:

- No one present this evening.

Report of District EMS Coordinator: Christian Alvord:

- Not present this evening.

Report of the Training Committee:

- No one present this evening.

Report of the Explorer Program: Captain W. Chandler

- Not present this evening.

Reports of the Commissioners:

- Dussault
 - Thanked Joyce for creating the Food Drive flyer.
 - Would like a letter sent to Sticky's in Queensbury for their donation of the food drive signage.
 - The property at 570 Maple Avenue, across from Cumberland Farms is moving ahead from residential to commercial office setting.
 - The dumpster is finally being moved at Wilton Plaza so that a connecting road can be opened to the mall.
 - Forest Grove wants to change some lots; they were originally supposed to be duplexes, but now they are requesting 74 of those be changed to single family homes. The planning board is looking for concept drawings.
 - Wendy's is moving forward; the planning board liked their drawings.
 - Perry Crossing by TJ Maxx will have a bank added, a tire store and an auto parts store, but no names have been released just yet. They will be accessible from both Perry Road and Route 50.
 - There will be another car dealership, The Car Shop, going up on Route 9 next to Valvoline. They are in the beginning of the permit process.
 - D/C Ellsworth noted that Co #3 donated a fair amount of gift cards to the Greenfield Food pantry already; he found out they do not have a lot of storage, or refrigerators or freezers. Brief discussion continued.

- McGowan
 - Nothing at this time.
- Ramsey
 - Questioned if letters were sent out to the two other Purchasing Agent applicants. Brief discussion continued; Joyce to send letters.
- Russo
 - Thanked Deidre, Larry and Joyce for stepping up after Don left.
 - Co #3 would like a new vacuum cleaner; Shark APX for \$329.99 with free shipping.

RESOLUTION #251 APPROVING THE PURCHASE OF THE SHARK APX VACUUM. MONEY TO COME OUT OF MAINTENANCE SUPPLIES.

MOTION: Russo

SECOND: Chandler

RESOLVED to approve the purchase of the Shark APX vacuum. Money to come out of maintenance supplies.

All in favor, motion carried.

- Chandler
 - Questioned if either Larry or Tina has gotten in contact with Jim at AJ Vel. Brief discussion; Larry will call in the morning. It was noted Jim had offered to come up to the office to teach Larry and Tina to calibrate the gas meters.

Reports of the Town Board/Planning Board Liaisons

- Town of Wilton: Dussault
 - See above.
 - Chief Davis noted that the water line installation is starting next week. Brief discussion continued.
 - Commissioner Chandler questioned the status of the traffic light at Co #4. Larry explained he could not figure out where the conduit comes into the firehouse. Chief Davis noted that Rob is a pretty good electrician and he could do this too. DOT has said it is not their light. Discussion continued.
- Town of Greenfield: Ramsey
 - Nothing at this time.

District Policy Review:

- Unmanned Aircraft Systems (UAS): Commissioner McGowan had spoken to Firefighter J. Burwell, who felt that at this time there were no notable changes. No changes made. It was also noted that Firefighter Burwell is still the only one authorized to fly the drone.
- Purchasing: Commissioner Ramsey had made some changes and previously emailed them to the Board. Discussion regarding equipment purchase and apparatus maintenance requests going to the Chief before it goes to the Purchasing Agent. Building maintenance issues should go directly to Larry. Commissioner Ramsey's changes to be deleted, and Joyce to add that any purchases made by the companies automatically become the property of the fire district. Commissioner Dussault noted he would like to see the amount in 2b of the Purchasing policy be increased from \$250 to \$500; the Board okayed.
- Training Facility Use: Commissioner Ramsey noted his confusion as to whether this policy was about the district's training center or the county training center. Brief discussion, including why NFPA 1403 is in the policy; to be sent back to the training committee. Joyce noted she will leave this policy on the regular review rotation for 2022, and if the training committee wants to move it they just need to contact her. Commissioner Ramsey to send out an email to the training committee and the Chief.

RESOLUTION #252 APPROVING THE CHANGES TO THE PURCHASING POLICY AS DISCUSSED.

MOTION: Dussault

SECOND: McGowan

RESOLVED to approve the changes to the Purchasing Policy as discussed.

All in favor, motion carried.

Special Topics of Discussion/Final Comments:

- Chief Davis would like to see if they could start getting the PDF floor plans of commercial buildings. Questioned if there is a link that could be added to the website for the towns to drop their floor plans, which can then be uploaded to the department pre-plans.
- Commissioner McGowan noted he contacted Firefighter Stanton, who has sent an email with the Halligan link to Tina.

RESOLUTION #253 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 Chandler with a second from Commissioner Dussault to adjourn the meeting at 8:30 PM. All in favor, meeting adjourned.

Respectfully submitted,



Joyce A. Petkus
District Administrator/Treasurer