

**Board of Fire Commissioners**  
Greenfield Fire District  
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The July 12, 2023 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, Ellsworth, Hays, Ramsey, Russo; D/A-Treasurer Petkus, D/P Olson. See sign in sheet for others in attendance.

**RESOLUTION #180 APPROVING THE JUNE 28, 2023 LOSAP REVIEW AND JUNE 28, 2023 COMMISSIONER MEETING MINUTES AS WRITTEN.**

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the June 28, 2023 LOSAP Review and June 28, 2023 Commissioner meeting minutes as written.

VOTE: All in favor, motion carried.

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

Discussion regarding Foreign Fire Insurance monies and procedure for proper distribution; Joyce suggested going to the FASNY website as they have a great guidebook on this subject.

**RESOLUTION #181 APPROVING PAYMENT OF ABSTRACT #13 DATED JULY 12, 2023 FROM THE GENERAL FUND, VOUCHER #230282 THROUGH VOUCHER #230307, TOTALING \$32,962.08.**

A3410.1	\$ 6,614.00
A3410.2	\$ 1,107.72
A3410.4	\$ 20,638.07
A9000.8	\$ 4,602.29

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Total: \$ 32,962.08

MOTION: Ellsworth

SECOND: Ramsey

RESOLVED to approve payment of Abstract #13 dated July 12, 2023 from the General Fund, Voucher #230282 through Voucher #230307, totaling \$32,962.08.

VOTE: All in favor, motion carried.

**Reports of the Staff:**

- **District Administrator:** Joyce Petkus
  - Workshop to discuss Co #2 proposed firehouse expansion has been scheduled for Monday, July 31<sup>st</sup> at 7 pm at the district office. Proper notice has been given.
  - Brief update on security system upgrade project.

- Updated Training Facility Use policy was mailed to various surrounding fire departments but no signed acknowledgements have been received as of this evening.
- Received Thank You card from Paul Cognetta of Penflex regarding recent meeting.
- Will be out of the office beginning this Friday, returning Monday the 24<sup>th</sup>.
- **Purchasing Agent:** Douglas Olson
  - Replacement hose has been ordered to replace hose that failed annual testing.
  - Waiting for sealcoating dates for Co #1 and Co #2. Brief discussion.
  - Dival still has 2 packs to repair from Co #4 and 1 from Co #2 to go out for repair.
  - Co #1 insulation project is still on for July.
  - 2 meters are still at AJ Vel waiting for parts; O2 sensor received to repair Co #3 and Co #4 meters in-house.
  - Gave Chief the quotes for the new TICs. Brief discussion.
  - 296 battery was replaced.
  - Worked with Justin Burwell regarding the drone and remote ID module. Brief discussion.
  - He was unable to get in touch with anyone from Titan roofing; Lanson Cosh from LaBella was at Co #1 looking at the leaking roof. Discussion continued.
  - Received quote from AJ Sign in the amount of \$2,950 to wrap and letter 291; D/C Bogardus noted the officers are okay to leave it as is.
- **Treasurer:** Joyce Petkus
  - Spoke with Gailey at OSC regarding remaining settlement monies as well as the cell tower lease monies. Discussion continued; at the end of the year, if the monies are not appropriated, they can be used to reduce real property taxes. If they are not used or appropriated before year end, they go into unassigned fund balance can then be appropriated to reserve funds.

**RESOLUTION #182 GIVING THE TREASURER PERMISSION TO APPROPRIATE \$1,500.00 RECEIVED FROM NYS DEC GRANT AND DEPOSITED INTO A2706 GRANTS FROM LOCAL GOVERNMENTS TO .2 PPE LINE ITEM.**

MOTION: Chandler

SECOND: Russo

RESOLVED to give the Treasurer permission to appropriate \$1,500.00 received from NYS DEC Grant and deposited into A2706 Grants from Local Governments to .2 PPE line item.

VOTE: All in favor, motion carried.

**RESOLUTION #183 GIVING THE TREASURER PERMISSION TO TRANSFER THE REMAINING SETTLEMENT FUNDS OF \$777,000.00 FROM THE SARATOGA NATIONAL GENERAL FUND ACCOUNT TO THE SARATOGA NATIONAL EQUIPMENT RESERVE FUND ACCOUNT.**

MOTION: Ellsworth

SECOND: Russo

RESOLVED to give the Treasurer permission to transfer the remaining settlement funds of \$777,000.00 from the Saratoga National General fund account to the Saratoga National Equipment Reserve Fund account.

VOTE: Chandler, opposed. Ellsworth, Hays, Ramsey, Russo, in favor.

Motion carried.

**Firefighter/Auxiliary/Explorer Membership:** Joyce Petkus

- None.

### **Report of the Chief – Jon Davis:**

- Will be away from the 17<sup>th</sup> to the 23<sup>rd</sup>.

### **Reports from Companies:**

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

- Quiet.
- Aware of the leaking roof. Brief discussion.

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

- Would like to put discussion of the new tanker (273) off until the next meeting.
- Has been in contact with the Town to put in the shed pad. Would like to purchase the shed now. Brief discussion; Douglas to order it from Versatile.

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

- Will be on vacation from July 14<sup>th</sup> through the 23<sup>rd</sup>.
- There seem to be Spectrum issues. Brief discussion; Doug is waiting for a Spectrum tech.

#### **Company #4: Captain King**

- Does not appreciate the snide remarks on work orders. There is a floor drain issue that needs to be fixed. Discussion continued.

### **Report of the Training Committee:** Captain N. King

- Four company rope rescue drill held last night.
- Four company drill to be held on the 25<sup>th</sup> at Wilton Mall.
- Four company hands-on rope rescue drill to be held on August 1<sup>st</sup>. It was also noted there is a DEC Search & Rescue class scheduled on the same day.
- Doug questioned if the ladder truck would be at the training building on the 1<sup>st</sup>; there are bird issues and he needs to get up on the roof to put up chicken wire. Brief discussion continued. Douglas to call Nate when ready.

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

- FASNY water wars coming up next week; thanks for the passenger van rental. Brief discussion. Joyce noted that she made arrangement with Jean Crumb to come to the office to sign out the credit card to pick up the van. Brief discussion.

### **Reports of the Commissioners:**

- Ellsworth
  - Saratoga County Fair is next week. Brief discussion.
  - Worked with A/C Chandler on the new Ford F450. Brief discussion.
  - Dry hydrant at Lake Desolation is broken; he and Justin Burwell went and looked at it; Justin hopes to fix it sometime in October. The district already has most of the replacement parts, except for the piping. Discussion continued.
  - Would like to start working on spec for a new maintenance truck, as well as a new Chiefs vehicle. Brief discussion.
  - Lengthy discussion regarding the proper procedure regarding firefighters going to out of county classes, making sure the proper paperwork is filed and proper approval is given.
- Hays
  - Discussion regarding roof ladder abrasions; Douglas noted he already ordered the rubber strips.
  - The annual LOSAP review meeting was very informative and suggested everyone read the minutes.
- Ramsey

- Congratulations to Zak King for making Fire Instructor I; Congratulations to Bill Etson, Brian Gorman, Jaedyn Loria and Nick McDowell for graduating from Firefighter 1.
- Russo
  - Nothing at this time.
- Chandler
  - Discussion regarding change orders to new 261. A/C Marshall explained the district truck committee recently met to discuss installing GPM meters to start keeping track of how much water is moving and much water is putting out fires. Cost is approximately \$6,000. It was also noted it is about \$5,700 for 3 crosslines and LDH, front bumper power at \$592 and totalizer needed to keep track of the gallonage, \$158. They are also working with FF McGowan to try to get a grant for the jaws. Lengthy discussion continued. Added to August 8<sup>th</sup> meeting agenda for further discussion.
  - Noted that new 273 came in at \$527,757.00 as spec'd, and includes the \$2,000 HGAC fee. Sent the specs out last month for everyone to look at, and the drawings were just received and forwarded the other day. It was noted that one of the HGAC pages that shows the unpublished options are over the 25% threshold at 137%. Commissioner Chandler noted he would look into it. Discussion continued. Added to the July 26<sup>th</sup> meeting agenda for further discussion.
  - Brief discussion regarding adopting Best Value Resolution. Joyce noted she previously sent it over to Bill Young for his review.

RESOLUTION #184 WHEREAS, NEW YORK STATE GENERAL MUNICIPAL LAW REQUIRES A RESOLUTION ADOPTED BY THE BOARD OF FIRE COMMISSIONERS TO AUTHORIZE THE USE OF A BEST VALUE CONTRACT AWARD METHODOLOGY, IN THE COMPETITIVE BIDDING PROCESS FOR PURCHASE CONTRACTS (INCLUDING CONTRACTS FOR SERVICE WORK, BUT EXCLUDING ANY PURCHASE CONTRACTS NECESSARY FOR THE COMPLETION OF A PUBLIC WORKS CONTRACT PURSUANT TO ARTICLE EIGHT OF THE LABOR LAW) WHICH MAY BE AWARDED ON THE BASIS OF LOW BID OR BEST VALUE, AS AUTHORIZED IN SECTION 103 OF THE GENERAL MUNICIPAL LAW AND AS DEFINED IN SECTION 163 OF THE STATE FINANCE LAW, AND

WHEREAS, THE ENACTMENT OF THIS RESOLUTION PROVIDES ADDITIONAL PROCUREMENT OPTIONS TO THE FIRE DISTRICT IN WAYS THAT MAY EXPEDITE THE PROCUREMENT PROCESS AND RESULT IN COST SAVINGS, AND

WHEREAS, THE "BEST VALUE" STANDARD FOR SELECTING GOODS AND SERVICES VENDORS, INCLUDING JANITORIAL AND SECURITY CONTRACTS, IS CRITICAL TO EFFORTS TO USE STRATEGIC SOURCING PRINCIPLES TO MODERNIZE THE SUPPLY CHAIN AND ENSURE THAT TAXPAYERS OBTAIN THE HIGHEST QUALITY GOODS AND SERVICES AT THE LOWEST POTENTIAL COST, WHILE ALSO ENSURING FAIRNESS TO ALL COMPETITORS, AND

WHEREAS, THE BOARD BELIEVES TAXPAYERS ARE NOT WELL SERVED WHEN A PUBLIC PROCUREMENT RESULTS IN LOW UNIT COSTS AT THE OUTSET, BUT ULTIMATELY ENGENDERS COST ESCALATIONS DUE TO

FACTORS SUCH AS INFERIOR QUALITY, POOR RELIABILITY AND DIFFICULTY OF MAINTENANCE, AND

WHEREAS, BEST VALUE PROCUREMENT LINKS THE PROCUREMENT PROCESS DIRECTLY TO THE FIRE DISTRICT'S PERFORMANCE REQUIREMENTS, INCORPORATING SELECTION FACTORS SUCH AS USEFUL LIFESPAN, QUALITY AND OPTIONS AND INCENTIVES FOR MORE TIMELY PERFORMANCE AND/OR ADDITIONAL SERVICES, AND

WHEREAS, "BEST VALUE" MEANS THE BASIS FOR AWARDING CONTRACTS FOR SERVICES TO THE OFFEROR WHICH OPTIMIZES QUALITY, COST AND EFFICIENCY, AMONG RESPONSIVE AND RESPONSIBLE OFFERORS, AND

WHEREAS, SUCH BASIS SHALL REFLECT, WHEREVER POSSIBLE, OBJECTIVE AND QUANTIFIABLE ANALYSIS; AND

WHEREAS, THE FIRE DISTRICT SHALL FOLLOW THE BIDDING REQUIREMENTS OF SECTION 103 OF THE GENERAL MUNICIPAL LAW AND THE FIRE DISTRICT'S PROCUREMENT POLICY WHEN UTILIZING THE BEST VALUE AWARD METHODOLOGY, AND

WHEREAS, IN ADDITION, WHEN THE BEST VALUE METHODOLOGY IS TO BE USED FOR A PURCHASE THE BID DOCUMENTS SHALL PROVIDE A BASIS TO EVALUATE THE BIDS UNDER THE BEST VALUE REQUIREMENTS, AND

WHEREAS, THE BEST VALUE METHODOLOGY SHALL BE INCLUDED IN THE FIRE DISTRICT'S PURCHASING AND PROCUREMENT POLICY, AND

NOW, THEREFORE, BE IT RESOLVED, THAT THE BOARD OF FIRE COMMISSIONERS OF THE GREENFIELD FIRE DISTRICT HEREBY AUTHORIZES THE USE OF A BEST VALUE AWARD METHODOLOGY, IN THE COMPETITIVE BIDDING PROCESS, WHERE APPROPRIATE, INCLUDING PIGGYBACK BIDS UNDER SECTION 103 SUBDIVISION 16 OF THE GENERAL MUNICIPAL LAW, FOR PURCHASE CONTRACTS (INCLUDING CONTRACTS FOR SERVICE WORK, BUT EXCLUDING ANY PURCHASE CONTRACTS NECESSARY FOR THE COMPLETION OF A PUBLIC WORKS CONTRACT PURSUANT TO ARTICLE EIGHT OF THE LABOR LAW) WHICH MAY NOW BE AWARDED ON THE BASIS OF LOW BID OR BEST VALUE, AS AUTHORIZED IN SECTION 103 OF THE GENERAL MUNICIPAL LAW AND AS DEFINED IN SECTION 163 OF THE STATE FINANCE LAW, AND

BE IT FURTHER RESOLVED, THAT THE FIRE DISTRICT'S PURCHASING AND PROCUREMENT POLICY IS HEREBY DEEMED AMENDED TO THE EXTENT THAT THIS RESOLUTION SHALL BE DEEMED A PART THEREOF AND INCORPORATED THEREIN.

THE ADOPTION OF THE FOREGOING RESOLUTION WAS DULY PUT TO A VOTE AND UPON ROLL CALL THE VOTE WAS AS FOLLOWS:

CHAIRMAN CHANDLER: AYE  
COMMISSIONER ELLSWORTH: AYE  
COMMISSIONER HAYS: AYE  
COMMISSIONER RAMSEY: AYE  
COMMISSIONER RUSSO: AYE

THE RESOLUTION WAS THEREUPON DECLARED DULY ADOPTED.

MOTION: Chandler

SECOND: Ramsey

RESOLVED that WHEREAS, New York State General Municipal Law requires a resolution adopted by the Board of Fire Commissioners to authorize the use of a Best Value contract award methodology, in the competitive bidding process for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article Eight of the Labor Law) which may be awarded on the basis of low bid or Best Value, as authorized in Section 103 of the General Municipal Law and as defined in Section 163 of the State Finance Law, and

WHEREAS, the enactment of this resolution provides additional procurement options to the Fire District in ways that may expedite the procurement process and result in cost savings, and

WHEREAS, the "Best Value" standard for selecting goods and services vendors, including janitorial and security contracts, is critical to efforts to use strategic sourcing principles to modernize the supply chain and ensure that taxpayers obtain the highest quality goods and services at the lowest potential cost, while also ensuring fairness to all competitors, and

WHEREAS, the Board believes taxpayers are not well served when a public procurement results in low unit costs at the outset, but ultimately engenders cost escalations due to factors such as inferior quality, poor reliability and difficulty of maintenance, and

WHEREAS, Best Value procurement links the procurement process directly to the fire district's performance requirements, incorporating selection factors such as useful lifespan, quality and options and incentives for more timely performance and/or additional services, and

WHEREAS, "Best Value" means the basis for awarding contracts for services to the offeror which optimizes quality, cost and efficiency, among responsive and responsible offerors, and

WHEREAS, such basis shall reflect, wherever possible, objective and quantifiable analysis; and

WHEREAS, the Fire District shall follow the bidding requirements of Section 103 of the General Municipal Law and the Fire District's Procurement Policy when utilizing the Best Value award methodology, and

WHEREAS, in addition, when the Best Value methodology is to be used for a purchase the bid documents shall provide a basis to evaluate the bids under the best value requirements, and

WHEREAS, the Best Value methodology shall be included in the Fire District's Purchasing

and Procurement Policy, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of the Greenfield Fire District hereby authorizes the use of a Best Value award methodology, in the competitive bidding process, where appropriate, including piggyback bids under Section 103 subdivision 16 of the General Municipal Law, for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article Eight of the Labor Law) which may now be awarded on the basis of low bid or Best Value, as authorized in Section 103 of the General Municipal Law and as defined in Section 163 of the State Finance Law, and

BE IT FURTHER RESOLVED, that the Fire District's Purchasing and Procurement Policy is hereby deemed amended to the extent that this resolution shall be deemed a part thereof and incorporated therein.

The adoption of the foregoing resolution was duly put to a vote and upon roll call the vote was as follows:

Chairman Chandler: Aye  
Commissioner Ellsworth: Aye  
Commissioner Hays: Aye  
Commissioner Ramsey: Aye  
Commissioner Russo: Aye

The resolution was thereupon declared duly adopted.

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

- Town of Greenfield:
  - There is a new building inspector.
- Town of Wilton: D/C Bogardus
  - Large scale solar farms are being proposed in some residential areas. Brief discussion.

### **District Policy Review:**

- Employee Benefits Manual (not a policy): no changes made.
- Employee Privacy:

## **RESOLUTION #185 REMOVING "WHENEVER POSSIBLE AND NECESSARY" FROM THE THIRD PARAGRAPH.**

MOTION: Ramsey

SECOND: Russo

RESOLVED to remove "whenever possible and necessary" from the third paragraph.

VOTE: All in favor, motion carried.

- Performance Review: no changes made; it was noted that the board should start doing performance reviews again.

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

- Douglas noted that the State recently adopted a "Purchasing through Diversity" policy. Brief discussion.

## **RESOLUTION #186 ENTERING INTO EXECUTIVE SESSION AT 8:18 PM IN REFERENCE TO A MEDICAL ISSUE OF A PARTICULAR FIREFIGHTER.**

MOTION: Chandler

SECOND: Ramsey

RESOLVED to enter into executive session at 8:18 pm in reference to a medical issue of a particular firefighter.

VOTE: All in favor, motion carried.

**RESOLUTION #187 RECONVENING FROM EXECUTIVE SESSION AT 8:35 PM.**

MOTION: Chandler

SECOND: Hays

RESOLVED to reconvene from executive session at 8:35 pm.

VOTE: All in favor, motion carried.

**RESOLUTION #188 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 Ramsey to adjourn the meeting at 8:36 PM. All in favor, meeting adjourned.

Respectfully submitted,



Joyce A. Petkus  
District Administrator/Treasurer