



Fairfield Museum and History Center Library  
370 Beach Road  
Fairfield, CT 06824

### **Manuscript Finding Aid**

Title: Greenfield Hill Volunteer Fire Company No. 5. Records

Collection #: Ms B89

Dates: 1933-1997

Size of Collection: 4 linear feet (8 boxes)

Accession Number: L1997.21; L1997.42; L2010.7

Donor: Ellwood C McLevy, acting for the Greenfield Hill Vol. Fire Co.;  
Chief Daniel Gardner, Fairfield Fire Dept.; Dawn McLevy

Restrictions: None

Processed by: Barbara Austen

Date: May 1997; September 1997; added to June 2010

#### Biographical/ historical note:

The Greenfield Hill Volunteer Fire Company No. 5 was founded in 1933 by a group of prominent citizens who wanted fire protection for residents in their part of town. The company also provided a social outlet for its members, and raised funds for charity. Originally located at 165 Verna Hill Road, the fire house moved in 1959 to 3965 Congress Street. The Company eventually was supplemented by full-time town firemen. A drop in membership led to their disbanding in 1997. Ellwood McLevy, treasurer, acted in behalf of his son, who was president of the company and donated their records and memorabilia to the Historical Society.

#### Scope and content note:

The records of the Greenfield Hill Volunteer Fire Company are organized into eight series representing various operations of the organization. Administrative records

are divided into 5 series. Series A consists of the articles of association; the constitution, by-laws, and amendments; and a list of charter members, 1933. Series B encompasses minutes of membership meetings between 1933-1997, with a significant gap between 1962-1974. Reports from officers to the membership, 1934-1955, and biennial reports from the company to the State of Connecticut, 1950-1994, are arranged in Series C. Legal documents in Series D include leases and mortgages on the company's two fire houses, 1947-1959; the certificate of dissolution, 1997; and petitions concerning the appointment of a fire commission and the construction of new fire house for Greenfield Hill, 1938-1956. Incoming correspondence, 1934-1994, and outgoing letters, 1934-1987, are arranged chronologically in Series E. Membership records are organized in Series F. They encompass applications, 1934-1986; roll books, 1934-1991; attendance records at individual meetings, 1950-1967; membership lists and cards, 1949-1989; and dues receipts, 1946-1997.

Financial records for the company, arranged in Series G, are fragmented--there was no journal of record. As a result, bills, warrants, and check stubs have been retained to provide the most complete coverage of the groups financial activities. Among the records are annual audits and statements of account, 1946-1988, 1991; bills and requests for reimbursement, some of which have warrants attached, dating between 1941-1989; warrants for payment, 1941-1991; notes on investments, 1960-1987; insurance policies, 1958-1997; equipment inventories, 1949-1965; check stubs, 1935-1986; and records concerning fund raising efforts and special events, including a raffle, 1941-1962.

Publicity and public relations materials in Series H, dating from 1933-1962, include press releases and newspaper articles (copied onto acid-free paper and the originals disposed); Robert P. Shelton's notes on meetings; photographic portraits of the company's chiefs between 1933-1981; group photographs; a commemorative plaque in honor of Robert P. Shelton; and material relating to the Connecticut Firemen's Association. The membership roll and photographic portraits were removed from their frames for preservation purposes. The hand lettering on the mats were photocopied and stored with the photographs.

Series A. Constitution and bylaws, 1933-1960	Box 1
Series B. Minutes, 1933-1993	Box 1, 2
Series C. Reports, 1934-1994	Box 2
Series D. Legal Records, 1938-1956, 1987, 1997	Box 3
Series E. Correspondence, 1934-1994	Box 3
Series F. Membership Records, 1934-1989	Box 3-5
Series G. Financial Records, 1933-1997	Box 5, 6, 8

Series H. Publicity and Public Relations Records, 1993-1962      Box 7  
Box 1

Series A. Constitution and bylaws, 1933-1960

Folder 1.      Roll of charter members, 1933; articles of association, 1934;  
                 constitution and bylaws, n.d.; amendments, 1939-1960

Series B. Minutes, 1933-1997

Folder 1.      1933-1934  
Folder 2.      1934-1938  
Folder 4.      1939-1949  
Folder 5.      Items removed from volume in folder 4  
Folder 6.      January-February 1950  
Folder 7.      1951  
Folder 8.      1951-1952  
Folder 9.      1953

Box 2

Folder 10.     1954  
Folder 11.     1955-1957  
Folder 12.     1957-1958  
Folder 13.     1958-1960  
Folder 14.     1961  
Folder 15.     1975  
Folder 16.     1976-1978  
Folder 17.     1978-1979  
Folder 18.     1980-1986  
Folder 19.     1986-1993  
Folder 20.     Resolutions, 1939-1942  
Folder 21.     1994-1997  
Folder 22.     Items removed

Series C. Reports, 1934-1994

Folder 1.      Presidents' and committee reports, 1934-1953  
Folder 2.      Presidents' and committee reports, 1954-1955  
Folder 3.      Biennial reports to the state, 1950-1994

Box 3

Series D. Legal records, 1938-1956, 1987, 1997

Folder 1-2.    Leases, 1939-1947

- Folder 3-4. Petitions, 1938-1956
- Folder 5. Applications, permissions, etc. 1953-1956, 1987
- Folder 6. Certificate of dissolution, 1997

Series E. Correspondence, 1934-1994

- Folder 1-12. Incoming correspondence, 1934-1994
- Folder 13-20. Outgoing correspondence, 1934-1987

Series F. Membership Records, 1934-1997

- Folder 1-4. Applications, 1934-1986

Box 4

- Folder 5-8. Roll books, 1934-1991
- Folder 9-18. Attendance records, 1950-1967
- Folder 19. Membership cards, lists, etc., 1949-1989

Box 5

- Folder 20-23. Dues receipts, 1946-1986, 1980-1997

**Series G. Financial records, 1933-1990**

- Folder 1-4. Audits, 1946-1988, 1991
- Folder 5-23. Bills, 1941-1989
- Folder 24-31. Warrants, 1941-1991
- Folder 32. Receipts, 1966-1975
- Folder 33. Lists of stocks, 1960-1987
- Folder 34. Insurance records, 1958-1997

Box 6

Series G (cont.)

- Folder 35. Treasurers' records, 1953, 1987-1990
- Folder 36. Bank books, 1933-1980
- Folder 37. Equipment inventories, 1949-1965
- Folder 38-43. Check stubs, 1935-1986
- Folder 44. Tax returns, 1963-1972
- Folder 45-48. Fund raising and special events, 1941-1962
- Folder 49. Memorial donations, n.d.
- Folder 50. Receipts & disbursements, b.v., 1934-1978

Box 7

Series H. Publicity and Public Relations, 1933-1962

- Folder 1-9. Press releases, 1936-1959
- Folder 10. Newspaper clippings, 1941-1962
- Folder 11-14. Robert P. Shelton's notes on meetings, 1951-1962
- Folder 15. Group photographs, 1940, 1951-1952, 1956
- Folder 16. Photographs of fires, fire engines, n.d.
- Folder 17. Portraits of fire chiefs, 1933-1981
- Folder 18. List of fire alarm codes, n.d.
- Folder 19. Blank stationery
- Folder 20. Commemorative plaque, 1972; printing plate, n.d.
- Folder 21. Fire safety posters; Connecticut Firemen's Association newsletters, certificates, and constitution; zoning hearing announcement, 1959-1961

## Box 8

### Series G (cont.)

- Folder 51. Expenses and income including dues, b.v., 1980-1993
- Folder 52. Warrants and receipts, 1992
- Folder 53. Warrants and receipts
- Folder 54. Warrants and receipts
- Folder 55. Warrants and receipts
- Folder 56. Bank & tax statements including dissolution of investments, 1992
- Folder 57. Bank statements and checks, 1993
- Folder 58. Bank statements and checks, 1994
- Folder 59. Bank statements and checks, 1996-1996; check stubs 1995-1997
- Folder 60. Budgets from the town of Fairfield, 1961-1963

### Subject headings:

Fire-departments--Conn.--Fairfield  
 Fire fighters--Conn.--Fairfield  
 Fire stations--Conn.--Fairfield  
 Photographs