

**Board of Fire Commissioners**  
Greenfield Fire District  
P.O. Box 103  
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The February 10, 2021 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, McGowan, Ramsey, Russo; D/A-Treasurer Petkus, S/K-P/A Ranck. Excused: Commissioner Dussault. Please see sign in sheet for others in attendance.

**RESOLUTION #51 APPROVING THE JANUARY 27, 2021 COMMISSIONER MEETING MINUTES AND THE FEBRUARY 3, 2021 INSURANCE REVIEW MEETING MINUTES AS WRITTEN.**

MOTION: McGowan

SECOND: Russo

RESOLVED to approve the January 27, 2021 Commissioner Meeting Minutes and the February 3, 2021 Insurance Review Meeting Minutes as written.

VOTE: All in favor, motion carried.

**Chairman Chandler asked for questions/comments regarding the abstract:**

Treasurer Petkus noted she removed the last voucher, #210062, Cornell's as the trim panel was returned. May have to hold some invoices to be paid until tax revenue checks come in.

**RESOLUTION #52 APPROVING PAYMENT OF ABSTRACT #3 DATED FEBRUARY 10, 2021 FROM THE GENERAL FUND, VOUCHER #210036 THROUGH VOUCHER #210061, TOTALING \$33,095.73.**

A3410.1 \$ 5,878.37

A3410.2 \$ 4,589.14

A3410.4 \$11,782.97

A9000.8 \$10,845.25

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Total: \$33,095.73

MOTION: Chandler

SECOND: Russo

RESOLVED to approve payment of Abstract #3 dated February 10, 2021 from the General Fund, Voucher #210036 through Voucher #210061, totaling \$33095.73.

VOTE: All in favor, motion carried.

**Reports of the Staff:**

- **District Administrator:** Joyce Petkus
  - Vehicle insurance cards were placed in Chiefs baskets.

- New form needs to be signed for Utica Mutual; New employment Practices Liability application; she has completed the form and it needs to be signed by the Chairman and Commissioner Russo.
- Has received copies of NYS Insurance Law 2335-A, prohibition of rate increase. If anyone wants a copy for their records, please let her know.
- Received a thank you card from Barb Staiger.
- Physicals are starting, 3 locations open for bloodwork. Deidre handed out the forms to be completed at the Officers' meeting last week.
- Regarding physicals, there are three people that the Board may want to excuse from this round of physicals. Brief discussion; the Board approved the Scott Hays' post deployment physical from Occupational Medicine in January 2021. Alexandra Sutton must have a physical by the May 31<sup>st</sup> deadline, and Dave Kenyon must complete his physical if it was just a clearance that was completed recently.
- She and Don worked on the CAD system, also spoke to firefighter Stanton about it. He believes that Co #2, 3 and 4 data are not coming over into ER, and also asked about mapping incident descriptions. Brief discussion continued. She has a meeting next week with Firefighter Stanton. Brief discussion continued.
- Good Rx sent out Rx cards to firefighters; if anyone is interested in a card, please contact her. It is good for the firefighter, their family and their pets.
- Received both the NYS Fire District Officers' Guide book and eReader.
- **Purchasing Agent:** Don Ranck
  - Stokes basket pricing is as follows: \$4,490 from Vander Molen and \$4,875 from KME.

## RESOLUTION #53 SENDING 293 TO VANDER MOLEN TO HAVE THE STOKES BASKET INSTALLED AT A COST OF \$4,490.

MOTION: Chandler

SECOND: Russo

RESOLVED to send 293 to Vander Molen to have the stokes basket installed at a cost of \$4,490.

VOTE: All in favor, motion carried.

Commissioner McGowan notes a lot of money has been put into the truck over the last few years, and he hopes the plan is that it will be staying for a long time. Brief discussion continued.

- Email conversion to Microsoft will happen tomorrow, overnight. Instructions will be sent on how to reload onto phones, tablets, etc. Brief discussion continued.

Commissioner Chandler asked about the status of the safety cabinets; Don noted he is working on it and should have quotes for the next meeting.

Commissioner McGowan questioned if there were updates for the Chief's truck; Don noted when he spoke to the vendor last week, it was still February or March, everything else has been ordered except the grille.

- **Treasurer:** Joyce Petkus
  - Annual OSC AUD is currently about 90% complete.
  - Currently working on gathering the requested audit information. Due to COVID, it will not be on onsite visit.

**Firefighter/Auxiliary Applications for Membership/Requests for Change in Membership:**

Co #4: Kevin Scala, coming off probation; John King, requested life-inactive.

**RESOLUTION #54 GIVING THE CHAIRMAN PERMISSION TO SIGN OFF ON THE ABOVE LISTED FIREFIGHTER CHANGES IN MEMBERSHIP.**

MOTION: McGowan

SECOND: Russo

RESOLVED to give the Chairman permission to sign off on the above listed firefighter Changes in Membership.

VOTE: All in favor, motion carried.

**Report of the Chief – Jonathan Davis:**

- 260 and 270 cages have been installed; 280 is there now.
- 280 had new tires installed and the seat fixed.
- Would like to have Don order two chimney kits. Brief discussion continued.

**RESOLUTION #55 GIVING THE PURCHASING AGENT PERMISSION TO PURCHASE TWO CHIMNEY KITS; MONEY TO COME FROM MISCELLANEOUS EQUIPMENT.**

MOTION: Chandler

SECOND: Russo

RESOLVED to give the Purchasing Agent permission to purchase two chimney kits; money to come from Miscellaneous Equipment.

VOTE: All in favor, motion carried.

- Thanks for approving the stokes basket.
- Having trouble wrapping his head around all the technology, IAR, ER and Halligan. There are a lot of unanswered questions, is there a duplication of services. Would like to see a meeting set up, get everyone in the same room and on the same page. Discussion continued. List to be emailed to Joyce as to who should be at that meeting.
- National Grid reached out to him, they are going to be giving the district 2 more of those \$25K gas meters, one each to go to Co #1 and 3.

**Reports from Companies:**

**Company #1 – A/C Coffey**

- Questioned if there was ever any more discussion regarding the door lock to the EMS oxygen room, which is also the decon room. Joyce noted she never got a chance to speak to the Chief. There is currently no lock on the door, although the security system has been added. Jerrid had given Joyce a list of who he wants to have access but it has not yet been done. Discussion continued. The Chief will speak with Joyce after the meeting.

**Company #2 – Captain W. Chandler:**

- Status quo.

**Company #3 – D/C Ellsworth:**

- Good.

**Company #4 – D/C Bogardus**

- Nothing at this time.

**District EMS Coordinator Report: Christian Alvord**

- Not present this evening.

- Chief Davis noted his current priority is the ePCRs.
- A/C Petkus gave brief explanation of the ePCR program required by the State. Chief Davis noted that Christian will have to make sure it gets done at each company. It can be done on the iPads already in the trucks. Brief discussion continued.

**RESOLUTION #56 GIVING DISTRICT EMS COORDINATOR ALVORD PERMISSION TO MOVE FORWARD WITH THE IMPLEMENTATION AND USE OF THE E-PCR SYSTEM THROUGH NYS IMAGE TREND ELITE.**

MOTION: Chandler

SECOND: McGowan

RESOLVED to give District EMS Coordinator Alvord permission to move forward with the implementation and use of the e-PCR system through NYS Image Trend Elite.

VOTE: All in favor, motion carried.

**Report of the Training Committee – Captain W. Chandler**

- Working on scheduling a live burn and 4 company drill when the weather gets warmer.

**Reports of the Commissioners:**

- Dussault
  - Not present this evening.
- McGowan
  - During the annual insurance review meeting, it was found out that the drone only has liability coverage; the drone itself is not insured if it is damaged or destroyed. Currently working on that.
- Ramsey
  - Did some research on the solar stuff; it is 12 pages long. Has a meeting with the building inspector on Friday morning. NYS adopted NFPA 2017 last year that requires rapid shut off switches on all solar. Brief discussion continued; would like to see all shut offs by the meter boxes. The building inspector also takes pictures, which the Chiefs noted they would like to have for their pre-plans. Also, when permits are applied for, they are required to provide a Protection and Emergency Response Plan. Discussion continued. Documentation should be sent to the District office if it can only be sent via mail; preference would be via email so the Chiefs could add it to the pre-plans as well. Joyce to work with Commissioner Ramsey.
- Russo
  - Questioned if the drone lock box is fireproof; it was noted no.
  - Would like to see the on-spot chains be part of the vehicle PM service; they should also be used on a regular basis.
- Chandler
  - Would like to see work orders go to Don, Larry, and at a minimum, the Commissioner for the company, or the full board. This will help with accountability.

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

- **Town of Wilton:** Dussault
  - Not present this evening.
- **Town of Greenfield:** Ramsey
  - Jay Ellsworth was appointed to the ethics board.

**District Policy Review:**

- Code of Conduct

- Disciplinary: Commissioner Ramsey questioned the process regarding the verbal warning; it was noted it is documented in writing that a verbal warning was issued.
- Harassment & Discrimination
- Sexual Harassment
- Whistleblower

No changes made.

Commissioner Ramsey noted that the book that contains the policies is not user friendly. Made suggestion of putting the policies in number order. Joyce noted she had previously spoken with Don already on it and she will be updating the books this year.

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

- Possible awarding of COVID LOSAP points: The Chief closed down the firehouses from March 16<sup>th</sup> through May 19<sup>th</sup>. Commissioners Ramsey and McGowan noted that there were 32 firefighters that made more points in 2020 than in 2019. Discussion continued. Based on the points calculated for 2020, the Board felt that giving extra points would help no one. Additional COVID points will not be awarded for 2020.
- Captain Chandler noted he handed out the Certificate of Liability Insurance form for the Explorer Program. Commissioner Chandler noted that there should be an additional insured mark; Joyce to run by Dave Meager. Commissioner McGowan is working on a policy for the Explorer Program.
- Chief Davis noted that we need to start thinking about the 75<sup>th</sup> anniversary banquet; a committee should be put together. Brief discussion continued. Need to look at venues for availability, suggestion to move banquet toward the warmer weather. Joyce noted that with COVID, finding a venue to accommodate 225-250 people may be difficult. Chief Davis asked each company to bring names of no more than 2 people from each company to the next Board meeting. Joyce noted the policy states the Company Presidents will be involved, and also requested that those on the committee be people who will actually show up and do the work. Brief discussion continued.
- Commissioner McGowan asked if we ever heard from the attorney; Joyce noted she had contacted him but never received an answer back. She will contact him again. He also noted that if the Board wanted, they could reduce the insurance on the truck; brief discussion; the board felt to leave it as is.
- Captain Chandler noted they should have the Explorer program dates by the next meeting. They are meeting this Saturday and creating a policy. Explorers will not have access to the firehouses. Draft policy to be sent to Bill Young for his review. Brief discussion continued.

**RESOLUTION #57 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 Ramsey with a second from Commissioner McGowan to adjourn the meeting at 7:56 PM. All in favor, meeting adjourned.

Respectfully submitted,

Joyce Petkus

Joyce A. Petkus  
District Administrator/Treasurer