

Board of Fire Commissioners
Greenfield Fire District
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The July 10, 2024 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:00 PM. The flag salute and a moment of silence were recognized for departed members.

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

RESOLUTION #158 APPROVING THE JUNE 26, 2024 LOSAP REVIEW MEETING MINUTES AND THE JUNE 26, 2024 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Chouinard

SECOND: Etson

RESOLVED to approve the June 26, 2024 LOSAP Review Meeting Minutes and the June 26, 2024 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

Chairman Chandler asked for questions/comments regarding the abstract:

The Treasurer noted there is yet another issue with National Grid billing associated with the Middle Grove firehouse. Brief discussion.

RESOLUTION #159 APPROVING PAYMENT OF ABSTRACT #13 DATED JULY 10, 2024 FROM THE GENERAL FUND, VOUCHER #240261 THROUGH VOUCHER #240281, TOTALING \$38,995.27.

A3410.1	\$ 5,430.68
A3410.2	\$ 925.45
A3410.4	\$ 32,163.95
A9000.8	\$ 475.19

Total: \$ 38,995.27

MOTION: Chandler

SECOND: Chouinard

RESOLVED to approve payment of Abstract #13 dated July 10, 2024 from the General Fund, voucher #240261 through voucher #240281, totaling \$38,995.27.

VOTE: All in favor, motion carried.

RESOLUTION #160 APPROVING PAYMENT OF ABSTRACT #6 DATED JULY 10, 2024 FROM THE EQUIPMENT RESERVE FUND, VOUCHER #ER24007, TOTALING \$5,280.00.

MOTION: Chandler

SECOND: Ellsworth

RESOLVED to approve payment of Abstract #6 dated July 10, 2024 from the Equipment Reserve Fund, voucher #ER24007, totaling \$5,280.00.

VOTE: All in favor, motion carried.

Reports of the Staff:

- **District Administrator:** Joyce Petkus
 - New employment ad put in the newspaper the other day, posted on the district website, sent requests to town clerks to post on their websites, flyers hung in post offices and Stewarts shops. Request also sent out to companies to place on their signboards.
 - UDS has contacted all firefighters that went through the cancer screening and they are currently working on the firefighter survey; should see it in 6-8 weeks. Has received nothing from the officers regarding firefighters interested in a 2025 cancer screening. Discussion regarding process to receive cancer screening records; Joyce to email UDS.
 - Target Solution LMS has been cancelled and will be sending the VFISU info over to Deidre to start inputting the firefighters. Brief discussion regarding reports; Joyce noted firefighters still have the capability to print their own certificates as they have done in Target Solutions.
 - Working with new EMS Coordinator Thomas Vumbaco; it is going well.
 - Currently working on another cancer coverage claim. Brief discussion; Joyce stressed the importance of notifying her as soon as possible after diagnosis.
 - Firefighter Anders Olsen has still not paid his N/S fee to Occupational Medicine, and they have notified her that the district's account will go into arrears and be frozen. Discussion continued.

RESOLUTION #161 THAT FIREFIGHTER ANDERS OLSEN MUST PAY THE N/S FEE TO OCCUPATIONAL MEDICINE BEFORE HE CAN RETURN BACK TO ACTIVE STATUS.

MOTION: Ellsworth

SECOND: Chandler

RESOLVED that firefighter Anders Olsen must pay the N/S fee to Occupational Medicine before he can return back to active status.

VOTE: All in favor, motion carried.

- Will be on vacation until July 22nd.
- **Director of Purchasing:** Douglas Olson
 - Rob at EVU is finishing up new 26.
 - 293 is coming along, should hopefully be done in the next several weeks.
 - Co #3 windows have been shipped to Saratoga Windows and Doors; project should start in the next 2 weeks or so.
 - Previously surplussed items are now on Auctions International through July 23rd.
 - Spoke to Toby regarding Co #4 AC install; brief discussion.
 - Broken portable has been dropped off for repairs.
 - Brindlee Mountain received 293 paperwork, but they need pictures. Brief discussion.
 - Should have sealcoating dates soon.
 - Discussion regarding status of fax line since the transition to Spectrum Business. Fax line is hardly used anymore and will be discontinued.
 - No quotes received regarding Co #2 basement renovation; quotes should be here by the next meeting.

- Two sections of hose that failed annual testing have been replaced. Co #3 requested a 25' 5" jumper. Brief discussion; old 50' to be cut, and will be replaced with new 50' hose.
- **Treasurer:** Joyce Petkus
 - FY 2023 audit finalized and emailed to the Board and to the Towns of Greenfield and Wilton. Audit Notice placed in the paper as well.
 - Began working on FY 2025 budget; tax cap numbers not yet finalized.
 - Investment policy statement needs to be approved and signed.

RESOLUTION #162 APPROVING THE LOSAP INVESTMENT POLICY STATEMENT.

MOTION: Chandler

SECOND: Chouinard

RESOLVED to approve the LOSAP Investment Policy Statement.

VOTE: All in favor, motion carried.

Firefighter/Auxiliary Applications and Changes in membership:

Co #1: Tim Wall, 1 year leave of absence. Also requested to be able to continue with CME training. Discussion continued.

RESOLUTION #163 APPROVING TIM WALL'S LEAVE OF ABSENCE AND CONTINUING WITH CME CLASSES.

MOTION: Chandler

SECOND: Ellsworth

RESOLVED to approve Tim Wall's leave of absence and continuing with CME classes.

VOTE: All in favor, motion carried.

Co #3: Dave Wilson will be moving out of district next month and would like to remain a member. Brief discussion.

RESOLUTION #164 APPROVING DAVE WILSON MOVING OUT OF DISTRICT.

MOTION: Chandler

SECOND: Chouinard

RESOLVED to approve Dave Wilson moving out of district.

VOTE: All in favor, motion carried.

Three Explorer applications: Samuel Cord, Finn Fudzinski, Jamie Hughes.

RESOLUTION #165 ACCEPTING ABOVE THREE EXPLORERS.

MOTION: Chandler

SECOND: Chouinard

RESOLVED to accept above three Explorers.

VOTE: All in favor, motion carried.

Report of the Chief – Derrick Barss

- Absent.

- Commissioner Chandler noted he received a phone call from the Chief that he was going to a meeting.

Reports from Companies:

Company #1:

- No one present this evening.

Company #2: Lt. Ramsey

- Questioned if they will be able to meet with the contractor regarding basement renovation; it was noted yes.
- Questioned the status of new 273; waiting on mirrors. Discussion continued.
- Questioned the board's position of Explorers riding in trucks on company training days; there has been some discrepancy. Discussion continued.

Company #3 – D/C Petkus

- Questioned the voice mail ring tone; can be changed in settings.

Company #4

- No one present this evening.

Report of the Training Committee:

- Lt. Ramsey noted that the EVOC train the trainer went well, but there is a lot of work to do.
- Commissioner Ellsworth noted the new shed is filled to the door, and it looks like there are metal ramps; he was under the impression that the shed was purchased to store the training building equipment. Discussion continued; the ramps were purchased by Co #2.
- Commissioner Etson questioned the hose that looks like it has been lying next to the training building for months, and there is also a condenser. Douglas noted the condenser was from the fire last fall and can now be removed for scrap metal as the insurance claim has been settled. Commissioner Ellsworth noted he spoke to the Chief about the hose, and he had noted it is used for training; the Chief said he would take care of removing it. Lt. Ramsey noted that when the training building is being used, the stuff needs to be put away, Co #2 is not the caretaker, it is the Chief's responsibility. Discussion continued; Commissioner Ellsworth will contact the Chief again.

Reports of the Commissioners:

- Chouinard
 - Nothing at this time.
- Etson
 - Nothing at this time.
- Russo
 - Excused.
- Ellsworth
 - Questioned if air bags need to be tested. Will need to get inventory from each company, and Douglas to look into the cost. MES may be the only vendor that does it.
 - There is a tree behind the office that needs to come down; Douglas will contact Justin.
 - Requested electronic sign boards be on the radar during budget talks. Discussion continued; Douglas to look into updated quotes.
 - Questioned the status of the oil tanks. Douglas received some prices, but he needs to talk to Toby regarding tanks and heater quotes.
- Chandler
 - Spoke to Bill Richmond in reference to possibly purchasing the property by the Porter Corners post office. Mr. Richmond will get it appraised and get back to him in the next month or so.
 - Questioned the status of the Co # 4 water easements; Joyce noted she hand delivered

them to the Town of Wilton a couple of weeks ago.

- Had received and sent the quotes for Co #2 bay door replacements. Discussion continued regarding repairing vs. replacing the doors. The quote to replace all doors is \$23,000. Douglas to reach out to Dan regarding repairs to the doors.
- Waiting to hear back from Deep South regarding issue with 291 springs, it has been 6 years loaded. Commissioner Ellsworth noted he had spoken to them and they are waiting for engineering to come back with something.

Reports of the Town Board/Planning Board Liaisons

- **Town of Greenfield:** Commissioner Etson
 - The planning board is working with Stewarts regarding extending the fire hydrant line. Clarified that the expansion project is over multiple buildings. Brief discussion.
- **Town of Wilton:** Commissioner Chouinard
 - Quiet.

District Policy Review:

- Employee Benefits Manual: no changes made
- Employee Privacy: no changes made.
- Performance Review: Commissioner Ellsworth noted the policy mentions a performance review form; but there is none. Brief discussion; Commissioner Chouinard will work on it.
- NEW: Data Breach Notification: draft policy previously emailed to the board for review and slight changes. Brief discussion.

RESOLUTION #166 APPROVING THE DATA BREACH NOTIFICATION POLICY AS SUBMITTED AND DISCUSSED.

MOTION: Ellsworth

SECOND: Chouinard

RESOLVED to approve the Data Breach Notification Policy as submitted and discussed.

VOTE: All in favor, motion carried.

Special Topics of Discussion/Final Comments:

- None.

RESOLUTION #167 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Chandler

SECOND: Ellsworth

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 7:57 PM. All in favor, meeting adjourned.

Respectfully submitted,

Joyce Petkus

Joyce A. Petkus
District Administrator/Treasurer