

# ***Board of Fire Commissioners***

Greenfield Fire District  
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The February 2012 Commissioners Meeting of the Greenfield Fire District was called to order at Company #1 by Chairman Richard Spackmann at 7:06 PM on February 8, 2012. The flag salute and a moment of silence were recognized for departed members and troops overseas.

## **Present were:**

Commissioners: Atwell, Barss, Chandler, Spackmann, Waite; Secretary Petkus, Treasurer Bishop, Deputy Treasurer Perkins.

Please see sign in sheet for others in attendance.

Special Guest: Shows Leary, to discuss District Office Building. Commissioner Spackmann noted that the Board was to have reviewed the draft specs prior to tonight's meeting. Commissioner Spackmann noted they seemed very complete, and he had only two questions, including having window panes in the interior doors; Mr. Leary noted it will be in the next draft. Clarification given also regarding the sketches. Mr. Leary noted the sketches are lacking, he has no CAD drafting ability, but if anyone has, they could do a more professional version. The Board was okay with the sketches as is. Commissioner Atwell noted his concern regarding the drainage and the building may have to be shifted. Commissioner Chandler questioned the septic system; Mr. Leary noted that Jerry McKenna found the 1999 approved plan for the septic system. The spec for the District building has a new septic as an alternate; he does not expect there to be much bathroom usage, so if they can figure out a way to pump it to the existing septic, there would be significant savings. There are no provisions for exposing the existing septic, hopefully the drawings will be enough. Mr. Leary then noted the following:

- Dealing with the planning Board is not in the pre-construction phase; he went to see Jerry who is requiring planning board approval after the documents are drawn up. The fees will be waived by the planning board; when we get to this point, we really need to expedite it.
- Had previously created an initial budget and has subsequently modified it, which will be going to the Commissioners shortly. Need to start thinking about how much money to commit to these things.
- Included in the budget are crash bars and the security system for all 5 exits. Brief discussion; 5 panic devices is approximately \$11,000 and the access system is about \$8,000.
- Questioned hose bibs; one to be placed in the front and one in the rear of the building.
- Will be sending spreadsheet to the Board, and will need dates to create the Invitation to bid.
- Use of CD's for a nominal fee versus requiring \$100 deposit for the paper copies of bids.
- Will create a sign off sheet for the Board as well as the attorney.
- Joyce to handle advertisement in papers of Invitation to bid.
- Added liquid damages of \$500 per day to help offset the cost for Mr. Leary should the project go past deadline. Brief discussion, amount to remain at \$500.
- Alternates are listed.
- Brief discussion regarding change orders and costs, should the Board decide to change things after drawings are complete.

- Checked out water and electric of current building, when he has the walkthrough he will be taking everyone to those places so the electricians and plumbers can make their determinations on what they think will work. Inevitably they will probably come out of the walls in the bay, run across the stairway and hallway and drop down along the exterior wall and go underground. Will have to trench through the parking lot, which will leave a patch and pipes will be along the wall. It was noted that water should not be a problem, but they think the power may be maxed out in the existing building. Commissioner Atwell noted there is a 4" line in the compressor room that already goes under the parking lot out to the back about 15' past the blacktop.
- Paving; understands the Town has done the paving in the past, concerned about prepping. Brief discussion; contractor will probably prep, Town can do touch ups. There will be special inspection for compaction testing done. Commissioner Chandler to speak to Highway Supervisor about it. Question regarding painting of lines, handicapped spots, Town does not do painting. Will need to work out details.
- Locking of doors. It was noted we are going to have the access system on interior doors as well. Brief discussion; Joyce to create list of interior doors to receive access.
- Questioned if workbench created for basement is large enough, it is 3' x 10'. Board okayed.
- Windows in basement offices are on the L-part of the building, which means the exterior concrete is going to be exposed in that area. Board okay with this.
- Contractor is going to need a place to put their site trailer, and at their expense they can hook up to electricity. Mr. Leary will also need to be provided some space to work out of as well.
- Questioned if the Board would like a flagpole; added as an alternate, similar to Co #2 new flagpole. District to supply flag.
- Mr. Leary was not successful in speaking with anyone from ATT and TWC, questioned if we have anyone in particular we deal with. Joyce to look into it.
- Next meeting with Mr. Leary scheduled for the March meeting, unless the Board needs to meet with Mr. Leary at the February workshop.

Mr. Leary noted he will be sending out an email tomorrow, will need the Board to find the time to go through the last questions, which he will then incorporate into the final spec. Brief discussion also regarding the Porter Corners fan issue; added to the February workshop agenda to be addressed. Session with Mr. Leary ended at 7:40 PM.

**RESOLUTION #50 TO APPROVE THE JANUARY 4, 2012 ORGANIZATIONAL MEETING MINUTES AND THE JANUARY 20, 2012 SPECIAL MEETING MINUTES AS WRITTEN, AND THE FEBRUARY 1, 2012 INSURANCE MEETING MINUTES WITH CORRECTION.**

MOTION: Spackmann

SECOND: Chandler

RESOLVED to approve the January 4, 2012 Organizational Meeting Minutes and the January 20, 2012 Special Meeting Minutes as written, and the February 1, 2012 Insurance Meeting Minutes with correction.

VOTE: All in favor, motion carried.

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

Commissioner Atwell questioned claim #120034, MES bill for 63 flow tests on the SCBA; Commissioner Atwell thought there were 66 packs. If there are any packs that have not been done, please let him know. Question regarding stickers, he spoke to MES and every SCBA

should have a new sticker on it. Also questioned the chargers for the new cameras; Captain Bullard noted he just gave them to Dave and the one for Porters as well.

D/C Ellsworth noted that claim #120039 should be for 4 tires. Price still the same. Tim Kemp questioned claim #120030, is that for the additional accountability tags. Treasurer Bishop noted it was for the actual accountability kit, there was another bill previously for tags.

**RESOLUTION #51 TO PAY ABSTRACT #2, CLAIM #120009, AND CLAIM #120021 THROUGH CLAIM #120094 FROM THE GENERAL FUND, TOTALING \$59,489.39.**

A3410.1	\$ 5,728.42
A3410.2	2,745.48
A3410.4	49,907.32
A9030.8	487.89
A9050.8	620.28
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Total:	\$ 59,489.39

MOTION: Spackmann

SECOND: Atwell

RESOLVED: to pay Abstract #2, Claim #120009, and Claim #120021 through Claim #120094 from the General Fund, totaling \$59,489.39.

VOTE: All in favor, motion carried.

**RESOLUTION #52 TO PAY ABSTRACT #1, CLAIM #BR12001 THROUGH CLAIM #BR12003 FROM THE BUILDING RESERVE FUND, TOTALING \$10,354.69.**

MOTION: Atwell

SECOND: Barss

RESOLVED to pay Abstract #1, Claim #BR12001 through Claim #BR12003 from the Building Reserve Fund, totaling \$10,354.69.

VOTE: All in favor, motion carried.

**Correspondence:**

- Nothing.

**Purchasing: D/P J. Chouinard**

- Not present.

**Applications for membership:**

**Greenfield Center Company #1:** Jerrid Marshall, under 18.

**Porter Corners Company #2:** None.

**Middle Grove Company #3:** None.

**Maple Avenue Company #4:** Ben Jordan, previous member.

**Requests for change in membership:**

**Greenfield Center Company #1:** None.

**Porter Corners Company #2:** None.

**Middle Grove Company #3:** Ted Fitzgerald, termination, lost pager; Nick Swift, termination; Amanda MacWhinnie, one year military leave beginning February 1<sup>st</sup>.

**Maple Avenue Company #4:** David Longe, termination, William Traver, termination.

Commissioner Atwell noted that he believes this is the second person who has dropped out of Middle Grove and lost a pager. Brief discussion; letter to be sent to Mr. Fitzgerald.

## **RESOLUTION #53 TO ACCEPT ABOVE NEW MEMBERS AND CHANGES IN MEMBERSHIPS AS NOTED ABOVE.**

MOTION: Waite

SECOND: Barss

RESOLVED to accept above new members and changes in memberships as noted above.

VOTE: All in favor, motion carried.

**Grants:** Captain Gary Bullard

- The Chief gave him something to look at regarding the Safer Grant.

### **Report of the Chief – John Lant:**

- Report on various company training over the past month, including OSHA.
- Had meeting with Commissioner Atwell and John Cameron from KME, thinks there is a better understanding. Commissioner Atwell noted repair books will be created so there is a record. Brief discussion continued.
- Truck repairs:
  - 295: problem with light tower
  - 291 generator down
- Need tools for Drager machines, including a couple of heat guns; Co #1 needs Drager machine. Discussion continued regarding the officers having problems entering the requisitions themselves; Commissioner Spackmann noted he was unaware of the problem.
- Would like the Board to give more thought to getting more thermal imaging cameras this year and a new set of cutters for Co #1.
- Co #2 is interested in getting an Argo.
- Going to need some new bottles, A/C Petkus is getting some donated bottles this weekend so it will buy us some time.
- Captain Bullard mentioned the Safer grant.
- Thanked Tim Kemp for being District EMS Coordinator last year, he was the only one to put in a letter this year, would like to see him re-appointed for 2012.
- Have had a couple of meetings regarding the ambulance service in Greenfield and Empire taking over. Concerned if we have a structure fire and one of our people get hurt, wants an ambulance there as well. Meeting with the Town tomorrow evening. Would also like to have the tones for all four companies put in the pagers of the EMT's so they can respond accordingly. Brief discussion continued.

### **Reports from Companies:**

#### **Company #1 – D/C Kenyon:**

- Reminder that delegation going to KME this Friday, has already been approved by the Board.
- Another junior FF applied.

- 291 never had a wheel cover, not sure how that is being handled. Board will not be submitting claim, Dave to replace it. There is a spare tire, when Jill gets here they will store it in the trailer.
- 291 does have a generator problem, spoke with KME. Thinks it is an electrical problem. Discussion continued; Dave Kenyon to call Allison to come up and look at it.
- 295: did quick check with brief explanation, should really be fixed.
- Handed out copies of the proposal for the cutter to the Board.
- Would like to start responding to MVA's with 263.

**Company #2 – D/C Middlebrook:**

- Needs pagers and pager batteries, handed out spare pagers a long time ago and have not gotten replacements. Brief discussion.
- Requested by his older members who need access to the fire police van to have access system put on the front door of the pole barn, currently it is on the side and they are concerned they are going to slip and fall on the ice. Brief discussion; Joyce to call Center for Security to have the security moved to the front door.
- FF Bob Kanar having surgery, will be out of service. Joyce to send letter and clearance paperwork to District Physician.

**Company #3 – D/C Ellsworth:**

- Needs pager batteries as well.
- He and A/C Petkus are going this weekend to pick up the 35 donated air bottles, they are 45 min bottles. They are all hydro'd and ready to go. Need to be inventoried first. D/C Kenyon questioned if anyone has looked in the storage trailer to make sure everything is okay.

**Company #4 – D/C King:**

- At recent Fire Advisory Board meeting, they noted on January 1, 2013 they are going to switch to narrow band to be able to tone out whole County. Will be doing one station at a time. They also noted Homeland Security is still keeping up on NIMS, need to make sure everyone has it.
- New burn procedure at the Center – can only burn straw and wood products, no more furniture or anything else. If any department/company leaves the center a mess, they will be charged for cleaning it up. Brief discussion continued.

**Report of District EMS Coordinator – Tim Kemp:**

- CME class held on February 2, 2012, 13 attendees.
- CME class scheduled for February 16<sup>th</sup>.
- Planning CPR class on May 12<sup>th</sup>.
- Would like to get a key to storage room. Brief discussion.

**RESOLUTION #54 GIVING TIM KEMP PERMISSION TO RECEIVE KEY TO STORAGE ROOM.**

MOTION: Chandler

SECOND: Waite

RESOLVED to give Tim Kemp permission to receive key to storage room.

VOTE: All in favor, motion carried.

- Handed out request for year end money, questioned why it was not considered at year end. Lengthy discussion continued, including AED's, using money from EMS Reserve, starting a replacement program, reallocating defibrillators versus adding defibrillators. Added to

workshop agenda for further discussion. Commissioner Spackmann noted in preparation for the workshop, he would like an answer to the following question: "Why do we need to spend the extra money to buy defibrillators when we can achieve the same goal with the equipment that we currently have?"

**Planning Board:**

**\*For Town of Greenfield, Mike Chandler:**

- Nothing.

**\*For Town of Wilton, Gary Bullard:**

- Nothing.

**Reports of the Commissioners:**

**Commissioner Atwell:**

- Met with insurance agent the other night regarding annual policy review. Bad news is there is no longer a 3 year policy lock in rate. Mr. Meager suggested no changes for this year, we had already made some changes last year. Truck values increased 6%. Insurance effective date is March 1<sup>st</sup>.

**RESOLUTION #55 TO APPROVE THE INSURANCE CONTRACT AS PROVIDED BY DAVE MEAGER.**

MOTION: Atwell

SECOND: Chandler

RESOLVED to approve the insurance contract as provide by Dave Meager.

VOTE: All in favor, motion carried.

**RESOLUTION #56 GIVING TREASURER PERMISSION TO PAY INSURANCE INVOICE TOTTALLING \$61,643.14 WHEN RECEIVED.**

MOTION: Spackmann

SECOND: Waite

RESOLVED to give Treasurer permission to pay insurance invoice totaling \$61,643.14 when received.

VOTE: All in favor, motion carried.

- Co #1 went through an OSC Risk Assessment last month. Harold Hall is putting something together as to what OSC was looking for and what they went over, so if any of the other companies have to go through this they can be prepared.
- Fire extinguishers and Co #2 hood extinguishing system needs their annual inspection/service. Commissioner Waite handling.
- 2012 District Manual updates: On February workshop agenda for discussion.
- Please get your lists of 2012 officers to Joyce ASAP. Joyce noted she has already received Co #2 and Co #3.
- Working on quotes for servicing Co #1 air compressor. Tabled to February workshop.

**Commissioner Barss:**

- Nothing at this time.

**Commissioner Waite:**

- EMS has been meeting internally and with the Town. There is a meeting tomorrow night with the Town Board.

**Commissioner Waite:**

- Email went out to the Chiefs today; if anyone is carrying fire extinguishers in their vehicles, they need to be in the firehouse by another fire extinguisher to be checked. They will be starting tomorrow or Friday.
- Need another Commissioner for the by-law committee, meeting scheduled for tomorrow night. Commissioner Barss to be on committee.

**Commissioner Spackmann:**

- Thanked the EMS personnel, Chief Lant and Commissioner Chandler for all the time they have invested trying to work through the recent EMS issues.

**Special Topics of Discussion:**

- Commissioner Spackmann will be emailing the by-law committee regarding some by-law changes to be looked into.

**RESOLUTION #57 APPROVING THE AMERICAN DIABETES ASSOCIATION USE OF THE PORTER CORNERS FIRE HOUSE PARKING LOT AS A REST STOP FOR THEIR ANNUAL TOUR DE CURE BICYCLE FUNDRAISER ON SUNDAY JUNE 3, 2012.**

MOTION: Spackmann

SECOND: Barss.

RESOLVED to approve the American Diabetes Association use of the Porter Corners fire house parking lot as a rest stop for their annual Tour de Cure bicycle fundraiser on Sunday June 3, 2012.

VOTE: All in favor, motion carried.

**RESOLUTION #58 GIVING D/C ELLSWORTH AND A/C PETKUS PERMISSION TO TAKE CAR 26 TO LONG ISLAND ON FEBRUARY 11 - 12, 2012 TO PICK UP THE SCOTT BOTTLES DONATED BY EAST MEADOW FIRE DEPARTMENT .**

MOTION: Spackmann

SECOND: Atwell

RESOLVED to give D/C Ellsworth and A/C Petkus permission to take car 26 to Long Island on February 11 - 12, 2012 to pick up the Scott bottles donated by East Meadow Fire Department.

VOTE: All in favor, motion carried.

- Some officers are interested in going to the Turning Stone Conference March 29 – April 1, 2012: A/C Burwell, President Burwell, D/C Ellsworth and D/C King. Joyce to take care of course registrations and hotel reservations. Added to February workshop for resolution. Anyone else interested in going needs to complete their proper paperwork and get it to the District office before the February workshop.
- R295: The gentleman who previously bought 262 and 292 is not interested in this truck, but would act as broker for us, as well as several others who would act as broker. Average commission is around 6%. Brief discussion.

**RESOLUTION #59 ALLOWING CHAIRMAN SPACKMANN TO ADVERTISE R295 WITH A VARIETY OF DIFFERENT BROKERS.**

MOTION: Atwell

SECOND: Waite

RESOLVED to allow Chairman Spackmann to advertise R295 with a variety of different brokers.

VOTE: All in favor, motion carried.

It was noted the truck was previously declared surplus via resolution.

- Captain Bullard noted that Co #4 new truck will be ready for final inspection on February 17<sup>th</sup> and KME has requested they come down on the 20<sup>th</sup> for the final inspection. Brief discussion.

**RESOLUTION #60 GIVING A/C BOGARDUS, CAPTAIN BULLARD, LIEUTENANT CHOUINARD AND FF CONESKI PERMISSION TO TRAVEL TO KME IN PENNSYLVANIA ON FEBRUARY 19 AND 20, 2012 FOR THE FINAL INSPECTION OF NEW 295. USE OF 296 APPROVED AS WELL. MONEY FOR RELATED EXPENSES TO COME OUT OF THE EQUIPMENT RESERVE FUND.**

MOTION: Spackmann

SECOND: Chandler

RESOLVED to give A/C Bogardus, Captain Bullard, Lieutenant Chouinard and FF Coneski permission to travel to KME in Pennsylvania on February 19 and 20, 2012 for the final inspection of new 295. Use of 296 approved as well. Money for related expenses to come out of the Equipment Reserve Fund.

VOTE: All in favor, motion carried.

**RESOLUTION #61 TO DISPENSE WITH THE READING OF THE MINUTES.**

MOTION: Spackmann

SECOND: Waite

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Barss with a second from Commissioner Chandler to adjourn the meeting at 8:58 PM. All in favor, meeting adjourned.

Respectfully submitted,

Joyce A. Petkus  
District Secretary