

**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 20, 2023 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Vice Chairman Walter Ramsey at 6:59 PM.

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

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

**RESOLUTION #291 APPROVING THE NOVEMBER 8, 2023 COMMISSIONER MEETING MINUTES AS WRITTEN.**

MOTION: Ellsworth

SECOND: Russo

RESOLVED to approve the November 8, 2023 Commissioner meeting minutes as written.

VOTE: All in favor, motion carried.

**Vice Chairman Ramsey asked for questions/comments regarding the abstract:**

**RESOLUTION #292 APPROVING PAYMENT OF ABSTRACT #22 DATED NOVEMBER 20, 2023 FROM THE GENERAL FUND, VOUCHER #230478 THROUGH VOUCHER #230493, TOTALING \$20,835.75.**

A3410.1	\$	6,780.13
A3410.2	\$	5,320.90
A3410.4	\$	8,216.05
A9000.8	\$	518.67

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Total: \$ 20,835.75

MOTION: Ramsey

SECOND: Russo

RESOLVED to approve payment of Abstract #22 dated November 20, 2023 from the General Fund, Voucher #230478 through Voucher #230493, totaling \$20,835.75.

VOTE: All in favor, motion carried.

**RESOLUTION #293 APPROVING PAYMENT OF ABSTRACT #4 DATED NOVEMBER 20, 2023 FROM THE EQUIPMENT RESERVE FUND, VOUCHER #ER23004, TOTALING \$849.60.**

MOTION: Ramsey

SECOND: Russo

RESOLVED to approve payment of Abstract #4 dated November 20, 2023 from the Equipment Reserve Fund, Voucher #ER23004, totaling \$849.60.

VOTE: All in favor, motion carried.

**Reports of the Staff:**

- **District Administrator:** Joyce Petkus
  - Read letter of intent received from Larry Ramsey requesting his name be added to the ballot for the December Commissioner Election for the 5-year term of January 1, 2024 through December 31, 2028.
  - Received email from Co #3 Auxiliary President Melissa Murray requesting 6 more access cards for various members of Co #3 auxiliary. Brief discussion.

**RESOLUTION #294 AUTHORIZING THE DISTRICT ADMINISTRATOR TO GIVE ACCESS TO THE FOLLOWING CO #3 AUXILIARY MEMBERS: KIMBERLY BARBER, CHRISTINA KELLERHOUSE, PATTY KELLERHOUSE, JOAN MCGRATH, CATHY MILLER, LINDA YAGER.**

MOTION: Ellsworth

SECOND: Hays

RESOLVED to authorize the District Administrator to give access to the following Co #3 Auxiliary members: Kimberly Barber, Christina Kellerhouse, Patty Kellerhouse, Joan McGrath, Cathy Miller, Linda Yager.

VOTE: All in favor, motion carried.

- Received an email today from Brenda Jennings regarding her interest in being the District Auxiliary Liaison. Discussion continued, including regarding the auxiliaries by-law process of electing the District Auxiliary Liaison.

**RESOLUTION #295 ALLOWING BRENDA JENNINGS TO RUN FOR DISTRICT AUXILIARY LIAISON.**

MOTION: Ellsworth

SECOND: Ramsey

RESOLVED to allow Brenda Jennings to run for District Auxiliary Liaison.

VOTE: All in favor, motion carried.

- Two of the three cancer coverage forms have been submitted to OFPC; the third, due by January 1, will be submitted once proof of coverage is received from VFIS. Brief discussion continued.
- Reminder that Commissioner candidate letters are due by 3 pm Wednesday, November 22<sup>nd</sup>. Moving forward with Annual Election posting and publishing requirements.
- Hannigan Law Firm contract needs to be signed. Brief discussion.

**RESOLUTION #296 GIVING CHAIRMAN CHANDLER AUTHORIZATION TO SIGN THE HANNIGAN LAW FIRM CONTRACT.**

MOTION: Ramsey

SECOND: Russo

RESOLVED to give Chairman Chandler authorization to sign the Hannigan Law Firm contract.

VOTE: All in favor, motion carried.

- Will be out of the office next week, returning December 4<sup>th</sup>. Douglas will be handling everything related to Co #2 insurance claim. Discussion continued; including regarding the lack of a decision made by Utica Mutual on this claim. Board requested she contact Mr. Meager to shop around for insurance.
- **Purchasing Agent:** Douglas Olson

- Phones are still out at Co #1; Spectrum finally got back to him today. Also working with First Light in reference to Co #4. Brief discussion continued.
- Co #3 hose will not arrive until the Spring.
- Co #1 generator repairs completed.
- Gas meters should be back in the next day or two.
- 271 RIT pack annual service completed.
- Rob has not been able to do 271; Doug may move the truck to Co #1 so Rob can complete the job.
- Bedliner and undercoating have been installed on new M-1. Discussion regarding the issue with the plow that came with the new vehicle.
- All the paperwork and pictures for the old maintenance vehicle are ready to put on Auctions International once the board gives the okay.
- Training mannequins are in and will be delivered to the training building. Brief discussion continued.
- 282 work should be completed by Wednesday.
- 263 needs a custom bracket made; Premier will do it. Will go down once 282 returns.
- New batteries have been installed in 262 and 292.
- Questioned what to do with 282 back-end repairs; Douglas to call Frank & Sons.
- New particulate hoods will be distributed in December.
- Co #3 furnace will be replaced on December 22<sup>nd</sup>.
- Co #2 auto dialer will be addressed once the building is cleared for full use. Has tile for the office floor, may need to purchase new tile for the hallway floor. Commissioner Ramsey noted Co #2 wants laminate flooring. Brief discussion.
- Purchased sealer for Co #2 shed floor. Brief discussion.
- Received 2 of 3 requested propane tank quotes. Discussion continued.
- Erik is working on the water valve under sink at Co #4. Please not use the sink. Brief discussion continued.
- **Treasurer:** Joyce Petkus
  - Continues to monitor budget closely.
  - Will be starting year end close of books meeting preparations.

### **Firefighter/Auxiliary/Explorer Membership:**

Firefighters:

Co #1: Gene Carleton, Jr.

Co #4: Tyler Rapant

## **RESOLUTION #297 GIVING THE VICE CHAIRMAN PERMISSION TO SIGN OFF ON ABOVE NEW MEMBER APPLICATIONS.**

MOTION: Ellsworth

SECOND: Hays

RESOLVED to give the Vice Chairman permission to sign off on above new member applications.

VOTE: All in favor, motion carried.

Co #4 President Abrams questioned if the change in membership form on Cory Reale was received; Joyce noted it is in the Chief's office waiting for his signature.

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

- Not present this evening.

### **Reports from Companies:**

**Company #1: A/C Marshall**

- Firefighter Tougas was able to get into 2 officer classes in Colonie at the last minute. He contacted the Chief and he is okay with it. She has requested to take 266. Commissioner Ramsey questioned when it was known about this class; A/C Marshall noted yesterday. Brief discussion continued, including paperwork not being signed in a timely manner.

**RESOLUTION #298 GIVING FIREFIGHTER MIKAYLA TOUGAS PERMISSION TO ATTEND FIRE OFFICER 1 – HEALTH AND SAFETY ON NOVEMBER 20, 27, 29 AND DECEMBER 4, 2023, AND FIRE OFFICER 1 – PLANNING AND EMERGENCY RESPONSE DECEMBER 6, 7, 11 AT GUILDERLAND TOWER, ALBANY COUNTY. PERMISSION TO ALSO TAKE 266.**

MOTION: Ellsworth

SECOND: Ramsey

RESOLVED to give firefighter Mikayla Tougas permission to attend Fire Officer 1 – Health and Safety on November 20, 27, 29 and December 4, 2023, and Fire Officer 1 – Planning and Emergency Response December 6, 7, 11 at Guilderland Tower, Albany County. Permission to also take 266.

VOTE: All in favor, motion carried.

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

- Thanks to everyone involved with the building issues.
- Would like to program the 2 donated radios for 275; the numbers will be 275 and 275-1.

**Company #3: Captain B. Murray**

- Requested permission to use the building on December 16<sup>th</sup> for Breakfast with the Grinch.

**RESOLUTION #299 GIVING CO #3 PERMISSION TO HOST BREAKFAST WITH THE GRINCH ON DECEMBER 16, 2023.**

MOTION: Ramsey

SECOND: Russo

RESOLVED to give Co #3 permission to host Breakfast with the Grinch on December 16, 2023.

VOTE: All in favor, motion carried.

**Company #4: President Abrams**

- Good.

**Report of the Training Committee: A/C Marshall**

- Status quo.
- Thanks for the training mannequins.

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

- All good.

**Reports of the Commissioners:**

- Ellsworth
  - Co #3 would like to purchase clips and mics for the recently purchased radios. Four pack of clips cost \$12.99 and mics cost \$99.95 each.

**RESOLUTION #300 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE 2 FOUR-PACK CLIPS AND 5 MICS.**

MOTION: Ellsworth

SECOND: Hays

RESOLVED to give the Director of Purchasing permission to purchase 2 four-pack clips and 5 mics.

VOTE: All in favor, motion carried.

- Spoke to Scott Mulvana from Elliot Enterprises; he would like to come in to talk about gear repairs/certifications and gear extractors at the December 13<sup>th</sup> board meeting. Brief discussion. Added to meeting agenda.
- Looks like Commissioner Chandler has a buyer for 261.
- Spoke to Lt. Krueger over the weekend in reference to Art Hunsinger possibly making a recruitment and retention video. Brief discussion.
- Lengthy discussion regarding the use of purchase orders and requisition requests, as well as work orders, why they need to be used, and how best to properly use each form and get them to the Director of Purchasing, and requests for general supplies. Lt. Krueger will put form in Halligan.
- Hays
  - Submitted the DEC grant for 22 pants only, no chain saws. Brief discussion continued.
  - Questioned the status of Co #3 furnace; Commissioner Ellsworth noted Toby looked at it and it is currently working; the members are also monitoring it daily.
  - Will be holding a food drive to benefit the Greenfield and Corinth food pantries on Tuesday December 5<sup>th</sup> at Walmart from 4 – 8 pm.

## RESOLUTION #301 APPROVING PARTICIPATION IN THE FOOD DRIVE AT THE WILTON WALMART ON DECEMBER 5<sup>TH</sup> FROM 4 – 8 PM.

MOTION: Hays

SECOND: Russo

RESOLVED to approve participation in the food drive at the Wilton Walmart on December 5<sup>th</sup> from 4 – 8 pm.

VOTE: All in favor, motion carried.

- Read his letter of resignation from position of Commissioner effective December 31, 2023.
- Russo
  - Thanked Commissioner Hays for his service.
  - Questioned the status of donated portable radios; was a donation sent to them? Joyce noted the fire district cannot send a donation, it would be up to the department or company to do so.
  - 275 will be replaced with a new 275; A/C Marshall noted the district truck committee requested at the last board meeting that it would be put on hold until the new chief is elected. Commissioner Ellsworth confirmed it will not be going to fire police; A/C Marshall noted it is discussion that has to take place in the district as to where it is to be requested to go.
- Ramsey
  - Questioned if anyone saw the Wilton-Greenfield billboard on Route 9, and who paid for that; Lt. Krueger noted it was paid by Wilton EMS, Wilton Fire and Maple Avenue. Brief discussion continued.
- Chandler
  - Not present this evening.

- Joyce noted that Commissioner Chandler received quotes from Toby Middlebrook for Co #2 basement furnace replacement: \$5,500 for oil furnace or about \$15,000 for propane; his suggestion is to replace it with another oil furnace, and eventually move it to the pole barn if Co #2 expansion goes through and propane is installed in the firehouse. Brief discussion.
- Asked the board to give Joyce approval to advertise the bid for Co #2 expansion if they are okay with it. Brief discussion; Board okayed.

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

- Town of Greenfield: nothing at this time.
- Town of Wilton: nothing at this time.

### **District Policy Review:**

- BLS Glucometer Storage: no changes made.
- BLS Glucometer Use: no changes made.
- Firefighter Pager: brief discussion regarding changes submitted.

## **RESOLUTION #302 APPROVING THE CHANGES TO THE FIREFIGHTER PAGER POLICY AS SUBMITTED.**

MOTION: Ramsey

SECOND: Hays

RESOLVED to approve the changes to the Firefighter Pager policy as submitted.

VOTE: All in favor, motion carried.

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

- Commissioner Ellsworth noted a decision needs to be made regarding Emergency Networking. Joyce noted she thought she just paid the annual subscription to ER; she will look to confirm. Brief discussion continued.
- Douglas noted that with the change to the pager policy, if a pager is lost, damaged or stolen, it will not be replaced until it first goes before the board, and the member could be responsible to pay for the replacement pager.

## **RESOLUTION #303 DISPENSING WITH THE READING OF THE MINUTES.**

MOTION: Ramsey

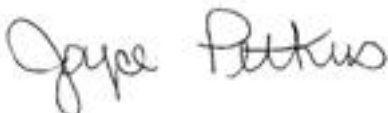
SECOND: Russo

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Ramsey with a second from Commissioner Russo to adjourn the meeting at 8:07 PM. All in favor, meeting adjourned.

Respectfully submitted,



Joyce A. Petkus  
District Administrator/Treasurer

