

# **Board of Fire Commissioners**

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

The August 28, 2024 Commissioners meeting of the Greenfield Fire District was called to order at the District Office by Vice Chairman Jay Ellsworth at 7:00 PM. The flag salute and a moment of silence were recognized for departed members.

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

**Approval of minutes:** None.

Scott Hays is present to speak regarding the district receiving the FEMA FY 2023 Assistance to Firefighters grant in the amount of \$96,051.80 for the purchase of extractor washers and dryers. The amount received from FEMA will be \$91,477.90 and the district is required to pay \$4,573.90. The grant writer, Julie Burline did a great job getting the grant, and she met with both Scott and Commissioner Etson via teleconference to go over the contract as required by law. We are required to follow CFR-200, and this is also documented in the district purchasing policy. Paul Tonko's office wrote a letter of support, and they have requested a quote for a press release. The board will need to approve this via resolution and Douglas will need to approve it through the FEMA grant portal. EHP survey needs to be completed, and Ms. Burline will do that based on information that the district provides which includes various interior and exterior photos from each station. Ms. Burline will assist the district through the procurement process; the project must be completed by August 2026. Discussion continued.

**RESOLUTION #202 FORMALLY ACCEPTING THE FEMA ASSISTANCE TO FIREFIGHTERS GRANT (AFG) AWARD FOR THE PROCUREMENT OF WASHER/EXTRACTOR/DRYING CABINETS FOR OUR FOUR STATIONS. THIS ESSENTIAL FUNDING WILL SIGNIFICANTLY ENHANCE OUR ABILITY TO ENSURE THE SAFETY AND READINESS OF OUR FIREFIGHTING PERSONNEL BY PROVIDING THE NECESSARY EQUIPMENT FOR PROPER GEAR DECONTAMINATION AND CARE. WE ACKNOWLEDGE THE TWO-YEAR PERIOD OF PERFORMANCE ASSOCIATED WITH THIS GRANT, THE REQUIREMENT TO ADHERE TO ALL FEDERAL PROCUREMENT STANDARDS AS OUTLINED IN 2 CFR PART 200, AND THE 5% MATCH OBLIGATION. WE ARE FULLY COMMITTED TO FULFILLING THESE REQUIREMENTS AND LOOK FORWARD TO THE SUCCESSFUL IMPLEMENTATION OF THIS PROJECT, REINFORCING OUR ONGOING PARTNERSHIP WITH FEMA IN PROTECTING OUR COMMUNITY.**

MOTION: Ellsworth

SECOND: Chouinard

RESOLVED to formally accept the FEMA Assistance to Firefighters Grant (AFG) award for the procurement of Washer/Extractor/Drying Cabinets for our four stations. This essential funding will significantly enhance our ability to ensure the safety and readiness of our firefighting personnel by providing the necessary equipment for proper gear decontamination and care.

We acknowledge the two-year period of performance associated with this grant, the requirement to adhere to all Federal Procurement Standards as outlined in 2 CFR Part 200, and the 5% match obligation. We are fully committed to fulfilling these requirements and look forward to the successful implementation of this project, reinforcing our ongoing partnership with FEMA in protecting our community.

VOTE: All in favor, motion carried.

**RESOLUTION #203 GIVING MICHAEL CHANDLER PERMISSION TO SIGN LETTER APPOINTING WILLIAM ETSON THE ENTITY ADMINISTRATOR FOR THE SAM SYSTEM.**

MOTION: Ellsworth

SECOND: Russo

RESOLVED to give Michael Chandler permission to sign letter appointing William Etson the Entity Administrator for the SAM system.

VOTE: All in favor, motion carried.

The board thanked Mr. Hays for all his work and effort in helping to get the fire district the FEMA grant.

**Vice Chairman Ellsworth asked for questions/comments regarding the abstract:**

**RESOLUTION #204 APPROVING PAYMENT OF ABSTRACT #16 DATED AUGUST 28, 2024 FROM THE GENERAL FUND, VOUCHER #240316 THROUGH VOUCHER #240339 TOTALING \$35,971.92.**

A3410.1	\$ 5,554.53
A3410.2	\$ 1,109.13
A3410.4	\$ 28,883.33
A9000.8	\$ 424.93

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Total: \$ 35,971.92

MOTION: Ellsworth

SECOND: Russo

RESOLVED to approve payment of Abstract #16 dated August 28, 2024 from the General Fund, voucher #240316 through voucher #240339 totaling \$35,971.92.

VOTE: All in favor, motion carried.

**Reports of the Staff:**

- **District Administrator:** Joyce Petkus
  - Co #2: new member Jamison Canfield, under 18.

**RESOLUTION #205 GIVING THE VICE CHAIRMAN PERMISSION TO SIGN OFF ON APPLICATION OF JAMISON CANFIELD.**

MOTION: Ellsworth

SECOND: Chouinard

RESOLVED to give the Vice Chairman permission to sign off on application of Jamison Canfield.

VOTE: All in favor, motion carried.

- **Director of Purchasing:** Douglas Olson
  - Received the Kinsley generator contract reflecting the change to one service per year for Co #3 generator; contract terms are \$830 annually for three years. Would like permission to sign contract. Brief discussion.

**RESOLUTION #206 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO SIGN THE 3-YEAR KINSLEY SERVICE CONTRACT.**

MOTION: Ellsworth

SECOND: Chouinard

RESOLVED to give the Director of Purchasing permission to sign the 3-year Kinsley service contract.

VOTE: All in favor, motion carried.

- Noted that the 2022 original estimate for 262 paint job was \$17,083.22. Now that it is being painted, he has received two addendums totaling an additional \$7,543 for additional corrosion. The total estimate now comes to \$24,626.00. Discussion continued, including where to pull the additional money from, accruing \$6,000 for undercoating the following vehicles in this order: 292, 291, 262, 271. Treasurer to also accrue \$100 for various small vehicle inspections; will also need to accrue the cost of 261 ladder rack and 271 door and auto eject repairs once the estimates come in.

**RESOLUTION #207 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO SIGN THE ADDENDUMS RECEIVED FORM FRANK & SONS.**

MOTION: Ellsworth

SECOND: Etson

RESOLVED to give the Director of Purchasing permission to sign the addendums received from Frank & Sons.

VOTE: All in favor, motion carried.

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

- 2025 Budget: Lengthy discussion, including:
  - Using revenues from the cell tower lease or looking for a grant to purchase electronic signs, recent receipt of an addendum to the cell tower lease that has been forwarded to the attorney for review, adding Electronic Signs sub account in Repairs, Building, Maintenance & Grounds.
  - Insurance reduced due to change in carriers;
  - LOSAP contribution: to remain at \$120,000.00;
  - Lengthy discussion regarding the .2 Equipment & Capital Outlay, the budget requests submitted by the committees, question regarding “incidentals” – Joyce will run reports for the committees to make determination on what they consider incidental;
  - Committee chair people can meet with the Treasurer; Commissioner Etson offered is assistance as well;
  - Process of creating a reserve account for replacement of thermal imaging cameras in 5 years vs. sub account in current Equipment Reserve Fund vs. budgeting annually in general fund, i.e. using the Misc. Equipment account line item.
  - Creating a budgeting class for anyone interested, attending the OSC Financial training coming up in February or March 2025;
  - Julie Burline has indicated she can do an analysis of, and put together an apparatus replacement schedule, and it would be free of charge; but everyone would need to be on board with implementing and following her recommendations.

- There is still a lot of work to be done regarding a serious review of the reserve funds, but there is not enough time this budget cycle, including looking into special tax districts.
- Addition of new accounts or internal sub-accounts as follows:
  - Vector Solutions EMS Training Platform: \$600.00;
  - Grants: \$17,500.00;
  - Fire System Monitoring: 1,440.00;
  - Recruitment & Retention: \$5,000.00 moved from Installation Inspection
  - Additional \$10,000 for TICs as internal subaccount in the Equipment Reserve Fund
- Joyce will review the budget and spreadsheet formulas, and then send copies to everyone, as well as the three-year expenditures for the .2 account line items.
- If the budget goes over the tax cap, the Contingency line item money needs to be reduced or eliminated.

The 2025 Proposed Budget deadline must be approved by September 24<sup>th</sup>; the board has a meeting on September 11<sup>th</sup>, or a special meeting will need to be called before the deadline.

## RESOLUTION #208 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Ellsworth

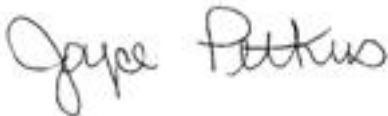
SECOND: Russo

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Ellsworth with a second from Commissioner Russo to adjourn the meeting at 9:04 PM. All in favor, meeting adjourned.

Respectfully submitted,



Joyce A. Petkus  
District Administrator/Treasurer

**DRAFT 2025 Budget - Addendum**

<b>A-100 Personal Services</b>	
A3410.12 District Adm./Treasurer	\$ 64,272.00
A3410.14 Station Keeper/Purchasing Agent	\$ 52,567.99
A3410.13 Operations Secretary	\$ 30,305.81
A3410.16 PT Maintenance	\$ 38,272.58
A3410.15 Overtime	\$ 4,424.62
<b>Total .1</b>	<b>\$ 189,843.00</b>
<b>A-200 Equipment &amp; Capital Outlay</b>	
Computers	\$ 9,000.00
EMS	\$ 10,000.00
Fire Police	\$ 2,500.00
Hazmat	\$ 4,000.00
Hose	\$ 16,112.00
Miscellaneous Equipment	\$ 6,000.00
Pagers	\$ 5,000.00
Personal Protective Equipment	\$ 75,000.00
Radios	\$ 6,000.00
Rescue	\$ 35,000.00
SCBA Account	\$ 25,830.00
Security System	\$ 2,000.00
<b>Total .2</b>	<b>\$ 196,442.00</b>
<b>A-400 Contractual &amp; Other</b>	
Annual meeting, drills	\$ 1,000.00
Apparatus Maintenance/Repairs	\$ 150,000.00
Audit	\$ 5,500.00
Contingency Fund (1990.4)	\$ 10,000.00
Convention	\$ 4,000.00
Dues. Legal Fees	\$ 13,000.00
EMS Training	\$ 10,000.00
Equipment Inspection	\$ 35,050.00
Explorer Program (Post 4026)	\$ 2,000.00
Fire Prevention/Marketing	\$ 5,000.00
Fire Training	\$ 29,700.00
Gas & Diesel	\$ 40,000.00
Grants	\$ 17,500.00
Installation Inspection	\$ 15,000.00
Insurance	\$ 60,000.00
IT Services	\$ 29,540.00
Maintenance Supplies	\$ 2,500.00
Office Supplies	\$ 3,000.00
Operations	\$ 36,305.00
Physicals & Infectious Disease	\$ 40,000.00
Recruitment & Retention	\$ 5,000.00
Repairs to Equipment	\$ 10,000.00
Repairs, Building Maint & Grounds	\$ 139,670.00
Service Award Program Fee	\$ 8,600.00
Uniforms	\$ 5,000.00
Utilities	\$ 103,200.00
<b>Total .4</b>	<b>\$ 780,565.00</b>
<b>A-800 Employee Benefits</b>	
A9025.8 Local Pension Fund	\$ 120,000.00
A9030.8 Social Security	\$ 15,000.00
A9040.8 Workers' Compensation	\$ 6,500.00
A9050.8 Unemployment Insurance	\$ 5,000.00
A9055.8 Disability Insurance	\$ 17,000.00
A9060.8 Hospital, Medical & Accident Ins.	\$ 9,752.00
A9089.8 Other Employee Benefits	\$ 8,000.00
<b>Total .8</b>	<b>\$ 181,252.00</b>
<b>A962 Other Budgetary Purposes</b>	
Building Reserve	\$ 270,000.00
Equipment Reserve	\$ 265,000.00
Ladder Reserve	\$ 50,000.00
SCBA Reserve	\$ 40,000.00
<b>Total A962</b>	<b>\$ 625,000.00</b>
<b>DRAFT 2025 Budget</b>	<b>\$ 1,973,102.00</b>