

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

The April 27, 2022 Greenfield Fire District Board of Fire Commissioners meeting was called to order at the District Office by Chairman Michael Chandler at 7:10 PM. The flag salute and a moment of silence were recognized for departed members.

**Present were:** Commissioners Chandler, Dussault, Hays, Ramsey, Russo; D/A-Treasurer Petkus, D/P Olson. See sign in sheet for others in attendance.

**RESOLUTION #87 APPROVING THE APRIL 6, 2022 INSURANCE REVIEW MEETING MINUTES AND THE APRIL 13, 2022 COMMISSIONER MEETING MINUTES AS WRITTEN.**

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the April 6, 2022 Insurance Review Meeting Minutes and the April 13, 2022 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

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

**RESOLUTION #88 APPROVING PAYMENT OF ABSTRACT #8 DATED APRIL 27, 2022 FROM THE GENERAL FUND, VOUCHER #220186 THROUGH VOUCHER #220200, TOTALING \$29,720.15.**

A3410.1	\$ 4,161.55
A3410.2	\$ 1,012.19
A3410.4	\$24,185.24
A9000.8	\$ 361.17

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Total: \$29,720.15

MOTION: Chandler

SECOND: Dussault

RESOLVED to approve payment of Abstract #8 dated April 27, 2022 from the General Fund, Voucher #220186 through Voucher #220200, totaling \$29,720.15.

VOTE: All in favor, motion carried.

**Reports of the Staff:**

- **District Administrator:** Joyce Petkus
  - Received a Thank You letter from Town Clerk Louise Okoniewski thanking the District for a wonderful 75<sup>th</sup> Anniversary banquet.
  - Received a flyer from ADFSNY Secretary-Treasurer candidate Tricia Shields. The Board noted that Joyce looked very happy.
  - Ran a physicals report and copies were placed in the company and Chief's baskets.

- Online defensive driver course is winding down; there were a total of 72 registered.
- Will be out of the office May 4-8<sup>th</sup> attending the AFDSNY Annual Meeting & Conference.
- **Purchasing:** Doug Olson
  - Heating oil/propane contract expired on April 15<sup>th</sup>. Brief discussion; RFP to be advertised with deadline to submit of May 10<sup>th</sup> and added to May 11<sup>th</sup> meeting agenda.
  - Credit card Change in Administrator forms completed.
  - Updated backordered items as follows:
    - Boots from Fire-End & Croker: expected ship date May 20<sup>th</sup>
    - Box strainer from Fire-End & Croker: expected ship date June 3<sup>rd</sup>
    - Remaining hose nozzles and shutoffs from Feld Fire: should have shipped April 26<sup>th</sup>
  - Hose/ladder testing verified to be completed on June 16-17<sup>th</sup> beginning at 9 am at Co #2 with a rain date of June 18<sup>th</sup>. The vendor will need a tanker or portable pond set up and someone to move apparatus and get water.
  - Requested fire police gear has been ordered.
  - Bottled water has been ordered; he and Larry will be picking it up next week.
  - Jeff from NY Fire & Equipment asked to set up a meeting on a Tuesday night to meet with the Chiefs and show them some new gear and equipment, as well as discuss some upcoming classes.
  - Has been set up in Halligan but there is some sort of technical issue. Brief discussion continued.
  - Has begun cleaning up the gear.
  - Hopes to have the basement cleaned up by the end of May or mid-June.
  - Commissioner Chandler noted that sealcoating needs to be addressed as well. Brief discussion continued.
- **Treasurer:** Joyce Petkus
  - FY 2021 AUD submitted to OSC; the Board was emailed the report earlier today. Commissioner Russo questioned the “A8012 error” noted on the last page of the AUD; Joyce gave explanation.
  - Auditors began annual audit last week; LOSAP audit cannot be completed until 2021 paperwork is submitted to them. Brief discussion continued.

**RESOLUTION #89 GIVING THE TREASURER PERMISSION TO APPROPRIATE \$190.00 FROM A2770 OTHER UNCLASSIFIED REVENUE FOR PAYMENTS RECEIVED FOR THE ONLINE DEFENSIVE DRIVER COURSE TO .4 FIRE TRAINING ACCOUNT.**

MOTION: Chandler

SECOND: Ramsey

RESOLVED to give the Treasurer permission to appropriate \$190.00 from A2770 Other Unclassified Revenue for payments received for the online Defensive Driver Course to .4 Fire Training account.

VOTE: All in favor, motion carried.

**Firefighter/Auxiliary New Members/Changes in Membership:** None.

**Report of the Chief – Jon Davis**

- Drone has recently been called for several times. Firefighter McGown is currently working on getting his drone license. Firefighter Cameron would also like to take the drone class but he won't be 18 until December. Brief discussion; Firefighter Cameron allowed to take the course.

- Apparatus PM's have slowed down a bit; Co #4 is being done now and then Co #3 truck will be completed.
- 290 is having the bumper and lights installed and then 280 will be completed.
- Would like to purchase a roll of webbing and 500' roll of rope. Question regarding size of rope; it was noted to be 3/8. Captain N. King requested webbing be standardized. Discussion continued; there may be a roll of webbing downstairs.
- Still waiting for tanker gear box parts for 273.

### **Reports from Companies:**

#### **Company #1**

- No one present this evening.

#### **Company #2 – D/C Richards**

- All good.

#### **Company #3 – A/C Thurman**

- Thanks for taking care of the garage doors.
- There are several that would like to go to the Chief's Show in Syracuse on June 17<sup>th</sup>, and they would like to take 280. List of names to be brought to the next meeting for approval.
- The county officers would like to host an electrical vehicle class at Greenfield Center Co #1; they will be paying for it. Limited to 50 people; Chief and Board okayed if Greenfield Fire District has first right to attend. No date is currently set.

#### **Company #4 - Captain N. King**

- Questioned the status of the FAST boards. Director of Purchasing to look into it.

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

- Not present this evening.

### **Report of the Training Committee - W. Chandler**

- MBK was at Co #2 last night.

### **Report of the Explorer Program – W. Chandler**

- All good.

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

- Dussault
  - Good to hear that the training the firefighters have been doing has paid off.
- Hays
  - Welcomed the new Director of Purchasing, Doug Olson.
  - Co #2 thanks the Commissioners and maintenance for working on the garage doors.
  - Discussion regarding the hold harmless agreement and COI that was brought up at the insurance review meeting and the sample form that was forwarded, and suggested the Board should consider and adopt. Discussion continued regarding the generic form received from Dave Meager, and the form previously created specifically for the training building. Joyce to update as discussed; submitted forms to be brought to the Board for their approval.

## **RESOLUTION #90 ADOPTING THE GENERIC COI/HOLD HARMLESS AGREEMENT FORM.**

MOTION: Chandler

SECOND: Dussault

RESOLVED to adopt the generic COI/Hold Harmless agreement form.

VOTE: All in favor, motion carried.

- Discussion also regarding pool fills, and the need for the hold harmless agreement for pool fills to be completed by the homeowner prior to filling pools. The pool hold harmless is currently under the forms section on the Member Only section of the website. Commissioner Russo noted that the homeowner should communicate where the septic, well, etc. are on the property.
- Ramsey
  - Welcomed Doug, thanked Commissioner Hays for helping him out.
  - Has heard nothing but good things about the banquet.
  - Appreciated the response to the North Greenfield Road fire after the banquet; everyone did a great job.
  - Would like to have a large vehicle EVOC class scheduled; A/C Thurman noted Joyce has given him the information to contact to the instructor.
  - Questioned if there was anything that could be done to expedite 261 airbags; Larry to look at it at the beginning of next week. Brief discussion continued.
- Russo
  - Thanked Dave Middlebrook for assisting with the banquet cleanup and bringing the trailer back to the district office.
  - Question arose regarding the maintenance truck coming out of Glens Falls. It was noted that batteries had to be picked up at Lake George Marina. Lengthy discussion followed. Chief Davis noted that there needs to be accountability for everyone, and policies need to be followed or get rid of the policies. Also, those complaining should be present and bring up their concerns to the Board at these meetings.
- Chandler
  - Welcomed Doug.
  - Co #2 needs a battery backup; questioned if one is even needed and asked Doug to check with IT; Doug noted he is working on it, and will contact IT tomorrow. Brief discussion continued.
  - Also heard good things about the banquet; it was a huge success.
  - Would like to purchase a glass case for the meeting room to put in memorabilia; Doug to research.
  - Has heard nothing from Vertical Consultants. Brief discussion continued. The board will be moving forward with the project; Commissioner Chandler will work with Bill Young during this process.

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

- **Town of Greenfield:** Russo
  - Minor 3 lot subdivision, 3 acres each, off North Creek Road.
  - Town Board has a polycaster salter/sander that is ready for surplus; Greenfield Fire District is interested in this piece of equipment. Brief discussion continued.
- **Town of Wilton:** Scott Dussault
  - There will be a public hearing on May 18<sup>th</sup> in reference to Perry Crossing.
  - Golden Corral and Comfort Inn are trying to get the land subdivided; also, the Golden Corral is up for sale.

- Artisanal Brewery has to submit an amended site plan for employee parking, fence and a pavilion.
- A Dance Company wants to build on Maple Avenue across from the firehouse; tabled until next month.

**District Policy Review:**

- Access Card & Fob: no changes made.
- DMV/LENS: no changes made.
- Social Media
- District Photographer/Photography

Commissioner Ramsey explained the changes being made to the Social Media policy, including merging the District Photographer/Photography policy.

**RESOLUTION #91 MERGING THE DISTRICT PHOTOGRAPHER-PHOTOGRAPHY POLICY INTO THE SOCIAL MEDIA POLICY AND ACCEPTING THE UPDATED SOCIAL MEDIA POLICY WITH CHANGES AS DISCUSSED.**

MOTION: Chandler

SECOND: Dussault

RESOLVED to merge the District Photographer/Photography policy into the Social Media Policy and accepting the updated Social Media policy with changes as discussed.

VOTE: All in favor, motion carried.

**Special Topics of Discussion:**

- Co #1 is retiring Dave Kenyon's tag number of 158. Discussion continued. Joyce requested that each company send a list of retired numbers so she can update the tag number spreadsheet; also questioned if the officers want this information to be placed on the district website. Chief Davis noted they will get a list together and then have discussion.

**RESOLUTION #92 APPROVING THE REQUEST FROM CO #1 TO RETIRE DAVE KENYON'S TAG NUMBER OF 158.**

MOTION: Chandler

SECOND: Hays

RESOLVED to approve the request from Co #1 to retire Dave Kenyon's tag number of 158.

VOTE: All in favor, motion carried.

**RESOLUTION #93 DEDICATING A PAGE OF THE MINUTES TO DAVE KENYON.**

MOTION: Chandler

SECOND: Russo

RESOLVED to dedicate a page of the minutes to Dave Kenyon.

VOTE: All in favor, motion carried.

- Chief Davis noted Dan Drumm was voted in as Captain at Co #2.
- Commissioner Russo questioned the maintenance to be scheduled; Doug is working on it.

**RESOLUTION #94 ENTERING INTO EXECUTIVE SESSION AT 8:01 PM IN REFERENCE TO AN EMPLOYEE ISSUE.**

MOTION: Chandler

SECOND: Dussault

RESOLVED to enter into executive session at 8:01 pm in reference to an employee issue.

VOTE: All in favor, motion carried.

**RESOLUTION #95 RECONVENING FROM EXECUTIVE SESSION AT 8:44 PM.**

MOTION: Chandler

SECOND: Ramsey

RESOLVED to reconvene from executive session at 8:44 pm.

VOTE: All in favor, motion carried.

**RESOLUTION #96 INCREASING LARRY RAMSEY'S SALARY TO \$18 PER HOUR EFFECTIVE APRIL 23, 2022.**

MOTION: Chandler

SECOND: Dussault

RESOLVED to increase Larry Ramsey's salary to \$18 per hour effective April 23, 2022.

VOTE: All in favor, motion carried.

Commissioner Chandler noted that the Board will be enforcing the Apparatus-Vehicle Use policy as written at this time; the Board will be actively looking at this policy, and modify and change it with guidance from both the attorney and insurance agent.

Chief Davis noted there was a roll of webbing downstairs.

Larry noted the interior door in the training building was ripped off the hinges by one of the companies using the training building; no one mentioned it and there is no way of putting it back on the hinges. Brief discussion continued. Chief Davis will look into, and deal with it. Larry will replace the door. Money to come from Repairs, Building, Maintenance & Grounds line item.

**RESOLUTION #97 DISPENSING WITH THE READING OF THE MINUTES.**

MOTION: Chandler

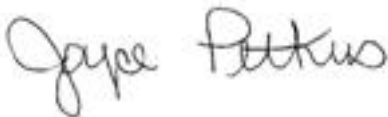
SECOND: Ramsey

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 Hays to adjourn the meeting at 8:50 PM. All in favor, meeting adjourned.

Respectfully submitted,



Joyce A. Petkus  
District Administrator/Treasurer

