

Board of Fire Commissioners
Greenfield Fire District
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The June 12, 2024 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 6:58 PM. The flag salute and a moment of silence were recognized for departed members.

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

Bid Opening: 2024-2025 Heating Season:

Long Energy Hadley, NY	Heating Oil: \$3.25/gallon Propane: \$2.15/gallon
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G.A. Bove Fuels Mechanicville, NY	Heating Oil: \$3.149/gallon Propane: \$1.999/gallon
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RESOLUTION #134 AWARDED THE BID TO G.A. BOVE FOR THE 2024-2025 HEATING SEASON.

MOTION: Chandler

SECOND: Russo

RESOLVED to award the bid to G.A. Bove for the 2024-2025 heating season.

VOTE: All in favor, motion carried.

Brief discussion regarding the sealcoating & striping parking lot bids received at the May 22nd board meeting.

RESOLUTION #135 AWARDED THE BID TO PRESTIGE SEALCOATING FOR THE SEALCOATING & STRIPING OF CO #3 AND CO #4 PARKING LOTS FOR \$11,000.00.

MOTION: Chouinard

SECOND: Russo

RESOLVED to award the bid to Prestige Sealcoating for the sealcoating & striping of Co #3 and Co #4 parking lots for \$11,000.00.

VOTE: All in favor, motion carried.

RESOLUTION #136 APPROVING THE MAY 22, 2024 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Ellsworth

SECOND: Chouinard

RESOLVED to approve the May 22, 2024 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

Chairman Chandler asked for questions/comments regarding the abstract:

RESOLUTION #137 APPROVING PAYMENT OF ABSTRACT #11 DATED JUNE 12, 2024 FROM THE GENERAL FUND, VOUCHER #240217 THROUGH VOUCHER #240246, TOTALING \$217,218.02.

A3410.1	\$ 13,626.26
A3410.2	\$ 995.70
A3410.4	\$ 81,544.05
A9000.8	\$121,051.01

Total:	\$217,218.02

MOTION: Chandler

SECOND: Russo

RESOLVED to approve payment of Abstract #11 dated June 12, 2024 from the General Fund, voucher #240217 through voucher #240246, totaling \$217,218.02.

VOTE: All in favor, motion carried.

RESOLUTION #138 APPROVING PAYMENT OF ABSTRACT #5 DATED JUNE 12, 2024 FROM THE EQUIPMENT RESERVE FUND, VOUCHER #ER24006, TOTALING \$7,796.22.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve payment of Abstract #5 dated June 12, 2024 from the Equipment Reserve Fund, voucher #ER24006, totaling \$7,796.22.

VOTE: All in favor, motion carried.

Reports of the Staff:

- **District Administrator:** Joyce Petkus
 - Received letter of resignation dated May 31, 2024 from Erik Welmaker of his resignation from his position as Maintenance Technician effective June 14, 2024.
 - Received letter dated May 31, 2024 from Wilton Fire District of their intent to sell their 2017 Pierce Velocity 100' aerial tower for \$1,000,000.00.
 - Received a letter from National Union Fire Insurance, the cancer coverage carrier, regarding the Beneficiary Designation and Change rider. Discussion continued. Officers to bring it up at their company meetings.
 - Another updated list of who still needs to complete their annual physical and/or OSHA classes was distributed.
 - Received VFIS Responder Help Flyer; brief discussion continued.
 - Chiefs' Show tickets available if anyone wants some. Brief discussion.
 - Thank you to Co #2 for sending in their pool fill hold harmless agreements; if the other companies have done pool fills, they also need to send their agreements in to her.
 - Maintenance position help wanted ad was submitted; it is also on the Facebook Page, the district website and in the CAFDA bulletin.
 - Needs resolution to destroy EMS records as submitted to the Board.

RESOLUTION #139 GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO DESTROY EMS RECORDS AS SUBMITTED AND ACCORDING TO THE NYS DOH EMS PROGRAM OVERVIEW AND RESPONSIBILITIES DOCUMENT AND LGS-1 RECORDS RETENTION SCHEDULE.

MOTION: Chandler

SECOND: Russo

RESOLVED to give the District Administrator permission to destroy EMS records as submitted and according to the NYS DOH EMS Program Overview and Responsibilities document and LGS-1 Records Retention Schedule.

VOTE: All in favor, motion carried.

- Lengthy discussion regarding increase in Target Solutions pricing since the district changed insurance carriers from Utica Mutual to VFIS, that effects all firefighters as well as those that are also EMTs in the CME Program. VFIS offers VFIS University, which is very similar to Target Solutions and is free to the district as one of their insureds. Also spoke to Nash Alexander regarding partnering with WEMS for Target Solutions for EMS. Discussion also continued regarding changes to EMS. She will need an answer as to how to proceed by the June 26th meeting.
- **Director of Purchasing:** Douglas Olson
 - Co #2 flood claim has been paid. Received email from President Clint McGowan as to the direction they would like to move in. Discussion continued.
 - New 26 is currently at EVU.
 - 293 spindle has been replaced. Working on other repairs at this time. Board also approved 293 to be undercoated. Current cost of all repairs at \$132,081.36. Discussion continued.
 - Large chassis PM's are completed.
 - 295 has a small front oil leak; brief discussion.
 - 273 at Premier for ladder rack repairs. Brief discussion.
 - Co #3 window replacement contract signed; it will be 4-5 weeks before they start.
 - Reminder that hose testing is Monday for Co #1 & 4 and Tuesday for Co #2 & 3.
 - Items surplussed at the last meeting have been sent to Auctions International.
 - All maintenance requests will now go to District Maintenance.
 - Received quotes from Captain N. King; spoke to Frank this morning and APX 4500 800 MHz radios are \$2,400 with O2 control head; kit for second head is additional \$800. Frank is currently searching for VHF 4500's. As an FYI, APX 6500 VHF hi-powered dual head radio is \$4700, and APX 6500 800 MHz dual head is \$4,400. Captain King did not clarify which one he wanted. Discussion continued, including the XTL 5000 from Vast Horizons for \$2,000. Chief Barss noted he is good with the XTL 5000.

RESOLUTION #140 APPROVING THE PURCHASE OF THE XTL 5000 RADIO FROM VAST HORIZONS COMMUNICATIONS IN THE AMOUNT OF \$2,000.

MOTION: Ellsworth

SECOND: Chandler

RESOLVED to approve the purchase of the XTL 5000 radio from Vast Horizons Communications in the amount of \$2,000.

VOTE: All in favor, motion carried.

- Received gear quote from Innotex; D/C Petkus gave overview; the committee designed, and would like to purchase 4 sets of a gear at a discounted price of \$3,500 per set. If after testing the gear they like it, they would purchase more at \$4,200 per set. They are also in need of yellow helmets and boots. Discussion continued. Turnaround time to receive gear is approximately 45 days.

RESOLUTION #141 APPROVING THE PURCHASE OF FOUR SETS OF INNOTEX GEAR.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the purchase of four sets of Innotex gear.

VOTE: All in favor, motion carried.

- Quotes received for Co #4 air conditioning replacement: Middlebrook's quote is \$6,500 - \$6,700 installed, with change from 3 phase to single phase; B&B Plumbing & Heating quote is \$6,845.00; Crisifulli Bros. quote is \$10,718.00. Discussion continued.

RESOLUTION #142 ACCEPTING QUOTE FROM MIDDLEBROOK'S PLUMBING AND HVAC WITH STIPULATION THAT IT REMAIN AT 3 PHASE.

MOTION: Ellsworth

SECOND: Russo

RESOLVED to accept quote from Middlebrook's Plumbing and HVAC with stipulation that it remain at 3 phase.

VOTE: All in favor, motion carried.

- **Treasurer:** Joyce Petkus
 - Penflex finalized the LOSAP audit and annual report; executive summaries were given to the Board.
 - LOSAP review meeting has been confirmed for June 26th at 6 pm, with the regular meeting opening at 7 pm.
 - Quick Response submitted insurance invoice to VFIS; VFIS reimbursed the district directly. Requested permission to move money to pay the Quick Response invoice.

RESOLUTION #143 GIVING THE TREASURER PERMISSION TO TRANSFER \$20,804.84 FROM A2680 INSURANCE RECOVERIES TO .4 REPAIRS, BUILDING, MAINTENANCE & GROUNDS FOR PAYMENT TO QUICK RESPONSE.

MOTION: Chandler

SECOND: Russo

RESOLVED to give the Treasurer permission to transfer \$20,804.84 from A2680 Insurance Recoveries to .4 Repairs, Building, Maintenance & Grounds for payment to Quick Response.

VOTE: All in favor, motion carried.

- Received corrected invoice of \$900 from GAVAC in reference to Jaclene Becker's EMT course fee. Board had previously approved payment, so it will be going out tomorrow. Firefighter Becker was also reimbursed the registration fee once she submitted the proper paperwork as previously approved by the board.
- ICS accounts are going well; she stopped at BSNB earlier today to request an increased interest rate; they will get back to her on Monday.

Firefighter/Auxiliary Applications and Changes in membership: NONE.

Report of the Chief – Derrick Barss

- Commissioner Ellsworth questioned if Shawn Willard was now in charge of the Explorers; Chief Barss noted it is still firefighter Walker Chandler.
- Cancer screenings are complete, thanks to everyone that helped, especially Joyce. Results are starting to come in. Brief discussion.

- Stewart's Plant reached out to have a safety meeting. Using the drone to help with set up pre-plans. Discussion continued.
- The Town would like the department to be involved with the fire inspections.
- There was a misunderstanding regarding a recent injury with an Explorer; it is being handled by the Boy Scouts. Brief discussion.
- Hose testing is next week; Chief Bogardus is handling.
- New Member Orientation is making a comeback; A/C Murray is charge. Brief discussion.
- Regarding the EMS Coordinator, he has been removed from his position, and he appointed an acting EMS Coordinator. Discussion continued; Douglas to transfer EMS Coordinator email.
- Regarding Occupational Medicine's one unpaid N/S fee and one same day cancel fee, one of the firefighters paid today; Joyce noted she did receive confirmation of payment.
- There are questions as to how to proceed with budgeting; the committee chairs would like to meet with the board, they are very in tune with their budgets and would like to have input. Lengthy discussion continued, including whether or not to do the cancer screening again next year. Joyce suggested working/partnering with area fire departments to combine the cancer screening into one. Commissioner Ellsworth suggested the Deputy Chiefs survey their members to see who would be interested in doing the cancer screening next year for budget purposes. Joyce requested the budget numbers from the committees so she can work on the budget in advance of the August budget meeting. Chief Barss will have mandatory attendance for the committee chairs or their spokesperson at the August budget meeting.

Reports from Companies:

Company #1:

- No one present this evening.

Company #2: President Clint McGowan

- Questioned how long background checks take; Joyce noted they can take up to 21 days.
- Thanks for fixing the ladder rack on the tanker.
- The company treasurer has the ability to use design software to design the basement; it will be forthcoming. Brief discussion.

Company #3 – D/C Petkus

- Questioned if there're is a contingency plan if the base station is at its end of life. Douglas noted he believes there is one in the basement inventory, but Frank does not believe it has met its end of life just yet, that it may have gotten knocked out of the system. Brief discussion.
- Thank you for 282.
- He, Commissioner Ellsworth and A/C Murray would like permission to travel to Firematic in Altamont on June 21st to meet with a Pierce representative.

RESOLUTION #144 GIVING D/C PETKUS, COMMISSIONER ELLSWORTH AND A/C MURRAY PERMISSION TO TRAVEL TO FIREMATIC IN ALTAMONT ON JUNE 21ST TO MEET WITH A PIERCE REPRESENTATIVE. PERMISSION TO ALSO TAKE 280.

MOTION: Ellsworth

SECOND: Chandler

RESOLVED to give D/C Petkus, Commissioner Ellsworth and A/C Murray permission to travel to Firematic in Altamont on June 21st to meet with a Pierce representative. Permission to also take 280.

VOTE: All in favor, motion carried.

Company #4 – D/C Bogardus

- Thanks to Douglas with coordination of hose testing on the 17th and 18th.
- Co #4 did hose testing on their 5" hose on all but 291, and they only had a small leak in one jumper hose.
- Maple Fest is being held at the Middle School on the 18th, and they have been asked to participate and to bring the fire prevention trailer. Brief discussion continued. Douglas noted he would also be doing firmware updates on the cameras.
- The Town of Wilton is having a Town Celebration on June 22nd at Gavin Park; they will be partnering with Wilton Fire doing recruitment. Brief discussion.

Report of the Training Committee: Chief Barss

- Elevator class held recently and was a success.
- Nine people are signed up for the EVDT training; 5 can attend for free, the other 4 will cost a total of \$240. Board is okay with it.

Reports of the Commissioners:

- Chouinard
 - Nothing at this time.
- Etson
 - Nothing at this time.
- Russo
 - Read section from the Medical Evaluation policy reminding everyone that physicals are to be completed between March 1st and May 31st every year. Brief discussion.
- Ellsworth
 - Thanks to Douglas & Erik; looking at the truck bills, saving roughly \$300 per truck.
 - Thanks to Erik, good luck in the future. Position has been posted. Everyone should please be patient while looking for a replacement.
 - Firefighter Dan Crumb is seeing his physical tomorrow and then hopefully going for his clearance on Friday; he is doing really well.
 - Spoke to Deidre regarding 1st quarter LOSAP. Brief discussion.
 - Requested when Douglas is getting quotes for Co #2 basement repairs, please let him and the other Commissioners know, as he would like to be there and hopefully also see some of the other Commissioners there as well.
 - Felt the cancer screening went very well.
 - The district truck committee put together a pretty intensive PowerPoint, and felt all the Commissioners should sit through it as well; asked the Chief to set up a night. Brief discussion; Joyce to coordinate with Christian a special meeting on a Monday or Thursday night.
 - The district does not have a Breach Notification policy; Joyce noted it is required by OSC. Would like to speak to the Hannigan's about a sample policy; he would also like them to review all the district policies. Brief discussion continued. D/C Petkus noted that he has been receiving bank phishing emails on his district email. Joyce advised that if an email does not look legit, just block or delete them. Brief discussion.
 - Noted to the Chief that all the hose from 273 was in a pile, not rolled up, and Douglas needs to back a trailer in there. Brief discussion; Chief Barss will take care of it.
- Chandler
 - Got a phone call from EDP, but has not had a chance to get back to him, but everything should be in order.
 - Regarding Co #1 roof; Titan was here last week and they are adamant about adding snow stops; the cost is \$8,200 and he will forward the email. No decision needs to be made tonight. Commissioner Etson noted they extended the ridge by 6". Discussion

continued.

Reports of the Town Board/Planning Board Liaisons

- **Town of Greenfield:** Commissioner Etson
 - Nothing at this time.
- **Town of Wilton:** Commissioner Chouinard
 - Nothing at this time.

District Policy Review:

- Firefighter/Auxiliary Injury: Joyce submitted some procedural changes/updates. Brief discussion continued.
- Medical Evaluation: no changes made.
- Pregnant Firefighter: no changes made.

RESOLUTION #145 ACCEPTING THE CHANGES TO THE FIREFIGHTER/AUXILIARY INJURY POLICY AS SUBMITTED AND DISCUSSED.

MOTION: Chandler

SECOND: Chouinard

RESOLVED to accept the changes to the Firefighter/Auxiliary Injury policy as submitted and discussed.

VOTE: All in favor, motion carried.

Special Topics of Discussion/Final Comments:

- None.

RESOLUTION #146 ENTERING INTO EXECUTIVE SESSION AT 8:47 PM IN REFERENCE TO AN EMPLOYMENT MATTER.

MOTION: Chandler

SECOND: Ellsworth

RESOLVED to enter into executive session at 8:47 pm in reference to an employment matter.

VOTE: All in favor, motion carried.

RESOLUTION #147 RECONVENING FROM EXECUTIVE SESSION AT 9:40 PM.

MOTION: Chandler

SECOND: Russo

RESOLVED to reconvene from executive session at 9:40 pm.

VOTE: All in favor, motion carried.

RESOLUTION #148 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Chandler

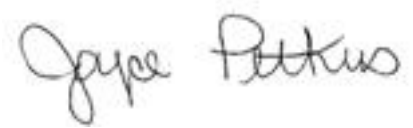
SECOND: Chouinard

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Joyce Petkus". The signature is written in a dark ink and is positioned above the printed name.

Joyce A. Petkus
District Administrator/Treasurer