

Board of Fire Commissioners

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

The December 27, 2023 Commissioners Year End Close of Books Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:06 PM.

Present were:

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

Flag salute/moment of silence for departed members.

Approve Minutes: December 13, 2023 Commissioner Meeting Minutes as written.

**RESOLUTION #320 APPROVING THE DECEMBER 13, 2023
COMMISSIONER MEETING MINUTES AS WRITTEN.**

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the December 13, 2023 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

Payment of Bills:

**RESOLUTION #321 APPROVING PAYMENT OF ABSTRACT #24 DATED
DECEMBER 27, 2023 FROM THE GENERAL FUND, VOUCHER #230531
THROUGH VOUCHER #220547, TOTALING \$29,993.12.**

A3410.1	\$ 6,858.25
A3410.2	\$ 345.72
A3410.4	\$ 22,264.51
A9000.8	\$ 524.64

Total: \$ 29,993.12

MOTION: Chandler

SECOND: Russo

RESOLVED to approve payment of Abstract #24 dated December 27, 2023 from the General Fund, Voucher #230531 through Voucher #230547, totaling \$29,993.12.

VOTE: All in favor, motion carried.

Membership: Joyce Petkus

Firefighter Applications/Changes in membership:

Co #4: Michael Halligan, new member.

Co #2: Darrow Mansfield, change from Active Probationary to Active.

Co #3: Christopher Thurman, moving into the fire district.

RESOLUTION #322 GIVING THE CHAIRMAN PERMISSION TO SIGN OFF ON ABOVE NEW MEMBER APPLICATION AND CHANGES IN MEMBERSHIP FORM.

MOTION: Ramsey

SECOND: Russo

RESOLVED to give the Chairman permission to sign off on above New Member application and Change in Membership forms.

All in favor, motion carried.

There is also a new Explorer, James Howell.

RESOLUTION #323 SIGNING OFF ON ABOVE EXPLORER APPLICATION.

MOTION: Chandler

SECOND: Russo

RESOLVED to sign off on above Explorer application.

VOTE: All in favor, motion carried.

Special Topics of Discussion:

- Discussion regarding the submitted year end spreadsheet; the Treasurer noted that she will only be able to pay necessary invoices received like utilities, and may still have to use monies from the Unassigned Fund Balance until the 2024 tax revenues are received; all other invoices will be held.

RESOLUTION #324 ADOPTING ALL CLAIMS AS DISCUSSED AND LISTED ON THE YEAR END WORKSHEET.

MOTION: Ellsworth

SECOND: Russo

RESOLVED to adopt all claims as discussed and listed on the year-end worksheet.

VOTE: All in favor, motion carried.

- Discussion regarding the meeting of the grant committee with grant writer Julie Burline, her annual fee is \$10,000. Commissioner Ramsey requested the Board consider hiring Ms. Burline as the District grant writer.

RESOLUTION #325 ENTERING INTO EXECUTIVE SESSION AT 7:15 WITH THE NEW CHIEF.

MOTION: Chandler

SECOND: Ramsey
RESOLVED to enter into executive session at 7:15 with the new Chief.
VOTE: All in favor, motion carried.

RESOLUTION #326 RECONVENING FROM EXECUTIVE SESSION AT 7:25.

MOTION: Chandler
SECOND: Ramsey
RESOLVED to reconvene from executive session at 7:25.
VOTE: All in favor, motion carried.

RESOLUTION #327 APPROVING THE 2024 CHIEF OFFICERS AS FOLLOWS:

- DISTRICT CHIEF: DERRICK BARSS
- DEPUTY CHIEF CO #1: JERRID MARSHALL
- ASSISTANT CHIEF CO #1: WILLIAM COFFEY
- DEPUTY CHIEF CO #2: CHRISTIAN ALVORD
- ASSISTANT CHIEF CO #2: CHRIS STANTON
- DEPUTY CHIEF CO #3: EDWARD PETKUS
- ASSISTANT CHIEF CO #3: BRANDON MURRAY
- DEPUTY CHIEF CO #4: DUANE BOGARDUS
- ASSISTANT CHIEF CO #4: ZAK KING

MOTION: Chandler
SECOND: Hays
RESOLVED to approve the 2024 Chief Officers as follows:

- District Chief: Derrick Barss
- Deputy Chief Co #1: Jerrid Marshall
- Assistant Chief Co #1: William Coffey
- Deputy Chief Co #2: Christian Alvord
- Assistant Chief Co #2: Chris Stanton
- Deputy Chief Co #3: Edward Petkus
- Assistant Chief Co #3: Brandon Murray
- Deputy Chief Co #4: Duane Bogardus
- Assistant Chief Co #4: Zak King

VOTE: All in favor, motion carried.

Commissioner Chandler completed the swearing in of all the officers with the exception of William Coffey as he was not present this evening. He will not be in position until he is sworn in at a later date.

- Captain King noted that during the Board's executive session, those present discussed each company putting in \$2,500 to pay for the grant writer. Discussion continued, including the district refunding the companies after the 2024 tax revenues are received in February.

RESOLUTION #328 HIRING JULIE BURLINE.

MOTION: Chandler

SECOND: Ramsey

RESOLVED to hire Julie Burline.

VOTE: All in favor, motion carried.

- It was noted Commissioner candidate interviews will be conducted on Monday January 8th beginning at 7:00 pm. Brief discussion continued. Joyce will contact each of them to schedule interview times.
- Firefighter Tougas handed in a TRF, and is currently registered to attend Company Training and Community Risk Rehabilitation, January 18, 23 and 27; location TBD in Albany County. No other information is available as there is no required documentation attached to the request. Brief discussion. Chief Barss will contact firefighter Tougas; Joyce will add it to the January 10th Organizational meeting agenda.
- A/C Stanton noted the 2023 by-law committee has completed revisions to the by-laws. There were some questions regarding legality, so he is requesting if the new attorney can review the by-laws before moving forward. Brief discussion continued. By-laws to be sent to Joyce to forward to the Attorney.
- Commissioner Ellsworth questioned the status of the paint warranties; brief discussion continued. There will be no follow up as the district has already paid the bills. 262 still needs to be looked at.
- Commissioner Ramsey thanked Chief Davis, welcomed Commissioner-elect Etson, thanked the district staff for all their work, noted that Commissioner Ellsworth really helped out with Co #2 issues, thanked Commissioner Russo, thanked Commissioner Hays for all the various responsibilities he took on in the past three years, thanked Commissioner Chandler for the special projects he has taken on, and congratulated the 2024 officers.
- Commissioner Chandler thanked Chief Davis for his service the past few years.
- Commissioner Chandler noted that Commissioner Hays has offered to stay on and work on the grants at this time. Board okayed.
- Commissioner Ellsworth wished Chief Davis well in his future endeavors and wished good luck to Chief Barss.
- Brief discussion regarding the process of the companies sending in checks for the grant writer.

RESOLUTION #329 ALLOWING THE COMPANIES TO PAY \$2,500 EACH TOWARD PAYMENT TO THE NEW GRANT WRITER WITH THE AGREEMENT THAT IT WILL BE REIMBURSED TO THEM.

MOTION: Chandler

SECOND: Ellsworth.

RESOLVED to allow the companies to pay \$2,500 each toward payment to the new grant writer with the agreement that it will be reimbursed to them.

VOTE: All in favor, motion carried.

Dispense with the reading of the minutes:

RESOLUTION #330 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 made by Commissioner Chandler with a second from Commissioner Russo to adjourn the meeting at 7:41 PM. All in favor, motion carried.

Respectfully submitted,

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

Joyce Petkus

District Administrator/Treasurer

2023 Year End Monies - FINAL			
	Beginning Balance	Expenses	Ending Balance
ESTIMATED GF Balance as of 12/27/2023	\$119,119.61		
1/5/2024 payroll (PP 12/16-12/29/2023)		\$7,200.00	
1/19/24 payroll (PP 12/30-31/2023 -1/12/2024)	Estimated (incl. OT/add'l hol. pay)	\$0.00	
			\$111,919.61
December 27, 2023 Abstract #24		\$29,993.12	
Sub Total			\$81,926.49
Carryover			
Unreserved FB for Jan/Feb operations		\$33,863.66	
Transfer of Funds to Annual Install/Insp. FB (A915)		\$0.00	
Sub Total			\$48,062.83
Encumbered			
A3410.2 Account	TO ACCOUNTS	Amount	
NY Fire Equipment - blue hose for Co #3	Hose	\$1,652.00	
Sub Total A3410.2		\$1,652.00	
A3410.4 Account	TO ACCOUNTS	Amount	
Frank&Sons - 262 Paint quote	AMR	\$17,083.22	
Frank&Sons - 281 Paint quote	AMR	\$6,728.67	
Occupational Medicine - 2 flu shots	PID	\$90.00	
EDP - Co #4 water line design services	RBMG	\$2,523.75	
Core&Main - Water line materials list	RBMG	\$19,985.19	
Sub Total A3410.4		\$46,410.83	
Total Encumbered			\$48,062.83
Ending Balance			\$0.00
2023 General Fund Interest	To Building Reserve Fund	\$0.00	
Ending Balance			\$0.00
Final Ending Balance (see below, should = 0)			
Reserves	Reserve Balances as of 11/30/2023 Bank Reconciliations	Year End Deposit	2023 Reserves YE Totals
Building Reserve	\$1,088,522.19	\$0.00	\$1,088,522.19
Equipment Reserve	\$1,650,968.66	\$0.00	\$1,650,968.66
Ladder Reserve	\$686,538.43	\$0.00	\$686,538.43
SCBA Reserve	\$242,661.35	\$0.00	\$242,661.35
	\$3,668,690.63	\$0.00	\$3,668,690.63

FINAL GF ENDING BALANCE: \$0.00