

Board of Fire Commissioners

Greenfield Fire District
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June 23, 2009 Commissioners Workshop

Workshop began at 7:04 pm.

Present were: Commissioners B. Bishop, Kugler, Robarge, Spackmann, Waite, Secretary Petkus, Treasurer J. Bishop, P/A Chouinard; Chief McConkey; A/C's Gibbins, Davis, Ellsworth, King; FF R. Bishop, FF N. Waite, Ff William Lloyd, Jr.; resident Charles Dake.

1. Special Guest: CT Male – Chris Shaver and Rick Wakeman:

CT Male was present to discuss their findings regarding the structural/water damage issues to the Porter Corners firehouse.

- Rick Wakeman is VP of Civil Engineering and chief geotechnical engineer. Mr. Wakeman noted they looked into the history of the site, which was previously a sand and gravel pit, and over a period of time was filled in with similar type soils, sands and gravels. Mixed in with that were some small some small tree stumps, wood and miscellaneous materials. Generally a clean fill, but wood is not generally something that you would want in a fill that is going to support a building. Reviewed the drawings, which told them that the building is supported on conventional footings and the floor of the basement and upper level floor are supported right on grade, slab cast right on the ground. The back section of the building showed how the foundation steeped up in elevation from basement level up to first floor level, which is important because it showed them where the crack in the back wall was, that it was really a construction joint, may have been some settlement associated the way the crack formed, but it was not a structural crack through the foundation wall. Three test borings were done; two borings near the back corners and one opposite the basement door, displaced purposefully so as not to drill through the slab in front of the door, about 15' away. They did encounter fill, it was difficult to distinguish fill from natural soils, because usually there are brick fragments and foreign, man made matter in fill, or if there is wood in it, you pick up small pieces of wood, but they didn't really pick up anything like that. Fill can also have a slight musty odor. They were able to distinguish it between the slight musty odor and how it looked versus what was underneath it, which was more natural sand. There is approximately 4-10' of fill. They stopped the boring when they hit till, which is really hard stuff. They did not find any ground water, and even considering seasonal fluctuations and the building level at the site, he would not expect the ground water to come up very high. Based on this, the conclusion is that it is not ground water, but rather surface water infiltration. Based on pictures taken over the winter, he noted that the roof has very little overhand on the north and south sides, the pavement comes very close to the base flashing, and underneath is the reveal of the foundation wall. Mr. Wakeman noted that the snow slides off the roof and piles up along the side of the building; he also noted that there did not seem to be any back blading of the snow plow pulling the snow back. Piles of snow were also noted at the corners of the entranceways where the roof is peaked.

Alternating freezing and thawing, and possible ice dam buildup, and even a heavy bit of rainfall, would cause the water to seep underneath the base flashing, causing the water staining at specific points on the inside of the building, which was also noted with pictures. There was discussion of wood, you don't really want to develop a site by putting in uncontrolled fill, which he explained was any type of soil dumped out of dump trucks, bulldoze it into place, track it a few times and then build on top. The firehouse was built in 1991 over this type of fill with some wood, which is above the ground water table, so you would be hard pressed to see that wood rot out and cause settlement of the building. There may be a slight amount of settlement, and noted the rear crack in the building, where a construction joint seems a little wider at the top than it is at the bottom, which is a hint that one side is settling more than the other. Mr. Wakeman concluded that there may be wood in the fill, but does not know how much, but no outward signs of really significant settlement. If it had settled 3-4", they would probably see some signs, but he does not believe it has settled that much. He noted that he does not believe we have a settlement problem, or ground water problem, or long term settlement problem. If the Board is still concerned, Mr. Wakeman explained there are simple ways to monitor it; take a ruler and put a scribe mark right across it and check it every six months to make sure the crack is not getting wider. Another suggestion was putting levels on the basement floor to see if it is going out of whack more than it was before. Could also hire a surveyor to survey it once a year, but that is more money. He then noted some solutions regarding the drainage standpoint:

- Saw cut out a section of pavement and drop the grade down a foot or so to create a reveal with landscape or pea stone in it and put a couple of railroad ties, landscaping beams or bollards around it;
 - Dig a trench drain, but be aware of freezing, and tie into the trench basin that was noted to have recently been unclogged
 - Put a catch basin in by the back corner with the drop in grade
 - Some water infiltration by the door in the bay area on the pole barn side caused by the very high, heavy weeds; have the reveal issue but the weeds keep it wet and keeps the moisture trapped against the building.
- Chris Shaver handed out copies of the structural report and proceeded to explain the two parts to the structural evaluation. The first part was to do a visual and to take a look at the building and see where the water was infiltrating in conjunction with the geotechnical, ground water versus surface water, how it is coming into the building and what effect it is having on the building. The other part was looking at the meeting room floor. He also did a load capacity analysis based on the side of the framing members and the loads it should have been designed for to answer the questions if it meet what it was designed for. Mr. Shaver noted through pictures four areas where water infiltrated in the basement area, which corresponded to where the surface water was coming in from the building. There were no signs of past leaks in any of the cracks in the foundation wall. There is also corrosion around the bottom of the base plates of the building columns near the doorways, which is not a major issue, but you want to stop it, clean it up and paint it. Mr. Shaver further explained that where the water is coming in, it has damaged the floor sheathing, top plate and some of the wood studs. Regarding floor construction, the floor area typically has 2x12, 16" on center with sheathing up above. Per the original drawings, the concrete wall is supposed to be notched back, and the other thing he noticed is that there is no rim joist, causing the joists to warp and twist. He also noted that the 2x4 stud wall that seemed to have been just for a finish wall for the sheetrock turns out to be a load bearing wall, and not a very good one at that unfortunately, does not bear on the concrete, but rather on

the stud wall. He further explained that the beam, which is three 2x12's nailed together lines up with the wall that goes between the meeting room and the kitchen, and based on what he sees on the drawings, that is acting as a load bearing wall for the attic storage space, dumping a lot of load onto that beam. Based on the NYS building code in place now and the building code that would have been in place when the building was built, he tried to determine what the load requirements would have been for this building. Not knowing what the building was designed for, they ran an analysis for what it should be designed for, and most of the structure does not meet codes for the loads, and probably did not meet code when it was built. There is a problem with the floor joists and particularly the stud wall, everything is undersized, and noted the temporary shoring that was put in to help out with the problem. He also noted that there is some deflection, and that apparently it was addressed by putting the knee wall, which helps but does not make it work perfectly. Mr. Shaver also noted that if you look at the meeting room floor from the kitchen, you can see where the floor dips down then back up to the main beam and then dips down again, the classic deflection that the calculations indicate. Also from the back wall to the kitchen, not only does it dip down, but it is sloped back toward the kitchen. He also noted that the stove looks like it is a little bit bigger than in the drawings and there is also a walk in pantry that is not shown. The meeting room is probably being loaded more than it should for an assembly space. He further noted that there were gaps in the floor tiles by the heating registers; he was able to flip up some of the tiles, which must not have been very well adhered around the heating registers in addition to the deflection. Some suggestions for solutions were:

- Stop the water from coming into the building to prevent further deterioration
- Structural issues with floor joists, supporting beams and stud walls:
 - Add additional floor joists, columns.
 - Replace 2x4 wall with a larger stud wall with closer spacing, possibly 2x6 or 2x8, or add a steel beam and support columns.
 - Beef up the triple 2x12 bearing wall with another post and steel plates
 - Complete replacement, scrap the wood and design with steel beams
- Mr. Shaver spoke briefly about the entryway and the intent of a frost wall noted on the drawings, but was not sure if there was one or not or if it was just a slab at the entryway. Commissioner Waite noted sono tubes were poured, then the slab over it. Mr. Shaver explained that fire stations are considered an essential facility and are in the highest category regarding seismic/snow/wind loads and the need to consider the higher load requirements. He recommended temporary additional shoring and would write a letter with suggestions as temporary measures.
- Discussion continued; CT Male to send an addendum to include the following:
 - Recommendations/solutions to fixing issues already identified
 - Cost of moving forward analyzing the upstairs/attic, and solutions for any possible issues they encounter
 - Analyze the bearing wall that is exposed
 - Cost of recommendations made regarding the downstairs issues
 - Recommendations of the doors and the issue with frost heave

Mr. Shaver noted he would submit a proposal for some preliminary design, with three basic options until the analysis of the upstairs can be completed; should have something to the Board next week.

Meeting with CT Male ended at 8:05 PM.

2. Approve Minutes: May 26, 2009 Workshop Minutes

RESOLUTION #244 TO APPROVE THE MAY 26, 2009 WORKSHOP MINUTES AS WRITTEN.

MOTION: B. Bishop

SECOND: Spackmann

RESOLVED to approve the May 26, 2009 Workshop minutes as written.

VOTE: All in favor, motion carried.

3. Purchasing Update:

- She, Jean and Commissioner Kugler met, regarding the VISA slips; she and Jean would prefer that they not be placed in the LOSAP boxes, but rather another designated spot where she could go around once a week and pick them up if necessary. Discussion continued regarding bills being submitted for an abstract by the 1st of the month to the district office, not placed in the LOSAP boxes. Issue with a HERBA bill being placed in the LOSAP box with not note and was paid. If the VISA charge card is used, please send an email to Jean and Jill and notify them. Commissioner B. Bishop noted it seems that there is nothing wrong with the system, but rather how the system is being operated, and nothing should be paid until there is a PO to go with it. Joyce suggested that if you don't want to drive it over to the office, you can stick it in the mail as well.
- Commissioner Robarge asked about the PO for the Cat generator; Jill noted she had faxed it over to them already, and the amount would be on the PO if it was given to her, but she does not have an invoice. Generator to be delivered on Friday.

4. Secretary Update:

Joyce previously handed out her June update and noted the following:

- Updated the list on those who still have not signed for the district manual updates, and asked what the Commissioners wanted to do about it.
- Updated the list on those members who did not get their physicals yet. Commissioner Kugler asked A/C King about those on Co #4 list as there are quite a few; A/C King noted that letters have been sent and no word back on any of them.
- Updated the Training Requisition form, and had Commissioner Robarge review it. If the rest of the Board is okay with it, she will order the new forms when necessary
- Will be ordering more alarm forms, and is going to make one change to match Firetracker. Brief discussion; Type numbers to be changed to match the State form.
- Created Life Member – Inactive access templates as previously discussed for Randy Davis and Dean Deuel, Sr.
- Commissioner Kugler asked about the picnic; Joyce noted it was on August 15th at O.B. Beyer Park again, Port-o-potty's have been donated already. Called Target Distribution Center as well, and someone did call back and leave a message; she will try again tomorrow. Called Freihofers, and if they have some extra product as we get closer to the picnic, they will donate. Co #4 ladies auxiliary offered to make the cole slaw. Commissioner B. Bishop made up signs and they will be going out within the week. Will be ordering the same amount of food as last year. Also understands that the companies have started to vote on contributing to the picnic; checks can be made out to either cash or to Joyce and to please put in the memo section 'Picnic 2009'.
- Commissioner Spackmann asked about the EMT information for Firetracker; Joyce noted she is still waiting for that information from A/C Gibbins. Also saw today that Firetracker has added the requested section for CPR information, so she just needs that information from A/C Gibbins as well and she will get it into the system.

5. Treasurer Update:

- Nothing.

6. Commissioner Updates:

- **Brian Bishop:**

- Needs to speak to A/C Gibbins after meeting to coordinate a time to pick up the salt for the water softener.
- Noted there are some issues with the inputting of the Firetracker information; Joyce is starting to match them up against the LOSAP sheets. This year she is maintaining two records, the Excel spreadsheet and comparing with Firetracker. There are some relatively minor, although could become major, things going on. He noted that the biggest thing is to make sure numbers match up correctly and the people signed on the sheets match up correctly with the people being checked off in Firetracker. The biggest thing is that people who are on the sign in sheet are not matching up with the people who have been checked off in Firetracker, which brings us to the discrepancy issue, and for this the fall back is the access system Brief discussion; Commissioner B. Bishop asked that the folks are that are putting the information into Firetracker, please let them know that really need to check and make sure that what is input is accurate. So far we have only worked with January, and for Co #4 there are still a number of calls that have not been input from the LOSAP sheets. Also, please only sign one call sheet, as there have been instances where someone signed a call sheet at one company and signed the same call at another company, potentially giving that person credit for 2 calls, when it should only be for one. Please remember, garbage in is garbage out. A/C Gibbins also noted that with his wife doing the final report, she is having problems with companies trying to complete other company's fire reports and adding names and other trucks when they are only supposed to be adding their own stuff. This messes the whole system up and she has had to add/delete stuff to fix it. Brief discussion regarding mutual aid; Commissioner B. Bishop explained that you have to wait until the home company inputs that particular incident and then the mutual aid companies can go and add their stuff to it. FF N. Waite added that Lt. Varley said the call volume is not correct as Firetracker is only keeping a tally of company calls, not mutual aid calls. Each company needs to maintain their actual number of calls. Commissioner B. Bishop reminded everyone again that for this year the most accurate depiction of LOSAP points is still going to be the Excel spreadsheet while they work all the bugs out with Firetracker.

- **Tom Robarge:**

- Co #4 generator will be delivered this Friday.

RESOLUTION #245 GIVING TREASURER PERMISSION TO CUT A CHECK TO MILTON CAT FOR CO #4 EMERGENCY GENERATOR, TOTALING \$22,725.00.

MOTION: Robarge

SECOND: Waite

RESOLVED to give Treasurer permission to cut a check to Milton Cat for co #4 emergency generator, totaling \$22,725.00.

VOTE: All in favor, motion carried.

- **Richard Spackmann:**

- Asked for permission to contact Toby Middlebrook as there is a problem with Co #4 air conditioner; it was thought that Toby Middlebrook was there already to service it, but he needs to come back and take a look at it again.
- Prototype laptop that was received checked out just fine, but when rest of order placed, Dell said they were no longer in production and new model is about \$300 more each, costing an additional \$1400.00. Jill is looking into it, as well as Tech II. Ron at Tech II apparently did speak with Dell, but they did not want to hear it.
- Rip & Run: progress in the County. The new system is finally going live either this week or next week in conjunction with the old system. The new system will allow the county to dispatch to two fax numbers at once, which means that we can have the information automatically populate into Firetracker. Hopefully in July all four companies will have their calls automatically entered into Firetracker. A/C Gibbins noted some problems with the system; Commissioner Spackmann asked the officers to put together a list of complaints/issues/suggestions on letterhead and he will send them along to Sgt. Breen.
- **Ken Waite**
 - Needs to schedule another by-law committee meeting in the next few weeks to come up with a proposal to submit to the Board.

7. District Guideline Review:

- Harassment and Discrimination Policy: no change
- Uniform Policy: Commissioner B. Bishop noted the policy itself is fine, he is still working on compiling the standards for the uniforms and get that back to the uniform committee. Commissioner Kugler noted that only 7-8 people showed up for the biggest parade in the County.

8. District Projects

- Current Projects
 - Discussion: Addressing issues noted in the truck consultant's report; Commissioner B. Bishop noted that it was sent back to the officers but he does not believe they had a meeting yet. Reworded as Truck Necessities identified by Officers regarding the consultant's report.
 - Truck inspections: A/C Gibbins handed out Arrowhead's update certificate of Insurance. Commissioner Kugler explained that he spoke to KME regarding truck inspections; they do not do any off site truck inspections since according to John Cameron, it is against the law to do it. Joyce is going to contact motor vehicle down in Albany. Brief discussion regarding Arrowhead and the brakes issue, trucks going for their inspections and how to get them there and back.

RESOLUTION #246 ALLOWING TRAVIS FROM ARROWHEAD TO PICK UP VEHICLES TO DO ANNUAL TRUCK INSPECTIONS.

MOTION: B. Bishop

SECOND: Spackmann

RESOLVED to allow Travis from Arrowhead to pick up vehicles to do annual truck inspections.

VOTE: All in favor, motion carried.

- Future
 - Discussion: Physical Policy incl. simplification of physical classes – July workshop
 - Discussion: Fit-5 suppression grenade – August workshop

- Discussion: doors automatically unlocking when alarm goes off, after new paging system is complete – September workshop
- Fit Testing – September workshop

A/C Gibbins handed out a sheet with his business card attached and explained that he and his family have started a business to do fit testing, taking over from RPT Safety and Health.

9. Special Topics of Discussion:

- Hose/pump testing: The Chief explained that A/C Ellsworth was at the Chief's Show and found someone to do hose testing at 20¢; the guy from Jonesville was 21¢.

RESOLUTION #247 TO GO WITH WATERWAY HOSE TESTING AT 21¢ PER FOOT.

MOTION: B. Bishop

SECOND: Spackmann

RESOLVED to go with Waterway Hose Testing at 21¢ per foot.

VOTE: All in favor, motion carried.

Chief to coordinate the hose testing. The Chief also noted that Paul stopped up and looked at the water hole on Friday or Saturday and will start in a couple of weeks. Commissioner Kugler got prices from KME on pump testing; he asked the Chief if he got any prices. The Chief noted that they approved the pump testing at the end of last year. Brief discussion; Joyce to look for resolution.

- Inspection Day – date set for Saturday September 19, 2009. Will start at 9 am and will stagger each firehouse. To include the following: Uniform inspection, apparatus inspection, facility inspection, opportunity to take group membership and individual pictures. Brief discussion, Commissioner Spackmann thought of maybe having categories of prizes. Commissioner B. Bishop will coordinate and have something in writing by the July workshop for everyone.
- Co #4 water softener issue: Commissioner Spackmann explained that the reason this was brought up is because we spent a lot of money to purchase 293 and it is starting to have waster drops on it, the water softener has been non-operational for about 3-4 years. Discussion; not actually a water softener, removes iron, Toby Middlebrook and Hawk Drilling looked at it 2 years ago and gave prices, but nothing was ever done. A/C King noted that at work they use a UV system installed by Well Done that has to be State inspected; A/C King to call and get a price and coordinate with Commissioner Spackmann. Commissioner Kugler to call Toby Middlebrook and Hawk Drilling.
- Truck committee – Chief's vehicle update: regarding the replacement of the MED's and recommendation of what the funding priorities should be for the Commissioners. Tabled to the July workshop.
- Hepatitis B titer/vaccine update: A/C Gibbins explained that the titer is not \$5 but \$39 and 35-40 members need the titer. Discussion; money may need to come from the EMS account. A/C Gibbins noted he needed that money to purchase 40 BP cuffs and 15 defibrillator batteries. Commissioner Kugler to sit down with the Treasurer to figure out where the money is going to come from. Tabled to July meeting.
- A/C Davis noted that they were denied the Oliver B. Merlyn grant and he brought it up to the officers and we should probably purchase the low angle ropes, a lot of guys took the training. Cost is \$8500.00; there is only \$2188.32 in the Rescue account. Commissioner Kugler noted he could not give him an answer tonight, needs to look and see where that money is going to come from. Looking at the Equipment Repair

and Apparatus Repair accounts and we are going to have to come up with money just to carry us through the end of the year. A/C Davis asked where all that money from the sale of the truck was going? Commissioner Kugler explained that the resolution on the books is for it to go back into the Equipment Reserve Fund. Commissioner Spackmann noted they could take the money out of the Equipment Reserve to buy the ropes, but is that what we want to do? Further heated discussion; Commissioner B. Bishop explained to A/C Davis that he just can't come before the Board and say we need to spend \$8500.00 and expect an answer in thirty seconds. There needs to be some kind of description about it, it needs to be an agenda item with discussion about it, not just all of a sudden at the end of a meeting where people have been here for two hours or so, say you need this and we need to spend this \$8500.00 right now. A/C Davis noted that at the last meeting the Commissioners knew that they had gotten denied and that at the back of your heads should have gotten you some idea that what are we going to do about it? He further noted that you guys took the job to deal with obligations like this. Commissioner Spackmann explained that there wasn't any Commissioner that said no, but that the Commissioners need to talk about it in July. Tabled to the July meeting.

- A/C Ellsworth noted the lawn tractor needs to be sent out for repair, needs some welding done. He also asked about the photographer vests and cameras for the stations that were previously discussed; were they ordered? Commissioner B. Bishop noted the vests were approved and he will check with Jill. A/C Ellsworth also put a work schedule together for Matthew Petkus to do some odd jobs around the firehouse; the Chief already approved it. Asked the Commissioners for approval; this would be under the supervision of A/C Ed Petkus.

RESOLUTION #248 GIVING MATTHEW PETKUS PERMISSION TO DO ODD JOBS AROUND THE MIDDLE GROVE FIREHOUSE, UNDER THE SUPERVISION OF A/C ED PETKUS.

MOTION: Robarge

SECOND: Spackmann

RESOLVED to give Matthew Petkus permission to do odd jobs around the Middle Grove firehouse, under the supervision of A/C Ed Petkus.

VOTE: All in favor, motion carried.

Joyce thanked everybody for allowing Matthew to do this.

- A/C Davis noted that Gary has Co #2's lawnmower for servicing.

RESOLUTION #249 TO GO INTO EXECUTIVE SESSION AT 9:13 PM IN REFERENCE TO A DISCIPLINE ISSUE REGARDING FIREFIGHTER RON BISHOP.

MOTION: Kugler

SECOND: Robarge

RESOLVED to go into executive session at 9:13 pm in reference to a discipline issue regarding firefighter Ron Bishop.

VOTE: All in favor, motion carried.

RESOLUTION #250 TO RECONVENE FROM EXECUTIVE SESSION AT 9:35 PM.

MOTION: Kugler

SECOND: Robarge
RESOLVED to reconvene from executive session at 9:35 PM.
VOTE: All in favor, motion carried.

RESOLUTION #251 IN THE MATTER PERTAINING TO THE DISCIPLINARY ACTION AGAINST FIREFIGHTER RONALD BISHOP, THE BOARD OF FIRE COMMISSIONERS APPROVES THE RECOMMENDATION OF CHIEF MCCONKEY TO HAVE A LETTER PLACED IN FIREFIGHTER RON BISHOP'S PERSONNEL FILE.

MOTION: Kugler
SECOND: Spackmann
RESOLVED to in the matter pertaining to the disciplinary action against Firefighter Ronald Bishop, the Board of Fire Commissioners approves the recommendation of Chief McConkey to have a letter placed in Firefighter Ron Bishop's personnel file.
VOTE: B. Bishop, abstain; Kugler, yes; Robarge, yes; Spackmann, yes; Waite, yes.
Motion carried.

RESOLUTION #252 GIVING ANGELA DUMAS PERMISSION TO ATTEND THE HAZMAT COURSE IN ALBANY COUNTY ON JUNE 23, 2009, CONTINGENT ON THE PROPER PAPERWORK BEING FILLED OUT.

MOTION: Robarge
SECOND: Waite
RESOLVED to give Angela Dumas permission to attend the Hazmat course in Albany County on June 23, 2009, contingent on the proper paperwork being filled out.
VOTE: All in favor, motion carried.

Motion made by Commissioner Robarge with a second from Commissioner B. Bishop to dispense with the reading of the minutes. All in favor.

Motion made by Commissioner Robarge with a second from Commissioner Waite to adjourn the workshop. All in favor.

Workshop session ended at 9:40 PM.

Respectfully submitted,

Joyce Petkus
District Secretary