

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

The January 25, 2023 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:02 PM.

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.

**RESOLUTION #43 APPROVING THE JANUARY 11, 2023 ORGANIZATIONAL MEETING MINUTES AS WRITTEN.**

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the January 11, 2023 Organizational meeting minutes as written.

VOTE: All in favor, motion carried.

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

Commissioner Ellsworth questioned vouchers 230028 and 230029; one shows labor and the other does not. Chief Davis noted the one without labor listed was priced by the job.

**RESOLUTION #44 APPROVING PAYMENT OF ABSTRACT #2 DATED JANUARY 25, 2023 FROM THE GENERAL FUND, VOUCHER #230020 THROUGH VOUCHER #230045, TOTALING \$41,907.07.**

A3410.1	\$ 4,913.54
A3410.2	\$ 461.61
A3410.4	\$20,924.17
A9000.8	\$15,607.75

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Total: \$ 41,907.07

MOTION: Chandler

SECOND: Russo

RESOLVED to approve payment of Abstract #2 dated January 25, 2023 from the General Fund, Voucher #230020 through Voucher #230045, totaling \$41,907.07.

VOTE: All in favor, motion carried.

**RESOLUTION #45 APPROVING PAYMENT OF ABSTRACT #1 DATED JANUARY 25, 2023 FROM THE BUILDING RESERVE FUND, VOUCHER #BR23001, TOTALING \$2,770.00.**

MOTION: Chandler

SECOND: Russo

RESOLVED to approve payment of Abstract #1 dated January 25, 2023 from the Building Reserve Fund, Voucher #BR23001, totaling \$2,770.00.

All in favor, motion carried.

### **Reports of the Staff:**

- **District Administrator:** Joyce Petkus
  - Has completed the annual OSHA forms and will be sending them to the Department of Labor as per their letter received. Annual OSHA form needs to be posted annually beginning February 1<sup>st</sup>.
  - Cell Tower easement paperwork signed by Commissioner Chandler was mailed and she has received confirmation that it was received. It was also noted that the incorrect town was noted on the revised exhibit, and that has been corrected. Commissioner Chandler noted that the district is to begin receiving lease payments starting May 1<sup>st</sup> whether or not the tower is installed by that time. Brief discussion continued.
  - Annual real property tax exemption forms are ready for signature.
  - There is a date correction to the August budget session; it is August 23, 2023, not August 23, 2022. The 2023 meeting notice went to the papers with the correct date.
  - Received an email from Penflex that they are unable to make the June 14<sup>th</sup> review meeting and have requested it be moved to June 28<sup>th</sup>; RBC is good with the change in dates. Board okayed; she will make change on the website.
  - The Ballston Spa Fire Department Chief has requested four more access cards. Brief discussion continued; Board and Chief okayed.
  - Annual January updates have been made; if there any changes or questions, please let her know.
  - All required oaths have been completed and filed.
  - Each company has a box to take back to the firehouse that has various forms. There are no more incident forms in stock, she will need to order more; Chief Davis has a meeting next week and will let her know if changes should be made to any of the forms.
  - Handed out the new W/C Information, including laminated business cards for each officer and each truck, as well as the prescription forms. Brief discussion continued.
- **Purchasing Agent:** Douglas Olson
  - Mike Tompkins, co-founder of My Techs, passed away suddenly on Sunday night, so they are handling only emergencies right now. Brief discussion continued.
  - Received and signed quote for the TV in the Chief's office. Brief discussion continued.
  - Still waiting on delivery of fire gear and tags from Morris-Croker.
  - Received a supply of COVID tests if anyone needs them.
  - Has not yet heard from Vander Molen on when they are going to work on the brush trucks. 273 reverse lights issue and primer issue was also added to their list; Chief Davis noted that Rob is going to look at the back up lights and Vander Molen is going to look at the primer. Brief discussion continued.
  - 292 is scheduled to go to Frank & Sons Body Works early in the morning on February 6<sup>th</sup>. It will need to be completely cleaned out except for the mobile radio and called out of service on February 5<sup>th</sup>. It is expected to be out of service 3-5 weeks. Chief Davis noted it should be cleaned out on the 5<sup>th</sup> and brought to Co #1. Brief discussion continued.
  - Furnace install has been moved to February 3<sup>rd</sup>.
  - Co #1 lighting has been repaired.
  - TSI 5-year contract was signed and sent back.
  - Trying to get to all the Vector work orders; please be patient.
  - Contacted the Plymovent installer in reference to the ladder truck valve, and the magnetic hose that needs to be installed on 266. Commissioner Chandler noted that 296 also needs to have the magnetic hose installed.

- Hose testing is scheduled for Monday and Tuesday, June 26<sup>th</sup> and 27<sup>th</sup>. Site to be determined, stressing there will be no makeup date. Brief discussion continued.
- Hydrogen cyanide meter should be delivered soon.
- **Treasurer:** Joyce Petkus
  - Year end, federal and state taxes have been paid and forms filed; 1099s filed, W2s distributed or mailed.
  - Started accruals for 2023; if there is anything else to be accrued, please let her know.
  - FY 2022 audit is scheduled for May 15<sup>th</sup>.
  - Has begun working on the AUD for FY 2022.

Commissioner Ellsworth questioned the Orkin Pest Control accrual; Joyce noted that Orkin goes to both Co #2 and Co #3 each month, also noting that Attention Pest Control services the district office each month. Brief discussion continued.

**Membership:** Joyce Petkus

Firefighter Applications/Changes in membership:

- Co #3: Duane Hammond has requested to come back to active status from Life member.

Auxiliary Applications/Request for Change in Membership: None.

Explorer Applications/Request for Change in Membership: None.

## RESOLUTION #46 GIVING THE CHAIRMAN PERMISSION TO SIGN OFF ON ABOVE CHANGE IN MEMBERSHIP.

MOTION: Ramsey

SECOND: Ellsworth

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

VOTE: All in favor, motion carried.

Joyce also noted that A/C W. Chandler has dropped off some paperwork to be filed in the Explorer personnel files.

**Report of the Chief – Jon Davis:**

- Confirmed that 5" hose is not tested. Concentration should be on 1<sup>3</sup>/<sub>4</sub>" and 2<sup>1</sup>/<sub>2</sub>" to be tested. Brief discussion continued.
- Questioned the status of the Zoll AED order; Douglas noted that Zoll is on indefinite back order. Brief discussion regarding Physio AEDs; the Chief will contact the Physio rep.
- Rob worked on 282, but there is still a little glitch; D/C Petkus will be working with Rob. Discussion continued, including possible issues with the Q siren.
- Co #1 Chiefs are both working this evening, but they have requested if they could get a company that changes out door mats. Brief discussion; Douglas noted that he has some downstairs he will drop off at Co #1.

**Reports from Companies:**

**Company #1:**

- No one present this evening.

**Company #2: A/C W. Chandler**

- Questioned the status of 271 lights, inverter, stokes and window panes. The Chief noted Rob at EVU has everything except the lights. Vander Molen is to mount the stokes.

- Co #2 was supposed to get a new battery back up a while ago; Douglas noted he purchased it and Commissioner Hays noted he has already hooked it up.
- Co #2 would like the Board to purchase a shed for the training building to hold all the training props and miscellaneous equipment. They got a quote from Versatile Shed for a 12 x 24 shed for \$7,995 delivery not included. They will also need a pad to put it on. Discussion continued; Douglas to get 2 more quotes. Added to February 8<sup>th</sup> meeting agenda.

**Company #3: D/C E. Petkus**

- Has an out of district applicant; Jacqueline Becker. Brief discussion, Board approved moving forward with application process.
- Would like to set a date with the Board to look at 281.

**Company #4: D/C Bogardus**

- Nothing at this time.

**Report of the Training Committee: A/C W. Chandler**

- Annual OSHA refresher has begun.
- MBK on hold for now; there are just a couple of nights of FAST.

**Report of the Explorer Program: A/C W. Chandler**

- Has an updated list of Advisors for Joyce. Cost is \$78 per adult, and there are 11, and a \$100 charter renewal fee. Brief discussion continued. Danielle Willard, Co #2 auxiliary member, would also like to be an Advisor; Board okayed. Invoices should be sent to Joyce by the end of the week.

**Reports of the Commissioners:**

- Ellsworth
  - Confirmed if district emails not in use were freed up; Douglas noted yes.
  - There was discussion last month in reference to a station keeper/maintenance person; questioned putting out an RFP just for the lawns to see if it might be more feasible. Brief discussion continued.
  - Asked the Chief if he would be touching base with the town in reference to the annual emergency plan update; Chief Davis to handle.
  - Noted Dave Wilson took over as Fire Police Captain; he has been working with Joyce regarding some of the paperwork. He is short one radio for fire police and Doug noted he has one from M-1 that they can have. He will just need the identifier. Brief discussion continued. Board and Chief okayed.
  - Old water heater that was replaced at Co #3 is still sitting outside. Discussion continued. It will need to be thrown into the dumpster; Commissioner Ellsworth noted that Mickey said he would take care of it.
  - Questioned Joyce on the new firefighter tax break. Discussion continued.
  - Questioned where the spec is for 261; he would like to review it. Douglas noted he has a copy on his desk.
  - Also found some paperwork in the office from 2018 from Chazen; they had gone around to all the firehouses and made recommendations. Would like to re-visit the list at some point. Brief discussion continued.
- Hays
  - Should have seen an invitation to the AFG webinar being put on by Paul Tonko's office tomorrow evening. The grant period is now open; January 9<sup>th</sup> to February 10<sup>th</sup>. Questioned if anyone had any grant ideas; some suggestions were radios, extractors, TICs, jaws. Chief Davis noted Kirsten Gillibrand has a webinar on February 2<sup>nd</sup>. Lengthy discussion continued. Extractors to be the priority.
  - Had previously spoken about an apparatus replacement schedule, and would like the

Chiefs to look at this at their meeting next week.

- Ramsey
  - Nothing at this time.
- Russo
  - Nothing at this time.
- Chandler
  - Co #1 received the list of change orders on new 261; he had reached out to the Chief and he is good with the changes. Brief discussion continued.

## RESOLUTION #47 GRANTING THE CHANGES TO NEW 261.

MOTION: Chandler

SECOND: Russo

RESOLVED to grant the changes to new 261.

All in favor, motion carried.

- 100% plans are completed on Co #2 renovations; they should be delivered to the office soon. Need to start discussing when this should go out to bid. Lengthy discussion continued, including recent issue with the apron floor at Co #2.
- Depositions will begin next week. Discussion continued.

RESOLUTION #48 BE IT RESOLVED THAT GENERAL MUNICIPAL LAW §72-O AUTHORIZES A BOARD OF FIRE COMMISSIONERS TO PROVIDE FOR THE PAYMENT OF ALL ACTUAL AND NECESSARY EXPENSES OF TRAVEL, MEALS AND LODGING, AND ALL ACTUAL LOST WAGES UP TO A MAXIMUM OF \$100 PER DAY INCURRED BY VOLUNTEER OFFICERS AND MEMBERS OF A FIRE DEPARTMENT AS A RESULT OF AN APPEARANCE PURSUANT TO A SUBPOENA BEFORE A COURT OR OTHER TRIBUNAL; AND

IT IS FURTHER RESOLVED THAT PURSUANT TO SAID GENERAL MUNICIPAL LAW §72-O, THE FIRE CHIEF MUST ALSO AUTHORIZE ANY REIMBURSEMENT FOR THE PAYMENT OF SAID EXPENSES INCURRED AS A RESULT OF AN APPEARANCE PURSUANT TO SUCH SUBPOENA; AND

IT IS FURTHER RESOLVED THAT

- 1) THE PROCEEDINGS GIVING RISE TO THE SUBPOENA RELATE TO ACTIVITIES ARISING FROM THE DUTIES OF THE VOLUNTEER; AND
- 2) THE SUBPOENA WAS SERVED UPON THE VOLUNTEER AND THE FIRE CHIEF; AND
- 3) THE VOLUNTEER WAS NOT INVOLVED IN ANY CRIMINAL ACTIVITY SURROUNDING THE ISSUANCE OF THE SUBPOENA; AND
- 4) THE VOLUNTEER HAS NOT BEEN PERSONALLY CHARGED WITH ANY VIOLATION BEING INVESTIGATED BY THE COURT OR OTHER TRIBUNAL, WHO ISSUED THIS SUBPOENA; AND
- 5) THE VOLUNTEER WAS NOT GRANTED IMMUNITY IN RELATION TO SUCH PROCEEDING.

NOW THEREFORE BE IT RESOLVED THAT UPON PRESENTATION OF ALL THE FOLLOWING DOCUMENTS

- 1) THE CHIEF OFFICER'S AUTHORIZATION;
- 2) A COMPLETED, SIGNED VOUCHER; AND
- 3) IF LOST WAGES ARE CLAIMED, A STATEMENT BY THE VOLUNTEER FIREFIGHTER'S EMPLOYER;

THAT THE TESTIMONY OF THE WITNESSES WAS COMPELLED BY LEGAL PROCESS IN LITIGATION IN WHICH THE FIRE DISTRICT IS A PARTY, AND THOSE TESTIFYING ARE VOLUNTEERS WITH THE GREENFIELD FIRE DISTRICT, AND ARE ENTITLED TO BE REIMBURSED ALL ACTUAL AND NECESSARY EXPENSES OF TRAVEL, MEALS AND LODGING, AND ALL ACTUAL LOST WAGES UP TO A MAXIMUM OF \$100 PER DAY INCURRED BY SAID VOLUNTEERS AS A RESULT OF THEIR APPEARANCE.

MOTION: Chandler

SECOND: Ellsworth

RESOLVED that General Municipal Law §72-o authorizes a Board of Fire Commissioners to provide for the payment of all actual and necessary expenses of travel, meals and lodging, and all actual lost wages up to a maximum of \$100 per day incurred by volunteer officers and members of a fire department as a result of an appearance pursuant to a subpoena before a court or other tribunal; and

IT IS FURTHER RESOLVED that pursuant to said General Municipal Law §72-o, the fire chief must also authorize any reimbursement for the payment of said expenses incurred as a result of an appearance pursuant to such subpoena; and

IT IS FURTHER RESOLVED that

- 1) The proceedings giving rise to the subpoena relate to activities arising from the duties of the volunteer; and
- 2) The subpoena was served upon the volunteer and the fire chief; and
- 3) The volunteer was not involved in any criminal activity surrounding the issuance of the subpoena; and
- 4) The volunteer has not been personally charged with any violation being investigated by the court or other tribunal, who issued this subpoena; and
- 5) The volunteer was not granted immunity in relation to such proceeding.

NOW THEREFORE BE IT RESOLVED that upon presentation of all the following documents

- 1) The chief officer's authorization;
- 2) A completed, signed voucher; and
- 3) If lost wages are claimed, a statement by the volunteer firefighter's employer;

THAT the testimony of the witnesses was compelled by legal process in litigation in which the fire district is a party, and those testifying are volunteers with the Greenfield Fire District, and are entitled to be reimbursed all actual and necessary expenses of travel, meals and lodging, and all actual lost wages up to a maximum of \$100 per day incurred by said volunteers as a result of their appearance.

**All in favor, motion carried.**

**RESOLUTION #49 RAISING THE 2023 SALARY FOR THE DISTRICT ADMINISTRATOR/TREASURER TO \$62,400.00, GRANTING AN ADDITIONAL TWO WEEKS' VACATION FOR 2023, AND BEGINNING IN 2024, FIVE WEEKS' VACATION WILL BE GRANTED PER YEAR.**

MOTION: Chandler

SECOND: Russo

RESOLVED to raise the 2023 salary for the District Administrator/Treasurer to \$62,400.00, granting an additional two weeks' vacation for 2023, and beginning in 2024, five weeks' vacation will be granted per year.

All in favor, motion carried.

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

- Town of Greenfield: Commissioner Russo
  - Nothing at this time.
- Town of Wilton: D/C Bogardus
  - Noted the following in reference to the Planning Board:
    - The Christmas Tree Shop has tentatively contracted with Coberg Village. They have added dry sprinkler systems. It is all still in the conceptual phase.
    - Property owned by Messenger is in front of the Board to split the parcel into two.
    - Potential Advanced Auto Parts at the corner of Perry Road and Route 50.
    - There was a survey of the property in front of Lowe's but has heard nothing further.
    - There are applications for four solar fields.
    - Ingersol Road development is about 15 houses.
    - The mall has not petitioned the Board for further processing of the mall development.
    - Phase II of Forest Grove is starting.
    - A large storage facility is being built just north of the fire district line on Route 50.

**District Policy Review:**

- Public Information Officer: No changes made.
- Social Media/District Photographer: No changes made.
- Duties of Fire Officers: Commissioner Ellsworth noted that last month it was decided that the District EMS Coordinator does not need to come to meetings; policy to state attend meetings "as necessary".

**RESOLUTION #50 MAKING THE CHANGE TO THE DISTRICT EMS COORDINATOR SECTION IN THE DUTIES OF FIRE OFFICERS' POLICY AS DISCUSSED.**

MOTION: Chandler

SECOND: Ramsey

RESOLVED to make the change to the District EMS Coordinator section in the Duties of Fire Officers' Policy as discussed.

All in favor, motion carried.

- Communication: Commissioner Ramsey read the policy with the changes.

**RESOLUTION #51 UPDATING THE COMMUNICATION POLICY AS READ.**

MOTION: Chandler

SECOND: Russo

RESOLVED to update the Communication Policy as read.

All in favor, motion carried.

- Training Facility Use: discussion regarding the updates and changes made.

## **RESOLUTION #52 APPROVING THE CHANGES MADE TO THE TRAINING FACILITY USE POLICY AS DISCUSSED.**

MOTION: Chandler

SECOND: Ellsworth

RESOLVED to approve the changes made to the Training Facility Use Policy as discussed.

All in favor, motion carried.

Commissioner Ellsworth noted that the Public Information Officer Policy states that the Chief has to have the PIO Course, but it is not listed as a Chief Officer duty. Chief Davis questioned the need to have the course. Lengthy discussion continued.

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

- None.

## **RESOLUTION #53 ENTERING INTO EXECUTIVE SESSION AT 8:35 PM IN REFERENCE TO AN EMPLOYMENT ISSUE.**

MOTION: Chandler

SECOND: Ramsey

RESOLVED to enter into executive session at 8:35 pm in reference to an employment issue.

All in favor, motion carried.

## **RESOLUTION #54 RECONVENING FROM EXECUTIVE SESSION AT 9:38 PM.**

MOTION: Chandler

SECOND: Ramsey

RESOLVED to reconvene from executive session at 9:38 pm.

All in favor, motion carried.

## **RESOLUTION #55 CHANGING THE EMPLOYEE MANUAL PAID HOLIDAY POLICY AS FOLLOWS: ALL FULL-TIME EMPLOYEES SHALL HAVE THE FOLLOWING PAID HOLIDAYS; ALL PART-TIME EMPLOYEES WHO ARE NOT NORMALLY SCHEDULED TO WORK ON THE DAY A HOLIDAY FALLS UPON, SHALL TAKE TIME OFF THEIR NEXT SCHEDULED WORK DAY EQUAL TO THE NUMBER OF HOURS THEY NORMALLY WORK THAT DAY.**

MOTION: Chandler

SECOND: Ellsworth

RESOLVED to change the Employee Manual Paid Holiday policy as follows: All full-time employees shall have the following paid holidays; all part-time employees who are not normally scheduled to work on the day a holiday falls upon, shall take time off their next scheduled work day equal to the number of hours they normally work that day.

All in favor, motion carried.



**RESOLUTION #56 INCREASING THE HOURLY RATE OF THE OPERATIONS SECRETARY BY \$1.00 TO \$22.09 PER HOUR, EFFECTIVE NEXT PAY PERIOD.**

MOTION: Ramsey

SECOND: Hays

RESOLVED to increase the hourly rate of the Operations Secretary by \$1.00 to \$22.09 per hour, effective next pay period.

VOTE: Chandler, recused himself; Ellsworth, yes; Hays, yes; Ramsey, yes; Russo, yes.  
Motion carried.

**RESOLUTION #57 DISPENSING WITH THE READING OF THE MINUTES.**

MOTION: Chandler

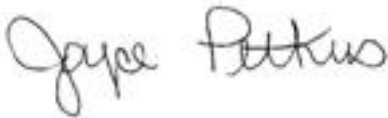
SECOND: Russo

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 Ellsworth to adjourn the meeting at 9:39 PM. All in favor, meeting adjourned.

Respectfully submitted,



Joyce A. Petkus  
District Administrator/Treasurer