

**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 24, 2024 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Commissioner Michael Chandler at 6:59 PM on January 24, 2024. The flag salute and a moment of silence were recognized for departed members.

**Present were:** Commissioners Chandler, Chouinard, Ellsworth, Russo; D/A-Treasurer Petkus, D/P Olson. Excused: Commissioner Etson. Please see sign in sheet for others in attendance.

**Bid Approval:** Co #2 Building Expansion Project  
Commissioner Chandler noted the Board had discussed this at a special meeting last week.

**RESOLUTION #40 REJECTING ANY AND ALL BIDS RELATED TO THE CO #2 BUILDING EXPANSION PROJECT.**

MOTION: Chandler

SECOND: Russo

RESOLVED to reject any and all bids related to the Co #2 Building Expansion Project.

VOTE: All in Favor, motion carried.

Commissioner Chandler will contact Ms. Sheely-King tomorrow.

**RESOLUTION #41 APPROVING THE JANUARY 10, 2024 ORGANIZATION MEETING AND THE JANUARY 17, 2024 SPECIAL MEETING MINUTES AS WRITTEN.**

MOTION: Ellsworth

SECOND: Russo

RESOLVED to approve the January 10, 2024 Organization Meeting and the January 17, 2024 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

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

**RESOLUTION #42 APPROVING PAYMENT OF ABSTRACT #2 DATED JANUARY 24, 2024 FROM THE GENERAL FUND, VOUCHER #240005-1 THROUGH VOUCHER #240016, TOTALING \$16,951.62.**

A3410.1	\$ 6,956.11
A3410.4	\$ 6,058.03
A9000.8	\$ 3,937.48

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Total:	\$16,951.62

MOTION: Chandler

SECOND: Russo

RESOLVED to approve payment of Abstract #2, dated January 24, 2024 from the General Fund, Voucher #240005-1 through Voucher #240016, totaling \$16,951.62.

VOTE: All in favor, motion carried.

**RESOLUTION #43 APPROVING PAYMENT OF ABSTRACT #1 DATED JANUARY 24, 2024 FROM THE BUILDING RESERVE FUND, VOUCHER #BR24001, TOTALING \$1,025.00.**

MOTION: Chandler

SECOND: Russo

RESOLVED to approve payment of Abstract #1 dated January 24, 2024 from the Building Reserve Fund, Voucher #BR24001, totaling \$1,025.00.

VOTE: All in Favor, motion carried.

**Reports of the Staff:**

- **District Administrator:** Joyce Petkus
  - D/C Petkus and President Murray have requested pantry access be given to Mickey McGrath; board approved.
  - Registered Commissioners Chandler, Chouinard and Etson for upcoming commissioner trainings.
  - D/C Petkus and firefighter Ellsworth would like to attend the Annual Law & Management Conference at the Turning Stone Resort, 4/4-4/7/2024.

**RESOLUTION #44 GIVING JAY ELLSWORTH AND EDWARD PETKUS PERMISSION TO ATTEND THE 16<sup>TH</sup> ANNUAL FIRE & EMS LAW & MANAGEMENT CONFERENCE APRIL 4-7, 2024 AT THE TURNING STONE RESORT. PERMISSION TO ALSO TAKE 280.**

MOTION: Chandler

SECOND: Chouinard

RESOLVED to give Jay Ellsworth and Edward Petkus permission to attend the 16<sup>th</sup> Annual Fire & EMS Law & Management Conference April 4-7, 2024 at the Turning Stone Resort. Permission to also take 280.

VOTE: All in Favor, motion carried.

- Annual Real Property Tax Exemption forms need to be signed; Commissioner Chandler will sign them.
- **Director of Purchasing:** Douglas Olson
  - Lengthy discussion regarding upgrading the phone system throughout the fire district. Spectrum seems to be the best solution to the issues. Center for Security will need to be involved as the IP addresses will be changing and the security system will need to be reset. It will be approximately \$1,400 per month for all the buildings; the price includes phone and internet services.

**RESOLUTION #45 APPROVING SPECTRUM FOR DISTRICT PHONES AND INTERNET.**

MOTION: Chandler

SECOND: Russo

RESOLVED to approve Spectrum for district phones and internet.

VOTE: All in Favor, motion carried.

- Old M-1 was auctioned through Auctions International; bids closed last night. High bid was \$15,700.00. Brief discussion.

#### RESOLUTION #46 ACCEPTING HIGH BID BY THE HIGHEST BIDDER REGARDING THE SALE OF OLD M-1 ON AUCTIONS INTERNATIONAL IN THE AMOUNT OF \$15,700.00.

MOTION: Ellsworth

SECOND: Chandler

RESOLVED to accept high bid by the highest bidder regarding the sale of Old M-1 on Auctions International in the amount of \$15,700.00.

VOTE: All in Favor, motion carried.

- Emergency Vehicle Upfitters repaired 266 light bar. Brief discussion continued. They also mounted the chargers in 291 and repaired 294 charger. Brief discussion regarding 294 charger; it is not for XTS series radio and will need to be replaced. They are working on the auto eject quotes as well.
- Reminder that 281 will be going to Frank & Sons on February 26<sup>th</sup> for bodywork and paint.
- 283 went to Ryan's for inspection.
- Requested Co #1 and Co #4 please return the particulate hood issue sheets ASAP.
- Toby Middlebrook was able to get distillate valve for Co #2 furnace. He has 2 more on order for Co #3 and would like permission to install those as well. Brief discussion continued. He will also fix garage wall heater thimbles at Co #4 in the Spring.

#### RESOLUTION #47 GIVING TOBY MIDDLEBROOK PERMISSION TO INSTALL THE THREE DISTILLATE VALVES.

MOTION: Chandler

SECOND: Russo

RESOLVED to give Toby Middlebrook permission to install the three distillate valves.

VOTE: All in Favor, motion carried.

- If a purchase requested is submitted, he will start ordering them as soon as he is able.
- A wall mount electric heater will be installed at Co #1 in the radio room. Brief discussion.
- Helmet shields have been ordered, but will take 10 weeks to receive.
- Co #2 ceiling tiles and lights are installed. Brief discussion.
- Structural and extrication gloves need to be ordered; costs are about \$3,000 and \$962 respectively for 25 pairs of each type of glove. Brief discussion.

#### RESOLUTION #48 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE STRUCTURAL AND EXTRICATION GLOVES AS DISCUSSED.

MOTION: Chandler

SECOND: Chouinard

RESOLVED to give the Director of Purchasing permission to purchase structural and extrication gloves as discussed.

VOTE: All in Favor, motion carried.

- Eight bottles were sent out for hydro; one failed due to damage. Brief discussion.
- Two five gas meters were at AJ Vel for about 7 months for repairs, but nothing was ever done so they were picked up. Would like to send them to Ideal Calibrations. Brief discussion. Board okayed.
- **Treasurer:** Joyce Petkus
  - Has begun working on the new AFR report for FY 2023.
  - Independent audit is set for April 8<sup>th</sup>; agreement needs to be signed.
  - Financial Training for Fire District Officials is being offered. If anyone is interested, please let her know.
  - Annual tax forms have all been submitted.

**Firefighter/Auxiliary Applications and Changes in membership:** None.

- In reference to the Explorers, her roster does not match Captain Chandler's roster; three students left the program; she is waiting to hear back from him on the dates that they left. She has not yet paid the Boy Scouts invoices as she has received three differently priced invoices and will not be paying anything until it is straightened out. Brief discussion regarding being notified of who is joining and leaving.

**Report of the Chief – Derrick Barss**

- Congratulated both D/C Bogardus and A/C King, who recently participated in a CPR reversal and the patient is being discharged from the hospital.
- Mutual Aid letters are going well. Brief discussion.
- Best Practices have been signed for the year.
- The truck committee is doing a great job; the board should be expecting a report full of solutions in the next meeting or so.
- Requested district fire police captain have red lights and sirens, and receive mileage, similar to the district EMS coordinator. Lengthy discussion continued, including that the red lights and sirens would come out of the fire police budget. Joyce to check with Counsel regarding red lights and sirens for both fire police and the district EMS coordinator.

**Reports from Companies:**

**Company #1 – A/C Coffey**

- Hired April Fresh to clean the firehouse; would like to issue access. Board okayed

**Company #2 – D/C Alvord**

- Thanks to Douglas and Erik for installing the ceiling tiles and lights, and all the other work. The old chairs will go out to the shed.
- Truck committee met last week; 293 is back at Co #4.

**Company #3 – D/C Petkus**

- MES Rep will be coming to the district office on February 8<sup>th</sup> to present Morning Pride gear.
- About 5 firefighters are taking the fire safety office course at Malta Ridge; they will be taking 284.
- Would like to take 280 and several others to the NYSAFC Expo at Nassau Coliseum on February 3<sup>rd</sup>. Brief discussion continued.

**RESOLUTION #49 GIVING CHIEF BARSS, D/C BOGARDUS, D/C PETKUS AND FIREFIGHTER M. PETKUS PERMISSION TO ATTEND THE NYSAFC EXPO ON FEBRUARY 3, 2024 AT THE NASSAU COLISEUM IN NASSAU COUNTY, NY. PERMISSION TO ALSO TAKE 280.**

MOTION: Chandler

SECOND: Russo

RESOLVED to give Chief Barss, D/C Bogardus, D/C Petkus and firefighter M. Petkus permission to attend the NYSAFC Expo on February 3, 2024 at the Nassau Coliseum in Nassau County, NY. Permission to also take 280.

VOTE: All in Favor, motion carried.

- Thanks to Douglas and Erik for assisting with the recent floor issue; the vendor will be coming either repair or replace it. Discussion continued.

**Company #4 D/C Bogardus**

- Nothing at this time.

**Report of the District EMS Coordinator:** A. Olsen

- Not present this evening. Commissioner Chandler noted the EMS Coordinator has been put on the agenda for quarterly reports.

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

- Will be scheduling a four company drill.
- Planning a State electric vehicle course.
- 2024 OSHA is now live.

**Report of the Explorer Program:** Walker Chandler

- Not present this evening.

**Reports of the Commissioners:**

- Chouinard
  - Co #4 would like to hold their annual John Lant Memorial blood drive on February 3<sup>rd</sup>.

**RESOLUTION #50 GIVING CO #4 PERMISSION TO HOLD THE ANNUAL JOHN LANT MEMORIAL BLOOD DRIVE ON FEBRUARY 3, 2024 AT CO #4.**

MOTION: Ellsworth

SECOND: Russo

RESOLVED to give Co #4 permission to hold the Annual John Lant Memorial Blood Drive on February 3, 2024 at Co #4.

VOTE: All in Favor, motion carried.

- Everything seems to be going well with the grants, thanked Chief Barss, A/C Stanton and Captain Krueger for getting the necessary information to Scott Hays. D/ C Petkus questioned if everyone saw the letter from Senator Tedisco's office that there is no extra money available for grants.
- Ellsworth
  - 293 report should be here on Friday; the committee will go over it and make a recommendation, probably by the first meeting in March.
  - Premier is going to try to come up on March 13<sup>th</sup> to review the trucks in general and 293 specifically. Brief discussion.
  - Truck committee has met; Thinking about possibly purchasing a Chief's vehicle and has gotten in touch with Rob in reference to various prices. He and the truck committee agree that even though a truck can be purchased with everything already on it, the thought is to send it to Rob for the lighting and radios and AJ Signs for lettering instead. Discussion continued.
  - Requested the Chief and Deputy Chiefs clean all the vehicles, and after looking at them tonight, they look much better. Thanked the Chiefs for doing this.
  - 260 and 280 need tires. Brief discussion; Doug will call Adirondack Tire and get that

scheduled. D/C Alvord noted 272 rear tires are fine but they are old; brief discussion.

- Will be away, returning for the March 13<sup>th</sup> meeting.
- Thanks to Walt, Doug and Erik for all the work recently done at Co #2.
- Received a call from Brenda Jennings, the new District Liaison, regarding the status of the other auxiliaries. Lengthy discussion continued. Co #2 President Clint McGowan noted that they have taken care of the auxiliary and their accounts have been closed and transferred to the fire company. Co #1 and Co #4 requested to figure out the status of their auxiliaries. Noted that Brenda and Co #3 auxiliary would like to assist with stocking the rehab bus and assisting if needed at calls. Discussion continued. D/C Bogardus noted that Ed Fink Sr. has been taking care of the rehab bus. Co #4 to reach out to Brenda regarding assistance going forward. Board also approved access to the district office vestibule for Brenda and 2 other auxiliary members.
- Etson
  - Excused.
- Russo
  - Nothing at this time.
- Chandler
  - Nothing new regarding Co #4 water line; he still has heard nothing from DOH.
  - Brief discussion regarding opening Co #2 to public and expenses to date. Everything has been fixed and air quality test was done so Co #2 can be opened to the public. Joyce to send spreadsheet of expenses to the Board.
  - Suggested increasing purchasing authority for the Director of Purchasing from \$1,000 to \$1,500.

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

- **Town of Greenfield:** Commissioner Etson
  - Excused
- **Town of Wilton:** Commissioner Chouinard
  - Project where the Christmas Tree Shop used to be is moving forward, and they have asked to be able to communicate through the fire alarm system to the residents in the building and install standpipes on all four floors; they have been very accommodating. Discussion continued.
  - The Forest development off Jones Road by the traffic circle is adding 100 more homes toward the north end of the property. Brief discussion continued.
  - Moving forward with surveying for roundabouts at Route 50 and Jones Road, as well as at Jones Road and Carr.
  - There will be a vote on March 1<sup>st</sup> in reference to the Wilton Mall project.

#### **District Policy Review:**

- Communication: Brief discussion regarding the District Chief attending company meetings; no changes made.
- Social Media/District Photographer: Discussion regarding the use of helmet cams and contacting Counsel; no changes made.
- Purchasing: need to add verbiage related to 2 CFR Part 200, and increasing the purchasing authority to \$1,500. Brief discussion continued.

#### **RESOLUTION #51 ADDING THE FEDERAL GUIDELINES AND INCREASING THE DIRECTOR OF PURCHASING LIMIT TO \$1,500.**

MOTION: Chandler

SECOND: Chouinard

RESOLVED to add the federal guidelines and increase the Director of Purchasing limit to \$1,500.

VOTE: All in Favor, motion carried.

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

- A/C Z. King noted that Greenwich is doing a fundraising training on February 2<sup>nd</sup> for one of their members who recently passed away; Captain Chandler would like to attend; the cost is \$20 per session and there are two sessions.

**RESOLUTION #52 GIVING CAPTAIN CHANDLER PERMISSION TO ATTEND GREENWICH FUNDRAISING TRAINING ON FEBRUARY 2, 2024. FEE OF UP TO \$40 TO COME OUT OF THE FIRE TRAINING BUDGET.**

MOTION: Chouinard

SECOND: Russo

RESOLVED to give Captain Chandler permission to attend Greenwich fundraising training on February 2, 2024. Fee of up to \$40 to come out of Fire Training budget.

VOTE: All in Favor, motion carried.

- Commissioner Ellsworth noted that in the first 30 days this year, the board has done a lot; on the firematic side, meeting with the Chief and truck committee; it has been a long time coming. Brief discussion.

**RESOLUTION #53 ENTERING INTO EXECUTIVE SESSION AT 8:22 PM.**

MOTION: Chandler

SECOND: Russo

RESOLVED to enter into executive session at 8:22 pm.

VOTE: All in Favor, motion carried.

**RESOLUTION #54 RECONVENING FROM EXECUTIVE SESSION AT 8:40 PM.**

MOTION: Chandler

SECOND: Chouinard

RESOLVED to reconvene from executive session at 8:40 pm.

VOTE: All in Favor, motion carried.

**RESOLUTION #55 DISPENSING WITH THE READING OF THE MINUTES.**

MOTION: Chandler

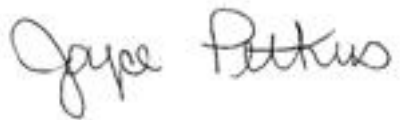
SECOND: Russo

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 Russo to adjourn the meeting at 8:41 PM. All in favor, meeting adjourned.

Respectfully submitted,

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

Joyce A. Petkus  
District Administrator/Treasurer