

Board of Fire Commissioners
Greenfield Fire District
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The November 11, 2020 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Michael Chandler at 7:04 PM.

Flag salute, moment of silence.

Present were: Commissioners Chandler, Dussault, McGowan, Russo; D/A-Treasurer Petkus, S/K-P/A Ranck. Please see sign in sheet for others in attendance.

RESOLUTION #215 APPROVING THE OCTOBER 28, 2020 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Dussault

SECOND: McGowan

RESOLVED to approve the October 28, 2020 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

Chairman Chandler asked for questions/comments regarding the abstract:

Treasurer Petkus noted she received the National Grid invoice for Co #4 and added it to the abstract. Commissioner McGowan requested that 283 and 284 be separated on Voucher #200515.

RESOLUTION #216 APPROVING PAYMENT OF ABSTRACT #21, VOUCHER #200486 THROUGH VOUCHER #200516 WITH CHANGE TO VOUCHER 200515 AS NOTED ABOVE, FROM THE GENERAL FUND, TOTALING \$25,289.25.

A3410.1	\$ 5,468.42
A3410.2	\$ 1,887.65
A3410.4	\$17,514.84
A9000.8	\$ 418.34

Total: \$ 25,289.25

MOTION: Chandler

SECOND: Dussault

RESOLVED to approve payment of Abstract #21 Voucher #200486 through Voucher #200516 with change to Voucher #200515 as noted above from the General Fund, totaling \$25,289.25.

VOTE: All in favor, motion carried.

Reports of the Staff:

- **District Administrator:** Joyce Petkus
 - Board needs to approve the new LGS-1 Records Retention schedule.

RESOLUTION #217 THAT THE BOARD OF FIRE COMMISSIONERS OF THE GREENFIELD FIRE DISTRICT HEREBY ADOPTS THE *RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS (LGS-1)*, ISSUED PURSUANT TO ARTICLE 57-A OF THE ARTS AND CULTURAL AFFAIRS LAW, AND CONTAINING LEGAL MINIMUM RETENTION PERIODS FOR LOCAL GOVERNMENT RECORDS, FOR USE BY ALL OFFICERS IN LEGALLY DISPOSING OF VALUELESS RECORDS LISTED THEREIN.

FURTHER RESOLVED, THAT IN ACCORDANCE WITH ARTICLE 57-A:

(a) ONLY THOSE RECORDS WILL BE DISPOSED OF THAT ARE DESCRIBED IN *RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS (LGS-1)*, AFTER THEY HAVE MET THE MINIMUM RETENTION PERIODS DESCRIBED THEREIN;

(b) ONLY THOSE RECORDS WILL BE DISPOSED OF THAT DO NOT HAVE SUFFICIENT ADMINISTRATIVE, FISCAL, LEGAL, OR HISTORICAL VALUE TO MERIT RETENTION BEYOND ESTABLISHED LEGAL MINIMUM PERIODS.

MOTION: Chandler

SECOND: Dussault

RESOLVED that the Board of Fire Commissioners of the Greenfield Fire District hereby adopts the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

VOTE: All in favor, motion carried.

RESOLUTION #218 GIVING D/C DERRICK BARSS PERMISSION TO ATTEND VFIS EMERGENCY SERVICES TRAILER OPERATIONS & SAFETY COURSE ON NOVEMBER 21, 2020 AND VFIS EMERGENCY SERVICES UTV/ATV SAFETY COURSE ON NOVEMBER 22, 2020 AT EAST SCHODACK FIRE DISTRICT, 3071 NY ROUTE 150, EAST SCHODACK, RENSSELAER COUNTY. PERMISSION TO ALSO TAKE 270.

MOTION: Chandler

SECOND: Dussault

RESOLVED to give D/C Derrick Barss permission to attend VFIS Emergency Services Trailer Operations & Safety course on November 21, 2020 and VFIS Emergency Services UTV/ATV Safety course on November 22, 2020 at East Schodack Fire District, 3071 NY Route 150, East Schodack, Rensselaer County. Permission to also take 270.

VOTE: All in favor, motion carried.

- Service Award fee agreement received; Chairman needs to sign. Brief discussion continued.
- Reminder that Commissioner letters are due no later than 3 pm on November 18th. Reminder to also read the Election Policy.
- Adirondack Trust Purchasing credit card has finally been closed.
- Reminder that the next Board meeting is Monday, November 23rd.
- **Purchasing Agent:** Don Ranck
 - Annual jaws maintenance scheduled to begin Monday, November 16th.
 - Would like to order the lock box for the drone. Brief discussion, Board okayed.
- **Treasurer:** Joyce Petkus
 - 2021 approved budget has been filed.

Firefighter Applications/Changes in Membership:

Applications:

Co #1: Nicole Everetts.

Auxiliary Applications/Changes in Membership: None.

RESOLUTION #219 GIVING THE CHAIRMAN PERMISSION TO SIGN OFF ON ABOVE NEW MEMBER APPLICATION.

MOTION: Dussault

SECOND: Russo

RESOLVED to give the Chairman permission to sign off on above New Member Application.

VOTE: All in favor, motion carried.

Report of the Chief – Jon Davis

- Would like Justin Burwell given access to IAR for drone purposes. Board okayed.
- At last Officers' meeting, the awards committee also met, and regarding the Lifesaving Award, if a person receives a life saving award and then does it again, stars are added. Also, if someone is there assisting but physically does not touch the patient, they are not eligible for the Life Saving award but will get a Medal of Merit instead.
- Would like to purchase four 20v DeWalt Sawzall's; 2 each for Co #1 and 3. Money to come from Rescue account. Board okayed.
- Would like to purchase 2 yellow and 1 red ice rescue helmets for Co #3. Money to come from Rescue account. Board okayed.
- EMT class is set to begin in January.

Reports from Companies:

Company #1 – D/C Chouinard:

- Kitchen counter tops have been installed; kitchen almost complete. Working on punch list.
- President Gibbins requested 2 large exterior rubber mats. Board okayed.
- President Gibbins explained that Co #1 will be purchasing 2 iPads with company money, would like the Purchasing Agent to buy them and the company will reimburse the district. The company would also like the District to pick up the activation/monthly service fees, cases and mounts. Discussion continued. Board okayed.

Company #2 – Captain W. Chandler

- Thanks to Don for getting the ladder back in service.
- Asked when the mattress will be in; Don noted tomorrow.

Company #3 – D/C Ellsworth:

- All good.

Company #4 – Captain Ackley/Lt. Mullen

- Thanks to Christian for the new EMS bags.
- 292 TIC batteries being re-cored.
- Short on lock out/tag out kits. Brief discussion continued. Don to look into kits, two each for Co #1, 2 and 3, six for Co #4.
- D/C Bogardus is currently unavailable due to a family emergency but is available by phone.
- Co #4 would also like to purchase 3 more iPads with the district picking up the costs for activation/monthly service fees, cases and mounts. Board okayed.
- 2021 drill training plan is complete and has been forwarded to D/C Barss.

Report of the District EMS Coordinator – Christian Alvord:

- Will be holding a CPR Instructor class at the District Office on November 16th.
- Working with WEMS on 2021 CME class schedule.
- EMT class begins January 18th at Co #1; part of CME will be incorporated in the EMT class. There will be a refresher option the week before. Brief discussion continued.

Reports of the Commissioners:

- Dussault
 - Last night's four company drill was excellent.
- McGowan
 - Questioned the status of the meeting with the Attorney. Commissioner Chandler noted an email was sent out but he has not heard back yet.
 - Lengthy discussion regarding the Drone Policy and the Drone Best Practices, including the requirement that they must be a member for two years before they can operate the drone. Captain Ackley questioned if there would be a waiver consideration if there are members that have the enthusiasm and there is the inclination that they are going to be around for a while. It was noted no, and that there is also a limit of 8 plus the District Chief who are allowed to operate the drone.

RESOLUTION #220 APPROVING THE UNMANNED AIRCRAFT SYSTEMS (UAS) POLICY AS SUBMITTED.

MOTION: Chandler

SECOND: Dussault

RESOLVED to approve the Unmanned Aircraft Systems (UAS) Policy as submitted.

VOTE: All in favor, motion carried.

Joyce noted she now needs to insure the drone; does the Board want the \$1 million limit for an approximate cost of \$600 or the \$500,000 limit for an approximate cost of \$460. The Board requested \$1 million limit.

- Russo
 - Questioned if the cages came in. Don noted they have not been shipped, but they will be shipped directly to Robbie's shop; each installation will take a full day per vehicle.
- Chandler
 - Would like to pour 2 concrete pads behind Co #2 by the training building for a dumpster and the roof simulator. There is still money left in the Training Building Site Work Reserve referendum. Was able to get two quotes, \$2,100 and \$3,000. The Town has

already prepped the sites.

RESOLUTION #221 APPROVING THE TWO CONCRETE PADS BY ASHLINE INDUSTRIES. MONEY TO COME FROM THE TRAINING BUILDING SITE WORK RESERVE REFERENDUM.

MOTION: Chandler

SECOND: Dussault

RESOLVED to approve the two concrete pads by Ashline Industries. Money to come from the Training Building Site Work Reserve referendum.

VOTE: All in favor, motion carried.

- Winter is coming, please get everything off the parking lots for snow plowing.
- Met with Chazen this morning in reference to Co #2 possible expansion. They should be getting a proposal to us by the next meeting.

Reports of the Town Board/Planning Board Liaisons

- **Town of Greenfield:** McGowan
 - Approved their budget at the last meeting.
 - Regarding the Zoning Board, Ryan's Garage was denied his extension permit, there was talk of a Greenfield property.
- **Town of Wilton:** Dussault
 - 2021 budget has been closed out.
 - Recently held a service for a local resident, a WWII veteran.

Special Topics of Discussion/Final Comments:

- Chief Davis is going to set up a cancer coverage class in January with Joyce.
- Chief Davis noted 280 rear quarter panel fixed, but it needs to be re-stripped. Would also like to fix all the striping on 294. Don to coordinate with AJ Signs.
- Lt. Mullen noted there will be a Celebration of Life for Ed Jewell Sunday at Co #4 at 2 pm.
- D/C Chouinard requested a flat top podium for Co #1 meeting room.
- Don noted tables and chairs for Co #1 should be shipping out soon.
- D/C Ellsworth spoke to Della Kenyon; Dave is doing well but no visitors are allowed.
- Commissioner Dussault noted the front end on 294 is shaking, would like it looked at.
- D/C Ellsworth asked about 282 shore line; it was noted it should be installed next week.
- Lt. Mullen noted portable radio charger in 294 does not work.

RESOLUTION #222 DISPENSING WITH THE READING OF THE MINUTES.

MOTION: Chandler

SECOND: McGowan

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 McGowan to adjourn the meeting at 7:51 PM. All in favor, meeting adjourned.

Respectfully submitted,

Joyce Petkus

Joyce A. Petkus
District Administrator/Treasurer