

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 2024 Organizational Meeting of the Greenfield Fire District was called to order at the District Office by Commissioner Michael Chandler at 7:02 PM on January 10, 2024. The flag salute and a moment of silence were recognized for departed members.

Present were: Commissioners Chandler, Chouinard, Etson, Russo; D/A-Treasurer Petkus, D/P Olson. Excused: Commissioner Ellsworth. Also present: Rebecca Sheely-King from LaBella Associates. Please see sign in sheet for others in attendance.

Bid Opening: Co #2 Building Expansion Project

Ms. Sheely-King opened and read aloud all bids received; see attached. She will review them and notify the board of her recommendations by the end of the week.

Treasurer Petkus then asked for nominations for 2024 Chairman; Commissioner Chouinard nominated Commissioner Michael Chandler with a 2nd by Commissioner Etson.

RESOLUTION #1 APPOINTING MICHAEL CHANDLER CHAIRMAN OF THE BOARD FOR 2024.

MOTION: Etson

SECOND: Chouinard

RESOLVED to appoint Michael Chandler Chairman of the Board for 2024.

VOTE: All in favor, motion carried.

RESOLUTION #2 APPOINTING JAY ELLSWORTH VICE CHAIRMAN OF THE BOARD FOR 2024.

MOTION: Chandler

SECOND: Russo

RESOLVED to appoint Jay Ellsworth Vice Chairman of the Board for 2024.

VOTE: All in favor, motion carried.

Commissioner Chandler noted that he has two years left on the board, and so he and Commissioner Ellsworth will be alternating as Chairman. He also noted that as part of the change on the board, there is also the change coming from the department side with committees, etc., and going forward, his hope is these transitions from both sides will translate into better rapport from both sides.

RESOLUTION #3 APPOINTING JOYCE PETKUS DISTRICT ADMINISTRATOR/TREASURER FOR 2024; SET SALARY AT \$64,272.00/YR. FOR 40 HOUR WORK WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL.

MOTION: Chandler

SECOND: Russo

RESOLVED to appoint Joyce Petkus District Administrator/Treasurer for 2024; set salary at \$64,272.00/yr. for 40-hour work week and any applicable benefits as listed in the Greenfield Fire District employee manual.

VOTE: All in favor, motion carried.

RESOLUTION #4 APPOINTING DOUGLAS OLSON DIRECTOR OF PURCHASING FOR 2024; SET HOURLY RATE OF \$25.75 FOR UP TO 40 HOUR WORK WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL.

MOTION: Chandler

SECOND: Russo

RESOLVED to appoint Douglas Olson Director of Purchasing for 2024; set hourly rate of \$25.75 for up to 40-hour work week and any applicable benefits as listed in the Greenfield Fire District employee manual.

VOTE: All in favor, motion carried.

RESOLUTION #5 SETTING SALARY & BENEFITS FOR DEIDRE CHANDLER, OPERATIONS SECRETARY FOR 2024; HOURLY RATE OF \$23.69 FOR 25 HOUR WORK WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL.

MOTION: Chandler

SECOND: Chouinard

RESOLVED to set salary & benefits for Deidre Chandler, Operations Secretary for 2024; hourly rate of \$23.69 for 25-hour work week and any applicable benefits as listed in the Greenfield Fire District employee manual.

VOTE: Chandler, abstained; Chouinard, Etson, Russo; in favor.

Motion carried.

RESOLUTION #6 SETTING SALARY & BENEFITS FOR ERIK WELMAKER, PT MAINTENANCE FOR 2024; HOURLY RATE OF \$18.54 FOR UP TO 32 HOUR WORK WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL.

MOTION: Chandler

SECOND: Russo

RESOLVED to set salary & benefits for Erik Welmaker, PT Maintenance for 2024; hourly rate of \$18.54 for up to 32-hour work week and any applicable benefits as listed in the Greenfield Fire District employee manual.

VOTE: All in favor, motion carried.

RESOLUTION #7 DESIGNATING JOYCE PETKUS AS THE DISTRICT RECORDS MANAGEMENT OFFICER.

MOTION: Chandler

SECOND: Russo

RESOLVED to designate Joyce Petkus as the District Records Management Officer.

VOTE: All in favor, motion carried.

RESOLUTION #8 APPOINTING HANNIGAN LAW FIRM LEGAL ADVISOR FOR 2024.

MOTION: Chandler
SECOND: Russo
RESOLVED to Hannigan Law Firm legal advisor for 2024.
VOTE: All in favor, motion carried.

RESOLUTION #9 APPOINTING OCCUPATIONAL MEDICINE – SARATOGA HOSPITAL AS DISTRICT MEDICAL FACILITY FOR 2024.

MOTION: Chandler
SECOND: Chouinard
RESOLVED to appoint Occupational Medicine – Saratoga Hospital as District Medical Facility for 2024.
VOTE: All in favor, motion carried.

RESOLUTION #10 DESIGNATING THE DAILY GAZETTE AS THE LEGAL NEWSPAPER FOR 2024.

MOTION: Chandler
SECOND: Russo
RESOLVED to designate the Daily Gazette as the legal newspaper for 2024.
VOTE: All in favor, motion carried.

RESOLUTION #11 NAMING ADIRONDACK TRUST COMPANY, BALLSTON SPA NATIONAL BANK AND SARATOGA NATIONAL BANK AS BANKS FOR 2024.

MOTION: Chandler
SECOND: Chouinard
RESOLVED to name Adirondack Trust Company, Ballston Spa National Bank and Saratoga National Bank as banks for 2024.
VOTE: All in favor, motion carried.

RESOLUTION #12 GIVING TREASURER PERMISSION TO PAY VARIOUS BILLS INCLUDING FUEL, LIGHTS, WAGES, FEDERAL AND STATE TAXES, POSTAGE, TELEPHONE/FAX, INTERNET, GAS AND DIESEL, HEATING OIL, GARBAGE PICK UP EVERY MONTH.

MOTION: Chandler
SECOND: Russo
RESOLVED to give Treasurer permission to pay various bills including fuel, lights, wages, federal and state taxes, postage, telephone/fax, internet, gas and diesel, heating oil, garbage pickup every month.
VOTE: All in favor, motion carried.

RESOLUTION #13 THAT THE TREASURER IS REQUIRED WITHIN 60 DAYS AFTER THE END OF THE FISCAL YEAR TO SUBMIT TO THE BOARD OF FIRE COMMISSIONERS A COPY OF THE ANNUAL FINANCIAL REPORT REQUIRED BY GML SECTION 30 IN LIEU OF A WRITTEN STATEMENT SHOWING RECEIPTS AND DISBURSEMENTS FROM THE PRECEDING FISCAL YEAR.

MOTION: Chandler

SECOND: Russo

RESOLVED that the Treasurer is required within 60 days after the end of the fiscal year to submit to the Board of Fire Commissioners a copy of the annual financial report required by GML section 30 in lieu of a written statement showing receipts and disbursements from the preceding fiscal year.

VOTE: All in favor, motion carried.

RESOLUTION #14 ADOPTING SECTION 104B OF THE GENERAL MUNICIPAL LAW REGARDING DISTRICT PURCHASING PRACTICES.

MOTION: Chandler

SECOND: Russo

RESOLVED to adopt Section 104B of the General Municipal Law regarding District Purchasing Practices.

VOTE: All in favor, motion carried.

RESOLUTION #15 THAT THE HOME COMMISSIONER SHALL SIT ON THE COMMITTEE THAT IS PURCHASING A NEW TRUCK FOR HIS COMPANY.

MOTION: Chandler

SECOND: Chouinard

RESOLVED that the home Commissioner shall sit on the committee that is purchasing a new truck for his company.

VOTE: All in favor, motion carried.

RESOLUTION #16 THAT PREMIER FIRE APPARATUS WILL BE THE PREFERRED APPARATUS VENDOR FOR LARGE VEHICLES AND RYAN'S GARAGE THE PREFERRED VENDOR FOR SMALL VEHICLES.

MOTION: Chandler

SECOND: Russo

RESOLVED to that Premier Fire Apparatus will be the preferred apparatus vendor for large vehicles and Ryan's Garage the preferred vendor for small vehicles.

VOTE: All in Favor, motion carried.

RESOLUTION #17 SETTING THE 2024 MEETING NIGHTS AS SUBMITTED.

MOTION: Chandler

SECOND: Russo

RESOLVED to set the 2024 meeting nights as submitted.

VOTE: All in favor, motion carried.

Brief discussion regarding changes to the 2024 Commissioner account assignments and they may be subject to change.

RESOLUTION #18 APPROVING THE 2024 COMMISSIONER ASSIGNMENTS AS SUBMITTED.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the 2024 Commissioner assignments as submitted.

VOTE: All in favor, motion carried.

RESOLUTION #19 APPROVING THE 2024 DISTRICT POLICY REVIEW SCHEDULE AS SUBMITTED.

MOTION: Chandler

SECOND: Russo

RESOLVED to adopt the 2024 District Policy Review Schedule as submitted.

VOTE: All in favor, motion carried.

Brief discussion regarding various association memberships.

RESOLUTION #20 THAT THE GREENFIELD FIRE DISTRICT MAINTAIN MEMBERSHIP IN THE FOLLOWING ORGANIZATIONS:

- FIREMAN'S ASSOCIATION OF THE STATE OF NY (FASNY)
- CAPITAL AREA FIRE DISTRICTS ASSOCIATION (CAFDA)
- NEW YORK STATE ASSOCIATION OF FIRE CHIEFS (NYSAFC)
- NFPA

MOTION: Chandler

SECOND: Chouinard

RESOLVED that the Greenfield Fire District maintain membership in the following organizations:

- Fireman's Association of the State of NY (FASNY)
- Capital Area Fire Districts Association (CAFDA)
- New York State Association of Fire Chiefs (NYSAFC)
- NFPA

VOTE: All in favor, motion carried.

RESOLUTION #21 TO APPOINT ELECTION INSPECTORS FOR 2024:

- | | |
|----------------------|---------------|
| • BETTY BOWEN | BONNIE OLDER |
| • DEBBIE BURWELL | PEGGY ROXBURY |
| • MARGE CORNELL | ALICE WILSON |
| • DIANA KLEMENTOWSKI | DAVE WILSON |
| • BRENDA JENNINGS | JOYCE WOODARD |

MOTION: Chandler

SECOND: Russo

RESOLVED to appoint Election Inspectors for 2024:

- | | |
|----------------------|---------------|
| • Betty Bowen | Bonnie Older |
| • Debbie Burwell | Peggy Roxbury |
| • Marge Cornell | Alice Wilson |
| • Diana Klementowski | Dave Wilson |
| • Brenda Jennings | Joyce Woodard |

VOTE: All in favor, motion carried.

RESOLUTION #22 SETTING THE 2024 ANNUAL ELECTION SITE AT THE DISTRICT OFFICE.

MOTION: Chandler

SECOND: Russo

RESOLVED to set the 2024 Annual Election site at the District Office.

VOTE: Chandler, Ellsworth, Etson, Russo, in favor; Chouinard, opposed.
Motion carried.

RESOLUTION #23 THAT EFFECTIVE JANUARY 1, 2024, REIMBURSEMENT FOR MILEAGE FOR FIRE CALLS AND DISTRICT BUSINESS WILL BE 67¢ PER MILE, TO BE MONITORED BY THE TREASURER FOR ANY CHANGES. MILEAGE VOUCHERS HELD LONGER THAN TWO MONTHS WILL NOT BE ACCEPTED; ANY SUBMISSION MUST BE RECEIVED BY THE THURSDAY MORNING PREVIOUS TO THE NEXT BOARD MEETING.

MOTION: Chandler

SECOND: Chouinard

RESOLVED that effective January 1, 2024, reimbursement for mileage for fire calls and District business will be 67¢ per mile, to be monitored by the Treasurer for any changes. Mileage vouchers held longer than two months will not be accepted; any submission must be received by the Thursday morning previous to the next Board meeting.

VOTE: All in favor, motion carried.

RESOLUTION #24 APPOINTING BILL ETSON 2024 DISTRICT LIAISON TO THE GREENFIELD TOWN AND PLANNING BOARDS AND BRYAN CHOUINARD 2024 DISTRICT LIAISON TO THE WILTON TOWN AND PLANNING BOARDS.

MOTION: Chandler

SECOND: Russo

RESOLVED to appoint Bill Etson 2024 District Liaison to the Greenfield Town and Planning Boards and Bryan Chouinard 2024 District Liaison to the Wilton Town and Planning Boards.

VOTE: All in favor, motion carried.

RESOLUTION #25 APPOINTING THE FOUR FIRE COMPANIES OF THE GREENFIELD FIRE DEPARTMENT AS THE FIREFIGHTING FORCE OF THE FIRE DISTRICT.

MOTION: Chandler

SECOND: Chouinard

RESOLVED to appoint the four fire companies of the Greenfield Fire Department as the firefighting force of the fire district.

VOTE: All in favor, motion carried.

RESOLUTION #26 THAT ANY OFFICER THAT FAILS TO COMPLETE ANNUAL REQUIREMENTS BY THE DEADLINES WILL IMMEDIATELY BE REMOVED FROM OFFICE FOR THE REMAINDER OF THE YEAR.

MOTION: Chandler

SECOND: Russo

RESOLVED that any officer that fails to complete annual requirements by the deadlines will immediately be removed from office for the remainder of the year.

VOTE: All in favor, motion carried.

RESOLUTION #27 THAT IN THE EVENT OF A LINE OF DUTY DEATH (LODD), AND WITH PERMISSION OF THE FAMILY OF THE DECEASED, THE DISTRICT CHIEF MAY AUTHORIZE THE USE OF THE DECEASED

MEMBER'S COMPANY APPARATUS TO ESCORT THE REMAINS OF THE DECEASED FROM THE HOSPITAL TO THE FUNERAL HOME.

MOTION: Chandler

SECOND: Russo

RESOLVED that in the event of a Line of Duty Death (LODD), and with permission of the family of the deceased, the District Chief may authorize the use of the deceased member's company apparatus to escort the remains of the deceased from the hospital to the funeral home.

VOTE: All in favor, motion carried.

RESOLUTION #28 APPROVING THE DECEMBER 27, 2023 YEAR END CLOSE OF BOOKS AND THE JANUARY 8, 2024 SPECIAL MEETING MINUTES AS WRITTEN.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the December 27, 2023 Year End Close of Books and the January 8, 2024 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

Chairman Chandler asked for questions/comments regarding the abstract:

RESOLUTION #29 APPROVING PAYMENT OF ABSTRACT #25 DATED DECEMBER 31, 2023 FROM THE GENERAL FUND, VOUCHER #230548 THROUGH VOUCHER #230556, TOTALING \$5,788.10.

A3410.2 \$ 990.76

A3410.4 \$ 4,797.34

Total: \$ 5,788.10

MOTION: Chandler

SECOND: Chouinard

RESOLVED to approve payment of Abstract #25 dated December 31, 2023 from the General Fund, Voucher #230548 through Voucher #230556 and totaling \$5,788.10.

VOTE: All in favor, motion carried.

RESOLUTION #30 APPROVING PAYMENT OF ABSTRACT #1 DATED JANUARY 10, 2024 FROM THE GENERAL FUND, VOUCHER #240001 THROUGH VOUCHER #240005, TOTALING \$31,750.71.

A3410.1 \$ 7,002.75

A3410.4 \$11,485.21

A9000.8 \$13,262.75

Total: \$31,750.71

MOTION: Chandler

SECOND: Russo

RESOLVED to approve payment of Abstract #1, dated January 10, 2024 from the General Fund, Voucher #240001 through Voucher #240005, totaling \$31,750.71.

VOTE: All in favor, motion carried.

Commissioner Chandler noted that the grant writer is being paid this evening with the money received from the four fire companies.

Reports of the Staff:

- **District Administrator:** Joyce Petkus
 - Received card from Greenfield Pantry thanking the firefighters for their donations to the food pantry.
 - MJ Burben grant contract needs to be signed; Commissioner Chandler to sign it.
 - Needs approval to sign CME Medical Director contract on behalf of the fire district. Brief discussion continued.

RESOLUTION #31 GIVING DISTRICT ADMINISTRATOR PETKUS PERMISSION TO SIGN CME MEDICAL DIRECTOR CONTRACT ON BEHALF OF THE FIRE DISTRICT.

MOTION: Chandler

SECOND: Russo

RESOLVED to give District Administrator Petkus permission to sign CME Medical Director contract on behalf of the fire district.

VOTE: All in Favor, motion carried.

- Received letter from Occupational Medicine that effective immediately they are requiring masking in their offices until further notice.
- Received letter from Occupational Medicine that effective February 1, 2024 they are increasing prices on services approximately 3%.
- 2024 CAFDA Commissioner training has come out; Commissioners Chandler, Chouinard and Etson attending various classes; Joyce will register them accordingly.
- CAFDA Financial Training is also being offered; noted if anyone is interested, let her know. Brief discussion.
- Commissioners Chouinard and Etson have completed and filed their oaths.
- Chief Barss forwarded email from Anders Olsen expressing his interest in being the District EMS Coordinator.
- Has been working with Dave Meager to get insurance renewal quotes from several companies. Thanked Douglas for assisting with obtaining all the building information.
- Air quality testing received in reference to Co #2, which is now open. No word from Utica regarding request for reports. Tim Hannigan was notified and will be sending Utica a letter.
- Did not receive any more information regarding firefighter Mikayla Tougas request to take a class in Albany County. Discussion; Chief Barss located the online information.

RESOLUTION #32 GIVING FIREFIGHTER MIKAYLA TOUGAS PERMISSION TO ATTEND COMPANY TRAINING AND COMMUNITY RISK REDUCTION JANUARY 18, 25, 27, 2024 AT SLINGERLANDS FIRE DEPARTMENT, ALBANY COUNTY. PERMISSION TO ALSO TAKE 266.

MOTION: Etson

SECOND: Chandler

RESOLVED to give firefighter Mikayla Tougas permission to attend Company Training and Community Risk Reduction January 18, 25, 27, 2024 at Slingerlands Fire Department, Albany County. Permission to also take 266.

VOTE: All in Favor, motion carried.

- Emergency Networking contract has been electronically signed.
- There were two firefighter injuries this past week; reminder to everyone that PMA is the carrier and laminated cards had been handed out to be placed in all vehicles with extra cards placed in the Chiefs office; please make sure all previous carrier information is destroyed to avoid confusion. Brief discussion of forms to be used.
- Spoke to Commissioner Russo, who agreed that Scott Hays could his office to do grant work, and give him access to the main entrance and office. Board okayed.
- **Director of Purchasing:** Douglas Olson
 - Should have phone prices by next meeting; brief discussion.
 - Co #3 hose that was ordered last year should be in shortly.
 - Rob from EVU; he will be coming to do 266 light bar and siren repair as well as 291 charger install on Monday. While here he would like to have Rob install an auto eject to a battery maintainer to 266. Discussion also regarding various Chief vehicle portable chargers.
 - Old M-1 is listed on Auctions International. Brief discussion.
 - 281 is going to Frank & Sons on February 26th; it will be there about 2 weeks.
 - Manifold and other repairs completed on 275.
 - New particulate hoods were issued; still waiting for issuance forms to be returned from Co #1 and #4.
 - Discussion regarding changing the district office cleaning service for 2024.

RESOLUTION #33 APPROVING AMBER AND AURA, LLC FOR DISTRICT OFFICE CLEANING SERVICES.

MOTION: Chouinard

SECOND: Russo

RESOLVED to approve Amber and Aura, LLC for district office cleaning services.

VOTE: All in Favor, motion carried.

- Radios have been picked up from Frank. Portables were handed out at the last meeting.
- Co #3 furnace has been replaced.
- Co #4 has three garage heaters in the bays, and he recently noticed there is some discoloration on the siding. He had Toby Middlebrook look at them, and they need to be replaced with triple wall thimble in order to comply with code, probably in the Spring.
- Asked Toby Middlebrook to look at an additional heat source in Co #1 radio room; options are installing a min-split at about \$1,800 or purchasing a 120 volt wall mount heater for about \$250.
- Email updates have been completed; any issues please let him know.
- If new helmet shields are needed, they can be mocked up on The Fire Store, then take a picture to send to him. They are currently 9 weeks out for delivery.
- Notified Walt Ramsey that temporary floor tiles, floor leveler, paint and painting supplies were delivered to Co #2 today. Ceiling tiles are on order and not expected to arrive until January 24th.
- NY Fire & Security serviced the fire alarms and updated the dialer information.
- 25 pairs of several sizes of structural firefighting and extrication gloves are needed. Can get State contract price from Morris Croker. Brief discussion; he will bring it up at the next meeting for approval.
- 11 SCBA bottles that were hydro'd have been completed; bottle #1-32 failed, the rest passed and are currently in the cascade room to be filled. 8 more bottles were dropped off today for hydro.

- **Treasurer:** Joyce Petkus
 - Need permission to officially close out completed reserve accounts and move money. Brief discussion.

RESOLUTION #34 GIVING THE TREASURER PERMISSION TO CLOSE OUT COMPLETED RESERVE ACCOUNT PROJECTS:

1. BUILDING RESERVE/BALANCES LEFT IN PROJECTS:
 - a. .023 SECURITY SYSTEM UPGRADES: \$0.00
2. EQUIPMENT RESERVE/BALANCES LEFT IN PROJECTS:
 - a. .038 NEW 271 SUTPHEN & MISC. EQUIPMENT: \$11,663.83
 - b. .041 NEW M-1, EQUIPMENT, WARRANTY: \$1,482.90.

MOTION: Chandler

SECOND: Russo

RESOLVED to give the Treasurer permission to close out completed reserve account projects:

1. Building Reserve/balances left in projects:
 - a. .023 Security System Upgrades: \$0.00
2. Equipment Reserve/balances left in projects:
 - a. .038 New 271 Sutphen & Misc. Equipment: \$11,663.83
 - b. .041 New M-1, Equipment, Warranty: \$1,482.90.

VOTE: All in Favor, motion carried.

RESOLUTION #35 GIVING THE TREASURER PERMISSION TO MOVE \$159.03 FROM .2 COMPUTERS TO .1 OPERATIONS SECRETARY FOR FISCAL YEAR ENDING 12/31/2023.

MOTION: Chandler

SECOND: Russo

RESOLVED to give the Treasurer permission to move \$159.03 from .2 Computers to .1 Operations Secretary for fiscal year ending 12/31/2023.

VOTE: All in Favor, motion carried.

RESOLUTION #36 GIVING THE TREASURER PERMISSION TO MOVE \$10,000.00 FROM A2770 OTHER UNCLASSIFIED REVENUE RECEIVED FROM THE FOUR FIRE COMPANIES TO PAY FOR THE GRANT WRITER TO .4 OPERATIONS.

MOTION: Chandler

SECOND: Russo

RESOLVED to give the Treasurer permission to move \$10,000.00 from A2770 Other Unclassified Revenue received from the four fire companies to pay for the grant writer to .4 Operations.

VOTE: All in Favor, motion carried.

- Met with the Auditor last week to set up financial documentation/monthly reconciliations of the cell tower lease in QuickBooks.
- Working on paying and filing year end payroll taxes, 1099's, W-2s etc.
- Will begin the annual OSC filing in the new AFR system once all organizational work is completed.
- Annual independent audit is scheduled for April 8th.

Applications and Changes in membership:

- Firefighter Changes in Membership
 - Co #4: Steven Ruizhe – active probationary firefighter to active firefighter.

RESOLUTION #37 GIVING THE CHAIRMAN PERMISSION TO SIGN OFF ON CHANGE IN MEMBERSHIP.

MOTION: Chouinard

SECOND: Russo

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

VOTE: All in Favor, motion carried.

Co #4 has an out of district applicant, Zachary Cuniff; he lives just off Maple Avenue behind ACC. Board okayed to move forward with application process.

Report of the Chief – Derrick Barss

- Thanks to Joyce and the Chief's regarding the two recent firefighter injuries.
- Thanks to Commissioner Russo for getting 275 serviced.
- Would like permission to run a State course January 25th and 27th at Co #1.
- SCBA bottles that have been purchased have been designated, numbered and issued to the companies.
- Committee assignments have been forwarded to the board as well as leadership positions in those committees. Lengthy discussion continued regarding process changes to the department committees, including D/C Alvord being responsible for truck repair approvals, instituting weekly progress and quarterly budget reports, as well as being more responsible for certain budget line items and participating more in the 2025 budget process with the Board. It was clarified that the first board budget meeting is in August, and the proposed budget must be adopted by the 3rd week in September and the final budget must be adopted no later than November 4th.
- Reinstated weekly status reports. After action review has also been added.
- Anders Olsen has been appointed 2024 District EMS Coordinator, effective immediately.
- ICS and Communications has been worked on, and a mutual aid letter has been drafted and forwarded to the board, which will be handed out to each of the mutual aid assistant chiefs and departments. The first meeting is with Corinth tomorrow evening. Brief discussion continued.
- After speaking with the County Coordinator, there is a multiple bank of numbers assigned to the GFD that are not being used. There will be discussions as to how to move forward with the numbers. Brief discussion continued.
- Chiefs Orders #1 through 5 can be removed as they are now incorporated into Best Practices or District Policies. Joyce will remove them from the website.
- Questioned if the District EMS Coordinator needs to be approved for red lights; Commissioner Chandler noted he believes it is up to the Chief. Chief Barss noted he would like to do that. Brief discussion.

RESOLUTION #38 ALLOWING THE STATE CLASS ON JANUARY 25TH AND 27TH AT CO #1.

MOTION: Chouinard

SECOND: Russo

RESOLVED to allow the State class on January 25th and 27th at Co #1.

VOTE: All in Favor, motion carried.

Reports from Companies:

Company #1 – D/C Marshall

- All good, looking forward to having a good year.

Company #2 – D/C Alvord

- Thanks for 275 repairs.
- Asked for clarification as to re-opening Co #2; it was noted the firehouse should be back open to the public once all the repairs are done, hopefully by February.

Company #3 – D/C Petkus

- All is good with the company.
- Noted Dr. Case says thanks for signing the Saratoga paperwork.
- Brief discussion regarding gear price increases by approximately 8%.

Company #4 D/C Bogardus

- Would like on board charger for 296, asked the board to consider it.
- Feels it is unfair and discriminatory to the Town of Wilton by having the Annual Election at the district office. Brief discussion; the board will take it under advisement.

Report of the Training Committee: A/C Z. King

- 2024 OSHA training will be going live any day now.
- Training committee has a meeting tomorrow.

Report of the Explorer Program

- Commissioner Chandler noted that the 2024 Advisors are as follows: Walker Chandler, Scott Hay, Joshua Hightower, Ryan McConky, Shawn Willard, Danielle Willard, Darren Barss, Derrick Barss, Ian Cameron, Jean Crumb and Dan Crumb. Brief discussion.
- Commissioner Chandler also noted that the explorers are looking for permission to move forward on a planned 911 memorial trip; tentative date is February 24, 2024. Added to February 14th agenda.

Reports of the Commissioners:

- Chouinard
 - Looking forward to working closely with everyone this year.
- Ellsworth
 - Not present this evening.
 - D/P Olson noted that Commissioner Ellsworth asked him to bring up the invoice for tire replacements of a Chief's vehicle last month, and the reason the Commissioners need to know about vehicle repairs is that it cost \$323.86 per tire and State contract pricing with Adirondack Tire \$289 per tire with no charge for mounting and balancing. Brief discussion; please notify board prior to repairs.
- Etson
 - Thanks to everyone who supported him during the election.
 - Looking forward to working with the board and anticipates things that have been discussed will go smoothly.
- Russo
 - Understands the Chief is in charge of apparatus, but he was at Co #1 recently and noticed an extension cord running through the window of the brush truck; would like to see it hooked up to an auto eject as well. Brief discussion.
- Chandler
 - Reviewed grant report submitted by Scott Hays, including adding the provisions of the 2 CFR 200 Federal Procurement Guidelines to the District Purchasing policy.

- Received updated quote of \$9,793.52 less \$1,000 already paid for design fee to have pole relocated at Co #2. Brief discussion continued.
- Still has heard nothing from the Board of Health regarding Co #4 water line. Working on various quotes that vary from \$40,000 to \$86,000. Brief discussion continued.
- Welcomed Commissioner Chouinard to the board; he was appointed Monday evening.

Reports of the Town Board/Planning Board Liaisons

- **Town of Greenfield:** Commissioner Russo
 - Nothing at this time.
- **Town of Wilton:** D/C Bogardus
 - The Town of Wilton is proposing 6 roundabouts. Brief discussion.
 - There is a large housing development called The Forest going in just off Jones Road. Brief discussion.

District Policy Review:

- Code of Conduct: no changes made.
- Code of Ethics: no changes made.
- Meeting Conduct: no changes made.

Special Topics of Discussion/Final Comments:

- D/C Marshall noted he is looking in putting some type of heaters in the Chiefs vehicles to keep the EMS supplies from freezing. Brief discussion continued.

RESOLUTION #39 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Chandler

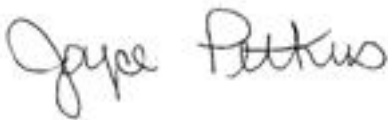
SECOND: Chouinard

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 Chouinard to adjourn the meeting at 8:33 PM. All in favor, meeting adjourned.

Respectfully submitted,



Joyce A. Petkus
District Administrator/Treasurer

Greenfield Fire District
Porter Corners (Company No. 2) Building Expansion
Job Number-2221461
BID SUMMARY TABLE

CONTRACT: General Construction

BID DATE: January 10, 2024

TIME: 2:00 PM

| | Bidder Name | Bidder Address | Bid Bond or Certified Check | Proposed Subcontractors | Non-Collusive Affidavit | Hold Harmless Agreement | Bidders Qualification Form | Addendum 1 | Base Bid | Add Alt #1 | Add Alt #2 | Grand Total |
|-------------|------------------------------|---|-----------------------------|-------------------------|-------------------------|-------------------------|----------------------------|------------|-----------------------|--------------------|--------------------|-----------------------|
| 1 | Gallo Construction Corp. | 50 Lincoln Avenue Watervliet, NY 12189 | | | | | | | \$1,424,000.00 | \$55,700.00 | \$11,600.00 | \$1,491,300.00 |
| 2 | MJG Construction Group, LLC. | 61 Skylark Drive Ballston Spa, NY 12020 | | | | | | | \$1,025,500.00 | \$55,000.00 | \$12,000.00 | \$1,092,500.00 |
| 3 | Rozell East, Inc. | 45 Casey Road Queensbury, NY 12804 | | | | | | | \$1,166,640.00 | \$46,500.00 | \$9,650.00 | \$1,222,790.00 |
| 4 | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |
| Bid Average | | | | | | | | | \$1,205,380.00 | \$52,400.00 | \$11,083.33 | \$1,268,863.33 |
| | | | | | | | | | | | | |

Commissioner Meetings for 2024

All meetings held at District Office beginning at 7 PM unless otherwise noted, and are subject to change.

| Meeting Date | Type |
|------------------------------------|---|
| Monday, January 8, 2024 | Special Meeting to interview Commissioner Candidates |
| Wednesday, January 10, 2024 | Organizational |
| Wednesday, January 24, 2024 | |
| Wednesday, February 14, 2024 | |
| Wednesday, February 28, 2024 | |
| Wednesday, March 13, 2024 | |
| Wednesday, March 27, 2024 | |
| Wednesday, April 3, 2024 | Insurance Review Meeting |
| Wednesday, April 10, 2024 | |
| Wednesday, April 24, 2024 | |
| Wednesday, May 8, 2024 | |
| Wednesday, May 22, 2024 | |
| Wednesday, June 12, 2024 | |
| Wednesday, June 26, 2024 | LOSAP Review Mtg. 6:00 pm prior to Regular Mtg. |
| Wednesday, June 26, 2024 | |
| Wednesday, July 10, 2024 | |
| Wednesday, July 24, 2024 | |
| Wednesday, August 14, 2024 | |
| Wednesday, August 28, 2024 | Budget Workshop |
| Wednesday, September 11, 2024 | |
| Wednesday, September 25, 2024 | |
| Wednesday, October 9, 2024 | |
| Tuesday, October 15, 2024 | Budget Hearing |
| Wednesday, October 23, 2024 | |
| Wednesday, November 13, 2024 | |
| Monday, November 25, 2024 | Changed due to Thanksgiving |
| Wednesday, December 11, 2024 | |
| Monday, December 30, 2024 | Year End Close of Books |
| Wednesday, January 8, 2025 | Organizational |
| Wednesday, January 22, 2025 | |

District Policy Review Schedule 2024

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| January 10, 2024 | Code of Conduct Policy Code of Ethics Policy Meeting Conduct Policy |
| January 24, 2024 | Communication Policy Social Media/District Photography Policy |
| February 14, 2024 | Disciplinary Policy Duties of Fire Officers |
| February 28, 2024 | Firefighter Training and Officer Requirements Policy Training Approval Policy |
| March 13, 2024 | Credit Card Policy Purchasing Policy Travel Policy |
| March 27, 2024 | Apparatus/Chief Vehicle Use Policy DMV/LENS Policy Maintenance Vehicle, Trailer & Equipment Use Policy |
| April 10, 2024 | Drug & Alcohol Policy Smoking & Other Tobacco Products Policy |
| April 24, 2024 | Harassment & Discrimination Policy Sexual Harassment Policy |
| May 8, 2024 | Whistleblower Policy Workplace Violence Prevention |
| May 22, 2024 | Elections Policy Public Information Officer Policy Public Access to Records (FOIL) Policy |
| June 12, 2024 | Firefighter/Auxiliary Injury Policy Medical Evaluation Policy Pregnant Firefighter Policy |
| June 26, 2024 | No policy review due to LOSAP Review meeting |
| July 10, 2024 | Employee Benefits Manual (not a policy) Employee Privacy Policy Performance Review Policy |
| July 24, 2024 | Annual Installation-Inspection Policy District Awards Policy Class A/B Dress Uniform Policy |
| August 14, 2024 | Funeral Policy Honorary Deputy Chief Policy |
| August 28, 2024 | No policy review due to Budget Workshop |
| September 11, 2024 | Investment Policy Unassigned Fund Balance Policy |
| September 25, 2024 | Membership Application Policy New Member Live Burn Policy New Member Orientation Policy |
| October 9, 2024 | Firefighter Pager Policy SCBA Qualified Firefighter |
| October 23, 2024 | Access Card and Fob Policy Computer & Internet Use Policy |
| November 13, 2024 | Training Facility Use Policy Unmanned Aircraft Systems (UAS) Policy |
| November 25, 2024 | BLS Glucometer Storage Policy BLS Glucometer Use Policy |
| December 11, 2024 | No policy review due to Elections & Holidays |
| December 30, 2024 | No policy review due to Close of Books |

Commissioner Assignments 2024

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|-----------------|-----------------------------------|
| CHANDLER | EMS GRANTS SPECIAL PROJECTS |
|-----------------|-----------------------------------|

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| CHOUINARD | HR COMPLIANCE LIAISON TO BY-LAW COMMITTEE |
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| ELLSWORTH | BANKING GRANTS TRUCK REPAIRS (WITH CHIEF) |
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|--------------|-------------------------------------|
| ETSON | BANKING GRANTS POLICY REVIEW? |
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| RUSSO | BUILDING, GROUNDS & MAINTENANCE HR COMPLIANCE TRAINING |
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ACCIDENT INVESTIGATIONS

ALL Commissioners per policy

GRANT ASSISTANT - Scott Hays