

Board of Fire Commissioners

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

The September 11, 2024 Commissioners meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:01 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 #209 APPROVING THE AUGUST 14, 2024 COMMISSIONER MEETING MINUTES, THE AUGUST 22, 2024 SPECIAL MEETING MINUTES, AND THE AUGUST 28, 2024 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the August 14, 2024 Commissioner Meeting minutes, the August 22, 2024 Special Meeting minutes and the August 28, 2024 Commissioner Meeting minutes as written.

VOTE: All in favor, motion carried.

Chairman Chandler asked for questions/comments regarding the abstract:

RESOLUTION #210 APPROVING PAYMENT OF ABSTRACT #17 DATED SEPTEMBER 11, 2024 FROM THE GENERAL FUND, VOUCHER #240340 THROUGH VOUCHER #240360, TOTALING \$167,526.35.

A3410.1	\$ 5,485.16
A3410.2	\$ 18,781.90
A3410.4	\$ 21,261.70
A9000.8	\$ 419.62

Total: \$ 45,948.38

MOTION: Chandler

SECOND: Russo

RESOLVED to approve payment of Abstract #17 dated September 11, 2024 from the General Fund, voucher #240340 through voucher #240360, totaling \$45,948.38.

VOTE: All in favor, motion carried.

Reports of the Staff:

- **District Administrator:** Joyce Petkus
 - Received CAFDA Fall Workshop Flyer and registration form; date is November 2nd at Verdoy Fire District.
 - Received NYS GOVBUY 2024 conference flyer; November 21st – 23rd at the Empire State Plaza Convention Center.

- Received email only from Co #2 regarding yearly cancer screening; they felt every other year would be sufficient.
- Nothing received from companies whether or not to continue with EAP program.
- Kendra Krueger is on leave of absence, requested permission to continue with CME program while on leave.

RESOLUTION #211 ALLOWING KENDRA KRUEGER TO CONTINUE WITH CME PROGRAM WHILE ON LEAVE OF ABSENCE.

MOTION: Ellsworth

SECOND: Chandler

RESOLVED to allow Kendra Krueger to continue with CME program while on leave of absence.

VOTE: All in favor, motion carried.

- **Director of Purchasing:** Douglas Olson
 - Co #2 overhead doors serviced by O'Leary. A/C Stanton noted the center door is not touching the concrete; O'Leary to be contacted. Commissioner Chouinard also noted there is a crooked door at Co #4 that will need to be looked at as well.
 - Co #2 epoxy flooring completed today; no one should walk on it until Friday evening. Batteries will need to be re-installed in CO alarms after VOC smell goes away. He will be speaking to Billy Reid on Monday about starting construction.
 - New pagers ordered; once received 7 pagers will go out for repairs.
 - SCBA masks ordered.
 - Requested accessories for 260 were received and given to D/C Marshall.
 - New 4-gas meters delivered; waiting on D/C Bogardus as to where they will go.
 - Spill kits are in and delivered to Co #4.
 - Spoke to Scott Kroft today regarding Co #3 window issue; new window was ordered and should be in by end of month. Brief discussion.
 - Started working with AJ Signs regarding new sign; current design estimate is \$54,030. Brief discussion.
 - 262 still at Frank & Sons; should be finished by end of week. Brief discussion.
 - D/C Marshall had received a call from Sutphen regarding starting the interior of the cab and needed the antennas/cables shipped to them; Douglas picked up the antennas today at EVU and shipped them to Sutphen. Brief discussion continued.
 - Contacted MTO Battery in reference to the Holmatro battery; battery was sent to them to be rebuilt. Brief discussion.
 - Jaws for Co #1 new truck needs to be ordered by the first week of October. Board okayed the order. Brief discussion.
 - LDDS form received for a lost pager; per policy, board needs to approve replacement pager. Brief discussion; Board okayed.
- **Treasurer:** Joyce Petkus
 - Moved \$16,000 from .4 Physicals & Infections Disease line item to .4 Apparatus, Maintenance & Repairs line item.
 - Will also look at BvA after paying current invoices to figure out how much may be left through the end of the year.

RESOLUTION #212 GIVING THE TREASURER PERMISSION TO APPROPRIATE \$40,000 RECEIVED FROM VFIS INSURANCE TO .4 REPAIRS, BUILDING MAINTENANCE & GROUNDS LINE ITEM.

MOTION: Chandler

SECOND: Ellsworth

RESOLVED to give the Treasurer permission to appropriate \$40,000 received from VFIS Insurance to .4 Repairs, Building Maintenance & Grounds line item.

VOTE: All in favor, motion carried.

RESOLUTION #213 GIVING THE TREASURER PERMISSION TO APPROPRIATE \$600 RECEIVED FROM NYS FOR CME REIMBURSEMENT TO .4 EMS TRAINING LINE ITEM.

MOTION: Chandler

SECOND: Etson

RESOLVED to give the Treasurer permission to appropriate \$600 received from NYS for CME reimbursement to .4 EMS Training line item.

VOTE: All in favor, motion carried.

Firefighter/Auxiliary Applications and Changes in membership:

Co #2: New firefighter Lochlan Fuller, under 18.

Philip Richards requested life-inactive status; did not request to keep his access.

Co #1: Jill Chouinard: requested 1 year leave of absence.

Co #3: Joshua Hightower & Brandon Ralston: memberships terminated due to lack of activity.

RESOLUTION #214 GIVING THE CHAIRMAN PERMISSION TO SIGN OFF ON ABOVE NEW FIREFIGHTER AND CHANGES IN MEMBERSHIP.

MOTION: Chouinard

SECOND: Russo

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

VOTE: All in favor, motion carried.

Also noted that Co #2 new member Jamison Canfield still has not submitted all his paperwork. Brief discussion; A/C Stanton to follow up.

Report of the Chief – Derrick Barss.

- Report given by A/C Z. King
 - Thanks to everyone that worked on the grants.
 - Thanks to the board for keeping the money in the budget for the 2025 cancer screening; the Chief is looking into other kinds of cancer screening.
 - Working on the Knox Box program.
 - Commissioner Ellsworth noted the Chief called him earlier to let him know he would not be able to make the meeting.

Report of the District EMS Coordinator: Tom Vumbaco

- Requested the Board approve the new changes to the BLS Protocols. Brief discussion.

RESOLUTION #215 ADOPTING THE NYS DEPARTMENT OF HEALTH, BUREAU OF EMS STATEWIDE BASIC LIFE SUPPORT ADULT & PEDIATRIC TREATMENT PROTOCOLS V24.1 UPDATED 5/22/2024 AND EFFECTIVE 7/1/2024.

MOTION: Chandler

SECOND: Chouinard

RESOLVED to adopt the NYS Department of Health, Bureau of EMS Statewide Basic Life Support Adult & Pediatric Treatment Protocols V24.1 updated 5/22/2024 and effective 7/1/2024.

VOTE: All in favor, motion carried.

Questioned if the board would consider annually accepting any updated protocol changes unless there is a significant cost to the agency; Joyce suggested the annual organizational meeting. Discussion continued.

Commissioner Ellsworth noted that he has heard about the good things Tom is doing with the CME program.

Reports from Companies:

Company #1:

- No one present this evening.

Company #2: A/C Stanton

- Thanks for the doors and the floor.

Company #3: D/C Petkus

- Questioned if Frank was able to look at his radio; it was noted Frank is away and Douglas will drop it off.

Company #4: D/C Bogardus

- Submitted Hazmat report, narrative and supporting documentation for 2025 budget consideration. Lengthy discussion continued.

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

- Committee meeting is tomorrow.
- Looking to have the Tactical Response to Natural Gas & Propane Emergencies FDIC instructor come to the district to do a class. There is no cost to the district as the instructor received a grant to do the course; hopes to have it done before the end of the year.

Reports of the Commissioners:

- Chouinard
 - The majority of Co #4 membership are in favor of the yearly cancer screening.
 - Bev Smith, life member of the auxiliary, passed away last week.
 - Co #4 did a walk around of the firehouse and made a list of items to be fixed/replaced; hopes to have the list soon, and would like to have them completed by the end of the year or beginning of next year.
 - Would like to get together with Commissioner Chandler to come up with a plan as to where the water line is coming into the firehouse. Commissioner Chandler noted that it would be needed soon.
 - Has an out of district member, Colin Osborne. Board okayed.
- Etson
 - Confirmed that an ad has not been run again regarding the maintenance position. Would like the board to consider sending out a bid for snowplowing as soon as possible. Commissioner Ellsworth agreed. Discussion continued; Joyce will send the RFP to the Board for their review.
- Russo
 - Nothing at this time.
- Ellsworth
 - 261 ladder will be fixed by Premier after 262 comes back.
 - Questioned if anyone has done anything with 275; A/C Z. King noted that the plan was

to have the training committee meeting tomorrow and then a truck committee meeting in the very near future.

- Questioned if all pictures were received for the extractors; Joyce noted that she received Co #2, 3 and 4. Commissioner Etson to take pictures for Co #1. Question regarding the dimensions of the dryers; the size will be roughly similar to Co #4 dryer. D/C Petkus noted that the extractors need to be able to go onto standard plumbing, with regular electric. Discussion continued.
- Questioned if Commissioner Chandler had heard anything regarding 273; he has not.
- Asked Douglas to pick up three sets of gear at Co #3. Brief discussion.
- Chandler
 - Niemer signed off on updated easements, and paperwork sent back to EDP. Should hopefully see a signed set of plans from the Town of Wilton shortly. Brief discussion.
 - Questioned if Joyce had heard anything from Tim regarding the cell tower lease agreement addendum; she has not.

Reports of the Town Board/Planning Board Liaisons

- **Town of Greenfield:** Commissioner Etson
 - Nothing at this time.
- **Town of Wilton:** Commissioner Chouinard
 - D/C Bogardus noted that there was a public hearing on a 2-story medical surgery building, and the project was approved to moved forward. They have been very accommodating to the fire department and will add repeaters. A/C Z. King will be setting up a meeting with them in reference to extra hydrants, etc.
 - D/C Bogardus noted the mall is coming in front of the planning board next week.

District Policy Review:

- Access Card & Fob: Joyce noted she updated the policy regarding life members having access to only the firehouse that they are a member of.

RESOLUTION #216 APPROVING CHANGES TO THE ACCESS CARD & FOB POLICY AS SUBMITTED AND DISCUSSED.

MOTION: Ellsworth

SECOND: Chouinard

RESOLVED to approving changes to the Access Card & Fob policy as submitted and discussed.

VOTE: All in favor, motion carried.

- Investment: no changes made.
- Unassigned Fund Balance: no changes made; Joyce will do some research; to move to next agenda.

Commissioner Ellsworth noted he had spoken to Counsel about coming to speak to the board regarding creating special tax districts. Joyce to call and set something up.

Special Topics of Discussion/Final Comments:

- New 261 list of equipment needed: requested list has not been received. Added to next agenda. D/C Bogardus noted they asked for hose from the hose committee, which he submitted as part of the 2025 budget. Commissioner Ellsworth noted his frustration at not getting what is asked for. A/C King asked to table discussion until the next meeting so the district truck committee can meet with Co #1 truck committee. Question arose regarding

Past Chief Davis wanting Rob to install the inverter at half the cost, and recent discussion at a previous meeting where it was noted that Sutphen would not put an inverter on the new truck; Commissioner Ellsworth also questioned why Sutphen would not put an inverter on a truck when they build trucks, and if Rob is going to do the job, will the wiring support the inverter to be installed? The issues with new 261 keep getting bigger. A/C King also noted that the district truck committee had very little to do with this piece of apparatus, that Chief Davis did quite a bit directly with Co #1, and that they needed to keep the truck under a certain price because it was a piggyback deal. Commissioner Chandler added that he believes the board was not involved at that point, it was just Co #1 and the Chief; when asked who the Commissioner was on this committee, Commissioner Chandler noted that it was put together by the Chief and the company. Further discussion moved to the next meeting agenda.

- New 275: moved to next agenda.
- Douglas noted that the purchase of hose for new 261 was tabled several meetings ago; the request was for 14 lengths of 50' hose in various sizes and colors for \$4,050.78 plus S&H of \$533.28. D/C Bogardus clarified that hose for new 261 has been budgeted for purchase in 2025; and this year's purchase request is to replace hose now and add to static stock. Discussion continued.

RESOLUTION #217 APPROVING THE HOSE PURCHASE.

MOTION: Chandler

SECOND: Chouinard

RESOLVED to approve the hose purchase.

VOTE: All in favor, motion carried.

- Douglas noted that if the board wants to put it on Auctions International, they need to first surplus the 2005 Jeep Cherokee VIN# ending in 5997. Brief discussion.

RESOLUTION #218 SURPLUSING THE 2005 JEEP CHEROKEE VIN# ENDING IN 5994, AND POSTING IT ON AUCTIONS INTERNATIONAL FOR A MINIMUM BID OF \$8,000.00.

MOTION: Ellsworth

SECOND: Chouinard

RESOLVED to surplus the 2005 Jeep Cherokee VIN# ending in 5994, and posting it on Auctions International for a minimum bid of \$8,000.00.

VOTE: All in favor, motion carried.

- Tom Vumbaco had put in a purchase request in for replacement of two broken suction units for a total of \$1,758.00 including S&H.

RESOLUTION #219 APPROVING THE PURCHASE OF TWO SUCTION UNITS.

MOTION: Chouinard

SECOND: Ellsworth

RESOLVED to approve the purchase of two suction units.

VOTE: All in favor, motion carried.

- 2025 budget discussion: The Treasurer noted the following:
 - At the request of Commissioner Etson, she added a 3% increase in the .1 Personal Services account, after she increased the hourly rate of PT Maintenance to \$23/hour.

- .2 Equipment & Capital Outlay had the largest increase; please refer to the budget requests submitted by the various committees.
- Tax cap limit is \$57,055; the budget as projected is currently over the tax cap limit and so the \$10,000 in the Contingency Fund has been eliminated.
- Douglas noted that regarding Air bag testing, the best estimate MES could give him was between \$2,500 – \$3,500. Brief discussion; board increased budget by \$3,500.
- Commissioner Ellsworth reiterated, and Commissioner Chandler agreed, so that everyone understands, everything requested and turned in by the Chiefs is in the 2025 budget. Commissioner Chouinard also confirmed that if nothing was turned in, the budget remains at the current 2024 level.
- Commissioner Ellsworth also stated for everyone's understanding that this is a no fluff budget, if it is not in next year's budget it almost certainly will not be purchased.
- Discussion regarding filling the open PT Maintenance position and putting out snow removal RFP that is not currently budget for 2025, and various options to pay for a snow removal contract if necessary.
- Reviewing the Unassigned Fund Balance policy and updating based on rising costs of maintenance, repairs and equipment;
- Determining how much year-end monies may be left.

The Treasurer noted that the draft 2025 budget currently exceeds the tax cap by \$11,618.00, and the deadline to approve the proposed budget is September 24th. The board moved the September 25th meeting to September 23rd; the Treasurer will review the budget numbers again, and submit to the board for their review before the next meeting.

- A/C Z. King questioned the process for a Sheriff Deputy to receive access to the firehouses; Joyce noted they need to request it in writing and the board needs to approve. Brief discussion continued.

RESOLUTION #220 ALLOWING ACCESS TO ALL FIREHOUSES FOR SHERIFF DEPUTY LOGAN MARINO ONCE WRITTEN REQUEST IS RECEIVED.

MOTION: Chandler

SECOND: Russo

RESOLVED to allow access to all firehouses for Sheriff Deputy Logan Marino once written request is received.

VOTE: All in favor, motion carried.

- D/C Petkus noted that prices for equipment have greatly increased; specifically, regarding the gear committee, gear life span is being cut by 3 years, and yet costs keep increasing. Douglas added that the new gear also needs to be washed at a lower temperature. Brief discussion continued.
- Commissioner Etson clarified that Julie Burline will be the one to consult on the apparatus replacement schedule, which will be at no cost to the district, but a consultant will need to be hired regarding the building. A/C Stanton noted that the officers found the 2009 truck report prepared by Mike Wilbur, and cautioned the board that if they go with the one from Julie, and it is anything like Mike Wilbur's report, there is not going to a person in this room that will be happy with the report. Commissioner Ellsworth noted that is what happened last time, and so nothing was done. Brief discussion continued.

RESOLUTION #221 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Chandler

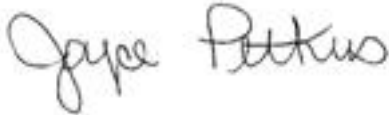
SECOND: Russo

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 8:50 PM. All in favor, meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joyce Petkus". The signature is written in dark ink on a white background.

Joyce A. Petkus
District Administrator/Treasurer