

**Board of Fire Commissioners**  
Greenfield Fire District  
P.O. Box 103  
Greenfield Center, NY 12833  
Office: (518) 893-0723 Fax: (518)893-7006

The January 2022 Organizational Meeting of the Greenfield Fire District was called to order at the District Office by Treasurer Petkus at 7:02 PM on January 12, 2022. The flag salute and a moment of silence were recognized for departed members.

**Present were:** Commissioners Chandler, Dussault, Hays and Ramsey; D/A-Treasurer Petkus, P/A Woodard. Excused: Commissioner Russo. Please see sign in sheet for others in attendance.

Treasurer Petkus asked for nominations for 2022 Chairman; Commissioner Dussault nominated Commissioner Michael Chandler with a 2<sup>nd</sup> by Commissioner Ramsey.

**RESOLUTION #1 APPOINTING MICHAEL CHANDLER CHAIRMAN OF THE BOARD FOR 2022.**

MOTION: Dussault

SECOND: Ramsey

RESOLVED to appoint Michael Chandler Chairman of the Board for 2022.

VOTE: All in favor, motion carried.

**RESOLUTION #2 APPOINTING JOYCE PETKUS DISTRICT ADMINISTRATOR/TREASURER FOR 2022; SET SALARY AT \$55,218.41/YR. FOR 40 HOUR WORK WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL;**

**SETTING SALARY & BENEFITS FOR DEIDRE CHANDLER, OPERATIONS SECRETARY FOR 2022; HOURLY RATE OF \$20.48 FOR 25 HOUR WORK WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL;**

**SETTING SALARY & BENEFITS FOR LARRY RAMSEY, JR., PT MAINTENANCE FOR 2022; HOURLY RATE OF \$16.16 FOR 32 HOUR WORK WEEK AND ANY APPLICABLE BENEFITS AS LISTED IN THE GREENFIELD FIRE DISTRICT EMPLOYEE MANUAL.**

MOTION: Chandler

SECOND: Dussault

RESOLVED to appoint Joyce Petkus District Administrator/Treasurer for 2022; set salary at \$55,218.41/yr. for 40-hour work week and any applicable benefits as listed in the Greenfield Fire District employee manual;

Set salary & benefits for Deidre Chandler, Operations Secretary for 2022; hourly rate of \$20.48 for 25-hour work week and any applicable benefits as listed in the Greenfield Fire District employee manual;

Set salary & benefits for Larry Ramsey, Jr., PT maintenance for 2022; hourly rate of \$16.16 for 32-hour work week and any applicable benefits as listed in the Greenfield Fire District employee manual.

VOTE: All in favor, motion carried.

### **RESOLUTION #3 DESIGNATING JOYCE PETKUS AS THE DISTRICT RECORDS MANAGEMENT OFFICER.**

MOTION: Chandler

SECOND: Dussault

RESOLVED to designate Joyce Petkus as the District Records Management Officer.

VOTE: All in favor, motion carried.

### **RESOLUTION #4 APPOINTING WILLIAM YOUNG LEGAL ADVISOR FOR 2022.**

MOTION: Chandler

SECOND: Ramsey

RESOLVED to appoint William Young legal advisor for 2022.

VOTE: All in favor, motion carried.

### **RESOLUTION #5 APPOINTING CAROLE MILLER DISTRICT CHAPLAIN FOR 2022.**

MOTION: Chandler

SECOND: Ramsey

RESOLVED to appoint Carole Miller District Chaplain for 2022.

VOTE: All in favor, motion carried.

### **RESOLUTION #6 APPOINTING OCCUPATIONAL MEDICINE – SARATOGA HOSPITAL AS DISTRICT MEDICAL FACILITY FOR 2022.**

MOTION: Chandler

SECOND: Hays

RESOLVED to appoint Occupational Medicine – Saratoga Hospital as District Medical Facility for 2022.

VOTE: All in favor, motion carried.

### **RESOLUTION #7 DESIGNATING THE DAILY GAZETTE AND THE SARATOGIAN AS THE LEGAL NEWSPAPERS FOR 2022.**

MOTION: Chandler

SECOND: Dussault

RESOLVED to designate the Daily Gazette and the Saratogian as the legal newspapers for 2022.

VOTE: All in favor, motion carried.

### **RESOLUTION #8 NAMING ADIRONDACK TRUST COMPANY, BALLSTON SPA NATIONAL BANK AND SARATOGA NATIONAL BANK AS BANKS FOR 2022.**

MOTION: Chandler

SECOND: Ramsey

RESOLVED to name Adirondack Trust Company, Ballston Spa National Bank and Saratoga National Bank as banks for 2022.

VOTE: All in favor, motion carried.

**RESOLUTION #9 GIVING TREASURER PERMISSION TO PAY VARIOUS BILLS INCLUDING FUEL, LIGHTS, WAGES, FEDERAL AND STATE TAXES, POSTAGE, TELEPHONE/FAX, INTERNET, GAS AND DIESEL, HEATING OIL, GARBAGE PICK UP EVERY MONTH.**

MOTION: Chandler

SECOND: Hays

RESOLVED to give Treasurer permission to pay various bills including fuel, lights, wages, federal and state taxes, postage, telephone/fax, internet, gas and diesel, heating oil, garbage pickup every month.

VOTE: All in favor, motion carried.

**RESOLUTION #10 THAT THE TREASURER IS REQUIRED WITHIN 60 DAYS AFTER THE END OF THE FISCAL YEAR TO SUBMIT TO THE BOARD OF FIRE COMMISSIONERS A COPY OF THE ANNUAL REPORT REQUIRED BY GML SECTION 30 IN LIEU OF A WRITTEN STATEMENT SHOWING RECEIPTS AND DISBURSEMENTS FROM THE PRECEDING FISCAL YEAR.**

MOTION: Chandler

SECOND: Dussault

RESOLVED that the Treasurer is required within 60 days after the end of the fiscal year to submit to the Board of Fire Commissioners a copy of the annual report required by GML section 30 in lieu of a written statement showing receipts and disbursements from the preceding fiscal year.

VOTE: All in favor, motion carried.

**RESOLUTION #11 ADOPTING SECTION 104B OF THE GENERAL MUNICIPAL LAW REGARDING DISTRICT PURCHASING PRACTICES.**

MOTION: Chandler

SECOND: Ramsey

RESOLVED to adopt Section 104B of the General Municipal Law regarding District Purchasing Practices.

VOTE: All in favor, motion carried.

**RESOLUTION #12 THAT THE HOME COMMISSIONER SHALL SIT ON THE COMMITTEE THAT IS PURCHASING A NEW TRUCK FOR HIS COMPANY.**

MOTION: Chandler

SECOND: Dussault

RESOLVED that the home Commissioner shall sit on the committee that is purchasing a new truck for his company.

VOTE: All in favor, motion carried.

**RESOLUTION #13 THAT TRUCK REPAIRS SHALL BE COORDINATED BY THE DISTRICT CHIEF AND COMMISSIONER CHANDLER.**

MOTION: Chandler

SECOND: Ramsey

RESOLVED that truck repairs shall be coordinated by the District Chief and Commissioner Chandler.

VOTE: All in favor, motion carried.

## RESOLUTION #14 SETTING 2022 MEETING NIGHTS AS SUBMITTED AND POSTED ON THE DISTRICT WEBSITE BY THE DISTRICT ADMINISTRATOR.

MOTION: Chandler

SECOND: Dussault

RESOLVED to set 2022 meeting nights as submitted and posted on the District website by the District Administrator.

VOTE: All in favor, motion carried.

Brief discussion regarding minor changes to the 2022 Commissioner account assignments.

## RESOLUTION #15 APPROVING THE 2022 COMMISSIONER ASSIGNMENTS WITH CHANGES AS DISCUSSED.

MOTION: Chandler

SECOND: Dussault

RESOLVED to approve the 2022 Commissioner assignments with changes as discussed.

VOTE: All in favor, motion carried.

## RESOLUTION #16 ADOPTING THE 2022 DISTRICT POLICY REVIEW SCHEDULE AS PROVIDED AND POSTED.

MOTION: Chandler

SECOND: Hays

RESOLVED to adopt the 2022 District Policy Review Schedule as provided and posted.

VOTE: All in favor, motion carried.

## RESOLUTION #17 THAT THE GREENFIELD FIRE DISTRICT MAINTAIN MEMBERSHIP IN THE FOLLOWING ORGANIZATIONS:

- FIREMAN'S ASSOCIATION OF THE STATE OF NY (FASNY)
- ASSOCIATION OF FIRE DISTRICTS OF THE CAPITAL AREA (AFDCA)
- ASSOCIATION OF FIRE DISTRICTS OF THE STATE OF NY (AFDSNY)
- NEW YORK STATE ASSOCIATION OF FIRE CHAPLAINS
- NEW YORK STATE ASSOCIATION OF FIRE CHIEFS (NYS AFC)
- NFPA
- FIRE DEPARTMENT SAFETY OFFICERS ASSOCIATION

MOTION: Chandler

SECOND: Ramsey

RESOLVED that the Greenfield Fire District maintain membership in the following organizations:

- Fireman's Association of the State of NY (FASNY)
- Association of Fire Districts of the Capital Area (AFDCA)
- Association of Fire Districts of the State of NY (AFDSNY)

- New York State Association of Fire Chaplains
- New York State Association of Fire Chiefs (NYS AFC)
- NFPA
- Fire Department Safety Officers Association

VOTE: All in favor, motion carried.

**RESOLUTION #18 TO APPOINT ELECTION INSPECTORS FOR 2022:**

- BETTY BOWEN                      BONNIE OLDER
- DEBBIE BURWELL                PEGGY ROXBURY
- MARGE CORNELL                 GLENDA VANDUSEN
- DIANA KLEMENTOWSKI        ALICE WILSON
- BRENDA JENNINGS              DAVE WILSON
- GEORGE MILLER                 JOYCE WOODARD

MOTION: Chandler

SECOND: Russo

RESOLVED to appoint Election Inspectors for 2022:

- Betty Bowen                      Bonnie Older
- Debbie Burwell                 Peggy Roxbury
- Marge Cornell                 Glenda VanDusen
- Diana Klementowski        Alice Wilson
- Brenda Jennings              Dave Wilson
- George Miller                 Joyce Woodard

VOTE: All in favor, motion carried.

**RESOLUTION #19 THAT EFFECTIVE JANUARY 1, 2022, REIMBURSEMENT FOR MILEAGE FOR FIRE CALLS AND DISTRICT BUSINESS WILL BE 58.5¢ PER MILE, TO BE MONITORED BY THE TREASURER FOR ANY CHANGES. MILEAGE VOUCHERS HELD LONGER THAN TWO MONTHS WILL NOT BE ACCEPTED; ANY SUBMISSION MUST BE RECEIVED BY THE THURSDAY MORNING PREVIOUS TO THE NEXT BOARD MEETING.**

MOTION: Chandler

SECOND: Hays

RESOLVED that effective January 1, 2022, reimbursement for mileage for fire calls and District business will be 58.5¢ per mile, to be monitored by the Treasurer for any changes. Mileage vouchers held longer than two months will not be accepted; any submission must be received by the Thursday morning previous to the next Board meeting.

VOTE: All in favor, motion carried.

**RESOLUTION #20 APPOINTING SCOTT DUSSAULT 2022 DISTRICT LIAISON TO THE WILTON TOWN AND PLANNING BOARDS AND JOSEPH RUSSO 2022 DISTRICT LIAISON TO THE GREENFIELD TOWN AND PLANNING BOARDS.**

MOTION: Chandler

SECOND: Ramsey

RESOLVED to appoint Scott Dussault 2022 District Liaison to the Wilton Town and Planning Boards and Joseph Russo 2022 District Liaison to the Greenfield Town and Planning Boards.

VOTE: All in favor, motion carried.

**RESOLUTION #21 APPOINTING THE FOUR FIRE COMPANIES AS THE FIREFIGHTING FORCE OF THE FIRE DISTRICT.**

MOTION: Chandler

SECOND: Ramsey

RESOLVED to appoint the four fire companies as the firefighting force of the fire district.

VOTE: All in favor, motion carried.

**RESOLUTION #22 THAT ANY OFFICER THAT FAILS TO COMPLETE ANNUAL REQUIREMENTS BY THE DEADLINES WILL IMMEDIATELY BE REMOVED FROM OFFICE FOR THE REMAINDER OF THE YEAR.**

MOTION: Chandler

SECOND: Ramsey

RESOLVED that any officer that fails to complete annual requirements by the deadlines will immediately be removed from office for the remainder of the year.

VOTE: All in favor, motion carried.

**RESOLUTION #23 THAT IN THE EVENT OF A LINE OF DUTY DEATH (LODD), AND WITH PERMISSION OF THE FAMILY OF THE DECEASED, THE DISTRICT CHIEF MAY AUTHORIZE THE USE OF THE DECEASED MEMBER'S COMPANY APPARATUS TO ESCORT THE REMAINS OF THE DECEASED FROM THE HOSPITAL TO THE FUNERAL HOME.**

MOTION: Chandler

SECOND: Hays

RESOLVED that in the event of a Line of Duty Death (LODD), and with permission of the family of the deceased, the District Chief may authorize the use of the deceased member's company apparatus to escort the remains of the deceased from the hospital to the funeral home.

VOTE: All in favor, motion carried.

**RESOLUTION #24 APPROVING THE DECEMBER 29, 2021 YEAR END CLOSE OF BOOKS MEETING MINUTES AS WRITTEN.**

MOTION: Chandler

SECOND: Hays

RESOLVED to approve the December 29, 2021 Year End Close of Books Meeting Minutes as written.

VOTE: All in favor, motion carried.

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

**RESOLUTION #25 APPROVING PAYMENT OF ABSTRACT #25 FROM THE GENERAL FUND, VOUCHER #210559 THROUGH VOUCHER #210570 AND TOTALING \$9,619.53.**

A3410.2      \$ 460.00

A3410.4      \$ 9,159.53

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Total: \$ 9,619.53

MOTION: Chandler

SECOND: Dussault

RESOLVED to approve payment of Abstract #25 from the General Fund, Voucher #221559 through Voucher #210570 and totaling \$9,619.53.

VOTE: All in favor, motion carried.

**RESOLUTION #26 APPROVING PAYMENT OF ABSTRACT #1, VOUCHER #220001 THROUGH VOUCHER #220021, FROM THE GENERAL FUND AND TOTALING \$72,997.45**

A3410.1 \$ 6,482.36

A3410.2 \$43,032.60

A3410.4 \$ 8,968.84

A9000.8 \$14,513.65

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Total: \$72,997.45

MOTION: Chandler

SECOND: Dussault

RESOLVED to approve payment of Abstract #1, Voucher #220001 through Voucher #220021, from the General Fund and totaling \$72,997.45.

VOTE: All in favor, motion carried.

**Reports of the Staff:**

• **District Administrator:** Joyce Petkus

- Thank you card received from Barkersville Christian Church for the use of the trailer to deliver presents to the local children.
- Chairman needs to sign various paperwork after the meeting.
- Old 271 title will be mailed out to Hubert Fire Department on the 20<sup>th</sup> and removed from insurance as well.
- Reviewed new 2022 organizational manual; will be distributed sometime next week.
- Working on organizational paperwork, various lists will be coming out next week.

**RESOLUTION #27 GIVING WALT RAMSEY PERMISSION TO ATTEND COLT TRAINING AT BERKSHIRE FIRE DEPARTMENT, GLOVERSVILLE, FULTON COUNTY, 1/21-22/2022.**

MOTION: Chandler

SECOND: Hays

RESOLVED to give Walt Ramsey permission to attend COLT training at Berkshire Fire Department, Gloversville, Fulton County, 1/21-22/2022.

VOTE: All in favor, motion carried.

• **Purchasing Agent:** Tina Woodard

- 10 sets of gear have been distributed or inventoried; waiting on A/C Barss to come get his gear.
- Connor Krueger is going to assist her with Halligan.
- Deidre assisted her with ER and she is making progress.
- Was in contact with Fire-End & Croker in reference to the boots and gloves; they believe there was an order placed, and they will be looking into it for her.

- Co #2 TIC is in.
- Still waiting on various other equipment.
- Four Firefighter Essentials books have been ordered.
- Uniform policy states she has to have a Class A uniform fitting; which she will be working on. Brief discussion continued.
- Received back Donald McDowell's gear.
- **Treasurer:** Joyce Petkus
  - Annual independent audit scheduled to be in-person on April 14<sup>th</sup> and 15<sup>th</sup>. It was noted that Past Commissioner McGowan would be available to assist.
  - Working on year-end tax payments and filings.
  - Annual AUD needs to be filed by March 1<sup>st</sup>.
  - Would like to close out some of the reserve account projects. Brief discussion continued.

**RESOLUTION #28 GIVING THE TREASURER PERMISSION TO CLOSE OUT THE FOLLOWING COMPLETED RESERVE ACCOUNT PROJECTS:**

**BUILDING RESERVE FUND:**

- .014 TRAINING FACILITY SITE WORK, \$5,716.16
- .017 CHAZEN CO #1 RENOVATIONS CHANGE ORDER, \$3,189.33
- .018 CO #1 ROOF RENOVATIONS (TITAN ROOFING), \$49,304.80
- .020 CO #1 INTERIOR RENOVATIONS (GALLO CONSTRUCTION), \$28,920.88
- .021 PLYMOVENT EXHAUST SYSTEMS, \$2,005.00

**EQUIPMENT RESERVE FUND:**

- .035 CO #4 TANKER/SKID UNIT, \$18,800.00
- .036 TWO 2021 CHEVY TAHOES & EQUIPMENT, \$0.00
- .037 CO #2 TRAILER, MISC. EQUIP., LETTERING, \$2,069.35

MOTION: Chandler

SECOND: Dussault

RESOLVED to give the Treasurer permission to close out the following completed reserve account projects:

**Building Reserve Fund:**

- .014 Training Facility Site Work, \$5,716.16
- .017 Chazen Co #1 Renovations Change Order, \$3,189.33
- .018 Co #1 Roof Renovations (Titan Roofing), \$49,304.80
- .020 Co #1 Interior Renovations (Gallo Construction), \$28,920.88
- .021 Plymovent Exhaust Systems, \$2,005.00

**Equipment Reserve Fund:**

- .035 Co #4 Tanker/Skid Unit, \$18,800.00
- .036 Two 2021 Chevy Tahoes & Equipment, \$0.00
- .037 Co #2 Trailer, misc. equip., lettering, \$2,069.35

VOTE: All in favor, motion carried.

**Firefighter Changes in membership:**

- Co #1: Kelsey Pratt, resignation;
- Co #2: William Lloyd, Jr. requested Life-Inactive;
- Co #3: Jason Jennings; requested Life-Inactive and to keep access; Eric Petkus, resignation, moved out of district;
- Co #4: Donald McDowell, resignation, will be moving out of the area.



### **Auxiliary Applications for Membership:**

- Co #4: Karen Wood

### **RESOLUTION #29 GIVING THE CHAIRMAN PERMISSION TO SIGN OFF ON ABOVE FIREFIGHTER CHANGES IN MEMBERSHIP AND NEW AUXILIARY MEMBER.**

MOTION: Dussault

SECOND: Ramsey

RESOLVED to give the Chairman permission to sign off on above firefighter changes in membership and new auxiliary member.

VOTE: All in favor, motion carried.

### **Report of the Chief – Jon Davis**

- Excused.

### **Reports from Companies:**

#### **Company #1**

- No one present this evening.

#### **Company #2 – Captain W. Chandler**

- Thanks for the metal and new valves.

#### **Company #3 – A/C Thurman**

- They will be doing a stand-by for Rock City Falls on January 22<sup>nd</sup>.

#### **Company #4 – President Abrams**

- Nothing at this time.

### **Report of District EMS Coordinator – Christian Alvord**

- Not present this evening.

### **Report of the Training Committee – Walker Chandler**

- MBK training has been postponed due to Covid.

### **Report of the Explorer Program – Walker Chandler**

- In the process of redoing 2022 charter fee.
- There are currently 9 advisors; one former firefighter would still like to be an advisor. Discussion continues. Captain Chandler to look back at the by-laws and Best Practices.
- Questioned how the Board felt about continuing the program due to the increase in Covid cases. The Board would like to hold off on the program, but the advisors can meet.
- Will get in touch with the Boy Scout Council regarding prorating the program.

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

- Dussault
  - Looking forward to another good year.
  - Keep up the training.
  - Welcome to Commissioner Hays.
- Hays
  - Thanks to Larry Ramsey for organizing the recent food drives, everyone who helped out, and the donations from the companies.
  - Thanks to current and former Commissioners, and the staff for helping him get started.
- Ramsey

- Welcome to Commissioner Hays.
- Russo
  - Not present this evening.
- Chandler
  - Welcome to Commissioner Hays.
  - Has contacted Lanson Cosh from LaBella Associates, formerly the Chazen Companies, in reference to Co #2 renovations.
  - Commissioner Ramsey asked if there was an update on New 273; brief discussion continued.

**Reports of the Town Board Liaisons**

- **Town of Greenfield:** Ramsey
  - Nothing really going on.
- **Town of Wilton:** Scott Dussault
  - The Town has moved back to Zoom meetings.

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

- **Town of Greenfield:** Ramsey
  - Nothing at this time.
- **Town of Wilton:** Scott Dussault
  - Next meeting is next week.

**District Policy Review:**

- Code of Conduct: no changes made.
- Code of Ethics: no changes made.
- Meeting Conduct: no changes made.

**Special Topics of Discussion:**

- Commissioner Chandler noted the Explorer Advisors would like to get LOSAP credit for the Explorer program. Brief discussion continued. Joyce will have Deidre contact Penflex.
- Commissioner Chandler questioned the process for registering a firefighter for the Blended Learning program. Discussion continued. Joyce to work with Deidre and Tina to coordinate the program.

**RESOLUTION #30 TO DISPENSE WITH THE READING OF THE MINUTES.**

MOTION: Chandler

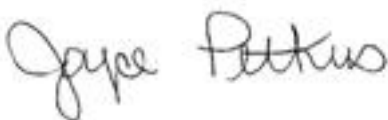
SECOND: Ramsey

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Dussault with a second from Commissioner Hays to adjourn the meeting at 7:46 PM. All in favor, meeting adjourned.

Respectfully submitted,



Joyce A. Petkus  
District Administrator/Treasurer