

Board of Fire Commissioners

Greenfield Fire District
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January 27, 2011 Commissioners Workshop

Workshop began at 7:01 pm.

Present were: Commissioners Barss, Chandler, Spackmann, Waite, Secretary Petkus, Director of Purchasing B. Bishop and Deputy Treasurer Perkins; please see sign in sheet for others in attendance.

Flag salute/moment of silence recognized for departed members and troops overseas.

1. **Approve Minutes:** None.

2. **Secretary Update – Joyce Petkus:**

- Co #1 claim from October 28, 2010 was partially settled, D/C Kenyon was able to get her the information requested by the insurance carrier. The balance will be paid, minus the deductible once the lights are ordered and the invoice is submitted. D/P Bishop is working on the order; thanks again to D/C Kenyon for his cooperation.
- Apparently there was a misunderstanding with the HVAC bid ad. Brief discussion, invoice to be given to the Treasurer for payment.
- Requested Board approval for the updated forms she submitted to them last week for their review; previously met with the Chief and he is okay with them as well. She and Brian will be placing them on Firetracker in a forms section for easier access and for the officers to be able to fill them in and submit them electronically. Board okayed moving forward with the various forms.

3. **Purchasing Update – Brian Bishop:**

- Pretty busy month, bunch of stuff ordered, some PO's need to be signed.
 - Checked with Garrison regarding 6" suction and forestry hose, still not in.
 - Promethean board has been ordered.
 - Inventory items ordered.
 - Blanket PO has been set up for the rehab bus.
 - Questioned what the Board would like to do regarding ordering the light bar for A/C Coffey; cost is \$1499 plus mounting. Board okayed purchase.
- Banquet is pretty much set for this Saturday. Some members to receive awards including shirts and jackets; some have expressed in the past the desire to receive a plaque instead of a shirt or jacket. Would like to offer the choice, they are the same price equivalent.
- Recommended changing the stars and stripes for longevity and go to some sort of pin instead. Another suggestion was to have a name tag showing "Serving

since...". Commissioner Spackmann noted that the officers will be talking about uniforms. Did receive some uniform items as requested by the Chief, they are here at the District office. Also has a limited supply of brass, but they should have gotten them from their predecessor for their particular office.

4. Treasurer Update – Vanessa Perkins:

- Nothing at this time.

RESOLUTION #45 TO GO INTO EXECUTIVE SESSION AT 7:15 PM IN REFERENCE TO THE 2011 OFFICER APPOINTMENTS.

MOTION: Chandler

SECOND: Barss

RESOLVED to go into executive session at 7:15 PM in reference to the 2011 Officer appointments.

VOTE: All in favor, motion carried.

RESOLUTION #46 TO RECONVENE FROM EXECUTIVE SESSION AT 8:42 PM.

MOTION: Waite

SECOND: Chandler

RESOLVED to reconvene from executive session at 8:42 PM.

VOTE: All in favor, motion carried.

RESOLUTION #47 TO APPROVE CO #2, 3 AND 4 OFFICERS AS LISTED, WITH PROVISION THAT OFFICERS COMPLETE COURSES NEEDED FOR QUALIFICATIONS WHEN COURSES ARE AVAILABLE AS SCHEDULED BY THE DISTRICT AND/OR OFFERED BY THE COUNTY.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to approve Co #2, 3 and 4 officers as listed, with provision that officers complete courses needed for qualifications when courses are available as scheduled by the District and/or offered by the County.

VOTE: All in favor, motion carried.

RESOLUTION #48 TO APPROVE DAVE KENYON AT CO #1 DEPUTY CHIEF AND BILL COFFEY AT CO #1 ASSISTANT CHIEF WITH THE PROVISION THAT THEY COMPLETE COURSES NEEDED FOR QUALIFICATIONS WHEN COURSES ARE AVAILABLE AS SCHEDULED BY THE DISTRICT AND/OR OFFERED BY THE COUNTY.

MOTION: Spackmann

SECOND: Barss

RESOLVED to approve Dave Kenyon at Co #1 Deputy Chief and Bill Coffey at Co #1 Assistant Chief with the provision that they complete courses needed for qualifications

when courses are available as scheduled by the District and/or offered by the County.
VOTE: All in favor, motion carried.

RESOLUTION #49 TO APPROVE MATT REYNOLDS AS CO #1 1ST LIEUTENANT AND JASON ABRAHAM AS CO #1 2ND LIEUTENANT WITH THE PROVISION THAT THEY COMPLETE COURSES NEEDED FOR QUALIFICATIONS WHEN COURSES ARE AVAILABLE AS SCHEDULED BY THE DISTRICT AND/OR OFFERED BY THE COUNTY.

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve Matt Reynolds as Co #1 1st Lieutenant and Jason Abraham as Co #1 2nd Lieutenant with the provision that they complete courses needed for qualifications when courses are available as scheduled by the District and/or offered by the County.

VOTE: All in favor, motion carried.

5. Report of the Chief – John Lant

- Thanked Brian and Joyce for their work on the banquet and apologized for the associated aggravation.
- Asked Joyce to send an email to all company Presidents asking for a list of all their life and honorary members.
- 261 out of service; 282 is at Co #1
- Brief discussion reading the new radios in each firehouse, will cost between \$500-\$1500 each. Price sheet given to each Commissioner.
- Officers fund paying for the open bar at the banquet
- Tires on 283 are 10 years old and should be replaced; Board okayed moving forward with purchase.
- Had a couple of fires and used the fill sites installed by the Town Highway Department, they have really helped; asked Joyce to send a letter. Commissioner Spackmann to work with Joyce on letter.
- Gloves needed; please give your order to Brian Bishop.
- Problems with air pack at Co #4 turned out to be out fault. MES fixed anyway and offered to come back to give a training session on the packs. Dean Deuel to handle, training to occur sometime in April.
- Did not appoint all committee members at the last officers meeting and not everyone was there; will do so at the next meeting.
- Felt that life members should not have to request in writing access to the firehouse, they should automatically be granted access. Also questioned the letters sent in on Roger Bechard and Mike Smith. Joyce also noted Deputy Sheriff Jasmine had requested access, but none were granted as three Commissioners did not get back to her on it. Brief discussion, Board approved giving access to all three.
- Mike Smith is a dear friend and life member and has done a lot for the District over the years; felt the Board should buy him a plaque. Brief discussion; Chief to design and bring back to the Board.
- Noted the recent incident on the Northway that we responded to; stuff like that

bothers firefighters and maybe the Board should look into Stress Debriefing Counselors. Discussion continued; Commissioner Spackmann noted he would like some more research done on the subject. Chief Lant recommended Lee Nagle and his wife Eva; they are certified stress debriefing counselors. Joyce to also call Bill Young about it.

RESOLUTION #50 APPROVING LEE NAGLE AND EVA NAGLE AS THE DISTRICT'S STRESS DEBRIEFING COUNSELORS.

MOTION: Chandler

SECOND: Barss

RESOLVED to approve Lee Nagle and Eva Nagle as the District's stress debriefing counselors.

VOTE: All in favor, motion carried.

6. Commissioner Updates:

- **Darren Barss:**
 - Nothing at this time.

- **Ken Waite:**
 - Concrete truck took down cable wires at Co #2, Mr. Leary contacted Time Warner Cable and they came to fix it. When a bill comes in the District should pay it and get a copy to Rosch Brothers. Joyce noted she already spoke to the Treasurer about it and asked her to keep an eye on the bills.
 - Sent out an email regarding Co #2 Super Bowl party

RESOLUTION #51 GIVING ALL COMPANIES PERMISSION TO HOST SUPER BOWL PARTIES.

MOTION: Waite

SECOND: Barss

RESOLVED to give all companies permission to host Super Bowl parties.

VOTE: All in favor, motion carried.

- D/C Davis got a new truck and the radio doesn't fit in it, but a Kenwood does, cost is \$820. Brief discussion, Commissioner Waite to have quote sent, including installation, to D/P Bishop to create PO. Old radio to be returned to the Director of Purchasing to be placed back into inventory.
- Would like all the companies to get the names of their by-law committee representatives in to Joyce ASAP.

- **Michael Chandler:**
 - Safair should be in this coming week to look at and fix the Cascade system. It is their fault, they never looked in it when they serviced it
 - Co #1 heating system upgrades underway, project should be completed by February 28th. Submittals are in for furnace and has been ordered. Couple of unforeseen issues came up including:
 - Would like to bring the cold air duct down to the floor at the back bay

door. Will cost an additional \$500 if approved. Fire extinguisher will need to be moved.

- Heat ducts in utility rooms are flex; would like to downsize to 6" hard pipe at a cost of \$400.00
- Galvanized fittings on chimneys out back are starting to rust, will cost about \$1000 to fix. Commissioner Chandler noted they did not look that bad and recommended not fixing them at this time.
- Box needs to go where the fridge is in the electrical room, will need to move the fridge in the next two weeks. D/C Kenyon and A/C Coffey to take care of it.

- **Richard Spackmann:**

- Discussion regarding the gas pumps at the Town garage. Email sent to Bill Young regarding issue, including:
 - Legality of helping Town with the cost of replacing the pumps
 - Maintenance/fuel spillage issues
 - Necessity of having a written contract?
 - Diesel pump costs about \$7000 to replace
 - Highway Department very good to the District, recent example of saving the District a lot of money by installing the dry hydrants last fall.Commissioner Chandler to handle this project.

9. District Guideline Review:

- Pager Policy
- Purchasing Policy
- Training Approval Policy
- Lost/Damaged/Destroyed/Stolen Policy

Above policies tabled to the February meeting for discussion.

11. District Projects

- Current Projects:
 - Exploratory committee for office building construction: names of representative to sit on the committee from each company to be presented to the Board, including water issue at Co #1 – tabled to February meeting.
- Future Projects:
 - None.

12. Special Topics of Discussion:

- D/P Bishop noted the tripod lights will be ordered, invoice to go to insurance carrier for payment on the rest of the claim.
- D/P Bishop requested a District smart phone; brief discussion, phones cost between \$99-149 and monthly plan is \$54.99. Commissioner Spackmann noted that Mr. Bishop has been doing a heck of job. Approved by Board, money to come out of computer account.
- Quaker Springs air fill station not compatible with Middle Grove station.
- Portable radio order: radios never ordered, 30 were originally to be ordered. Discussion on number of portable radios needed; 30 to be ordered. Commissioner Spackmann noted his concern if they order so many now, and

then later the officers come to the Board needing something else from the radio account, there may be no more money in that account.

RESOLUTION #52 GIVING THE SECRETARY PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND \$50,000.00 FROM THE RADIO RESERVE FUND FOR THE PURCHASE OF PORTABLE RADIOS.

MOTION: Spackmann

SECOND: Waite

RESOLVED to give the Secretary permission to advertise a permissive referendum to withdraw and expend \$50,000.00 from the Radio Reserve Fund for the purchase of portable radios.

VOTE: All in favor, motion carried.

- Captain Dean Deuel presented letter from Co #4 member who is moving just outside of District boundaries but would like to remain an active member. Company already voted to approve request. Captain Deuel to get exact address to the Secretary; she will present letter to the Board at the February meeting.

RESOLUTION #53 GIVING THE TREASURER PERMISSION TO PAY \$500 TO BOB DAY FOR THE RECENTLY COMPLETED FIRE OFFICER COURSE.

MOTION: Waite

SECOND: Chandler

RESOLVED to give the Treasurer permission to pay \$500 to Bob Day for the recently completed Fire Officer Course.

VOTE: All in favor, motion carried.

RESOLUTION #54 GIVING THE TREASURER PERMISSION TO PAY \$500 TO BOB DAY FOR THE PUMP OPS COURSE, WHEN COMPLETED.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to give the Treasurer permission to pay \$500 to Bob Day for the Pump Ops course, when completed.

VOTE: All in favor, motion carried.

- D/P Bishop working on Co #4 table order, WB Mason seems most reasonable.

RESOLUTION #55 GIVING THE SECRETARY PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND \$5,000.00 FROM THE BUILDING RESERVE FUND FOR THE PURCHASE OF BANQUET/MEETING TABLES.

MOTION: Spackmann

SECOND: Barss

RESOLVED to give the Secretary permission to advertise a permissive referendum to withdraw and expend \$5,000.00 from the Building Reserve Fund for the purchase of banquet/meeting tables.

VOTE: All in favor, motion carried.

- February 3, 2011 is a seminar sponsored by the Association of Fire Chiefs; Chief Lant would like to see more officers going.
- D/C Ellsworth noted that every pager will need to be reprogrammed and all pagers will be done at the same time, he is not exactly sure when Greenfield will be done. Brief discussion.
- D/C Ellsworth questioned having to notify the Board every time they take a vehicle and/or members out of County, including wakes and funerals. Discussion continued regarding the necessity due to the laws and to make sure firefighters will be covered under VFBL in the event something happens. Joyce to speak to Bill Young. Also questioned taking District vehicles out of County or State with no license plates on them.
- A/C Coffey noted their computer was fried due to a recent power outage. A/C Coffey to speak with D/P Bishop to spec one out, surge protector to be purchased as well.
- Call not returned regarding removing snow and ice on Co #1 roof. Brief discussion, if they do not call back by tomorrow, D/C Davis can do it.

RESOLUTION #56 GIVING THE TREASURER PERMISSION TO PAY THE BILL RECEIVED FROM CORNELL'S FOR THE REPAIR OF FF POST'S TAIL LIGHT, TOTALING \$75.00.

MOTION: Waite

SECOND: Barss

RESOLVED to give the Treasurer permission to pay the bill received from Cornell's for the repair of FF Post's tail light, totaling \$75.00.

VOTE: All in favor, motion carried.

Motion made by Commissioner Waite with a second from Commissioner Barss to dispense with the reading of the minutes. All in favor.

Motion made by Commissioner Waite with a second from Commissioner Barss to adjourn the workshop at 9:50 PM. All in favor.

Respectfully submitted,

Joyce Petkus
District Secretary