

Board of Fire Commissioners

Greenfield Fire District
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January 25, 2009 Commissioner Workshop

Workshop began at 7:05 pm.

Present were: Commissioners B. Bishop, Robarge, Spackmann, Waite, Secretary Petkus, Treasurer Bishop and Purchasing Agent Chouinard.

Please see sign-in sheet for others in attendance.

Commissioner Spackmann called the workshop to order with a flag salute and moment of silence for recently departed Co #3 ladies auxiliary charter member Bessie Thibodeau, as well as all departed members.

1. **Nomination of Acting Chairman:** Commissioner Waite made a motion, with a second from Commissioner Robarge, to appoint Commissioner B. Bishop Acting Chairman.

RESOLUTION #65 TO APPOINT COMMISSIONER BRIAN BISHOP ACTING CHAIRMAN.

MOTION: Waite

SECOND: Robarge

RESOLVED to appoint Commissioner Brian Bishop Acting Chairman.

VOTE: All in favor, motion carried.

Acting Chairman B. Bishop noted that he would entertain a motion rescind the preceding motions regarding A/C Lant and A/C King, but he did not think it was necessary.

RESOLUTION #66 TO RESCIND JANUARY 2009 RESOLUTIONS #42 & #43.

MOTION: Waite

SECOND: Spackmann

RESOLVED to rescind January 2009 resolutions #42 & #43.

VOTE: B. Bishop, no; Robarge, yes; Spackmann, yes; Waite, yes.

Motion carried.

2. **Appoint Co #4 Assistant Chief for 2009 – John Lant**

RESOLUTION #67 TO APPOINT JOHN LANT CO #4 ASSISTANT CHIEF FOR 2009.

MOTION: Robarge

SECOND: Waite

RESOLVED to appoint John Lant Co #4 Assistant Chief for 2009.

VOTE: B. Bishop, no; Robarge, yes; Spackmann, yes; Waite, yes. Motion carried.

3. Appoint Co #4 2nd Assistant Chief for 2009 – John King

RESOLUTION #68 TO APPOINT JOHN KING CO #4 2nd ASSISTANT CHIEF FOR 2009.

MOTION: Robarge

SECOND: Waite

RESOLVED to appoint John King Co #4 2nd Assistant Chief for 2009.

VOTE: B. Bishop, no; Robarge, yes; Spackmann, yes; Waite, yes. Motion carried.

4. Approve Minutes: None

5. Secretary Update:

Secretary Petkus previously handed out her January update and noted the following:

- By-laws: changes approved in December; when finally updated, are they to be handed out now or wait until the end of the year as per previous discussion. Update to be posted in the District bulletin boards with the changes to be handed out to each member once a year.
- LOSAP: has received some emails regarding training certificates for 2008. Not sure what the policy was regarding certificates not received, and realizes the state is behind on getting them out, so Penflex was contacted and unfortunately certificates must be handed in by March 31st. It only affects people who do not have their 50 points and need the training points.
- Andrea Mann had previously requested permission to post the Firefighter Health Study being done at Skidmore College in the District bulletin Boards; permission granted and Joyce to post.
- Received a quote from Curran Electric to trouble shoot the outside lights at Co #4. Discussion regarding calling another vendor, appointments of certain vendors at the January re-organization meeting; Commissioner Robarge to contact Saratoga Electric and Generator as well for a quote. Co #2 and Co #3 also noted problems with lights on their firehouses; Co #2 outside light going into fire hall and light by pole barn, and Co #3 south side exterior lights.
- FOIL requests: request received from an attorney's office regarding a car accident; would like to know what the policy is regarding these types of requests, who is responsible for something like this? Brief discussion; any requests that are received pertaining to alarms, car accidents, etc, are to go directly to the Chief to take care of.
- Mark Allen: part of the ride along/mutual aid program. Since he is the first of this type we have ever had, not sure what the policy would be, as he has now been issued gear, access and a pager. Application was filled out for his information. Discussion continued including question regarding taking a district physical; it was decided that all the paperwork would be filled out as if the applicant wanted to join, but would not be formally accepted as a member, due to state law. A/C Lant noted that the assistant chiefs should be informed prior to the Board making their decision, as they were never informed about this and

Mark Allen just showed up one day; Secretary Petkus noted there was a whole discussion on this at a previous meeting and she would pull the minutes on that. He will also be required to take a District physical; Secretary Petkus noted she would contact him about taking a physical.

- Steve Hickam bill: Received yet another bill, this time from the ambulance service. Previously paid included the doctor's bill and the ER bill. Brief discussion including concerns that workers compensation refused to pay the bills. Tabled until Commissioner B. Bishop contacts SEMS and Secretary Petkus contacts Dave Meagher at Adirondack Insurance regarding this. Secretary Petkus noted that the Board also has their annual insurance review with Mr. Meagher coming up at the beginning of February. Commissioner Spackmann suggested that Bill Young be asked about this as well.
- District Picnic: Commissioner B. Bishop said he would like to see it happen again; Secretary Petkus to get started working on it.

RESOLUTION #69 GIVING SECRETARY PETKUS PERMISSION TO BEGIN PLANNING ANOTHER SUMMER DISTRICT PICNIC.

MOTION: Waite

SECOND: B. Bishop

RESOLVED to give Secretary Petkus permission to begin planning another summer District picnic.

VOTE: All in favor, motion carried.

6. LOSAP form questions: skipped

7. Purchasing Update

- Handed out the 2009 PO for approval; brief discussion about how much information the vendor receives off the PO. "Other" to be added to the Accounts section and then can be sent for printing.
- District blanket PO's for Commissioners; should they be issued again this year? The Commissioners noted yes.
- Battery inventory: needs 9V, AA, AAA needed. If anyone needs batteries, please put together a list and get it to the purchasing agent.

RESOLUTION #70 GIVING PURCHASING AGENT PERMISSION TO ORDER BATTERIES AS NECESSARY.

MOTION: Spackmann

SECOND: Robarge

RESOLVED to give Purchasing Agent permission to order batteries as necessary.

VOTE: All in favor, motion carried.

- The Chief requested a new battery for his laptop, as the other one is dead; he has an HP battery, will cost approximately \$100.00.

RESOLUTION #71 GIVING PURCHASING AGENT PERMISSION TO PURCHASE A BATTERY FOR THE CHIEF'S LAPTOP COMPUTER.

MOTION: Spackmann

SECOND: B. Bishop

RESOLVED to give Purchasing Agent permission to purchase a battery for the Chief's laptop computer.

VOTE: All in favor, motion carried.

- District will be supplying black ink only for the Rip and Run; has it in stock. Contact either the Purchasing agent or the Secretary when you need it. Commissioner B. Bishop is currently looking into laser printers as an alternative. Tabled to the February meeting.
- Seminar being held at West Crescent in March that was originally on hold is now back on.
- Bob Roxbury apology: see end of minutes.

8. Commissioner Updates

- **Tom Robarge**

- Received and will make sure all the Chiefs get a copy of the NYS Office of Homeland Security 2009 training schedule.
- Co #1 would like to buy materials to paint and repair the bathrooms; should not be more than \$200-250.00.

RESOLUTION #72 GIVING CO #1 PERMISSION TO PURCHASE VARIOUS PAINT AND MAINTENANCE ITEMS FOR THE FIREHOUSE.

MOTION: Waite

SECOND: B. Bishop

RESOLVED to give Co #1 permission to purchase various paint and maintenance items for the firehouse.

VOTE: All in favor, motion carried.

- Please contact Commissioner Robarge if there is anything he can do to help out regarding training. We should still have credit toward training out at Montour Falls, approximately \$12,000.00.
- CAT moved the sensor on Co #2 generator, so hopefully that will fix the problem.
- **Richard Spackmann**
 - Upgraded UPS batteries: went around to all four companies and upgraded the UPS systems; if anyone needs any, he has the old ones that can still be used. Not sure where to store them, some type of storage room may be needed.
 - Anti-virus purchase for District: need to update anti-virus software, suggested either Norton or Kaspersky. With Kaspersky you can install it on 3 computers and there are approximately 4 laptops and 10 desk tops in the District. Will figure out what is needed and quote it out; to be added to February workshop agenda.

RESOLUTION #73 TO PURCHASE ANTI-VIRUS PROTECTION FOR THE DISTRICT LAPTOP AND DESK TOP COMPUTERS.

MOTION: Spackmann

SECOND: Robarge

RESOLVED to purchase anti-virus protection for the District laptop and desk top computers.
VOTE: All in favor, motion carried.

- State School questionnaire from Ed Tremblay: asked if the Chief got that to take care of; he did.
- Discussion: Company officer contact info: Joyce had sheets for each company and asked that they be updated as necessary and put in the LOSAP box, and she will update it and get copies to everyone. Asked A/C Lant to give sheet to new Fire Police President Ed Jewell.
- Heard something about a Building Code Seminar; A/C Lant noted it was being held at Wilton.
- Asked to move the Physical & Fit Policy and Purchasing Policy to February as he has not had time to review them. Commissioner B. Bishop noted he would like to at least get the dates set up and begin speaking briefly on some other related issues; Dr. Peacock is scheduled to come to the February workshop and he would like to hear what she has to say as well.
- **Kenneth Waite**
 - Co #2 water damage: coming in from the parking lot. Adjuster from Utica Insurance came to look at it and is supposed to be sending an engineer to look, but he would like to have a different engineer look at it. Brief discussion including serious foundation issues, different engineers including C.T. Male and the Town engineer; and putting it out to bid. Commissioner Spackmann suggested advertising a permissive referendum to take money out of the Building Reserve. Commissioner Waite to contact different engineers and to write up bid specs, with bids due by the February Commissioners meeting.
 - 273 manifold leaking: rotting out and new one is needed. Would like to have one built with stainless steel. Discussion held regarding possible cost and who should do it, including Paul from Nichols, Bone Steel in Scotia, Erin Maxon of Millertown Garage in Johnsonville and Central States in Mayfield. Commissioner Waite to get estimates. Tabled to February workshop.
 - Asked for the names of the people from each company who are going to be on the by-law committee this year, so he can get a meeting set up – call him or email him with the information ASAP. Discussion regarding the election of the members to sit on the by-law committee, 2 people are supposed to be elected each year at the company's December meeting. Co #3 elected Duane Hammond and Jack King. The other companies should have their election at their next meeting, if this has not already been done.
- **Brian Bishop**
 - Firetracker: have been working with the vender to make it more form fitting to our applications, going a little slower than anticipated. Please have your members hand in the sheets given out at the December meeting if they have not already done so. Joyce noted she has already gotten in a lot of sheets. She also noted that it is going to take a couple of months to get in each member's personal information and to please let their member's know it is not going to be complete. Meeting again on

Thursday to go over any questions for Lisa at Firetracker. Will have another training, especially for those people who will be entering fire reports. The hope to have it up and running by the end of February. A/C Ellsworth noted that while he was down at the fire show on Long Island, he spoke with the Lisa at Firetracker and she will set up the capability of being able to go into each department for mutual aid and Karen will be able to combine it into one and send it on to the state. Brief discussion regarding hand scanners, eliminating paperwork and integration with the County.

9. District Guideline Review

- Physical & Fit Test Policy (Dr. Peacock rescheduled for Feb Workshop)
 - Billing of physical no-shows and FF responsibility: Commissioner Bishop noted that in the last couple of cycles there have been a handful of people who just do not show up for their appointments. Commissioner Spackmann felt that taking money out of a volunteer firefighter's pocket is setting a bad precedent; Commissioners Bishop and Waite noted they were taking money out of the doctor's pocket as well. Discussion continued regarding the responsibility of at least making the effort to call prior to the appointment to cancel and reschedule. Commissioner Spackmann asked about a 16 year old, who does not have that professional mindset yet; Secretary Petkus noted that for those under age 18, a parent/guardian has to sign a release giving the doctor permission to examine their child, so the parent/guardian is aware of the appointment. FF Coffey suggested putting a disclaimer on the application forms advising the person of their responsibility to pay a fee if they no-show their appointment. Secretary Petkus thought it was a great idea. Further discussion continued.

RESOLUTION #74 THAT ANY MEMBER OR NEW APPLICANT THAT DOES NOT SHOW UP FOR THEIR PHYSICAL/CLEARANCE APPOINTMENT WITHOUT CALLING THE DOCTOR PRIOR TO THE APPOINTMENT WILL BE CHARGED A NO-SHOW FEE, AT THE DISCRETION OF, AND AMOUNT TO BE DETERMINED BY, DR. PEACOCK.

MOTION: B. Bishop

SECOND: Waite

RESOLVED that any member or new applicant that does not show up for their physical/clearance appointment without calling the doctor prior to the appointment will be charged a no-show fee, at the discretion of, and amount to be determined by, Dr. Peacock.

VOTE: All in favor, motion carried.

- Changing the dates of the physical. Secretary Petkus noted that Dr. Peacock would like to go to a 3 month schedule and to avoid the summer as well. Brief discussion; physicals to be scheduled March, April and May each year. It was noted that some members will not have gone a full year because physicals were done over the summer 2008; members are required to have their physicals in the new time frame.

RESOLUTION #75 CHANGING THE PHYSICAL & FIT TEST POLICY TO HAVE PHYSICALS PERFORMED MARCH, APRIL AND MAY EACH YEAR.

MOTION: Robarge

SECOND: Waite

RESOLVED to change the Physical & Fit test Policy to have physicals performed March, April and May each year.

VOTE: All in favor, motion carried.

- Fit tests: Commissioner B. Bishop explained that there seems to always be problems with the Fit test dates, and so they decided to give those four dates to the officers and let them decide when they want to schedule Fit tests. Dates/times/locations due by the February workshop. Secretary Petkus asked for 4 primary dates and 2 secondary dates in case of a scheduling conflict with RPT.
 - Physical classifications: currently have a D classification that is non-firematic, but nothing for someone who can do just administrative duties. Similar to breaking out class C into 3 sub-classifications, want to do that with class D as well, as follows:
 - D1: administrative/clerical only
 - D2: inactive, not allowed on the fire ground or firehouse property until further evaluation from treating specialist/primary care physician.
 - Discussion: standardized clearance form so that Dr. Peacock will get the information she needs to properly clear a firefighter. Brief discussion; tabled until the February workshop when Dr. Peacock will be present.
- Purchasing Policy: tabled to the February workshop
 - Change to 11/30 cutoff date
 - Deliveries to office
 - 2009 PO form

10. District Projects

- Current Projects
 - Gear dryers: Commissioner Spackmann thanked firefighters Livsey, Herbert and Chouinard in helping out with a prototype, finding out what works and what does not work. Progressing.
- Future Projects
 - Commissioner Robarge asked Commissioner Spackmann to ask Co #4 membership where they would like their stand by generator and any concerns they may have; would like to start working on this project soon;
 - Commissioner B. Bishop would like to get moving on Co #3 projector;
 - Co #3 has been raising money for a pavilion and storage area, would like to move forward on that and begin looking into the cost of project.

11. Special Topics of Discussion

- Employee handbook – tabled to February workshop; Commissioner Spackmann noted it really needs to be taken care of and he would handle it.
- Uniform fitting February 8th - Joyce noted she gave the Chief a list of people for him to review and has not heard from him yet and needs that list to notify who is supposed to be at the fitting. All members who currently have a uniform should try theirs on to make sure it fits, otherwise they should come to the fitting and they will replace what does not fit. After that members who do not have a

uniform will then be fitted. Not sure exactly how many will be able to receive a uniform. Also noted officers who are no longer officers need to exchange their shirts and badges, as badges are very expensive. A/C Lant noted that officers should be given that badge and Commissioner Spackmann agreed. Joyce explained they had to purchase badges this year because even the firefighter badges are not coming back. The Chief noted that he believed that all firefighters get to keep their badges, not just officers. Lengthy discussion continued, including where to purchase badges, various prices and types of badges, blue and white shirts, including that once you get a white shirt you keep it and the only thing that is changed out is the hat. Secretary Petkus explained that she cannot remember who is supposed to get what and who gets to keep what, and that maybe it should be added to the uniform policy; the Chief noted they would work on it after the workshop tonight.

RESOLUTION #76 ALLOWING ALL FIREFIGHTERS TO KEEP THEIR UNIFORM BADGES AS LONG AS THEY ARE IN GOOD STANDING.

MOTION: Spackmann

SECOND: Waite

RESOLVED to allow all firefighters to keep their uniform badges as long as they are in good standing.

VOTE: All in favor, motion carried.

- MVA Billing – discussion regarding possible billing to car insurance companies for accidents we respond to. Officers asked to discuss it at their February meeting to see if that would be a direction they would like to go in. FF Brian Gibbins explained that it was a discussion the Commissioners had when he was on the Board years ago and Ritchie Roeckel said it would be an accounting nightmare because it would affect the tax rates. Brief discussion continued; officers to discuss at their February meeting and come back to the Board at the February meeting.
- Commissioner Robarge asked if there was anything we could do if someone hits a deer responding to an alarm? Joyce noted that all the claims she has submitted so far the deductibles have been paid by our insurance company as they are secondary. Brief discussion continued.
- Board policy of distribution of meeting minutes via email – draft minutes will be emailed to the Commissioners, Chief and A/C's to review and the final approved minutes will be posted online on the district website as well as on Fire Tracker under the News section. If a request is made, paper copies will be provided, but the standard will be via email and posting online.

RESOLUTION #77 THAT ALL DRAFT MINUTES WILL BE EMAILED TO COMMISSIONERS AND APPROPRIATE OFFICERS FOR REVIEW, WITH CORRECTIONS TO BE MADE AS NEEDED, AND FINAL APPROVED MINUTES TO BE POSTED ON FIRE TRACKER FOR MEMBERS TO VIEW, AS WELL AS ON THE DISTRICT WEBSITE, WWW.GREENFIELDFD.ORG.

MOTION: Spackmann

SECOND: Robarge

RESOLVED that all draft minutes will be emailed to Commissioners and appropriate officers for review, with corrections to be made as needed, and final approved minutes to be posted on Fire Tracker for members to view, as well as on the district website, www.greenfieldfd.org.
VOTE: All in favor, motion carried.

Treasurer Update:

- There were two bills that were not received for VISA for year end last year from Fire End and Croaker for a 40" handle pike pole for \$103.31 and from Dawg Inc, for the separate bill for shipping for \$47.33. She also mistakenly did a double credit on a bill for last year, but spoke to the auditors about how to correct it and was told to take the \$1564.46 out of the carry over contingency fund.

RESOLUTION #78 GIVING TREASURER PERMISSION TO TAKE \$1564.46 OUT OF THE CARRY OVER CONTINGENCY FUND TO CORRECT THE VISA YEAR END ERROR.

MOTION: Waite

SECOND: Robarge

RESOLVED to give Treasurer permission to take \$1564.46 out of the carry over contingency fund to correct the VISA year end error.

VOTE: All in favor, motion carried.

- Appoint Alicia Tuller 2009 District Photographer

RESOLUTION #79 TO APPROVE ALICIA TULLER AS THE DISTRICT PHOTOGRAPHER FOR 2009.

MOTION: Spackmann

SECOND: Robarge

RESOLVED to approve Alicia Tuller as the District Photographer for 2009.

VOTE: All in favor, motion carried.

It was noted by Commissioner Spackmann that this may be a future Chief appointment and should be addressed by the by-law committee. Commissioner Robarge noted that maybe there should be a digital camera in the Chief's vehicle so someone can take pictures. Brief discussion continued.

RESOLUTION #80 TO PURCHASE A DIGITAL CAMERA, TO BE KEPT IN THE CHIEF'S VEHICLE. MONEY TO COME OUT OF THE CHIEF'S ACCOUNT.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to purchase a digital camera, to be kept in the Chief's vehicle. Money to come out of the Chief's account.

VOTE: All in favor, motion carried.

- Other topics:
 - A/C Gibbins noted that Co #1 water softener is not working, making the trucks worse. He was asked if he checked the salt level; he noted he

was not aware he had to do this. Brief discussion continued; A/C Ellsworth noted each company is supposed to be taking care of their own water softener. Commissioner Robarge to call Aquascience to find out specifically what salt to purchase.

RESOLUTION #81 TO PURCHASE A PALLET OF SALT FOR CO #1 WATER SOFTENER.

MOTION: Robarge

SECOND: Waite

RESOLVED to purchase a pallet of salt for Co #1 water softener.

VOTE: All in favor, motion carried.

- A/C Middlebrook explained that 271 should be back tomorrow; the light tower was fixed, we have to pay for the seals.
- A/C Ellsworth asked about the vests, did we get those yet? Commissioner B. Bishop asked if he has specified which ones he wanted to get. Brief discussion continued; each company was to determine which type of vests they wanted and get a list to the purchasing agent. A/C Ellsworth noted he wanted the rip away. Everyone needs to have one. Also asked about the hoods he ordered back in October; P/A Chouinard noted they could talk about it after the meeting. A/C Ellsworth noted he went over to see Dave Kenyon the other night and he's looking good. There was discussion about 281; there is no HME in this area any more. Called Wisconsin and there is a distributor/dealer in New Hampshire, and they are in the process of setting up another dealer here, Erin Maxon of Millertown Garage. Been having problems with the Hale valve on the pump panel; there is a 10 year warranty on it and Erin Maxon is going to take care of it. Also, the pipe that froze up last year, apparently there was an option to get a heater on it but the salesman never told anyone about, along with the problem with the generator, they have been through 3 generators so far, but Erin is going to come out maybe next week to take a look at it himself and will try to go to bat for us with HME. There are 3 other trucks in the area with the same problem he is also working on. Brief discussion continued.
- A/C Lant asked if anyone heard about the roofline at Co #4. Commissioner Spackmann explained that A/C Davis was supposed to talk to Phil Putnam and have him look at it; A/C Lant to speak to A/C Davis next time he stops by the shop. Also noted he needs a dozen hoods; money to come out of the gear account.
- FF B. Gibbins asked about the year end \$252,000; the minutes note see attached sheet; where did it all go? Treasurer J. Bishop noted the majority went into the various reserve accounts, the other money was encumbered.
- FF Bryan Chouinard asked the Board when Mr. Roxbury was going to apologize to his wife for something he said five months ago, that if it was about anybody else they would have been here at the next meeting, does not know why this has been going on for so long. Commissioner Spackmann noted it was on the agenda and he was just about to bring that up. Commissioner B. Bishop explained that it should be something

discussed in executive session. FF Chouinard noted that as far as he is concerned he can take his apology and shove it up his *ss; Commissioner Spackmann asked him to take it easy.

RESOLUTION #82 TO GO INTO EXECUTIVE SESSION AT 9:00 PM CONCERNING FINANCIAL MATTERS REGARDING FORMER MEMBER RICHARD COONRADT.

MOTION: B. Bishop
SECOND: Spackmann
RESOLVED to go into executive session at 9:00 PM concerning financial matters regarding former member Richard Coonradt.
VOTE: All in favor, motion carried.

RESOLUTION #83 TO RECONVENE FROM EXECUTIVE SESSION AT 9:10 PM.

MOTION: B. Bishop
SECOND: Robarge
RESOLVED to reconvene from executive session at 9:10 PM.
VOTE: All in favor, motion carried.

RESOLUTION #84 TO GO INTO EXECUTIVE SESSION AT 9:10 PM REGARDING THE POSSIBLE APPOINTMENT OF AN EMS TRAINING INSTRUCTOR.

MOTION: Spackmann
SECOND: Waite
RESOLVED to go into executive session 9:10 pm at regarding the possible appointment of an EMS training instructor.
VOTE: All in favor, motion carried.

RESOLUTION #85 TO RECONVENE FROM EXECUTIVE SESSION AT 9:29 PM.

MOTION: Robarge
SECOND: Spackmann
RESOLVED to reconvene from executive session at 9:29 PM.
VOTE: All in favor, motion carried.

RESOLUTION #86 TO GO INTO EXECUTIVE SESSION AT 9:30 PM FOR MATTERS LEADING TO THE POSSIBLE DISCIPLINARY ACTION OF FIREFIGHTER ROBERT ROXBURY.

MOTION: Waite
SECOND: Robarge
RESOLVED to go into executive session at 9:30 PM for matters leading to the possible disciplinary action of firefighter Robert Roxbury.

VOTE: All in favor, motion carried.

RESOLUTION #87 TO RECONVENE FROM EXECUTIVE SESSION AT 9:40 PM.

MOTION: Robarge

SECOND: Spackmann

RESOLVED to reconvene from executive session at 9:40 PM.

VOTE: All in favor, motion carried.

Workshop session ended at 9:41 PM.

Respectfully submitted,

Joyce Petkus
District Secretary