

Board of Fire Commissioners

Greenfield Fire District
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The January 21, 2025 Board of Fire Commissioners Special Meeting to was called to order at the District Office by Chairman Jay Ellsworth at 7:02 p.m.

Present were: Commissioners Chouinard, Ellsworth, Etson, Russo, Thurman; D/A-Treasurer Petkus, O/S D. Chandler. There were no others in attendance.

RESOLUTION #52 ENTERING INTO EXECUTIVE SESSION AT 7:02 PM IN REFERENCE TO AN EMPLOYMENT ISSUE.

MOTION: Ellsworth

SECOND: Thurman

RESOLVED to enter into executive session at 7:02 pm in reference to an employment issue.

VOTE: All in favor, motion carried.

RESOLUTION #53 RECONVENING FROM EXECUTIVE SESSION AT 7:48 PM.

MOTION: Ellsworth

SECOND: Chouinard

RESOLVED to reconvene from executive session at 7:48 PM.

VOTE: All in favor, motion carried.

RESOLUTION #54 THAT AFTER MEETING WITH OPERATIONS SECRETARY DEIDRE CHANDLER, APPROVING REDUCING HER WORK HOURS FROM 25 TO 20 HOURS PER WEEK, EFFECTIVE IMMEDIATELY.

MOTION: Ellsworth

SECOND: Etson

RESOLVED that after meeting with Operations Secretary Deidre Chandler, approving reducing her work hours from 25 to 20 hours per week, effective immediately.

VOTE: All in favor, motion carried.

Discussion also continued regarding the following:

- In the past there has been discussion regarding use of the training building as well as meeting rooms by OFPC and other official entities and whether or not a COI could be supplied. The board requested Joyce get an official response from legal counsel and to contact OFPC directly and request a COI.

- Lengthy discussion regarding status of the Facilities Use policy, including possibly incorporating it with Training Facility Use policy. Joyce and Kim working on it.
- The board reiterated that time off requested by employees should be requested as soon as known and to avoid last minute requests. Joyce noted she has notified the employees of this. Brief discussion continued.
- Discussion regarding the LOSAP calculation process, including deadlines that need to be met by both the companies and the operations secretary.
- Review of the Commissioner Account Assignments, including:
 - Starting the process of requiring written reports prior to board meeting;
 - Periodic attendance of the District EMS coordinator and/or supplying reports. The Chief should be notifying the board at tomorrow's meeting who the District EMS Coordinator, and Joyce has a meeting with the EMS Coordinator on Friday;
 - Commissioner Etson to head up Grants;
 - Commissioner Thurman to head up HR Compliance. Joyce recommended that the Employee Manual also should be reviewed and updated.
 - Liaison to the By-Law committee: if the committee is planning on meeting, they should request a liaison;
 - Banking: Kim, as the Deputy Treasurer, will be the person to open banking mail and Joyce will complete the reconciliations, with a rotating board member doing the reconciliation review;
 - Truck Repairs: Commissioner Ellsworth will continue to coordinate with the Chief.
 - Policy Review: Joyce recommended the board review upcoming policies in advance in case changes need to be made ahead of its approval at a meeting. Policies can be reviewed at any time of the year outside of the approved schedule;
 - Training Approval: to be handled by all board members. Commissioners attending training are not subject to the Training Approval Policy; if attending training as a firefighter, they are subject to the Training Approval process. Commissioner and staff training budget line item to be reviewed and possibly increased in the next budget cycle.

RESOLUTION #55 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Ellsworth

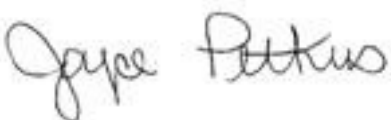
SECOND: Russo

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 9:00 p.m. All in favor, motion carried.

Respectfully submitted,



Joyce A. Petkus

District Administrator/Treasurer