

Board of Fire Commissioners

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

The August 14, 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, Russo, D/A-Treasurer Petkus, D/P Olson. See sign in sheet for others in attendance.

RESOLUTION #179 APPROVING THE JULY 24, 2024 SPECIAL MEETING MINUTES, THE JULY 24, 2024 COMMISSIONER MEETING MINUTES AND THE JULY 29, 2024 SPECIAL MEETING MINUTES AS WRITTEN.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the July 24, 2024 Special Meeting minutes, the July 24, 2024 Commissioner Meeting minutes and the July 29, 2024 Special Meeting minutes as written.

VOTE: All in favor, motion carried.

Chairman Chandler asked for questions/comments regarding the abstract:

RESOLUTION #180 GIVING TREASURER PERMISSION TO TRANSFER \$78,000.00 FROM A917 UNASSIGNED FUND BALANCE TO .4 APPARATUS MAINTENANCE & REPAIRS DUE TO UNEXPECTED COSTLY REPAIRS TO EL-293.

MOTION: Etson

SECOND: Russo

RESOLVED to give Treasurer permission to transfer \$78,000.00 from A917 Unassigned Fund Balance to .4 Apparatus Maintenance & Repairs due to unexpected costly repairs to EL-293.

VOTE: All in favor, motion carried.

RESOLUTION #181 APPROVING PAYMENT OF ABSTRACT #15 DATED AUGUST 14, 2024 FROM THE GENERAL FUND, VOUCHER #240298 THROUGH VOUCHER #240315 INCLUDING HOLDING PAYMENT OF PREMIER FIRE APPARATUS VOUCHER #240309 PENDING CLARIFICATION OF A REPAIR TO 261 TOTALING \$167,526.35.

A3410.1	\$ 5,507.67
A3410.2	\$ 2,276.43
A3410.4	\$159,320.93
A9000.8	\$ 421.32

Total: \$167,526.35

MOTION: Ellsworth

SECOND: Chandler

RESOLVED to approve payment of Abstract #15 dated August 14, 2024 from the General Fund, voucher #240298 through voucher #240315, including holding payment of Premier Fire Apparatus voucher #240309 pending clarification of a repair to 261 totaling \$167,526.35.
VOTE: All in favor, motion carried.

RESOLUTION #182 APPROVING PAYMENT OF ABSTRACT #7 DATED AUGUST 14, 2024 FROM THE EQUIPMENT RESERVE FUND, VOUCHER #ER24008 TOTALING \$8,477.71.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve payment of Abstract #7 dated August 14, 2024 from the Equipment Reserve Fund, voucher #ER24008 totaling \$8,477.71.

VOTE: All in favor, motion carried.

Reports of the Staff:

- **District Administrator:** Joyce Petkus
 - Questioned if the board wanted to move forward with RBC Wealth Management offer of meeting with the membership to answer questions. Brief discussion; Commissioner Ellsworth also noted there was previous talk about having EAP come in and do something; he will speak to the Chief.
 - Will be out of the office through August 23rd.
- **Director of Purchasing:** Douglas Olson
 - Received addendum from Seely in reference to the new leased copier that needs to be signed; board okayed Douglas to sign.
 - Received following quotes in reference to Co #2 basement renovations:
 - Complete Construction: \$13,000
 - Wickham Construction: \$18,050.00Comparison of quotes followed.

RESOLUTION #183 APPROVING COMPLETE CONSTRUCTION TO COMPLETE CO #2 BASEMENT RENOVATIONS.

MOTION: Chandler

SECOND: Ellsworth

RESOLVED to approve Complete Construction to complete Co #2 basement renovations.

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

Motion carried.

- Received following quotes in reference to Co #2 epoxy flooring in basement:
 - O'Leary & Sons Epoxy Plus: \$7,900.00
 - Dream Floors: \$6,651.62Comparison of quotes followed. Co #2 will need to remove everything in the basement.

RESOLUTION #184 APPROVING DREAM FLOORING TO COMPLETE CO #2 EPOXY FLOORING; ALSO GIVING THE TREASURER PERMISSION TO PAY REQUIRED DEPOSIT OF \$1,330.32.

MOTION: Ellsworth

SECOND: Chouinard

RESOLVED to approving Dream Flooring to complete Co #2 epoxy flooring; also giving the Treasurer permission to pay required deposit of \$1,330.32.

VOTE: All in favor, motion carried.

- Cost for O'Leary Overhead Doors to complete PM service to the three overhead doors at Co #2 is \$1,587.00 including parts. Overhead Doors quote is \$1,208.57 but does not include parts.

RESOLUTION #185 APPROVING O'LEARY OVERHEAD DOORS TO COMPLETE PM SERVICE AT CO #2.

MOTION: Ellsworth

SECOND: Russo

RESOLVED to approving O'Leary Overhead Doors to complete PM Service at Co #2.

VOTE: All in favor, motion carried.

- If the doors were to be replaced, O'Leary is \$17,500 - \$22,850 depending on the doors chosen and Overhead Doors is \$18,586.94. Brief discussion continued.
- Would like to purchase 12 Minitor VI pagers from Adirondack Two Way; cost is \$399 each, totaling 4,788.00. Six pagers will also be going out for repairs. Brief discussion.

RESOLUTION #186 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE 12 MINITOR VI PAGERS FROM ADIRONDACK TW WAY; MONEY TO COME OUT OF THE .2 PAGER ACCOUNT.

MOTION: Chandler

SECOND: Russo

RESOLVED to give the Director of Purchasing permission to purchase 12 Minitor VI pagers from Adirondack Tw Way; money to come out of the .2 pager account.

VOTE: All in favor, motion carried.

- Has been working with the SCBA committee regarding purchasing some SCBA masks. Brief discussion continued.

RESOLUTION #187 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE 6 SCBA MASKS FROM DIVAL SAFETY EQUIPMENT AT A COST OF \$2,046.00; MONEY TO COME OUT OF THE .2 SCBA ACCOUNT.

MOTION: Chandler

SECOND: Chouinard

RESOLVED to give the Director of Purchasing permission to purchase 6 SCBA masks from Dival Safety Equipment at a cost of \$2,046.00; money to come out of the .2 SCBA account.

VOTE: All in favor, motion carried.

- Received a purchase request for magnetic mic mounts, seat covers and rain/sun vent shades, but there is no money left in that vehicle's permissive referendum. Discussion continued regarding where the over-budget amount came from, request from D/C Marshall to add no drill mud flaps. Additional cost of about \$800. Commissioner Ellsworth noted that Rob does great work, but he needs to include his labor in his quotes. Discussion continued.

RESOLUTION #188 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE MAGNETIC MIC MOUNTS, SEAT COVERS, RAIN/SUN VENT SHADES AND GM MUD FLAPS.

MOTION: Ellsworth

SECOND: Chouinard

RESOLVED to give the Director of Purchasing permission to purchase magnetic mic mounts, seat covers, rain/sun vent shades and GM mud flaps.

VOTE: All in favor, motion carried.

- Hose committee has requested to purchase 12 lengths of 1¾" x 50' hose and 2 lengths of 2½" hose for \$3,517.50 plus \$533.25 S&H totaling \$4,050.78. Because they already purchased hose caps, there will be an overage in that account of \$222.00. Lengthy discussion continued; tabled to next meeting.
- Hazmat committee requested to purchase 4 BW gas meters for a total cost of \$2,868.36, one for each station. They also requested two 20-gallon spill kits for \$540 with \$119.46 S&H. Total for all purchases from the Hazmat account is \$3,527.92.

RESOLUTION #189 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE THE FOUR METERS AND TWO SPILL KITS.

MOTION: Ellsworth

SECOND: Chandler

RESOLVED to give the Director of Purchasing permission to purchase the four meters and two spill kits.

VOTE: All in favor, motion carried.

- Contacted Garrison in reference to the jaws for new 261 as their quote was from 2023; the original quote of \$75,800.70 is still good, with or without a trade-in, and lead time is now 12-16 weeks. Price does not include any mounting that needs to be done. The rescue account only has \$35,000. Extensive discussion continued including when to order them, the permissive referendum for the purchase of the truck does not include any equipment and why equipment was not part of the original discussion when building the truck. Commissioner Ellsworth suggested they have a truck committee meeting and get a list together of everything they need so Douglas can start working up prices when he returns from vacation.

RESOLUTION #190 GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND UP TO \$76,000 FROM THE EQUIPMENT RESERVE FUND FOR THE PURCHASE OF JAWS FROM GARRISON RESCUE FOR NEW 261.

MOTION: Chandler

SECOND: Chouinard

RESOLVED to giving the District Administrator permission to advertise a permissive referendum to withdraw and expend up to \$76,000 from the Equipment Reserve Fund for the purchase of jaws from Garrison Fire Equipment for new 261.

VOTE: All in favor, motion carried.

- Commissioner 3 office laptop is no longer working; battery exploded. Quote for a new one is \$1,380 with 3-year warranty. Discussion continued. Everyone should please turn off their laptops when not in use.

RESOLUTION #191 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE A NEW LAPTOP.

MOTION: Chandler

SECOND: Russo

RESOLVED to give the Director of Purchasing permission to purchase a new laptop.

VOTE: All in favor, motion carried.

- Saratoga Windows and Doors will be installing the windows at Co #3 beginning next week. Brief discussion.
- Has called several sign companies, and has been working with AJ Sign Company, who is on State contract, to design a sign for Co #1. They will not remove the current sign. Discussion continued.
- 262 to go to Frank & Sons on the 19th; truck will need to be stripped. Brief discussion. Truck needs to be at their shop Monday morning by 8 am. Spoke to Todd regarding undercoating, and they do not recommend undercoating for at least 60 days after painting, but 90 days is much better.
- Order of truck to be undercoated as follows: 292, 291, 271, 262.
- Spoke to Dave at Brindlee Mountain in reference to 293; they feel if the district were to trade in or sell 293 directly to them as a wholesale, the value would be in the low \$200,000 range. If the district chooses to have Brindle Mountain broker the sale, the truck would be listed in the mid \$300,000 range, but a sale could take 8-9 months or longer and lose its wholesale value. Discussion continued.
- Started looking in quotes for a basic 275; has not heard back from DeJana, and DeNooyer's state contract price for a 2025 Silverado 2500 4WD dually diesel is \$84,242.50. Discussion continued.
- Please, when submitting purchase requests, details are needed!
- **Treasurer:** Joyce Petkus
 - Has been working on the 2025 budget; copies of budgets requests were giving to the board. Brief discussion. Also handed out a copy of the budget calendar; the 2025 proposed budget must be adopted on/before September 24th.
 - Would like permission to take the online OSC class Accounting Principles & Procedures; cost is \$85. Board okayed.

Firefighter/Auxiliary Applications and Changes in membership:

Joyce noted to please not tell applicants they are being accepting into membership until she sends out an email; everyone needs to follow the Membership Application policy.

Co #2: New firefighter Blake Whitcomb, under 18, currently an Explorer. Brief discussion; he will still be part of the Explorer program.

Co #4: Cory Reale, moving into fire district boundaries.

RESOLUTION #192 GIVING THE CHAIRMAN PERMISSION TO SIGN OFF ON ABOVE NEW FIREFIGHTER AND CHANGE IN MEMBERSHIP.

MOTION: Chouinard

SECOND: Ellsworth

RESOLVED to give the Chairman permission to sign off on above new firefighter and change in membership.

VOTE: All in favor, motion carried.

Report of the Chief – Derrick Barss.

- Absent
- Report given by D/C Jerrid Marshall
 - The district truck committee agreed to cancel the purchase of new 273 and instead replace 275. They also agreed to move equipment around the fire district to improve efficiency.
 - All budgets that needed input have been submitted. Joyce noted that not all have been received, nor has all the supporting documentation. Brief discussion.
 - Premier coming up tomorrow to repair 261 ladder rack.

Reports from Companies:

Company #1: D/C Marshall

- New 266 is in service; and the old 266 was sent down to Co #4.

Company #2: A/C Stanton

- Submitted a purchase request to purchase a new battery-operated chain saw for 271. Brief discussion.

RESOLUTION #193 APPROVING THE PURCHASE OF THE CHAIN SAW.

MOTION: Ellsworth

SECOND: Chandler

RESOLVED to approve the purchase of the chain saw.

VOTE: All in favor, motion carried.

- Thank you for having the doors serviced.

Company #3: D/C Petkus

- Will be out of town next week.

Company #4 – report given by D/C Marshall

- They received old 266.

Report of the District EMS Coordinator:

- Absent.

Report of the Training Committee: D/C Marshall

- Nothing at this time.

Report of the Explorer Program Committee: Firefighter W. Chandler

- Have a couple of new members.
- Explorers are interested in volunteering at the Galway Blue Line Shoot. Brief discussion; has already checked with the Boy Scout council.
- Commissioner Ellsworth noted he heard there is a new Fireman's Museum in Greenwich.

Reports of the Commissioners:

- Chouinard
 - Nothing at this time.
- Etson
 - Would like the board to consider moving forward with looking for a consulting firm to look at the future of our buildings. There is no plan in place and the district should be saving yearly for this. Commissioner Ellsworth questioned how the board felt with doing the same thing with apparatus; it was done in the past but recommendations were not followed, and everyone needs to be willing to do that. Lengthy discussion continued, including investing in recruitment and retention.

- Meeting with Scott Hays tomorrow regarding the transfer of grant information.
- Will be working on updating the employee manual.
- Russo
 - Nothing at this time.
- Ellsworth
 - Regarding the recent switching around of vehicles, Joyce needs to know what changes were made so she can properly account for their billing and accurate record keeping. Vehicle changes made and Joyce will update all files and records. Question arose regarding if small vehicles needed to be lettered; they need to be lettered on 3 sides. Radios have also been taken care of.
 - Life members currently have the option of keeping their access to all the firehouses; would like to have that changed to access to their own firehouse only. Brief discussion; Joyce will update policy to reflect this change and add to agenda for board approval.
 - There is no District staff vacation schedule, and Douglas and Joyce are both off next week. Discussion continued. Joyce noted she marks her desk calendar after time off is approved, and monthly sends out an email to the board and chief officers.
 - 293 is coming back tomorrow and 261 will be repaired.
 - Noted that apparently 291 was previously sold to a fire department in Texas, the title says it is new and the company sold it as a buy back; Commissioner Chandler confirmed this was known at the time of purchase but the title should not say it is new. Commissioner Ellsworth noted it was returned for electrical problems and overweight. The service manager called him and said to have Premier get a price on installing a bigger spring in it and he thinks Deep South will pay to have them do the repair. Brief discussion continued.
 - Feels that the district should cancel the purchase of new 273; had Joyce write a letter to Deep South and send to the attorney for his review; one minor change was made. As of today, the body/chassis has not been started, and according to the attorney in terms of the contract he feels the district is not responsible for anything, but cautioned we could get billed for engineering fees. Brief discussion continued.

RESOLUTION #194 CANCELLING THE PURCHASE OF NEW 273 FROM DEEP SOUTH.

MOTION: Ellsworth

SECOND: Russo

RESOLVED to cancel the purchase of new 273 from Deep South.

VOTE: Chouinard, Ellsworth, Russo, Etson, yes; Chandler, no.

Motion carried.

Commissioner Chandler to sign letter and Joyce will send certified mail.

- Tom Vumbaco has been doing a good job as the new District EMS Coordinator. Brief discussion.
- Chandler
 - Everyone should have received the new easement for the water line; it is being moved toward the road to line it up with the State right of way. Hydrant is going on the north end of the lot. Materials list is approximately \$20,000 but could change. Commissioner Ellsworth confirmed this needs to go out to bid; Commissioner Chandler is waiting for a signed stamped plan from the town, then it can go out to bid. Brief discussion continued.
 - Received a change order on new 261; the additional cost is \$1,700.00, bringing the new updated pricing contract to \$712,153.31. Brief discussion continued.

RESOLUTION #195 SIGNING THE 261 CHANGE ORDER.

MOTION: Chandler

SECOND: Russo

RESOLVED to sign the 261 change order.

VOTE: All in favor, motion carried.

Reports of the Town Board/Planning Board Liaisons

- **Town of Greenfield:** Commissioner Etson
 - Nothing at this time.
 - Commissioner Ellsworth confirmed that Skidmore is putting in a baseball field on Denton Road.
- **Town of Wilton:** Commissioner Chouinard
 - Quiet.

District Policy Review:

- Funeral: no changes made.
- Honorary Deputy Chief: no changes made.

Special Topics of Discussion/Final Comments:

- Commissioner Chouinard noted he would like to sit down with Co #4 officers, Chief Barss and Commissioner Chandler to discuss 293. Brief discussion.
- Douglas noted that gear is bagged and brought back to the district office for those firefighters that take a leave of absence. There are about 7 people joining and he does not have enough gear in inventory; would like to use some of the LOA gear. Brief discussion; it is okay to use Phil Richards gear and Scott Hays' gear.

RESOLUTION #196 ENTERING INTO EXECUTIVE SESSION AT 9:04 PM IN REFERENCE TO AN EMPLOYMENT MATTER.

MOTION: Chandler

SECOND: Russo

RESOLVED to enter into executive session at 9:04 PM in reference to an employment matter.

VOTE: All in favor, motion carried.

RESOLUTION #197 RECONVENING FROM EXECUTIVE SESSION AT 9:23 PM.

MOTION: Chandler

SECOND: Chouinard

RESOLVED to reconvene from executive session at 9:23 pm.

VOTE: All in favor, motion carried.

RESOLUTION #198 HIRING DANIEL DEVENTE AS PT MAINTENANCE EFFECTIVE AUGUST 26, 2024; SETTING SALARY AND BENEFITS AT AN HOURLY RATE OF \$23 PER HOUR FOR UP TO A 32 HOUR WORK WEEK, AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL.

MOTION: Chandler

SECOND: Russo

RESOLVED to hire Daniel DeVente as PT Maintenance effective August 26, 2024; setting salary and benefits at an hourly rate of \$23 per hour for up to a 32 hour work week, and any applicable benefits as listed in the Greenfield Fire District Employee Manual.

VOTE: All in favor, motion carried.

RESOLUTION #199 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Chandler

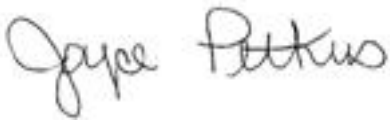
SECOND: Russo

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 9:24 PM. All in favor, meeting adjourned.

Respectfully submitted,

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

Joyce A. Petkus
District Administrator/Treasurer