

Board of Fire Commissioners
Greenfield Fire District
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Greenfield Center, NY 12833
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The April 12, 2023 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:04 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 #108 APPROVING THE MARCH 22, 2023 COMMISSIONER MEETING MINUTES, APRIL 5, 2023 INSURANCE REVIEW MEETING MINUTES AND THE APRIL 10, 2023 SPECIAL MEETING MINUTES AS WRITTEN.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the March 22, 2023 Commissioner meeting minutes April 5, 2023 Insurance Review meeting minutes and the April 10, 2023 Special meeting minutes as written.

VOTE: All in favor, motion carried.

Chairman Chandler asked for questions/comments regarding the abstract:

The Treasurer noted that the abstract was updated to reflect to the credits received from Vander Molen for pump testing and PM services. Commissioner Chandler thanked Commissioner Ellsworth for his work on the Vander Molen invoices.

RESOLUTION #109 APPROVING PAYMENT OF ABSTRACT #7 DATED APRIL 12, 2023 FROM THE GENERAL FUND, VOUCHER #230137 THROUGH VOUCHER #230180, TOTALING \$100,884.77.

A3410.1	\$ 5,446.50
A3410.2	\$31,625.79
A3410.4	\$63,371.58
A9000.8	\$ 440.90

Total: \$100,884.77

MOTION: Chandler

SECOND: Russo

RESOLVED to approve payment of Abstract #7 dated April 12, 2023 from the General Fund, Voucher #230137 through Voucher #230180, totaling \$100,884.77.

VOTE: All in favor, motion carried.

Reports of the Staff:

- **District Administrator:** Joyce Petkus
 - Annual physicals report given to each company and the Chief.

- Still working on Co #4 cable issue.
- Website is down; the webmaster and IT vendors will be working on it.
- Insurance paperwork needs to be signed by Commissioners Chandler and Hays.
- Continues to work on records management. Brief discussion continued.
- Reminder she may be on jury duty next week.
- **Purchasing Agent:** Douglas Olson
 - Reminder regarding procedures for work orders and purchase requisitions.
 - Received RFPs for lawn care: Turfs R Us - \$15,300.00
Top Flight Landscaping - \$10,245.00
 - Board tabled to April 26th meeting. Added to agenda.
 - He and Joyce met with Vector One and Tech Valley Networking in reference to IT services. Discussion continued.

RESOLUTION #110 APPROVING TECH VALLEY NETWORKING AS IT VENDOR.

MOTION: Ellsworth

SECOND: Chandler

RESOLVED to approve Tech Valley Networking as IT Vendor.

VOTE: All in favor, motion carried.

- Coat gear tags should be here by the end of April.
- Spring generator service completed.
- Fit test machine is back.
- Co #1 Plymovent was repaired; please do not make any adjustments. If broke, contact him and he will schedule a service call.
- Chief's TV installation is complete.
- Reminder once again that hose testing is June 26th and 27th at Co # 2 – no make-up dates.
- Brush fire gear through DEC grant has been received. Commissioner Hays to finalize grant with Forest Ranger before gear is issued.
- Truck PMs started last month with Commissioner Ellsworth working with Vander Molen to keep bills in order.
- Co #3 flooring installation May 30th – June 1st. Brief discussion continued.
- Co #1,3,4 single gas meters are in; Co #2 gas meter should be here soon. Co #4 four gas meter being serviced and carbon dioxide meter is being calibrated. Hydrogen cyanide meter still not in yet.
- Received security system upgrade quotes from: NY Fire & Security: \$50,575.00
Joseph P. Mangione: \$52,810.00
Center For Security. \$70,835.00

Lengthy discussion continued.

- Co #4 phone issue: Yelink phones managed by Spectrum; he called and was given some access codes. Discussion continued. Will continue to work on it.
- Co #2 exterior light has been reattached.
- Still waiting on Dival regarding SCBA bottles; paks picked up but they are waiting on parts from Scott to complete repairs.
- Orkin completed last service on Co #2 and #3. Attention Pest Services takes over as of May 1st at all buildings except Co #4.
- Trash company called and requested that the dumpster lids be kept closed so as not to fill with water and snow. Brief discussion continued.
- Questioned when Co #2 pad would be done; no decision has been made yet.
- National Grid sent design fee quote of \$1,000. Discussion continued.

- Nine old Phillips AED's need to be surplussed for destruction. Brief discussion.

RESOLUTION #111 SURPLUSSING NINE OLD PHILLIPS AED'S FOR DESTRUCTION.

MOTION: Chandler

SECOND: Russo

RESOLVED to surplus Nine old Phillips AED's for destruction.

VOTE: All in favor, motion carried.

RESOLUTION #112 APPROVING THE NATIONAL GRID DESIGN FEE QUOTE OF \$1,000.

MOTION: Ramsey

SECOND: Russo

RESOLVED to approve the National Grid design fee quote of \$1,000.

VOTE: Chandler, no; Ellsworth, yes; Hays, yes; Ramsey, yes; Russo, yes.

Motion carried.

Discussion regarding how to finance the security system upgrade.

RESOLUTION #113 APPROVING CENTER FOR SECURITY CONTRACT TO UPGRADE SECURITY SYSTEM, WITH 50% DEPOSIT TO BE MADE PENDING RECEIPT OF LAWSUIT FUNDS.

MOTION: Hays

SECOND: Chandler

RESOLVED to approve Center for Security contract to upgrade security system, with 50% deposit to be made pending receipt of lawsuit funds.

VOTE: All in favor, motion carried.

- **Treasurer:** Joyce Petkus
 - National Grid credited Co #3 electric bill with money received from Greenfield Fire Department in Massachusetts; will continue working on getting this corrected.
 - QuickBooks is now set up to receive Verizon cell tower lease payments beginning in May. Brief discussion continued.
 - Paperwork for the increase in the Bond needs to be signed.
 - Emailed auditor as the Client Assistance letter still has not been received.
 - Annual Utica W/C audit paperwork has been completed and submitted.

Firefighter/Auxiliary/Explorer Membership: Joyce Petkus

- Firefighter New Members and Changes in Membership:
 - Co #3 new members: Jaclene Becker and Mark Heiland.
 - Co #4: Owen Mullen resigned as he moved to Florida. Discussion regarding Co #4 request to award him life membership. Tabled to the next meeting.

RESOLUTION #114 GIVING THE CHAIRMAN PERMISSION TO SIGN OFF ON THE ABOVE NEW MEMBERS.

MOTION: Ramsey

SECOND: Hays

RESOLVED to give the Chairman permission to sign off on the above new members.

VOTE: All in favor, motion carried.

Report of the Chief – Jon Davis:

- Not present this evening.

Reports from Companies:

Company #1:

- No one present this evening.
- Commissioner Chandler noted that D/C Coffey had asked about access to the compressor room, is there any way to increase compressor pressure to fill the tires. Lengthy discussion continued. It was also noted the tool box is not yet installed.

Company #2: A/C Chandler

- No one present this evening.

Company #3: D/C Petkus

- Co #3 would like to have a Mother's Day breakfast on May 14th.

RESOLUTION #115 GIVING CO #3 PERMISSION TO HOST A MOTHER'S DAY BREAKFAST ON MAY 14TH.

MOTION: Chandler

SECOND: Russo

RESOLVED to give Co #3 permission to host a Mother's Day breakfast on May 14th.

VOTE: All in favor, motion carried.

- Co #3 will take care of the floor and coordinate with Doug.
- When 281 came back from PM service at Vander Molen, there was a list of things that needed to be fixed; requested the Commissioners consider sending 281 to another vendor to fix the issues. Discussion continued.
- Gear committee met recently and had a very productive meeting. Brief overview, with discussion following. Working on removing expired fire gear from the firehouses; yellow helmets also need to be purchased.

Company #4: D/C Bogardus

- Starting to see some coloration to water. Brief discussion; Doug will look into it.

Report of the Training Committee:

- No one present this evening.

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

- Not present this evening.

Reports of the Commissioners:

- Ellsworth
 - Recent commissioner training he attended went very well; the attorney spoke about knowing your road between the commissioners and officers. Recommended the commissioner and officers attend a session. Discussion continued.
 - Questioned who will be replacing Bill Young once he retires.
 - Co #3 drain is starting to smell again. Received price from Dave Wardell for under \$5,000.00. Discussion continued.

RESOLUTION #116 APPROVING DAVE WARDELL TO REPAIR CO #3 DRAIN.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve Dave Wardell to repair Co #3 drain.

VOTE: All in favor, motion carried.

- Questioned Co #4 floor status; Douglas explained the different options he has been researching. Discussion continued.
- Questioned status of fire police radios; Douglas noted he will get to them soon.
- Lengthy discussion regarding LOSAP points versus active status points. D/C Petkus will talk to the Chief and then send something out to the company presidents to get a by law committee meeting set up.
- Lengthy discussion regarding truck issues, including general PM service, 282 overheating generator and Vander Molen tire repair, as well as 293 leak. Treasurer to remove accrual repairs to aerial. Commissioner Chandler also requested Lt. D. Crumb to look at aerial for his opinion; Douglas asked to be contacted so he can be there too. Also, if tires need to be replaced, the apparatus should go to Adirondack Tire if it is drivable. Also gave out packet from other vendors who do truck repairs. Commissioner Ellsworth noted he knows the Chief is in charge of trucks, but he needs to at least be aware of what is going on with all the trucks so he can keep a handle on it. One truck to be sent to Premier for service.
- Hays
 - Received information on a grant writer, MJ Burban out of Utica. Brief discussion.
 - Received DEC grant wildland shirts. Needs to meet with DEC Forest Ranger Hess before distribution of shirts.
 - Thanks to D/C Petkus for sharing Law & Management Conference slide deck.
 - It was noted that 293 has some frame rail corrosion. Brief discussion.
- Ramsey
 - Noted that physical we received are not physicals; they are firefighter clearances. Brief discussion continued.
 - OSHA classes are due at the end of May. If anyone has any questions regarding their OSHA, please contact Deidre and she can run a report.
 - Questioned the priority on gear, as to who gets gear. D/C Petkus explained the gear committee plan.
- Russo
 - All good
- Chandler
 - Contacted EDP in reference to Co #4 water line design and site work, which was forwarded to Bill Young for review and his approval. Lengthy discussion continued.

RESOLUTION #117 APPROVING SIGNING THE EDP CONTRACT.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve signing the EDP contract.

VOTE: All in favor, motion carried.

The treasurer questioned where the money would be taken from; it was noted the money is to come out of Repairs, Building Maintenance and Grounds line item.

- Received a contract modification from LaBella in reference to Co #2 building expansion project in the amount of \$4,200. Discussion continued.

RESOLUTION #118 APPROVING THE CONTRACT MODIFICATION RECEIVED FROM LABELLA.

MOTION: Chandler

SECOND: Ramsey

RESOLVED to approve the contract modification received from LaBella.

VOTE: 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
 - Nothing at this time.

Commissioner Chandler questioned the status of the mall project; D/C Bogardus noted there was no action taken at this time but there are ongoing conversations with the Town Board. It was also noted there is no decision on the Christmas Gift Shop/Coburg II.

Commissioner Chandler noted that all the lighting is up and running at the circle. Brief discussion.

Commissioner Ellsworth questioned if the Greenfield Town Board received the driveway information; Commissioner Chandler noted not yet, he is working on it.

District Policy Review:

- Drug/Alcohol: Review of changes given by Commissioner Ramsey.

RESOLUTION #119 ACCEPTING THE DRUG AND ALCOHOL POLICY AS CHANGED.

MOTION: Chandler

SECOND: Russo

RESOLVED to accept the Drug and Alcohol policy as changed.

VOTE: All in favor, motion carried.

- Smoking/Other Tobacco Products: Review of changes given by Commissioner Ramsey.

RESOLUTION #120 ACCEPTING THE SMOKING AND OTHER TOBACCO PRODUCTS POLICY AS CHANGED.

MOTION: Chandler

SECOND: Ellsworth

RESOLVED to accept the Smoking and Other Tobacco Products policy as changed.

VOTE: All in favor, motion carried.

Special Topics of Discussion/Final Comments:

- 261 loan to SSFD: Commissioner Chandler noted that SSFD has requested to continue the loan of 261 through the end of July. Discussion continued.

RESOLUTION #121 THAT 261 BE RETURNED TO CO #1 BY MAY 1ST.

MOTION: Ellsworth
SECOND: Hays
RESOLVED that 261 be returned to Co #1 by May 1st.
VOTE: All in favor, motion carried.

- Captain Z. King noted the training committee is working on the following training: wildland search drill, 4 company cancer study session, 4 company PTSD drill, live burn on May 16th. A/C Marshall will be the one signing out the district credit card for the FDIC conference.
- Commissioner Ramsey questioned if the April 22nd Recruitment and Retention Day was approved.

RESOLUTION #122 ALLOWING THE FOUR COMPANIES TO PARTICIPATE IN RECRUITMENT AND RETENTION DAY ON APRIL 22, 2023 AT CO #4.

MOTION: Ramsey
SECOND: Russo
RESOLVED to allow the four companies to participate in Recruitment and Retention Day on April 22, 2023 at Co #4.
VOTE: All in favor, motion carried.

- The Board approved the postponement of firefighter M. Murray's annual physical.

RESOLUTION #123 ENTERING INTO EXECUTIVE SESSION AT 9:15 PM IN REFERENCE TO AN EMPLOYMENT MATTER.

MOTION: Chandler
SECOND: Russo
RESOLVED to enter into executive session at 9:15 pm in reference to an employment matter.
VOTE: All in favor, motion carried.

RESOLUTION #124 RECONVENING FROM EXECUTIVE SESSION AT 9:55 PM.

MOTION: Chandler
SECOND: Russo
RESOLVED to reconvene from executive session at 9:55 pm.
VOTE: All in favor, motion carried.

RESOLUTION #125 OFFERING THE POSITION OF PART TIME MAINTENANCE TO ERIK WELMAKER AT \$18/HOUR FOR A 32-HOUR WORK WEEK.

MOTION: Chandler
SECOND: Hays
RESOLVED to offer the position of Part Time Maintenance to Erik Welmaker at \$18/hour for a 32-hour work week.
VOTE: Chandler, yes; Ellsworth, yes; Hays, yes; Ramsey, recused; Russo, yes.
Motion carried.

Chief Ellsworth asked about the old 273 accrual; Joyce will look into it.

RESOLUTION #126 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Chandler

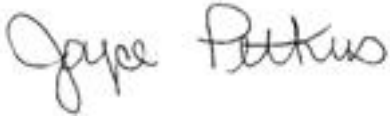
SECOND: Russo

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 Ramsey to adjourn the meeting at 9:58 PM. All in favor, meeting adjourned.

Respectfully submitted,

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

Joyce A. Petkus
District Administrator/Treasurer