

Board of Fire Commissioners
Greenfield Fire District
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The August 24, 2022 Greenfield Fire District Board of Fire Commissioners meeting was called to order at the District Office by Commissioner Michael Chandler at 7:00 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.

There were no minutes to approve.

Commissioner Chandler asked for questions/comments regarding the abstract:

Commissioner Hays questioned if Emergency Reporting had contacted anyone since the last meeting; it was noted no, and Joyce will call them tomorrow.

RESOLUTION #173 APPROVING PAYMENT OF ABSTRACT #16 DATED AUGUST 24, 2022 FROM THE GENERAL FUND, VOUCHER #220382 THROUGH VOUCHER #220401, TOTALING \$35,847.38

A3410.1	\$ 5,849.31
A3410.2	\$ 1,371.43
A3410.4	\$ 28,146.18
A9000.8	\$ 480.46

Total:	\$ 35,847.38

MOTION: Chandler

SECOND: Dussault

RESOLVED to approve payment of Abstract #16 dated August 24, 2022 from the General Fund, Voucher #220382 through Voucher #220401, totaling \$35,847.38.

VOTE: All in favor, motion carried.

Joyce noted an updated building reserve abstract was emailed to the board due to other outstanding invoices that she received this morning. Brief discussion continued.

RESOLUTION #174 APPROVING PAYMENT OF ABSTRACT #1 DATED AUGUST 24, 2022 FROM THE BUILDING RESERVE FUND, VOUCHER #BR22001, TOTALING \$46,397.50.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve payment of Abstract #1 dated August 24, 2022 from the Building Reserve Fund, Voucher #BR22001, totaling \$46,397.50.

VOTE: All in favor, motion carried.

Reports of the Staff:

- **District Administrator:** Joyce Petkus
 - There are currently 22 firefighters that still have not completed their cancer coverage beneficiary forms; an updated list is in the company baskets.
 - Received requests for access to the firehouses from one Trooper and three Sheriffs Deputies. Brief discussion continued.

RESOLUTION #175 GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO GIVE ACCESS FOBS TO THE FOUR OFFICERS AS DISCUSSED ABOVE.

MOTION: Chandler

SECOND: Ramsey

RESOLVED to give the District Administrator permission to give access fobs to the four officers as discussed above.

VOTE: All in favor, motion carried.

- Questioned if the Board would like her to send back the form received from Bill Young to request a 2023 retainer agreement; Board okayed.
- Still have not received any firefighter physicals; several fit tests have been completed.
- Utica has cut the check for the cost of towing of the rehab bus.
- The new gas fobs were received from the Town of Wilton and she delivered them to Co #4 Monday afternoon.
- RBC would like to move their September meeting to October 12th. She will contact them a few weeks before to see if the meeting is necessary.
- Firefighter Dain LaCross has requested to take training outside the County and needs approval from the Board.

RESOLUTION #176 GIVING FIREFIGHTER DAIN LACROSS PERMISSION TO ATTEND THE NYAFC TRAINING FIRE BEHAVIOR ON THE INSIDE AT EAST GLENVILLE FIRE DISTRICT IN SCHENECTADY COUNTY ON 11/5-6/2022. HE WILL TAKE HIS OWN VEHICLE.

MOTION: Chandler

SECOND: Russo

RESOLVED to give firefighter Dain LaCross permission to attend the NYAFC training Fire Behavior on the Inside at East Glenville Fire District in Schenectady County on 11/5-6/2022. He will take his own vehicle.

VOTE: All in favor, motion carried.

- **Purchasing:** Douglas Olson
 - It appears that Co #3 generator might have been struck by lightning in the storm the other evening. Kinsley has been out to look at it and the generator is currently disconnected from the building. An electrician will need to come out, take a look at it and repair/replace the wiring. Joyce has notified Dave Meager and is waiting for the completed report from D/C Petkus. Brief discussion continued.
 - Reminder to Co #4 that hose and ladder testing is scheduled for 9/13 and 9/14. They may need help that day to shuffle around the trucks.

RESOLUTION #177 APPROVING CURRAN ELECTRIC TO REPAIR CO #3 GENERATOR WIRING.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve Curran Electric to repair Co #3 generator wiring.

VOTE: All in favor, motion carried.

- Should be receiving dates from BDB Paving in reference to sealcoating Co #3 and Co #4 parking lots.
- Co #1 air compressor should be installed soon, after the septic project is completed.
- The septic project is close to completion.
- Maintenance trailer will be lettered by the end of the week.
- Co #4 DeWalt demo saw has been delivered and is in service.
- Frank Ryan & Sons should be getting back to him soon.
- Questioned if the board has thought about donating the surplus gear to A Medic USA. As well as surplus equipment. Discussion continued. Doug to have list of gear and equipment to surplus for the next board meeting. Joyce to send info over to Bill Young for his review.
- **Treasurer:** Joyce Petkus
 - Contacted National Grid regarding the bills, and their explanation is they have had problems reading the meters and the bills were estimated, and now they are catching up to the actuals.
 - \$50 cash back rewards received from Don Ranck's credit card, and so Doug has now been able to close that credit card. Brief discussion continued.

Membership/Changes in Membership:

- Co #3 firefighter Kessiah McConchie, resignation.

RESOLUTION #178 GIVING THE CHAIRMAN PERMISSION TO SIGN OFF ON ABOVE CHANGE IN MEMBERSHIP.

MOTION: Dussault

SECOND: Ramsey

RESOLVED to give the Chairman permission to sign off on above change in membership.

VOTE: All in favor, motion carried.

Report of the Chief – Jon Davis

- Not present this evening.

Reports from Companies:

Company #1: D/C Coffey

- All good.

Company #2: A/C Barss

- Multiple projects are under way.
- Questioned the status of the pump on 273. Brief discussion continued.
- Questioned the procedure regarding new firefighters, fit testing, assignment of masks. Lengthy discussion continued. New process will be that when a new firefighter is issued a mask, the Director of Purchasing will give it to the Operations Secretary, who will not issue it to the new firefighter until after they are fit tested.

Company #3: D/C Petkus

- Will be completing the report on the damaged generator.
- Requested the electrician look at all the panels when he is there looking at the generator.

Company #4: President Abrams

- KPM did finish the bathrooms.
- Questioned the status of the drains. Commissioner Chandler noted that by the end of the week the covers should be on outside and the drains flushed out.

Report of District EMS Coordinator – Christian Alvord

- Not present this evening.

Report of the Training Committee – A/C Barss

- Four company training was held last night at Co #1.
- District has expanded its operations; now covering FAST team for Ballston Spa and the City of Saratoga.
- Training budget will be spent.
- Questioned if Deidre has blocked out dates for 2023 FDIC; he will need to contact Deidre directly. Brief discussion continued.
- Four members became instructors for Stop the Bleed.

Report of the Explorer Program

- No one present this evening.

Reports of the Commissioners:

- Dussault
 - Thanks to everyone for all their work this past month; keep up the good work.
- Hays
 - Thanks to Doug and Connor for working on ER and Vector Check It. Doug noted they are working on the various equipment inventories, adding them to Vector Check It, and then they will print out the ER inventory reports before deleting them. All inventory will be added through Vector Check It only. The district office will have to remain in Vector Check It. The number of vehicles has been reduced. Brief discussion continued.
 - Was not able to attend the radio presentation given by the County. Doug noted he attended the meeting, explaining that at the end of 2022 Motorola will mark the XTS 1500's as discontinued/obsolete as parts are no longer being made for them. The platform will be supported for 5 more years, and at the end of 2027 the XTS 1500's will no longer be supported as they are going to a new LMR/LTE system. He should be getting the slide show emailed to go over with everyone. The new radios will cost anywhere from \$4,500 - \$8,000, and there will also be an annual subscriber after 1 free year of \$144 per portable/mobile. Lengthy discussion continued, including Motorola offering their assistance with the Assistance to Firefighters grant.
- Ramsey
 - Questioned what D/C Petkus would like to do regarding the gear committee; he would like to meet towards the end of September, beginning of October.
 - Previously spoke about the Public Information Officer policy and the required course that the Chief and/or his designee needs to take. He and Commissioner Hays have both taken it; it needs to be decided who else also needs to take it. Brief discussion continued.
 - Spoke to Adam earlier today regarding Piggybacking and Sourcewell to get a better understanding, and gave a brief overview. Brief discussion continued.
- Russo
 - Reminder that as trucks go for service, when they come back to please top off with fuel. Brief discussion; it was noted communication is key.
- Chandler
 - Questioned if the computers were ordered; Douglas noted yes, and they should be delivered in about 2 weeks.
 - Co #2 project plans are about 90% completed.
 - Sent out the paperwork last week to everyone in reference to Co #1 truck. Heard back from Commissioners Hays and Ramsey regarding the process of purchasing but they

are okay with it now. Truck build is 2 years out; price is around \$702,000.00. Commissioner Chandler noted there have been several meetings regarding the new apparatus, the company did their due diligence. Unfortunately, the price has increased 48% since the purchase of Co #2 Sutphen, and there will be another price increase in September if this is not approved. Commissioner Russo questioned that this price included everything, there will be no tool add-ons, etc. Commissioners Chandler and Dussault noted that once the contract is signed, they are locked in at that price with no increase. Brief discussion continued. Counsel will also review the contract.

RESOLUTION #179 ADVERTISING A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND UP TO \$730,000.00 FROM THE EQUIPMENT RESERVE FUND FOR THE PURCHASE OF CO #1 NEW 261.

MOTION: Chandler

SECOND: Ramsey

RESOLVED to advertise a permissive referendum to withdraw and expend up to \$730,000.00 from the Equipment Reserve Fund for the purchase of Co #1 new 261.

VOTE: All in favor, motion carried.

Reports of the Town Board/Town Planning Board Liaisons:

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

District Policy Review:

- Apparatus/Chief Vehicle Use policy
- NEW: Maintenance Vehicle, Trailers & Equipment policy

Commissioner Ramsey noted that the district maintenance vehicles, trailers and equipment were removed from the Apparatus/Chief Vehicle Use policy and a new policy created; these were then previously emailed to the Board for their review. The changes made are based on review of other similar fire district policies, with the following noted for the Apparatus/Chief Vehicle Use Policy:

- Reduced the mileage from 50 to 25 miles regarding Chiefs' vehicles being taken outside district boundaries without Board approval with the exception of official district business;
- Permits members that are 18 years or older, and at the discretion of a Deputy Chief to operate an MED or any small vehicles.
- Permits members that are 18-20 years of age that have completed EVOC, and members 21 years or older who have not completed EVOC, to operate apparatus during company level training; or as approved by the applicable company level Deputy Chief or District Chief to operate apparatus in emergency situations;
- Chiefs' vehicles are not for personal use, except for short errands and official fire district/department business or other tasks for which the operator of the vehicle is available to respond in a timely manner;
- Chiefs' vehicles should not be taken to places of employment if the employee is not able to respond.

Discussion continued.

RESOLUTION #180 APPROVING THE CHANGES TO THE APPARATUS/CHIEF VEHICLE USE POLICY #2 AS WRITTEN.

MOTION: Ramsey

SECOND: Chandler

RESOLVED to approve the changes to the Apparatus/Chief Vehicle Use Policy #2 as written.

VOTE: All in favor, motion carried.

In reference to the new Maintenance Vehicle, Trailers & Equipment Policy #7, including:

- Maintenance personnel are permitted to take the maintenance vehicle home on scheduled workdays or during inclement weather;

Commissioner Hays questioned the procedure in the event that the maintenance vehicle is at the district office, particularly over a weekend; it was noted the maintenance person can put in a mileage voucher for driving their personal vehicle to the office to pick up the district vehicle. Brief discussion continued. Commissioner Hays noted, and the Board confirmed, that if the maintenance person does not live nearby, the precedence is set that they would still be able to take the vehicle home and submit mileage as appropriate. Commissioner Ramsey confirmed that is as long as they lived not more than 25 miles outside of district boundaries; although it was noted this restriction is not in the policy, and it would have to be explained to the person as part of their job.

RESOLUTION #181 APPROVING THE NEW MAINTENANCE VEHICLE, TRAILERS & EQUIPMENT POLICY #7 AS WRITTEN.

MOTION: Ramsey

SECOND: Hays

RESOLVED to approve the new Maintenance Vehicle, Trailers & Equipment Policy #7 as written.

VOTE: Chandler, Dussault, Hays, Ramsey, approved; Russo, opposed. Motion carried.

Special Topics of Discussion:

- A/C Thurman noted that Co #3 voted to get some exercise equipment; requested the Director of Purchasing order it from Amazon and the company will reimburse the district. D/C Coffey noted Co #1 has equipment. Board okayed.
- Co #3 President Ellsworth noted the man door on the garage will not open. Joyce will look at it tomorrow morning to make sure it is not a security system issue. Brief discussion continued.
- Doug noted he just heard from Frank and Sons; they will contact him by the end of the week to schedule 292 for painting. Commissioner Ramsey questioned if this is the truck that is warranted under KME. Brief discussion continued.
- Commissioner Russo noted he has not seen the open maintenance trailer; Commissioner Chandler noted it is at his house with a bunch of equipment on it. Doug added it is the equipment that needs to be inventoried and surplussed. Brief discussion continued.
- Budget discussion:
 - Commissioner Chandler noted he had spoken to the Chief and they agreed they want to reduce the budgeted amount by \$50,000 for the Equipment Reserve Fund and add that to the budgeted amount for the Building Reserve Fund.

- Commissioner Hays noted the increase in the fuel budget; he will be doing some research on fuel cost projections for next year to make sure there is enough in that account. Brief discussion continued.
- Commissioner Ramsey suggested increasing the training budget to account for the FDIC conference.
- Commissioner Ramsey questioned if there would be any surplus money at the end of the year; Joyce noted probably.
- D/C Petkus noted that the gear committee had met and talked about annually purchasing 4-5 sets of gear and rotating them out. Discussion continued.
- Lengthy discussion regarding the future cost and need to purchase upgraded radios.
- Discussion regarding the ladder reserve fund and future cost of purchasing a new ladder truck, and the actual need for a ladder truck. Commissioner Chandler noted the officers are going to really need to look to the future.
- Budget workshop to be scheduled for Tuesday, September 6th beginning at 6 PM.

RESOLUTION #182 ENTERING INTO EXECUTIVE SESSION AT 8:30 PM IN REFERENCE TO AN EMPLOYEE ISSUE.

MOTION: Chandler

SECOND: Dussault

RESOLVED to enter into executive session at 8:30 pm in reference to an employee issue.

VOTE: All in favor, motion carried.

RESOLUTION #183 RECONVENING FROM EXECUTIVE SESSION AT 8:59 PM.

MOTION: Chandler

SECOND: Ramsey

RESOLVED to reconvene from executive session at 8:59 pm.

VOTE: All in favor, motion carried.

RESOLUTION #184 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Chandler

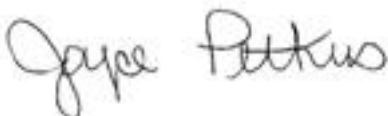
SECOND: Ramsey

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Chandler with a second from Commissioner Russo to adjourn the meeting at 9:00 PM. All in favor, meeting adjourned.

Respectfully submitted,



Joyce A. Petkus

District Administrator/Treasurer