

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

The November 9, 2022 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:01 PM.

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

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

**RESOLUTION #223 APPROVING THE OCTOBER 26, 2022 COMMISSIONER MEETING MINUTES AS WRITTEN.**

MOTION: Chandler  
SECOND: Russo  
RESOLVED to approve the October 26, 2022 Commissioner meeting minutes as written.  
VOTE: All in favor, motion carried.

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

**RESOLUTION #224 APPROVING PAYMENT OF ABSTRACT #21 DATED NOVEMBER 9, 2022 FROM THE GENERAL FUND, VOUCHER #220512 THROUGH VOUCHER #220537, TOTALING \$25,035.64.**

A3410.1	\$ 5,754.31
A3410.2	\$ 3,724.75
A3410.4	\$15,116.39
A9000.8	\$ 440.19
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Total:	\$ 25,035.64

MOTION: Chandler  
SECOND: Ramsey  
RESOLVED to approve payment of Abstract #21 dated November 9, 2022 from the General Fund, Voucher #220512 through Voucher #220537, totaling \$25,035.64.  
VOTE: All in favor, motion carried.

**Reports of the Staff:**

- **District Administrator:** report given by P/A Olson
  - Received letter from Chief Davis asking that his name be placed on the ballot for 2023 District Chief election. No other letters received.
  - Received letter of Intent from Patty Kellerhouse to run for the position of 2023 Auxiliary Liaison. No other letters received.
  - So far have been able to get 8 election people for the December 13th Commissioner Election, but no alternates yet.
  - Notice of Election has been published in both the Saratogian and Gazette.

- Email will be going out next week in reference to firehouses posting election info on signboards.
- Reminder to those attending the AFDCA Fall workshop, it is this Saturday at Westmere Fire District, 1741 Western Avenue, Albany, NY 12203. 7-8 am is registration and continental breakfast.
- Larry is once again organizing the 2022 Food Drives; pantries this year will be TOG and Corinth Community Cupboard - he will explain details, Board may want to make a motion to approve.
- Have almost completed the required cancer coverage forms for submission at the end of this month.
- Final reminder that deadline to submit Commissioner candidate letters is 3 pm Wednesday, November 23rd - please refer to Election policy for details.
- Reminder that the district office is closed for Veterans Day this Friday.
- Reminder that the next Commissioner meeting is on MONDAY, November 21st due to Thanksgiving.
- Special Thank You! to Doug for filling in as the secretary/treasurer tonight!

**RESOLUTION #225 APPROVING THE NOVEMBER 15, 2022 AND THE DECEMBER 20, 2022 FOOD DRIVES TO BE HELD AT WALMART, SARATOGA SPRINGS AND BENEFITTING THE TOWN OF GREENFIELD FOOD PANTRY AND CORINTH COMMUNITY CUPBOARD.**

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the November 15, 2022 and the December 20, 2022 Food Drives to be held at Walmart, Saratoga Springs and benefitting the Town of Greenfield Food Pantry and Corinth Community Cupboard.

All in favor, motion carried.

- **Purchasing Agent:** Douglas Olson
  - Co #3 generator repair is completed; bollard covers need to be ordered. Board okayed. Insurance carrier is waiting on detailed invoice from the electrician, who is currently working on it.
  - Waiting on the delivery of 10 sets of gear ordered from Morris-Crocker, as well as other miscellaneous tags and gloves.
  - Co #2 5-gas meter repairs will cost more than the actual gas meter; as previously discussed, he would like to order a single hydrogen cyanide meter for about \$600.
  - First third of SCBA bottles have been hydro'ed and returned back to Co #1 trucks or the air room; Larry delivered Co #2 bottles; five bottles from Co #3 and three from Co #1 were sent out for hydro.
  - Most of Co #3 gym equipment has arrived.
  - Kinsley completed Co #3 generator service on 11/2; at that time it was noted there is a humming from the switch box and the recommendation is to replace it. Brief discussion continued; cost to replace is \$1,654.93.
  - 263 is currently at Milton Cat waiting for a replacement fuel line. Brief discussion continued.
  - Joyce received an email from Captain Z. King on the 8<sup>th</sup> that the training committee approved the purchase of a custom built first floor bail out simulator with Denver attachment and would like the board to approve the payment of \$1,900, which includes

delivery, assembly and training. He asked the Chief about it and he denied the purchase; also the Purchasing Policy was not followed.

- The last of the fire police lights were given to Captain Chandler to be delivered to Bob Roxbury.
- Reconditioned batteries went back to Co #3.
- Lengthy discussion continued regarding the lack of discussion with the Board on the purchase of the bail out simulator, the committee not following the Purchasing Policy, the authorization of the purchase by an officer on behalf of the Fire District who is not authorized to do so, and the anticipated delivery of the prop this Monday. Commissioner Chandler noted that according to the policy the Board should not approve the purchase; Commissioner Ramsey questioned if it would be a problem if one of the companies purchased it and the Board reimbursed them next year, referencing the questionable purchase of the jaws by Co #4. Commissioner Hays questioned the fairness of one company paying for the prop that will be used by all four companies. Doug noted that the prop is 75% complete and scheduled to be delivered on Monday, but he spoke to the vendor to let him know he would be contacted tomorrow as to the decision made by the Board. A/C Marshall noted that he was pretty sure there was discussion about the prop at an officers' meeting, and every officer was on board with the purchase. Commissioner Chandler noted he had spoken to the Chief earlier, who explained that he had told A/C Barss not to purchase it. Captain Chandler questioned if the Board would agree with what Commissioner Ramsey said; Co #2 purchase it at this time and take it from there. Commissioner Chandler and Captain Chandler to continue discussion after the meeting.

## RESOLUTION #226 NOT TO PAY FOR THE BAIL OUT SIMULATOR AT TIME AND TABLED TO A LATER DATE.

MOTION: Chandler

SECOND: Hays

RESOLVED to not to pay for the bail out simulator at time and tabled to a later date.

All in favor, motion carried.

## RESOLUTION #227 APPROVING THE REPAIR OF CO #3 GENERATOR CONTROL SWITCH.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the repair of Co #3 generator control switch.

All in favor, motion carried.

- **Treasurer:** report given by P/A Olson
  - 2023 budget tax cap filed with OSC.
  - Certified 2023 approved budgets have been delivered to Town Clerks.
  - Long term planning to move forward after apparatus schedule received from Chiefs.
  - Status of 9/8 Vander Molen invoice #3741 regarding repairs to 273; continue to hold or pay? Continue to hold until the Chief gives update.
  - Have been, and will continue to, monitor budget closely and move money as necessary.
  - Received checks that have been deposited and the Board needs to appropriate the monies as noted in the following motions:

**RESOLUTION #228 GIVING THE TREASURER PERMISSION TO APPROPRIATE \$638.00 RECEIVED FROM KINSLEY POWER SYSTEMS FOR REIMBURSEMENT OF UTICA NATIONAL INSURANCE PAYMENT AND DEPOSITED INTO A2680 INSURANCE RECOVERIES TO .4 REPAIRS, BUILDINGS, MAINTENANCE & GROUNDS.**

MOTION: Chandler

SECOND: Russo

RESOLVED to give the Treasurer permission to appropriate \$638.00 received from Kinsley Power Systems for reimbursement of Utica National Insurance payment and deposited into A2680 Insurance Recoveries to .4 Repairs, Buildings, Maintenance & Grounds.

VOTE: All in favor, motion carried.

**RESOLUTION #229 GIVING THE TREASURER PERMISSION TO APPROPRIATE 2021 DIVIDEND PAYMENTS TOTALING \$8,386.05 RECEIVED FROM UTICA NATIONAL INSURANCE AND DEPOSITED INTO A2701 REFUNDS OF PRIOR YEAR'S EXPENDITURES AS FOLLOWS:**

**\$106.99 INTO .2 COMPUTERS**

**\$2,052.96 INTO .2 HAZMAT**

**\$5,357.52 INTO .4 OPERATIONS**

**\$618.58 INTO .4 REPAIRS TO EQUIPMENT**

**\$250.00 INTO .4 SERVICE AWARD PROGRAM FEES**

MOTION: Chandler

SECOND: Russo

RESOLVED to give the Treasurer permission to appropriate 2021 Dividend payments totaling \$8,386.05 received from Utica National Insurance and deposited into A2701 Refunds of Prior Year's Expenditures as follows:

\$106.99 into .2 Computers

\$2,052.96 into .2 Hazmat

\$5,357.52 into .4 Operations

\$618.58 into .4 Repairs to Equipment

\$250.00 into .4 Service Award Program Fees

VOTE: All in favor, motion carried.

**RESOLUTION #230 GIVING THE TREASURER PERMISSION TO MOVE \$4,800.00 FROM A9060.83 EMPLOYEE HEALTH INSURANCE TO .4 REPAIRS, BUILDING, MAINTENANCE & GROUNDS.**

MOTION: Chandler

SECOND: Russo

RESOLVED to give the Treasurer permission to move \$4,800.00 from A9060.83 Employee Health Insurance to .4 Repairs, Building, Maintenance & Grounds.

VOTE: All in favor, motion carried.

**Membership:** report given by P/A Olson

**Firefighter Applications/Changes in membership:**

- Co #4: Richard Scott, II, resignation, moved.
- Co #2: Ian Cameron, 16/17 y/o to active status; Ryan McConky and Anders Olsen, Jaedyn Loria, active probation to active firefighter.

Commissioner Chandler noted that the Chief also needs to sign off on the forms.

## RESOLUTION #231 GIVING THE CHAIRMAN PERMISSION TO SIGN OFF ON SAID CHANGES.

MOTION: Dussault

SECOND: Russo

RESOLVED to give the Chairman permission to sign off on said changes.

VOTE: All in favor, motion carried.

Auxiliary Applications/Request for Change in Membership: None.

Explorer Applications/Request for Change in Membership:

- Joyce has not yet received the newest Explorer application noted by Captain Chandler at last meeting, email sent 10/24. Captain Chandler presented application on Explorer Blake Whitcomb.

Questioned the status of William Pratt's request to return to active status from Life membership; report from Chief still not received. Brief discussion; tabled to the next meeting.

### Report of the Chief – Jon Davis:

- Not present this evening.

### Reports from Companies:

#### **Company #1: D/C Coffey**

- Heard back from Sutphen; November 21<sup>st</sup> is the pre-build meeting and would like permission to drive to Pennsylvania.

## RESOLUTION #232 ALLOWING D/C COFFEY, A/C MARSHALL, FIREFIGHTERS ATWELL, HALL AND VUMBACO TO GO TO THEIR PRE-CON MEETING IN PENNSYLVANIA ON NOVEMBER 21, 2022. PERMISSION ALSO TO TAKE 260.

MOTION: Chandler

SECOND: Ramsey

RESOLVED to allow D/C Coffey, A/C Marshall, firefighters Atwell, Hall and Vumbaco to go to their pre-con meeting in Pennsylvania on November 21, 2022. Permission also to take 260.

All in favor, motion carried.

- Work order is on for light bulbs in the gear room bathroom.

#### **Company #2: Captain Chandler**

- Thanks to Doug for getting the gas meters straightened out.
- Questioned the status of 271 inverter and lights. Doug noted the lights are in, and the Chief was supposed to follow up on the inverter.
- Also put in work orders for 271 fans and the stokes basket. Still waiting on the Chief's approval. Brief discussion continued; please contact the Chief.
- D/C Coffey noted Toys for Tots is this Sunday. Captain Chandler noted they will be taking 271 and possibly 275.
- Thanks for approving the Change in Membership forms, especially putting Ian through as he turned 18 today.

**Company #3 – A/C Thurman:**

- 280, 282 and 284 will be going to Toys for Tots this Sunday. Questioned if Explorers are also allowed to ride along; Captain Chandler noted yes. Brief discussion continued.

**Company #4:**

- No one present this evening.

**Report of District EMS Coordinator: Christian Alvord:**

- Not present this evening.

**Report of the Training Committee: Captain Chandler**

- Chimney fire drill scheduled with MBK.
- November 22<sup>nd</sup> live burn has been cancelled due to building maintenance.

**Report of the Explorer Program: Captain Chandler**

- There are a couple of Explorers that are turning 16 and will be joining Corinth; not sure if they will also be staying in the Explorer Program.

Commissioner Ramsey questioned if there was a chance they could use Wilton's burn building. Brief discussion continued; some Chief Officers are considering it.

**Reports of the Commissioners:**

- Dussault
  - Thanks for the hard work.
- Hays
  - Joyce forwarded an email to all the companies in reference to the COVID grant money for recruitment. Disregard the September 1<sup>st</sup> deadline; it is now December 1<sup>st</sup>. Discussion regarding the complexity of the application and only receiving a maximum of \$2,000, making the grant not worth the all the work that needs to be done.
  - DEC grant was submitted for \$2,400 for 24 wildland shirts, 6 per company in various sizes. Grant award recipients will not be announced until next year, so the Board will have to pay for the shirts up front with 2023 money.

**RESOLUTION #233 APPROVING THE PURCHASE OF \$2400 FOR PPE, WITH 50% REIMBURSABLE IF THE GRANT REQUEST IS APPROVED.**

MOTION: Hays

SECOND: Russo

RESOLVED to approve the purchase of \$2,400 for PPE, with 50% reimbursable if the grant request is approved.

All in favor, motion carried.

- Apparatus replacement schedule went out last month, would like it back with apparatus replacement prioritized.
- Ramsey
  - Still have not seen the FAST policy draft.
  - Following up regarding generic helmet shields previously discussed; Doug noted they are about \$42 each through Garrison, and he will need to know how each company wants on the crest. Commissioner Ramsey noted they are all going to say Greenfield Fire District with either a 1, 2, 3, or 4, denoting the particular company. Brief discussion continued, including possibly adding company names. A/C Marshall and Captain Chandler to work with Doug on this.

## RESOLUTION #234 PURCHASING FOUR HELMET SHIELDS PER COMPANY FOR OVER 16/17 YEAR OLD PROBATIONARY MEMBERS.

MOTION: Ramsey

SECOND: Russo

RESOLVED to purchase four helmet shields per company for over 16/17 year old probationary members.

All in favor, motion carried.

- Still have not decided who will be taking the POI class.
- Russo
  - Nothing at this time.
- Chandler
  - Display case has finally been delivered; Doug noted incorrect shelves were delivered with it, and he is waiting for the correct size shelves to be delivered. If the companies have anything they think should be placed in it, please bring it to the district office.

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

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

### **District Policy Review:**

- Credit Card: Commissioner Ramsey noted he emailed a draft to the board with some changes; would like to have it approved as written. Brief discussion regarding changes made, including how credit card points are applied and original receipts must be submitted.

## RESOLUTION #235 ACCEPTING THE CREDIT CARD POLICY AS CHANGED.

MOTION: Chandler

SECOND: Ramsey

RESOLVED to accept the Credit Card Policy as changed.

All in favor, motion carried.

- Training Approval: brief discussion, no changes to be made at this time.
- Travel: Commissioner Ramsey questioned the meal reimbursement rate of per diem plus 20%; it was noted it is probably for gratuity. No changes made.

### **Special Topics of Discussion/Final Comments:**

- Doug noted that Lake George spec'd out their new ladder truck and it came in at \$2.3 million for a 100' straight stick ladder truck. Brief discussion continued.

## RESOLUTION #236 ENTERING INTO EXECUTIVE SESSION AT 7:52 PM IN REFERENCE TO AN EMPLOYEE ISSUE.

MOTION: Chandler

SECOND: Ramsey

RESOLVED to enter into executive session at 7:52 pm in reference to an employee issue.

All in favor, motion carried.



**RESOLUTION #237 RECONVENING FROM EXECUTIVE SESSION AT 8:17 PM.**

MOTION: Chandler

SECOND: Dussault

RESOLVED to reconvene from executive session at 8:17 pm.

All in favor, motion carried.

**RESOLUTION #238 TO DISPENSE WITH THE READING OF THE MINUTES.**

MOTION: Chandler

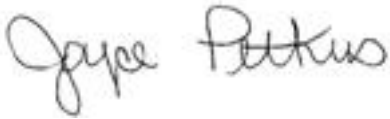
SECOND: Dussault

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 8:18 PM. All in favor, meeting adjourned.

Respectfully submitted,

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

Joyce A. Petkus  
District Administrator/Treasurer