

Board of Fire Commissioners
Greenfield Fire District
P.O. Box 103
Greenfield Center, NY 12833
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The January 2023 Organizational Meeting of the Greenfield Fire District was called to order at the District Office by Treasurer Petkus at 7:00 PM on January 11, 2023. The flag salute and a moment of silence were recognized for departed members.

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

Treasurer Petkus asked for nominations for 2023 Chairman; Commissioner Ramsey nominated Commissioner Michael Chandler with a 2nd by Commissioner Russo.

RESOLUTION #1 APPOINTING MICHAEL CHANDLER CHAIRMAN OF THE BOARD FOR 2023.

MOTION: Ramsey

SECOND: Russo

RESOLVED to appoint Michael Chandler Chairman of the Board for 2023.

VOTE: All in favor, motion carried.

RESOLUTION #2 APPOINTING WALTER RAMSEY VICE CHAIRMAN OF THE BOARD FOR 2023.

MOTION: Chandler

SECOND: Russo

RESOLVED to appoint Walter Ramsey Vice Chairman of the Board for 2023.

VOTE: All in favor, motion carried.

RESOLUTION #3 APPROVING THE 2023 CHIEF OFFICERS AS FOLLOWS:

DISTRICT CHIEF: JONATHAN DAVIS

DEPUTY CHIEF CO #1: WILLIAM COFFEY

ASSISTANT CHIEF CO #1: JERRID MARSHALL

DEPUTY CHIEF CO #2: DERRICK BARSS

ASSISTANT CHIEF CO #2: WALKER CHANDLER

DEPUTY CHIEF CO #3: EDWARD PETKUS

ASSISTANT CHIEF CO #3: CHRISTOPHER THURMAN

DEPUTY CHIEF CO #4: DUANE BOGARDUS

MOTION: Chandler

SECOND: Ellsworth

RESOLVED to approve the 2023 Chief Officers as follows:

District Chief: Jonathan Davis

Deputy Chief Co #1: William Coffey

Assistant Chief Co #1: Jerrid Marshall

Deputy Chief Co #2: Derrick Barss

Assistant Chief Co #2: Walker Chandler

Deputy Chief Co #3: Edward Petkus

Assistant Chief Co #3: Christopher Thurman

Deputy Chief Co #4: Duane Bogardus

VOTE: All in Favor, motion carried.

All Chief Officers except D/C Duane Bogardus were sworn in by Chairman Chandler.

RESOLUTION #4 APPOINTING JOYCE PETKUS DISTRICT ADMINISTRATOR/TREASURER FOR 2023; SET SALARY AT \$56,874.96/YR. FOR 40 HOUR WORK WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL.

MOTION: Chandler

SECOND: Hays

RESOLVED to appoint Joyce Petkus District Administrator/Treasurer for 2023; set salary at \$56,874.96/yr. for 40-hour work week and any applicable benefits as listed in the Greenfield Fire District employee manual.

VOTE: All in favor, motion carried.

RESOLUTION #5 SETTING SALARY & BENEFITS FOR DEIDRE CHANDLER, OPERATIONS SECRETARY FOR 2023; HOURLY RATE OF \$21.09 FOR 25 HOUR WORK WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL.

MOTION: Chandler

SECOND: Hays

RESOLVED to set salary & benefits for Deidre Chandler, Operations Secretary for 2023; hourly rate of \$21.09 for 25-hour work week and any applicable benefits as listed in the Greenfield Fire District employee manual.

VOTE: All in favor, motion carried.

RESOLUTION #6 APPOINTING DOUGLAS OLSON DIRECTOR OF PURCHASING FOR 2023; SET HOURLY RATE OF \$20.60 FOR UP TO 40 HOUR WORK WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL.

MOTION: Chandler

SECOND: Russo

RESOLVED to appoint Douglas Olson Director of Purchasing for 2023; set hourly rate of \$20.60 for up to 40-hour work week and any applicable benefits as listed in the Greenfield Fire District employee manual.

VOTE: All in favor, motion carried.

RESOLUTION #7 DESIGNATING JOYCE PETKUS AS THE DISTRICT RECORDS MANAGEMENT OFFICER.

MOTION: Chandler

SECOND: Russo

RESOLVED to designate Joyce Petkus as the District Records Management Officer.

VOTE: All in favor, motion carried.

RESOLUTION #8 APPOINTING WILLIAM YOUNG LEGAL ADVISOR FOR 2023.

MOTION: Chandler
SECOND: Russo
RESOLVED to appoint William Young legal advisor for 2023.
VOTE: All in favor, motion carried.

Commissioner Chandler noted that this will be Bill's last year; the board will need to do some research on a replacement.

RESOLUTION #9 APPOINTING CAROLE MILLER DISTRICT CHAPLAIN FOR 2023.

MOTION: Chandler
SECOND: Russo
RESOLVED to appoint Carole Miller District Chaplain for 2023.
VOTE: All in favor, motion carried.

RESOLUTION #10 APPOINTING OCCUPATIONAL MEDICINE – SARATOGA HOSPITAL AS DISTRICT MEDICAL FACILITY FOR 2023.

MOTION: Chandler
SECOND: Russo
RESOLVED to appoint Occupational Medicine – Saratoga Hospital as District Medical Facility for 2023.
VOTE: All in favor, motion carried.

RESOLUTION #11 DESIGNATING THE DAILY GAZETTE AND THE SARATOGIAN AS THE LEGAL NEWSPAPERS FOR 2023.

MOTION: Chandler
SECOND: Russo
RESOLVED to designate the Daily Gazette and the Saratogian as the legal newspapers for 2023.
VOTE: All in favor, motion carried.

RESOLUTION #12 NAMING ADIRONDACK TRUST COMPANY, BALLSTON SPA NATIONAL BANK AND SARATOGA NATIONAL BANK AS BANKS FOR 2023.

MOTION: Chandler
SECOND: Russo
RESOLVED to name Adirondack Trust Company, Ballston Spa National Bank and Saratoga National Bank as banks for 2023.
VOTE: All in favor, motion carried.

RESOLUTION #13 GIVING TREASURER PERMISSION TO PAY VARIOUS BILLS INCLUDING FUEL, LIGHTS, WAGES, FEDERAL AND STATE TAXES, POSTAGE, TELEPHONE/FAX, INTERNET, GAS AND DIESEL, HEATING OIL, GARBAGE PICK UP EVERY MONTH.

MOTION: Chandler
SECOND: Hays

RESOLVED to give Treasurer permission to pay various bills including fuel, lights, wages, federal and state taxes, postage, telephone/fax, internet, gas and diesel, heating oil, garbage pickup every month.

VOTE: All in favor, motion carried.

RESOLUTION #14 THAT THE TREASURER IS REQUIRED WITHIN 60 DAYS AFTER THE END OF THE FISCAL YEAR TO SUBMIT TO THE BOARD OF FIRE COMMISSIONERS A COPY OF THE ANNUAL REPORT REQUIRED BY GML SECTION 30 IN LIEU OF A WRITTEN STATEMENT SHOWING RECEIPTS AND DISBURSEMENTS FROM THE PRECEDING FISCAL YEAR.

MOTION: Chandler

SECOND: Ramsey

RESOLVED that the Treasurer is required within 60 days after the end of the fiscal year to submit to the Board of Fire Commissioners a copy of the annual report required by GML section 30 in lieu of a written statement showing receipts and disbursements from the preceding fiscal year.

VOTE: All in favor, motion carried.

RESOLUTION #15 ADOPTING SECTION 104B OF THE GENERAL MUNICIPAL LAW REGARDING DISTRICT PURCHASING PRACTICES.

MOTION: Chandler

SECOND: Russo

RESOLVED to adopt Section 104B of the General Municipal Law regarding District Purchasing Practices.

VOTE: All in favor, motion carried.

RESOLUTION #16 THAT THE HOME COMMISSIONER SHALL SIT ON THE COMMITTEE THAT IS PURCHASING A NEW TRUCK FOR HIS COMPANY.

MOTION: Chandler

SECOND: Ramsey

RESOLVED that the home Commissioner shall sit on the committee that is purchasing a new truck for his company.

VOTE: All in favor, motion carried.

RESOLUTION #17 SETTING 2023 MEETING NIGHTS AS SUBMITTED.

MOTION: Chandler

SECOND: Russo

RESOLVED to set 2023 meeting nights as submitted.

VOTE: All in favor, motion carried.

Brief discussion regarding changes to the 2023 Commissioner account assignments.

RESOLUTION #18 APPROVING THE 2023 COMMISSIONER ASSIGNMENTS AS SUBMITTED.

MOTION: Chandler

SECOND: Ellsworth

RESOLVED to approve the 2023 Commissioner assignments as submitted.

VOTE: All in favor, motion carried.

RESOLUTION #19 APPROVING THE 2023 DISTRICT POLICY REVIEW SCHEDULE AS SUBMITTED.

MOTION: Chandler

SECOND: Ellsworth

RESOLVED to adopt the 2023 District Policy Review Schedule as submitted.

VOTE: All in favor, motion carried.

RESOLUTION #20 THAT THE GREENFIELD FIRE DISTRICT MAINTAIN MEMBERSHIP IN THE FOLLOWING ORGANIZATIONS:

- FIREMAN'S ASSOCIATION OF THE STATE OF NY (FASNY)
- ASSOCIATION OF FIRE DISTRICTS OF THE CAPITAL AREA (AFDCA)
- ASSOCIATION OF FIRE DISTRICTS OF THE STATE OF NY (AFDSNY)
- NEW YORK STATE ASSOCIATION OF FIRE CHAPLAINS
- NEW YORK STATE ASSOCIATION OF FIRE CHIEFS (NYS AFC)
- NFPA
- FIRE DEPARTMENT SAFETY OFFICERS ASSOCIATION

MOTION: Chandler

SECOND: Ramsey

RESOLVED that the Greenfield Fire District maintain membership in the following organizations:

- Fireman's Association of the State of NY (FASNY)
- Association of Fire Districts of the Capital Area (AFDCA)
- Association of Fire Districts of the State of NY (AFDSNY)
- New York State Association of Fire Chaplains
- New York State Association of Fire Chiefs (NYS AFC)
- NFPA
- Fire Department Safety Officers Association

VOTE: All in favor, motion carried.

RESOLUTION #21 TO APPOINT ELECTION INSPECTORS FOR 2023:

- BETTY BOWEN BONNIE OLDER
- DEBBIE BURWELL PEGGY ROXBURY
- MARGE CORNELL ALICE WILSON
- DIANA KLEMENTOWSKI DAVE WILSON
- BRENDA JENNINGS JOYCE WOODARD

MOTION: Chandler

SECOND: Russo

RESOLVED to appoint Election Inspectors for 2023:

- Betty Bowen Bonnie Older
- Debbie Burwell Peggy Roxbury
- Marge Cornell Alice Wilson
- Diana Klementowski Dave Wilson
- Brenda Jennings Joyce Woodard

VOTE: All in favor, motion carried.

RESOLUTION #22 SETTING THE 2023 ANNUAL ELECTION SITE AT THE DISTRICT OFFICE.

MOTION: Chandler

SECOND: Russo

RESOLVED to set the 2023 Annual Election site at the District Office.

VOTE: All in favor, motion carried.

RESOLUTION #23 THAT EFFECTIVE JANUARY 1, 2023, REIMBURSEMENT FOR MILEAGE FOR FIRE CALLS AND DISTRICT BUSINESS WILL BE 65.5¢ PER MILE, TO BE MONITORED BY THE TREASURER FOR ANY CHANGES. MILEAGE VOUCHERS HELD LONGER THAN TWO MONTHS WILL NOT BE ACCEPTED; ANY SUBMISSION MUST BE RECEIVED BY THE THURSDAY MORNING PREVIOUS TO THE NEXT BOARD MEETING.

MOTION: Chandler

SECOND: Ramsey

RESOLVED that effective January 1, 2023, reimbursement for mileage for fire calls and District business will be 65.5¢ per mile, to be monitored by the Treasurer for any changes. Mileage vouchers held longer than two months will not be accepted; any submission must be received by the Thursday morning previous to the next Board meeting.

VOTE: All in favor, motion carried.

RESOLUTION #24 APPOINTING JOSEPH RUSSO 2023 DISTRICT LIAISON TO THE GREENFIELD TOWN AND PLANNING BOARDS AND DUANE BOGARDUS 2023 DISTRICT LIAISON TO THE WILTON TOWN AND PLANNING BOARDS.

MOTION: Chandler

SECOND: Russo

RESOLVED to appoint Joseph Russo 2023 District Liaison to the Greenfield Town and Planning Boards and Duane Bogardus 2023 District Liaison to the Wilton Town and Planning Boards.

VOTE: All in favor, motion carried.

Discussion regarding the Town and Planning Board minutes being emailed to the Commissioners; Joyce to work on it.

RESOLUTION #25 APPOINTING THE FOUR FIRE COMPANIES OF THE GREENFIELD FIRE DEPARTMENT AS THE FIREFIGHTING FORCE OF THE FIRE DISTRICT.

MOTION: Chandler

SECOND: Russo

RESOLVED to appoint the four fire companies of the Greenfield Fire Department as the firefighting force of the fire district.

VOTE: All in favor, motion carried.

RESOLUTION #26 THAT ANY OFFICER THAT FAILS TO COMPLETE ANNUAL REQUIREMENTS BY THE DEADLINES WILL IMMEDIATELY BE REMOVED FROM OFFICE FOR THE REMAINDER OF THE YEAR.

MOTION: Chandler

SECOND: Ramsey

RESOLVED that any officer that fails to complete annual requirements by the deadlines will immediately be removed from office for the remainder of the year.

VOTE: All in favor, motion carried.

RESOLUTION #27 THAT IN THE EVENT OF A LINE OF DUTY DEATH (LODD), AND WITH PERMISSION OF THE FAMILY OF THE DECEASED, THE DISTRICT CHIEF MAY AUTHORIZE THE USE OF THE DECEASED MEMBER'S COMPANY APPARATUS TO ESCORT THE REMAINS OF THE DECEASED FROM THE HOSPITAL TO THE FUNERAL HOME.

MOTION: Chandler

SECOND: Hays

RESOLVED that in the event of a Line of Duty Death (LODD), and with permission of the family of the deceased, the District Chief may authorize the use of the deceased member's company apparatus to escort the remains of the deceased from the hospital to the funeral home.

VOTE: All in favor, motion carried.

RESOLUTION #28 APPROVING THE DECEMBER 28, 2022 YEAR END CLOSE OF BOOKS MEETING MINUTES AS WRITTEN.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the December 28, 2022 Year End Close of Books Meeting Minutes as written.

VOTE: All in favor, motion carried.

Chairman Chandler asked for questions/comments regarding the abstract:

RESOLUTION #29 APPROVING PAYMENT OF ABSTRACT #25 DATED DECEMBER 31, 2022 FROM THE GENERAL FUND, VOUCHER #220616 THROUGH VOUCHER #220617 AND TOTALING \$6,156.02.

A3410.4 \$ 6,156.02

Total: \$ 6,156.02

MOTION: Chandler

SECOND: Russo

RESOLVED to approve payment of Abstract #25 dated December 31, 2022 from the General Fund, Voucher #220616 through Voucher #220617 and totaling \$6,156.02.

VOTE: All in favor, motion carried.

RESOLUTION #30 APPROVING PAYMENT OF ABSTRACT #1 DATED JANUARY 11, 2023 FROM THE GENERAL FUND, VOUCHER #230001 THROUGH VOUCHER #230019 AND TOTALING \$34,458.10

A3410.1 \$ 5,596.59

A3410.2 \$ 961.19

A3410.4 \$27,354.65

A9000.8 \$ 545.67

Total: \$34,458.10

MOTION: Chandler

SECOND: Russo

RESOLVED to approve payment of Abstract #1, Dated January 11, 2023 from the General Fund, Voucher #230001 through Voucher #230019, from the General Fund and totaling \$34,458.10.

VOTE: All in favor, motion carried.

Reports of the Staff:

- **District Administrator:** Joyce Petkus
 - D/C Petkus submitted a TRF to attend the Fire & EMS Law & Management Conference.

RESOLUTION #31 GIVING D/C PETKUS PERMISSION TO ATTEND THE FIRE & EMS LAW & MANAGEMENT CONFERENCE AT THE TURNING STONE RESORT, ONEIDA COUNTY, MARCH 2-5, 2023. PERMISSION TO ALSO TAKE 280.

MOTION: Chandler

SECOND: Hays

RESOLVED to give D/C Petkus permission to attend the Fire & EMS Law & Management Conference at the Turning Stone Resort, Oneida County, March 2-5, 2023. Permission to also take 280.

VOTE: All in favor, motion carried.

- Received a letter from the Department of Labor requesting the annual OSHA forms. Brief discussion.
- Received clean VFIF forms on the following applicants: Brian Crowe; Robert Crumb and Mark Heiland. Will also follow up tomorrow with an email.
- Sent out an email before the holidays regarding the change in the County W/C carrier. Brief discussion continued. Joyce will be updating the W/C cards, so please throw out the old ones as they are no longer valid.
- Working on 2023 organizational paperwork and updates, various lists will be coming out in the next week or so.
- **Director of Purchasing:** Douglas Olson
 - Estimated delivery on the Liberty gear is 4-6 weeks.
 - Chief Coffey's boots and the generic shields were delivered today.
 - There are still plenty of COVID kits if anyone needs them.
 - Still waiting on a date from Vander Molen for the brush truck repairs.
 - New tires and alignment completed on 262; thank you to Joyce and Co #1 for their assistance as well.
 - Received 2 quotes for Co #4 furnace replacement; other vendors were called for quotes with no return calls. Discussion continued.
 - Received two quotes regarding Co #1 lighting issue. Discussion continued.
 - Fit test machine is up for annual cleaning and calibration at TSI; they sent Deidre a quote regarding a savings contract. Some questions he had were answered by TSI and there are various savings if a 2-, 3- or 5-year contract is signed.
 - Has been requesting quotes for quarterly air testing and compressor maintenance for the Cascade system. Discussion continued.
 - Reminder to Co #3 the district is owed \$519.19 for the purchase of exercise equipment.

RESOLUTION #32 ACCEPTING QUOTE RECEIVED FROM MIDDLEBROOK'S PLUMBING IN THE AMOUNT OF \$6,128.43 FOR REPLACEMENT OF CO #4 FURNACE.

MOTION: Ellsworth

SECOND: Ramsey

RESOLVED to accept quote received from Middlebrook's Plumbing in the amount of \$6,128.43 for replacement of Co #4 furnace.

VOTE: All in favor, motion carried.

RESOLUTION #33 ACCEPTING QUOTE RECEIVED FROM MR. ELECTRIC IN THE AMOUNT OF \$938.90 FOR THE REPAIRS OF CO #1 LIGHTING.

MOTION: Ellsworth

SECOND: Chandler

RESOLVED to accept quote received from Mr. Electric in the amount of \$938.90 for the repairs of Co #1 lighting.

VOTE: All in favor, motion carried.

RESOLUTION #34 APPROVING THE FIVE-YEAR TSI SERVICE CONTRACT IN THE AMOUNT OF \$3,690.00 FOR ANNUAL CLEANING AND CALIBRATION FOR THE FIT TEST MACHINE.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the five-year TSI service contract in the amount of \$3,690.00 for annual cleaning and calibration for the fit test machine.

VOTE: All in favor, motion carried.

- **Treasurer:** Joyce Petkus
 - Working on paying and filing year end payroll taxes, 1099's, W-2s etc.
 - Waiting on dates for the annual independent.
 - Will begin annual AUD filing once all organizational stuff is completed.
 - Would like to close out some of the reserve account projects. Brief discussion continued.

RESOLUTION #35 GIVING THE TREASURER PERMISSION TO CLOSE OUT THE BUILDING RESERVE FUND .014 TRAINING FACILITY SITE WORK, \$5,716.16.

MOTION: Chandler

SECOND: Russo

RESOLVED to give the Treasurer permission to close out the Building Reserve Fund .014 Training Facility Site Work, \$5,716.16.

VOTE: All in favor, motion carried.

Applications and Changes in membership:

- None.

Report of the Chief – Jon Davis

- Welcomed Commissioner Ellsworth to the Board.
- Looking forward to a better 2023.

- Rob from EVU took a look at 282; changed out fuses. Rob is also waiting on 2 lights to come in to repair 271.
- Christian Alvord will be the EMS Coordinator for 2023; requested that he be removed from the meeting agenda. Brief discussion continued.
- Months ago there was discussion regarding using Halligan for purchasing requisitions, but now we are back to paper, as the Board did not update the Purchasing Policy. Lengthy discussion continued regarding the paper requisitions vs using Halligan and its limitations; at this time purchasing will go back to paper requisitions and Douglas will contact the Halligan Rep.
- At his Chiefs' meeting, there was discussion that if the Chiefs have any issues with the Board they will go to the District Chief, and any issues the Board has with any of the Chiefs will go to him as the District Chief. Commissioner Chandler questioned if Joyce had spoken to the attorney in reference to addressing Board/Chief Officer issues; she noted it should be addressed as an employment issue in executive session. Brief discussion continued.
- Requested that a 30" TV be purchased for the Chiefs' office to hook his laptop up to when having meetings. Board okayed; Douglas to contact IT. Brief discussion continued.

Reports from Companies:

Company #1 – D/C Coffey & A/C Marshall

- Thanks for getting the new tires for 262.
- Questioned if anyone has been over to look at the walls in the radio room. Douglas noted he had contacted Bill Reid.
- Noticed the smell of fuel from one of the furnaces; someone to look at it.
- Questioned if the bottom cap was put back on; Commissioner Chandler noted it had.
- Thanks to everyone for the assistance at last night's call.
- Received the change order from their pre-con meeting with Sutphen. Discussion continued; price increase is \$9,394.09 for a new total cost of the truck at \$711,355.09. There would be an additional \$2,500 for the decal they would like that is not part of the change order, and questioned if the Board would be willing to pay for that as well. Chief Davis suggested getting a quote from AJ Signs, they will probably be cheaper and they know the trucks and what we like. A/C Marshall to email the change order paperwork to Joyce to forward to the Commissioners. Commissioner Ellsworth questioned if the mounting is included in the price; it was noted to be \$10,000.00. A/C Marshall also noted that a decision also needs to be made on the jaws. Co #1 went with a rescue style pumper in order to put the tools in the front, but Sutphen is looking for the brand and models of the jaws the district is most likely going with so models can be made to make sure the jaws will fit, and they need this information as soon as possible. Chief Davis noted Co #1 and Douglas should get together to figure out what they want. Brief discussion continued. Commissioner Ellsworth requested a copy of the truck spec; Douglas noted he would email it to him.

Company #2

- No one present this evening.

Company #3 – D/C Petkus

- Thanks for getting the corrosion taken care of on 282. Douglas noted that he found out from EVU that the light model with the broken front lens is discontinued, but Rob is going to go through his rep to see if he can find a lens. Brief discussion continued.
- Next year 281 is going to be 20 years old and is going to need some work. Discussion continued regarding keeping it going for the next five years.
- Suggested that annually, pictures should be taken of all the trucks, keep some kind of video record, and complete annual in-person inspections.

Company #4

- No one present this evening.

Report of the Training Committee

- A/C Marshall noted that bail out is scheduled.
- Chief Davis noted that MBK is on a two-month break.
- The training committee is going to meet with a new vendor.
- Commissioner Chandler questioned the status of OSHA; Chief Davis noted he will be dealing with it tomorrow. Brief discussion continued.

Report of the Explorer Program

- No one present this evening.

Reports of the Commissioners:

- Ellsworth
 - Noted Joyce needs an updated list of current and former Explorers. Brief discussion continued.
 - Thanks to the Board members reaching out to him, answering his questions and getting him up to speed.
 - Noted there had been talk about moving the Commissioner election to the district office. Brief discussion; Joyce noted the Board approved the Annual Election to be held at the district office at the beginning of this meeting.
 - He will be not be at the February meetings and the first March meeting. Brief discussion continued. He also noted he recently retired and that he is around most days.
 - A/C Thurman checked the propane level at Co #3 and it is at 55%; the last time the tank was filled was last March. Brief discussion continued.
 - Asked if Toby Middlebrook could be called because he had said one of the furnaces at Co #3 was going to need to be replaced at some point, and maybe the Board should look at replacing it with a propane furnace. Also recommended getting an update from Toby on the status of all the furnaces in the district.
 - Gave the square footage of Co #3 rug and sample of the new flooring to Douglas. Brief discussion continued; Douglas will get a couple of quotes.
- Hays
 - He will not be able to attend the two March meetings.
 - DEC grant was approved; they will match up to \$1,500. He will coordinate with Douglas. Brief discussion continued.
- Ramsey
 - Welcomed Commissioner Ellsworth.
 - Sent the policy review schedule out to every officer the other day; if anyone has any suggestions regarding a policy, please let him know.
 - Reminded everyone that muting all devices during the meeting is actually in the policy, so please put all devices on vibrate.
- Russo
 - Welcomed Commissioner Ellsworth.
 - Welcome to Dave Wilson, who took over as Captain of the Fire Police.
- Chandler
 - Previously spoke to Becca regarding Co #2 plans; they were almost 90% complete and we should hopefully be seeing them shortly.
 - Noted that he will be the Commissioner for Co #1, Commissioner Ellsworth for Co #3, Commissioners Hays and Ramsey for Co #2 and Commissioner Russo for Co #4.
 - Chief Davis questioned the status of 273; Commissioner Chandler noted that the depositions begin at the end of the month and first week in February. Commissioner Russo questioned the location of 273; discussion continued. Commissioner Chandler

noted it is at the vendor's facility in Massachusetts. Commissioner Chandler will contact District Counsel.

Reports of the Town Board Liaisons

- **Town of Greenfield:** Russo
 - Nothing
- **Town of Wilton:** Duane Bogardus
 - Not present at this time.

Reports of the Town Planning Board Liaisons:

- **Town of Greenfield:** Russo
 - Nothing.
- **Town of Wilton:** Duane Bogardus
 - Not present at this time.

District Policy Review:

- Code of Conduct: no changes made.
- Code of Ethics: no changes made.
- Meeting Conduct: no changes made.

Special Topics of Discussion/Final Comments:

- A/C Thurman noted he had seen an email from Ed asking if anyone was going to the AFG grant session for radios. Lengthy discussion continued, including someone taking a class versus hiring a grant writer.
- Douglas noted he will be contacting Frank & Sons on the 23rd to confirm that 292 will be going to them for painting on February 6th. Discussion continued.
- Chief Davis requested an executive session in reference to an employee response issue.
- A/C Marshall asked if everyone could come to a mutual agreement that if someone that is not an officer comes to the district office asking for something, to tell them they need to go through their Chiefs. Brief discussion continued.
- Commissioner Ellsworth questioned the procedure regarding executive sessions; it was noted the Chief's request will be a separate executive session from the employment issues executive session.

RESOLUTION #36 ENTERING INTO EXECUTIVE SESSION AT 8:27 PM IN REFERENCE TO AN EMPLOYEE RESPONSE ISSUE.

MOTION: Chandler

SECOND: Russo

RESOLVED to enter into executive session at 8:27 pm in reference to an employee response issue.

VOTE: All in favor, motion carried.

Chief Davis was invited into executive session.

RESOLUTION #37 RECONVENING FROM EXECUTIVE SESSION AT 8:44 PM.

MOTION: Chandler

SECOND: Ellsworth

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

VOTE: All in favor, motion carried.

RESOLUTION #38 ENTERING INTO EXECUTIVE SESSION AT 8:45 PM IN REFERENCE TO EMPLOYMENT ISSUES.

MOTION: Chandler

SECOND: Ellsworth

RESOLVED to enter into executive session at 8:45 pm in reference to employment issues.

VOTE: All in favor, motion carried.

RESOLUTION #39 RECONVENING FROM EXECUTIVE SESSION AT 10:32 PM.

MOTION: Chandler

SECOND: Ramsey

RESOLVED to reconvene from executive session at 10:32 pm.

VOTE: All in favor, motion carried.

D/C Bogardus entered the meeting and was sworn in by Commissioner Chandler.

RESOLUTION #40 INCREASING THE DIRECTOR OF PURCHASING PAY TO \$25.00 PER HOUR.

MOTION: Chandler

SECOND: Russo

RESOLVED to increase the Director of Purchasing pay to \$25.00 per hour.

VOTE: All in favor, motion carried.

RESOLUTION #41 THAT COMMISSIONER CHANDLER WILL CONTACT LARRY RAMSEY TO INFORM HIM THAT HIS SERVICES ARE NO LONGER NEEDED.

MOTION: Chandler

SECOND: Hays

RESOLVED that Commissioner Chandler will contact Larry Ramsey to inform him that his services are no longer needed.

VOTE: All in favor, motion carried.

Commissioner Ellsworth noted, and the Board agreed, that for whatever reason, if the maintenance vehicle needs to be moved into Co #1 truck bay, Douglas has permission to do so. Douglas noted the only issue has been that if salt is spilled or there is dirt left in the truck bay, to please clean it up, which he noted he understood. Brief discussion continued.

RESOLUTION #42 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Chandler

SECOND: Ellsworth

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 Ramsey to adjourn the meeting at 10:37 PM. All in favor, meeting adjourned.

Respectfully submitted,

Joyce Petkus

Joyce A. Petkus
District Administrator/Treasurer

Commissioner Meetings for 2023

All meetings held at District Office beginning at 7 PM unless otherwise noted, and are subject to change.

Meeting Date	Type
Wednesday, January 11, 2023	Organizational
Wednesday, January 25, 2023	
Wednesday, February 8, 2023	
Wednesday, February 22, 2023	
Wednesday, March 8, 2023	
Wednesday, March 22, 2023	
Wednesday, April 5, 2023	Insurance Review Meeting
Wednesday, April 12, 2023	
Wednesday, April 26, 2023	
Wednesday, May 10, 2023	
Wednesday, May 24, 2023	
Wednesday, June 14, 2023	LOSAP Review Mtg. 6:00 pm prior to Regular Mtg.
Wednesday, June 14, 2023	
Wednesday, June 28, 2023	
Wednesday, July 12, 2023	
Wednesday, July 26, 2023	
Wednesday, August 9, 2023	
Wednesday, August 23, 2023	Budget Workshop
Wednesday, September 13, 2023	
Wednesday, September 27, 2023	
Wednesday, October 11, 2023	
Tuesday, October 17, 2023	Budget Hearing
Wednesday, October 25, 2023	
Wednesday, November 8, 2023	
Monday, November 20, 2023	Changed due to Thanksgiving
Wednesday, December 13, 2023	
Wednesday, December 27, 2023	Year End Close of Books
Wednesday, January 10, 2024	Organizational
Wednesday, January 24, 2024	

District Policy Review Schedule 2023

January 11, 2023	Code of Conduct Policy Code of Ethics Policy Meeting Conduct Policy
January 25, 2023	Communication Policy Public Information Officer Policy Social Media/District Photography Policy
February 8, 2023	Disciplinary Policy Duties of Fire Officers
February 22, 2023	Firefighter Training and Officer Requirements Policy Training Approval Policy
March 8, 2023	Credit Card Policy Purchasing Policy Travel Policy
March 22, 2023	Apparatus & Vehicle Use Policy DMV/LENS Policy Maintenance Vehicle, Trailer & Equipment Use Policy
April 12, 2023	Drug & Alcohol Policy Smoking & Other Tobacco Products Policy
April 26, 2023	Harassment & Discrimination Policy Sexual Harassment Policy
May 10, 2023	Whistleblower Policy Workplace Violence Prevention
May 24, 2023	Elections Policy Public Access to Records (FOIL) Policy
June 14, 2023	Firefighter/Auxiliary Injury Policy Physical & Fit Test Policy Pregnant Firefighter Policy
June 28, 2023	No policy review due to LOSAP Review meeting
July 12, 2023	Employee Benefits Manual (not a policy) Employee Privacy Policy Performance Review Policy
July 26, 2023	Annual Installation-Inspection Policy District Awards Policy Uniform Policy
August 9, 2023	Funeral Policy Honorary Deputy Chief Policy
August 23, 2023	No policy review due to Budget Workshop
September 13, 2023	Investment Policy Unassigned Fund Balance Policy
September 27, 2023	Membership Application Policy New Member Live Burn Policy New Member Orientation Policy
October 11, 2023	Firefighter Pager Policy SCBA Qualified Firefighter
October 25, 2023	Access Card and Fob Policy Computer & Internet Use Policy
November 8, 2023	Training Facility Use Policy Unmanned Aircraft Systems (UAS) Policy
November 20, 2023	BLS Glucometer Storage Policy BLS Glucometer Use Policy
December 13, 2023	No policy review due to Elections & Holidays
December 27, 2023	No policy review due to Close of Books

Commissioner Assignments 2023

CHANDLER SPECIAL PROJECTS

ELLSWORTH TRUCK REPAIRS (WITH CHIEF)
NEW MEMBER ORIENTATION

HAYS BANKING
GRANTS
HR COMPLIANCE

RAMSEY TRAINING
CHAIRMAN, POLICY REVIEW

RUSSO BUILDING, GROUNDS & MAINTENANCE

LIAISON TO BY-LAW COMMITTEE

As requested by By-Law committee

ACCIDENT INVESTIGATIONS

ALL Commissioners per policy