

Board of Fire Commissioners

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

The October 9, 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.

Open 2024-2025 Snowplowing RFPs: Joyce noted only one was received.

Grasshopper Gardens, Gansevoort:

District Office/Co #1, 13 South Greenfield Road: \$8,000

Co #2, 405 Bockes Road: \$6,900

Co #3, 25 North Creek Road: \$6,700

Co #4, 613 Maple Avenue: \$6,600

Base Total: \$28,200.00

Up to 20 visits maximum per location; \$330 - \$440 per location (depending on location) for each additional visit thereafter.

Application of rock salt is an additional charge for each location.

Brief discussion; Board to review.

RESOLUTION #229 APPROVING THE SEPTEMBER 23, 2024 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the September 23, 2024 Commissioner Meeting minutes as written.

VOTE: All in favor, motion carried.

Chairman Chandler asked for questions/comments regarding the abstract:

Commissioner Ellsworth questioned voucher #240395, VISA: charge for car brushes and squeegees; Douglas noted they needed to be restocked. Also questioned voucher #240391, Southworth Milton, \$478 for one battery; Douglas noted this was on the quote the board approved in the Spring. Brief discussion.

RESOLUTION #230 APPROVING PAYMENT OF ABSTRACT #19 DATED OCTOBER 9, 2024 FROM THE GENERAL FUND, VOUCHER #240371 THROUGH VOUCHER #240396, TOTALING \$31,056.64.

A3410.1	\$	5,627.66
A3410.2	\$	6,769.15
A3410.4	\$	18,229.30
A9000.8	\$	430.53

Total: \$ 31,056.64

MOTION: Chandler

SECOND: Chouinard

RESOLVED to approve payment of Abstract #19 dated October 9, 2024 from the General Fund, voucher #240371 through voucher #240396, totaling \$31,056.64.

VOTE: All in favor, motion carried.

Reports of the Staff:

- **District Administrator:** Joyce Petkus
 - Deputy Sheriff Adam Towers requested a key fob; Board okayed.
 - CAFDA Fall Workshop on November 2nd at Verdox Fire district; Commissioner Ellsworth and D/C Petkus have requested to attend. Brief discussion.

RESOLUTION #231 GIVING JAY ELLSWORTH AND EDWARD PETKUS PERMISSION TO ATTEND THE 2024 CAFDA FALL WORKSHOP AT VERDOY FIRE DISTRICT IN LATHAM, ALBANY COUNTY, ON NOVEMBER 2, 2024; PERMISSION TO TAKE 280.

MOTION: Chandler

SECOND: Chouinard

RESOLVED to give Jay Ellsworth and Edward Petkus permission to attend the 2024 CAFDA Fall Workshop at Verdox Fire District in Latham, Albany County, on November 2, 2024; permission to take 280.

VOTE: All in favor, motion carried.

- NYS GovBuy Conference 11/21-23/2024 at Empire State Plaza.
- Received four resumes for the Station/Keeper Maintenance person opening. Brief discussion; Joyce will print out resumes for the Board to review.
- Early voting will begin on October 26th at Co #1; working with Brian Gibbins on this. November 5th is Election Day, locations at Co #1, 2 and 3. More info should be coming out soon.
- There are currently 13 CME participants in the GFD program; information has been sent over the Wilton EMS and those participants will be added to their Vector Solutions Learning Management system.
- She and Commissioner Etson have a meeting at Occupational Medicine tomorrow morning.
- **Director of Purchasing:** Douglas Olson
 - Co #2 basement reconstruction was started by Complete Construction and should be completed by Thanksgiving. The Board had previously approved the purchase of tables, chairs, bar stools and new cooler, but a price limit was not set. Discussion continued. Co #2 to follow up with him on what they would like to purchase.

RESOLUTION #232 ALLOWING THE PURCHASE OF TABLES, CHAIRS, BAR STOOLS AND A COOLER, NOT TO EXCEED \$5,000.00.

MOTION: Ellsworth

SECOND: Chandler

RESOLVED to allow the purchase of tables, chairs, bar stools and a cooler, not to exceed \$5,000.00.

VOTE: All in favor, motion carried.

- Hose ordered for this year should be delivered soon.
- New 261 jaws were ordered and should arrive in December.
- 262 is at Premier; they manufactured a new stainless fuel tank. It should be back mid-week next week. Brief discussion continued.
- New Holmatro battery was delivered to Co #4.
- SCBA pack ordered for New 260.
- The EVOC training materials received, minus the books to be ordered after the new year when the new edition is released.
- Requests for quotes for upfitting new 261 have been sent to Emergency Vehicle Upfitters and Auto-Solutions.
- New 275 bid sent out to various truck companies; nothing received back yet. Questioned if the Board wanted to send it through Sourcewell. Brief discussion; okay to send to Sourcewell with a 60-day time frame.
- 264 was repaired at Ryan's for a bad starter.
- Old MED 266 is listed on Auctions International; end date is October 22nd.
- Single gas ammonia and 5 gas meter from Co #1 are out for calibration and sensor replacement.
- Co #1 auto-pulse battery ordered.
- At April board meeting, A/C King had requested the board pay for the installation of the 4 VHF mobile radios purchased by Co #4, which was approved at that time. Discussion continued; Douglas to get quotes for installation.
- Was recently notified that Co #1 no longer has cable since the new phone system was installed. Discussion continued; Co #1 will handle.
- Regarding recent collection notices received from Spectrum; Douglas noted it was due to the phone system conversion, and has finally been rectified.
- Please let everyone know that if anything is taken from the vestibule, please make sure to document what was taken and the amount on the sign out sheets so he can keep an accurate inventory. Brief discussion continued.
- Co #3 combo FAST board/water rescue device quoted at \$3,315.90; cannot get LED lights on the water board. Currently there is no money left in the Rescue account; Joyce would have to move money. Commissioner Ellsworth noted he has a meeting with the Lion's Club on November 13th. Discussion continued; to be moved to November 13th meeting agenda.
- **Treasurer:** Joyce Petkus
 - Reminder that the public budget hearing is next Tuesday, October 15th at 7 pm.
 - Ladder Reserve Fund CD matures at the end of the week; has authorized the bank to close the CD and move the money into the ladder reserve fund money market account, and then Joyce will move it the ICS account which currently has interest rate of 4.75%.
 - Completed the 2-day OSC class; thanks to Commissioners Etson and Ellsworth for stopping by to listen in.
 - Regarding the UFB journal entry; our auditor has recommended that the journal entry be completed at year end. Discussion continued.
 - Also spoke to the auditor regarding the Unassigned Fund Balance policy, and they recommend 7-8%, so they are not recommending any changes to the policy.

Firefighter/Auxiliary Applications and Changes in membership:

Co #2: Applicant Cameron Lloyd, previous member of Co #2.

Co #1: William Dutcher, III, membership terminated by company dues to lack of participation.

RESOLUTION #233 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.

Also noted she has still not heard from Lochlan Fuller, and received inaccurate membership paperwork from Co #2 and #3, and it is being returned for correction; reminder to please read the Membership Application policy. Brief discussion.

Report of the Chief –

- Report given by A/C Z. King
 - Over half the members that had their fit test have failed multiple times or barely passed. Do not believe it is Deidre's fault, could be a mask problem. Also, she had noted she did not understand what the numbers mean; maybe there could be some training, or subcontracting again. Machine is about 10 years old. Douglas noted he has given her new masks for the firefighters to try if they are not passing their fit test, maybe the head harnesses need to be replaced. Will have the vendor look at it during upcoming annual inspections. Discussion continued.
 - Commissioner Ellsworth noted Chief Barss had called him; he could not make the meeting as he was working overtime.
 - A/C King noted that another firefighter was diagnosed with cancer and is doing well; it was initially found through the cancer screening that was done several months ago. Brief discussion; Joyce also reminded everyone to review the Firefighter Injury policy.
 - Commissioner Ellsworth questioned if Explorers are supposed to be on roofs, he is concerned about them being on a roof. Lt. Crumb noted they can do anything the firefighters do except for live fire; they can go up a 35' ladder and no higher. Coverage is through the Boy Scouts. Discussion continued; A/C King will pass the concern on to the Chief.

Reports from Companies:

Company #1: A/C Coffey

- Good.

Company #2:

- No one present this evening.

Company #3: D/C Petkus

- Good.
- Firefighter Thurman questioned if there is a way to block robo-dials. Brief discussion, there is none.

Company #4: A/C Z. King

- Questioned if the board could create secondary preferred vendors for truck repairs. Lengthy discussion continued.

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

- Propane emergencies training has been completed.
- Four company live burn is October 22nd at 6:30 pm at Wilton FD.
- Some members that have been working on the District EVOC training would like to have something in writing from the board that they approve the 6 instructors that took the VFIS EVOC Train the Trainer class to now teach the EVOC class for the district. Commissioner Chandler noted that he does not think that is necessary since the board approved sending

them to that class for that reason. It was confirmed that certificates were received and are in the VFIS accounts; Commissioner Etson noted that would be sufficient. Discussion continued; the board felt it is not necessary.

Reports of the Commissioners:

- Chouinard
 - Got 3 quotes to replace the rotting doors on Co #4 shed with 2 roll up doors; quotes range from \$2,359 - \$3,000. Brief discussion.

RESOLUTION #234 APPROVING THE PURCHASE OF THE ROLL UP DOORS FROM WINCHIP DOOR IN THE AMOUNT OF \$2,359. MONEY TO BE MOVED FROM REPAIRS TO EQUIPMENT.

MOTION: Chandler

SECOND: Russo

RESOLVED to approve the purchase of the roll up doors from Winchip Door in the amount of \$2,359. Money to be moved from Repairs to Equipment.

VOTE: All in favor, motion carried.

- Etson
 - Spoke to the Greenfield Town Officials in reference to the ARPA grant funds. Must be earmarked before year end. D/C Bogardus noted that the Town of Wilton donated some of the money they had received to Not for Profits. Lengthy discussion continued.
 - VFA (Forestry) grant is out. Brief discussion; Douglas noted the information is in the Chief's inbox, as he needs to complete the paperwork.
 - The companies need to figure out which gear extractors and dryers they want; the gear committee should be handling this. Lengthy discussion continued.
- Russo
 - Nothing at this time.
- Ellsworth
 - Nothing at this time.
- Chandler
 - Asked Douglas to assist him with the water line paperwork. Received another email from EDP in reference to some wording changes. Requested Douglas get updated quotes on the cost of materials from three different vendors. Will also need to start looking for contractors to get it installed this fall. Captain King noted that Jon is still willing to do it; Commissioner Chandler noted we still need to do our due diligence and follow policy; Jon is willing to work with Keller, who is willing to do the project for half price. Douglas questioned if there is an updated parts list; Commissioner Chandler explained that he should send the plan to three different people. Commissioner Chouinard asked if a quote will be needed from Toby; Commissioner Chandler spoke to Toby who noted he is comfortable with doing the domestic part of it but not the bigger portion of it, which is the truck fill. Commissioner Ellsworth questioned the floor getting blasted out; Commissioner Chandler noted that will be part of the contract.
 - Several weeks ago he approached Bill Richmond; he called and set up a time to meet with him about the property on the corner of North Creek and Allen Roads.

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 Pager: no changes made.
- SCBA Qualified Firefighter: no changes made.
- Unassigned Fund Balance:

Special Topics of Discussion/Final Comments:

- D/C Petkus questioned when the air ducts were last cleaned in the stations. It would need to be budgeted in the Building Maintenance line item. Brief discussion continued.
- D/C Bogardus noted that the Town of Wilton Emergency Services committee that he chairs is exploring adding an emergency services fee to new homes being built in the Town of Wilton; that money goes to Parks & Recreation and then back to the emergency services like fire and ambulance. The Town is also adding a \$1/sq.ft. commercial structure fee. Discussion continued.
- Commissioner Ellsworth noted he got the tax maps of Stewart's and Prestwick Chase and highlighted them, as well as a map of all the zones from the Town of Greenfield. Someone needs to get it from the Town of Wilton and then it needs to be sent over to the attorney.
- Captain N. King got a quote from Dival in reference to the Scott Pro III RIT pack; cost will not be more than \$6,000.00.
- Captain N. King got information regarding cell tower income; 2 towers are getting \$1,500 each (monthly), and the one on Wiebel Avenue is \$3,500 monthly. Discussion continued.
- A/C King noted that regarding the vent cleaning at Co #4, a good time to do this would be to include it in the work that is going to be done for the water line.

RESOLUTION #235 ENTERING INTO EXECUTIVE SESSION AT 8:35 PM.

MOTION: Chandler

SECOND: Russo

RESOLVED to enter into executive session at 8:35 pm.

VOTE: All in favor, motion carried.

RESOLUTION #236 RECONVENING FROM EXECUTIVE SESSION AT 9:03 PM.

MOTION: Chandler

SECOND: Russo

RESOLVED to reconvene from executive session at 9:03 pm.

VOTE: All in favor, motion carried.

- The board requested Joyce set up a special meeting on Tuesday the 15th at 6 pm to conduct interviews.

RESOLUTION #237 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 9:03 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