

Board of Fire Commissioners

Greenfield Fire District
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The July 2014 Commissioners Workshop of the Greenfield Fire District was called to order at District Office by Chairman Richard Spackmann at 7:03 PM on July 23, 2014.

Present were:

Commissioners Atwell, Chandler, Kugler, Spackmann; Secretary Petkus, D/P Chouinard, Treasurer Nardin. Please see sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members and fallen firefighter Captain Matthew Philips from Providence Volunteer Fire Company.
2. **Approve Minutes:** June 25, 2014 Workshop Minutes.

RESOLUTION #154 APPROVING THE JUNE 25, 2014 WORKSHOP MINUTES AS WRITTEN.

MOTION: Kugler

SECOND: Atwell

RESOLVED to approve the June 25, 2014 Workshop Minutes as written.

VOTE: All in favor, motion carried.

3. Secretary Update – Joyce Petkus

- Working with UPS and FedEx regarding exterior door delivery access; reminder that all firematic officers now have access to the exterior door, and please remember to send email reminder or call the office.
- Informational meeting set up with the Auxiliary for July 31st. District Auxiliary liaison will be elected that evening as well and once all auxiliary officers are elected a contact list will be created/laminated for trucks/officers.
- Commissioners received draft budget workshop agenda; please let her know as topics need to be added.
- Continuing to work on the Fall New Member Orientation schedule; should be completed in the next week or so. Currently there are 10 to participate.
- Aerial ladder testing completed and there is one item to be repaired and then the certificate will be issued. Co #4 has received a copy of the full report, and the Chief received the paperwork regarding the necessary repairs.

4. Purchasing Update – Jill Chouinard

- Have been continuing with fit testing via appointments. August 12th will be the last fit test night before the machine goes out for servicing.
- M284 went to Larosa's Monday for lights/radios; should be done within the week.
- SCBA masks ordered, no delivery date.

- Would like to see the auxiliary eventually incorporated into the I Am Responding program.
- Ship date for gear from Lion to Garrison is still on for August 1st.
- Co #4 chain saw is still not fixed, should be done tomorrow. Chief Lant suggested start taking them to Wilton Saw.
- Charging module not back yet for Co #3 thermal imaging camera, no ETA either.
- Also working on Co #3 gas meters.
- Dennis McConkey returned his pager to A/C Kenyon over the weekend.
- Reminder that now is the time to start ordering fire prevention items, especially if they are going to be imprinted. She has catalogs if any are needed.
- Last week called Jessup's Landing in reference to Co #4 first in bag that went missing at an incident a couple of weeks ago; they would call if they found anything but she has not heard from them. Chief Lant noted it had been found.
- Sent out an email regarding the Erie County firefighter battling cancer, and she received a T-shirt from each company, so she will be mailing them out this week.
- Will be scheduling ground ladder testing.

5. Treasurer Update – Treasurer Nardin:

- Followed up regarding the audit, but the gentleman in charge is on vacation until next week.
- Would like to purchase 4-5 rolls of stamps out of office supplies. Okayed.

6. New Members/Changes in Membership

Applications for Membership:

Greenfield Center Co #1: None.

Porter Corners Co #2: None.

Middle Grove Co #3: None.

Maple Avenue Co #4: Robert Piparo, Jr.; George Rice.

Requests for Change in Membership:

Greenfield Center Co #1: Walker Chandler, remove from probation; Steve Harder, termination of membership due to lack of activity; Travis Hetrick, termination due to move out of State.

Porter Corners Co #2: Aaron Chandler, termination due to company vote; Dan Eckert and John VanNostrand, change from 16/17 year old to active firefighter.

Middle Grove Co #3: None.

Maple Avenue Co #4: Sam Livsey, return to active from Leave of Absence.

Reminder that he will need to complete his annual physical.

Reminder that beginning in August the Board will begin approving auxiliary applications as well.

RESOLUTION #155 AUTHORIZING THE CHAIRMAN TO SIGN OFF ON ALL ABOVE NEW MEMBERS AND CHANGES IN MEMBERSHIP AS READ.

MOTION: Spackmann

SECOND: Kugler

RESOLVED to authorize the Chairman to sign off on all above New Members and Changes in Membership as read.

VOTE: All in favor, motion carried.

7. Commissioner Updates:

- **Jackie Atwell**

- Confirmed that Tyler Bennett's NMO paperwork was received; Joyce noted she did receive it.
- Received an estimate from KME regarding 281 back bumper; \$900.00. Scheduled to be repaired when it goes to KME to have the jaws installed. Most of the jaws equipment is already in.
- 271 at KME having body work repaired and pump service completed.
- Chief working with JK Stearns looking at 263 and 271 for various repairs.
- Co #1 is looking into purchasing new sheds that they would like to put behind the office building. Brief discussion continued, including possibly trying to get concrete pads donated and the Board helping Co #1 with costs for their patience during the office construction.
- Co #2 brush truck needs 2 new front tires. Chief Lant received quote from KJ Stearns for about \$800; D/C Burwell to call Adirondack Tire for state contract prices.
- Questioned how the new land acquisition is going over at Co #4; Commissioner Spackmann noted it is being worked on.
- Thanks to everyone for all they did regarding this afternoon's fire; they did a very professional job under very tough circumstances with the heat.

- **Michael Chandler**

- Everything is pretty quiet, just waiting for the windows to get fixed.

- **Don Kugler**

- Would like to have bill received from Saratoga Electric and Generator approved for payment.

RESOLUTION #156 GIVING THE TREASURER PERMISSION TO PAY THE BILL RECEIVED ON JUNE 12TH FROM SARATOGA ELECTRIC AND GENERATOR IN THE AMOUNT OF \$910.00 FOR THE REPAIR OF THE SIREN AT CO #3.

MOTION: Kugler

SECOND: Chandler

RESOLVED to give the Treasurer permission to pay the bill received on June 12th from Saratoga Electric and Generator in the amount of \$910.00 for the repair of the siren at Co #3.

VOTE: All in favor, motion carried.

Joyce noted the Treasurer has left the check with her as John will be coming tomorrow to pick it up. Commissioner Spackmann asked that John call him as well.

- **Richard Spackmann**
 - Nothing at this time.

8. Report of the Chief: John Lant

- 282 temporarily moved to Co #2.
- Firefighters made one heck of a stop at today's fire.
- Sent the Board an email regarding the officer training; would like further discussion at the regular meeting. Would like to see if they can come up with a Hazmat course as well.
- Would like to move forward with the 14 year old program. Brief discussion; Chiefs to create a program, maybe some Board members can sit on the committee as well.
- Air stopped working on 297. Chief to run some dye and put Freon in it. Jill also questioned if the fridge was not working properly as all the water was frozen. Brief discussion continued.
- Working on getting 50 or 100 5" Storz connections. Brief discussion.
- Thought the seminar on People with Disabilities was really good.
- Jill asked if the guy from the solar panels had called him yet, as requested. Chief Lant noted he had not heard from him yet.
- Asked Commissioner Chandler about the flavored water, who noted Jill had already picked some up and will be getting more tomorrow.

9. Reports from Companies:

Company #1: A/C Kenyon

- Thanked everyone for their cooperation at the fire today.

Company #2 – D/C Burwell:

- Would like to send the Argo for its annual servicing; Board okayed.

Company #3 – D/C Ellsworth:

- 281 air needs to be charged again; wants to take it to Cornell's; Board okayed, and also to have KME look at it when it goes for jaws installation.

Company #4 – D/C King:

- Ladder truck and bus issues previously brought up/discussed.

10. EMS Report – Tim Kemp

- Not present this evening.

11. District Guideline Review:

- Harassment & Discrimination Policy:
- Sexual Harassment Policy:
- Workplace Violence Prevention Policy:

George Miller noted that above policies do not follow the same complaint process; by-law committee would like to see reporting process elevated to same level for the policies so they are all the same. Discussion continued including if a time limit to file complaints should be addressed. Above policies to go back to the by-law committee for revision, then to be forwarded to the District's attorney for review/comments.

- Disciplinary Policy: By-law committee previously sent revision to Board for review. On hold pending further Board review.
- Chief Vehicle Policy: By-law committee previously sent revision to Board for review.
- New Member Live Burn Policy: By-law committee previously sent revision to Board for review.
- New Member Orientation Policy: By-law committee previously sent revision to Board for review.

RESOLUTION #157 APPROVING THE CHANGES TO THE CHIEF VEHICLE, NEW MEMBER LIVE BURN AND NEW MEMBER ORIENTATION POLICIES AS SUBMITTED BY THE BY-LAW COMMITTEE.

MOTION: Spackmann

SECOND: Kugler

RESOLVED to approve the changes to the Chief Vehicle, New Member Live Burn and New Member Orientation Policies as submitted by the By-Law Committee.

VOTE: All in favor, motion carried.

Bryan Chouinard asked if the Board had reviewed the by-law change regarding military leave. Lengthy discussion continued, including completion of annual physical, fit testing, mandatory training, what to do with their gear, insurance concerns. Sent back to by-law committee for further review.

12. District Projects:

- Current:
 - District Office Building: no update.
 - Co #3 roof: ongoing.
- Future:
 - Co #3 pavilion: no update.
 - Co #1 radio room floor: no update.
 - Co #1 and Co #2 bathrooms: no update

13. Special Topics of Discussion:

- I Am Responding: Commissioner Spackmann noted that he thinks it is going to cost around \$13,000 to install one in each firehouse. That does not include any work that may need to be done by an electrician. Discussion continued, including various costs, adding dedicated networks, upgrading to commercial grade hardware, how the district organizational structure fits into the I Am Responding program. D/C Burwell requested permission to start creating a system administrator for each company in the meantime. Okayed, and Commissioner Spackmann to fill out any necessary paperwork this week. Added to August meeting agenda for further discussion.
- D/C Ellsworth noted that parts of the light bar were temporarily fixed on 280. Brief discussion, Gary Bullard to get a quote from Code 3 for a new light bar. Jill also noted that Larosa's can also give a quote as they install light bars as well.

RESOLUTION #158 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion made by Commissioner Kugler with a second from Commissioner Chandler to adjourn the workshop at 8:23 PM. All in favor.

Respectfully submitted,

Joyce A. Petkus

Joyce A. Petkus
District Secretary