

# **Board of Fire Commissioners**

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

The January 22, 2025 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by 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, Thurman; D/S Gimbel, D/A-Treasurer Petkus, D/P Olson. Please see sign in sheet for others in attendance.

**Approve Minutes:** None.

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

The Treasurer noted that Commissioner Thurman realized that the MJ Burben grant writer invoice did not show up on the abstract, so she updated the abstract.

**RESOLUTION #56 APPROVING PAYMENT OF ABSTRACT #2 DATED JANUARY 22, 2025 FROM THE GENERAL FUND, VOUCHER #250009 THROUGH VOUCHER #250021, TOTALING \$32,631.70.**

|         |             |
|---------|-------------|
| A3410.1 | \$ 8,830.80 |
| A3410.2 | \$ 284.13   |
| A3541.4 | \$ 9,708.47 |
| A9000.8 | \$ 3,808.30 |

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Total: \$32,631.70

MOTION: Ellsworth

SECOND: Thurman

RESOLVED to approve payment of Abstract #2, dated January 22, 2025 from the General Fund, Voucher #250009 through Voucher #250021, totaling \$32,631.70.

VOTE: All in favor, motion carried.

## **Reports of the Staff:**

- **District Secretary:** Kim Gimbel
  - Received real property tax exemption report from the Greenfield Town Assessor; will begin working-on the report which is due by back to the town by February 15<sup>th</sup>.
  - Mandatory Referendum to sell 293 is Tuesday January 28, 2025.
- **District Administrator:** Joyce Petkus
  - Town of Greenfield Annual Renewal Application for Real Property Tax Exemption needs to be signed.
  - VFIS Risk Solutions Consultant recommended adding all firefighters to NYS DMV-LENS program.
  - KPM invoice for Co #4 water mitigation received and forwarded to the carrier.

- **Director of Purchasing:** Douglas Olson
  - Due flood at the Maple Avenue station, Complete Construction is doing the estimate of repairs tomorrow.
  - Surplus of inventory will be listed on Auctions International starting on 2/11/25 and the auction will end on 2/25/25.
- **Treasurer:** Joyce Petkus
  - Received notice from NYS that 2024 third quarter wage reporting information was not received; contacted QB. Has necessary documentation to prove the filing was accepted.
  - FY 2024 audit has been scheduled for April 24<sup>th</sup>.
  - Once the new cell tower signed lease agreement is received, it will be sent over to the Auditor for update to the amortization schedule.

**Firefighter/Auxiliary Applications and Changes in membership:**

Firefighter Changes in Membership:

- Co #1: Jill Chouinard – Returning from Leave of absence
- Co #2: Justin Burwell – requested to go Life Inactive and to keep uniform and access
- Co #4: Kyle Abrams – requests 1 year leave of absence  
           Scott Dussault – requested to go Life Inactive

**RESOLUTION # 57 GIVING THE CHAIRMAN PERMISSION TO SIGN OFF ON ABOVE FIREFIGHTER CHANGES IN MEMBERSHIP.**

MOTION: Ellsworth

SECOND: Russo

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

VOTE: All in Favor, motion carried.

**Explorer Applications/Changes in Membership**

Madison Barss has joined the Explorer Program.

**Report of the Chief – Duane Bogardus**

- Discussion of recent house fire with Fire Fighter non serious injury. Officers held after action review and recommendations meeting to look at changes in procedures
- Requested new laptop; Douglas to research, including new desktop for the district secretary. ~~will look into updating office equipment~~
- Brief discussion regarding ~~Can there be an~~ update on the Best Practices.
- Would like an update to the Officer Participation policy.
- Would like new Ladder Truck ~~293~~ ASAP, a discussion continued.
- Requests access to Operations Secretary Office.

**RESOLUTION #58 GIVING THE DISTRICT CHIEF PERMISSION TO HAVE ACCESS TO THE OPERATIONS SECRETARIES OFFICE.**

MOTION: Ellsworth

SECOND: Chouinard

RESOLVED to give the District Chief access to the Operations Secretary' office.

VOTE: All in Favor, motion carried

### **Reports from Companies:**

#### **Company #1 – D/C Marshall –**

- Lengthy discussion regarding new 261 and newest change order, sending it to Ohio vendor for custom tool mounting and logistics getting it from Pennsylvania to Ohio and then to New York. Mid build inspection to be scheduled due mid to end next month.

#### **Company #2 – D/C Alvord –**

- Billy Reed working on Co#2 starting tomorrow.
- Commissioner Ellsworth administered oath of office to D/C Alvord.

#### **Company #3 – D/C Petkus –**

- Looking at Researching trucks; requested and looking for another commissioner to join their Co #3 truck Committee.
- Requested permission to attend, and take 280 to the Long Island Metro Fire/EMS Expo in Uniondale, NY on February 1<sup>st</sup>.

#### **Company #4 – D/C Z. King –**

- Co #4 would rather have Epoxy as their new floor instead of carpet.
- If Co#4 can get a grant for a Cascade system will the board cover the cost of the maintenance?

### **Report of the Training Committee - Zak King**

- ~~New member physicals needed to be done after December 15, 2024 to not have a 2025 physical~~ Clarified that any new member who received their physical after December 15<sup>th</sup> is exempt from the 2025 physicals.
- 5 Officers completed the Fire Officers #2 Module. Very Informative

### **Report of the Explorer Program Committee – report given by Commissioner Russo**

- Working on getting the guidelines from the BSA and have new applications

### **Reports of the Commissioners:**

#### **• Ellsworth**

- LOSAP will be updated by the 15<sup>th</sup> of each month for the previous months points.
- Working on fitting 263 with new generator.
- 275 bids should going out soon, with bid opening scheduled for March 26, 2025 Commissioners meeting.
- Discussion concerning Insurance Certificates for State Instructors; OFPC will provide one. Joyce is handling this.

#### **• Etson**

- The cell tower lease amendment agreement is complete.

#### **• Russo**

- Nothing at this time.

#### **• Thurman**

- Was impressed with Vischer Ferrys new truck, worth the trip.

#### **• Chouinard**

- Asked Douglas for updated quotes to epoxy Co #4 the engine room as the current quotes are now outdated.
- Co #4 is moving the John Lant Memorial Blood Drive to a different location due to the recent flood damage to the building.

### **Reports of the Town Board/Planning Board Liaisons**

- **Town of Greenfield:** Special Guest Mike Gyarmathy, Town Councilman

Councilman Gyarmathy noted the town would like to foster a stronger relationship with the fire district to better serve the residents; Topics of discussion included:

- Improving 911 / house identifications
  - Improved driveway access and proper turnarounds for fire apparatus.
  - Allowing the fire district to have fire related information publicized on the new town sign.
  - Educate builders and home owners on-various building codes
  - Improved signage on buildings that are far off the road to aid firefighters responding to alarms.
  - Look into a creating an Emergency Services Committee
- **Town of Wilton:** Bryan Chouinard
    - A Dollar General store will be built on Maple Avenue.

**District Policy Review:**

- Communication
- Social Media/District Photographer
- Purchasing

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

- 2025 Commissioner assignments noted as follows:

Human Resources: Commissioner Thurman

Trucks: Commissioner Ellsworth

Grants: Commissioner Etson

**RESOLUTION #59 GIVING ED PETKUS, DUANE BOGARDUS, DAIN LACROSS, MATTHEW PETKUS PERMISSION TO ATTEND TAKE CAR #280 TO THE LONG ISLAND METRO FIRE/EMS CHIEFS EXPO IN UNIONDALE, NY ON FEBRUARY 1, 2025. PERMISSION TO ALSO TAKE 280.**

MOTION: Ellsworth

SECOND: Etson

RESOLVED to give Ed Petkus, Duane Bogardus, Dain LaCross, Matthew Petkus permission to attend the Long Island Metro Fire/EMS Expo in Uniondale, NY on February 1, 2025. Permission to also take 280.

**RESOLUTION #60 GIVING MIDDLE GROVE COMPANY #3 PERMISSION TO DISPOSE OF THE SURPLUS AIR COMPRESSOR AS THEY SEE FIT.**

MOTION: Ellsworth

SECOND: Chouinard

RESOLVED to give Middle Grove Co #3 permission to dispose of the surplus air compressor as they see fit.

VOTE: All in favor, motion carried.

RESOLUTION #61 GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND UP TO \$777,000.00 FROM THE LADDER RESERVE FUND AND UP TO \$223,000.00 FROM THE EQUIPMENT RESERVE FOR THE PURCHASE OF ONE 2017 PIERCE VELOCITY 100' AERIAL TOWER FROM WILTON FIRE DISTRICT.

MOTION: Ellsworth

SECOND: Russo

RESOLVED to give the District Administrator permission to advertise a permissive referendum to withdraw and expend up to \$777,000.00 from the Ladder Reserve Fund and up to \$223,000.00 from the Equipment Reserve for the purchase of one 2017 Pierce Velocity 100' Aerial Tower from Wilton Fire District.

VOTE: All in favor, motion carried.

RESOLUTION #62 GIVING THE FOLLOWING FIREFIGHTERS PERMISSION TO ATTEND THE ANNUAL FIRE & EMS LAW & MANAGEMENT CONFERENCE AT THE TURNING STONE RESORT & CASINO, VERONA, NY, MARCH 26-29, 2025: BRYAN CHOUINARD, JAY ELLSWORTH, EDWARD PETKUS, CHRISTOPHER THURMAN. REGISTRATION COST IS \$375 EACH, PLUS LODGING, TRAVEL AND MEALS; MONEY TO COME OUT OF .4 FIRE TRAINING ACCOUNT.

MOTION: Ellsworth

SECOND: Etson

RESOLVED-to give the following firefighters permission to attend the annual Fire & Ems Law & Management Conference at the Turning Stone Resort & Casino, Verona, NY, March 26-29, 2025: Bryan Chouinard, Jay Ellsworth, Edward Petkus, Christopher Thurman. Registration cost is \$375 each, plus lodging, travel and meals; money to come out of .4 fire training account.

VOTE: All in favor, motion carried.

RESOLUTION #63 GIVING D/C EDWARD PETKUS PERMISSION TO ATTEND THE CAFDA FINANCIAL TRAINING FOR FIRE DISTRICT OFFICIALS, MARCH 13-14, 2025 AT FULTON-MONTGOMERY COMMUNITY COLLEGE, FULTON COUNTY, NY. COST IS \$100; MONEY TO COME OUT OF .4 FIRE TRAINING ACCOUNT. PERMISSION TO ALSO TAKE 280.

MOTION: Ellsworth

SECOND: Russo

RESOLVED-to give D/C Edward Petkus permission to attend the CAFDA Financial Training for Fire District Officials, March 13-14, 2025 at Fulton Montgomery Community College, Fulton County, NY. Cost is \$100; money to come out of .4 fire training account. Permission to also take 280

.VOTE: All in favor, motion carried.

**RESOLUTION #64 GIVING D/C EDWARD PETKUS PERMISSION TO ATTEND THE CAFDA CONFERENCE, APRIL 10-12, 2025 AT FORT WILLIAM HENRY CONFERENCE CENTER, WARREN COUNTY. COST IS \$170; MONEY TO COME OUT OF .4 FIRE TRAINING ACCOUNT. PERMISSION TO ALSO TAKE 280.**

MOTION: Ellsworth

SECOND: Chouinard

RESOLVED: to give D/C Edward Petkus permission to attend the CAFDA Conference, April 10-12, 2025 at Fort William Henry Conference Center, Warren County. Cost is \$170; money to come out of .4 Fire Training account. Permission to also take 280.

VOTE: All in favor, motion carried.

**RESOLUTION #65 GIVING DISTRICT SECRETARY KIM GIMBEL PERMISSION TO ATTEND THE CAFDA COMMISSIONER TRAINING ON SATURDAY, MARCH 1, 2025 AT CLIFTON PARK FIRE DISTRICT. COST IS \$85; MONEY TO COME OUT OF .4 CONVENTION ACCOUNT.**

MOTION: Ellsworth

SECOND: Russo

RESOLVED: to give District Secretary Kim Gimbel permission to attend the CAFDA Commissioner training on Saturday, March 1, 2025 at Clifton Park Fire District. Cost is \$85; money to come out of .4 Convention account.

VOTE: All in favor, motion carried.

**RESOLUTION #66 GIVING DISTRICT SECRETARY KIM GIMBEL PERMISSION TO ATTEND THE CAFDA FINANCIAL TRAINING FOR FIRE DISTRICT OFFICIALS, MARCH 13-14, 2025 AT FULTON-MONTGOMERY COMMUNITY COLLEGE, FULTON COUNTY, NY. COST IS \$100; MONEY TO COME OUT OF .4 CONVENTION ACCOUNT.**

MOTION: Ellsworth

SECOND: Chouinard

RESOLVED: ~~Giving~~ to give District Secretary Kim Gimbel permission to attend the CAFDA Financial Training for Fire District Officials, March 13-14, 2025 at Fulton-Montgomery Community College, Fulton County, NY. Cost is \$100; money to come out of .4 Convention account.

VOTE: All in favor, motion carried.

**RESOLUTION #67 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO ACCEPT OR COUNTER ALL REASONABLE OFFERS FOR THE EQUIPMENT LISTED ON AUCTIONS INTERNATIONAL ON BEHALF OF THE GREENFIELD FIRE DISTRICT.**

MOTION: Ellsworth

SECOND: Russo

RESOLVED: to give the Director of Purchasing permission to accept or counter all reasonable offers for the equipment listed on Auctions International on behalf of the Greenfield Fire District.

VOTE: All in favor, motion carried.

**RESOLUTION #68 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.

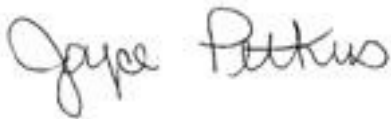
Motion was made by Commissioner Ellsworth with a second from Commissioner Chouinard to adjourn the meeting 8:45 All in favor, meeting adjourned.

Respectfully Submitted,



Kimberly A. Gimbel  
District Secretary

Reviewed/Approved



Joyce A. Petkus  
District Administrator/Treasurer