

# **Board of Fire Commissioners**

Greenfield Fire District  
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The June 2014 Commissioners Workshop of the Greenfield Fire District was called to order at District Office by Chairman Richard Spackmann at 7:06 PM on June 25, 2014.

## **Present were:**

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

1. Flag salute/moment of silence for departed members and troops overseas.
2. **Approve Minutes:** May 28, 2014 Workshop Minutes.

## **RESOLUTION #138 APPROVING THE MAY 28, 2014 WORKSHOP MINUTES AS WRITTEN.**

MOTION: Kugler

SECOND: Atwell

RESOLVED to approve the May 28, 2014 Workshop Minutes as written.

VOTE: All in favor, motion carried.

### **3. Secretary Update – Joyce Petkus**

- Auxiliary by-laws were approved last month; does the Board want to start accepting their applications at workshops? Discussion continued. Firefighter and Auxiliary applications will be accepted at both meetings and workshops.
- Reminder that the firefighter years of service award list was sent out a while ago; any discrepancies need to be addressed by the July meeting.
- Would like some changes to the Access Card/Fob and Communication policies.
- New Member Orientation paperwork was due June 17<sup>th</sup> and she has not received any. There looks to be about 10 people who will be part of the Fall New Member Orientation.
- Reminder that the Honors Haven Conference is October 29- November 2, 2014.
- Still waiting for the annual aerial ladder testing date.

### **4. Purchasing Update – Jill Chouinard**

- Co #4 window fixed; looks like it was possibly a nail found in the frame of the window that caused the window to break.
- Fit testing has been rescheduled for Co #2 on July 1<sup>st</sup> and Co #4 on July 8<sup>th</sup> at the District office. Brief discussion continued.
- Picked up new 284 from SpaceKap in Pennsylvania this past Friday. Will be setting up a time with Saratoga Sign Pro to get it lettered and striped.

- Bob Roxbury picked up the fire police truck at LaRosa's this afternoon.
- Tech II was at Co #3 on Monday and hopefully fixed the Wi-Fi issue; Co #3 please test it out and let her know if there are any more issues.
- Commissioner Atwell has all the information regarding the new HD SCBA masks.
- No ETA on gear order, but she is not expecting it before August anyway.
- Co #4 chain saw at Spring Valley for repair.
- Co #3 thermal imaging camera charger shipped today to Georgia for diagnosing/repair.
- Would like to have the fire prevention orders in by the August meeting, especially regarding anything that needs imprinting.
- Hydrant adapters are in to be picked up this evening.
- Co #4 gas meter calibrated and new O2 and CO sensors installed.
- If any company needs water, a pallet was delivered to the district office this week; please contact her regarding how many cases are needed and to make arrangements to come and pick them up.
- Hose testing completed over the weekend. Thanks to A/C Middlebrook for coordinating and everyone else involved.
- Spoke to Tim Kemp prior to meeting and finalized the EMS Vests.

#### 5. Treasurer Update – Treasurer Nardin:

- Has a bill for Fire Tech for their commission for the sale of 284, total is \$7,250.00. Discussion continued.

#### 6. Commissioner Updates:

- **Jackie Atwell**
  - Would like to see bail out training done more than once a year. Brief discussion; it was noted that the Deputy Chief's just need to call D/C Burwell, Captain Barss or Co #2 to schedule it. D/P Chouinard also noted that more kits need to be purchased and Commissioner Chandler noted that the training ropes were going to need to be replaced as well.
  - Would like to get the previously approved fire police step rails installed. Brief discussion; Bob Roxbury to take it to Sunnyside and get them installed.
  - Received a quote from KME for repair of the damage to the bumper of 281. Would like to have it done at the same time the generator work is done.
  - SmartWatt was at Co #1 today and truck bay lights are installed.
- **Michael Chandler**
  - Asked if Co #3 is happy with new 284 and if fire police are happy with 275.
  - Asked if the generator RPM issue has been resolved; Commissioner Atwell noted it has been.
  - Spoke to Nate King regarding the Board's decision for Co #2 seal coating. Still has no date from Walt yet regarding paving.
  - Received another quote for Co #2 bathroom renovation from Bill Reed; approximate total is \$3600. Discussion continued.
  - Co #2 voted to spend \$300 to get I Am Responding up and running at Co #2.
- **Don Kugler**
  - Asked about an updated on Co #1 bathrooms. Lengthy discussion continued; it was noted that at the time it was discussed, there was an agreement with

Jon Davis that Co #1 would take care of it, and then if there was year end money, it would be nice for the Board to reimburse them.

- Asked if A/C Middlebrook sent in his letter regarding his junior years for active status. A/C Middlebrook noted he has not yet done it.
- Has been in contact with Toby Middlebrook regarding Co #3 roof/condensation issue and air handling system. Should hopefully have it together for the next meeting. Commissioner Spackmann asked if there were any updates regarding the sensors; Commissioner Chandler noted that the sensor information is only as good as what was written down by the company, and apparently that got dropped.

Treasurer Nardin noted that there is \$42,009.59 in the gear account. D/P Chouinard noted she needed about \$35,000 of that for the gear that is currently on order, and additional money for boots and gloves that she still needs to order. Treasurer Nardin noted that there is \$15,283 in the gear reserve account.

- **Richard Spackmann**
  - Thanks to everyone that helped out with hose testing, and A/C Middlebrook for coordinating.

#### **7. Report of the Chief: John Lant**

- Not present this evening.

#### **8. Reports from Companies:**

##### **Company #1: A/C Kenyon**

- Thanks for the new truck bay lights, they are very bright.

##### **Company #2 – A/C Middlebrook:**

- Hose testing completed, there is some damaged hose and hose that is too old to test. Lengthy discussion continued. Commissioner Chandler asked for the hose testing reports for the last three years by the next meeting. D/P Chouinard to get hose quotes for 1.75, 2.5 and 5” hose. Companies to also make a list of hose they need. Added to July meeting agenda for further discussion.
- Crank mechanisms are broken on the meeting room windows. Discussion continued; Co #2 to have someone look at it.
- Need a new toilet seat for one of the bathrooms as it is broken in half. Brief discussion continued.

##### **Company #3 – D/C Ellsworth:**

- Met with D/C Burwell last night regarding the grant and the thermal imaging cameras. Would like permission from the Board to go ahead and purchase the two cameras; they are about \$500 over budget. They are basically the same cameras as purchased in the past with the only difference being that the batteries are the newer style batteries. Brief discussion continued. Previously agreed to by the Chief Officers that one camera to go to Co #2 and the other to Co #3. Money to come out of the Equipment Reserve fund. Brief discussion also regarding installation of the cameras.

**RESOLUTION #139 GIVING THE SECRETARY PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND \$8000.00 FROM THE EQUIPMENT RESERVE FUND FOR THE COMMISSION DUE FROM THE SALE OF OLD M284 AND ADDITIONAL MONIES FOR THE PURCHASE OF TWO THERMAL IMAGING CAMERAS TO BE USED IN CONJUNCTION WITH THE OLIVER B. MERLYN AND THE DONATION FROM MANN WIRELESS.**

MOTION: Spackmann

SECOND: Chandler

RESOLVED to give the Secretary permission to advertise a permissive referendum to withdraw and expend \$8000.00 from the Equipment Reserve Fund for the commission due from the sale of old M284 and additional monies for the purchase of two thermal imaging cameras to be used in conjunction with the Oliver B. Merlyn and the donation from Mann Wireless.

VOTE: All in favor, motion carried.

- Need 3 tip adapters for the smooth bore nozzles. Discussion continued. Co #1 needs 3 as well. Approximately \$60 each. D/P Chouinard to order 6 of the 15/16" tips. Money to come out of operations.
- Co #3 officers had a meeting with the Lake Desolation fire department. Went very well with the new people in charge. Follow up meeting scheduled for July 8<sup>th</sup> to work with them on mutual cooperation. Brief discussion continued.

**Company #4 – D/C King:**

- All good.

**9. EMS Report – Tim Kemp**

- Nothing at this time.

**10. District Guideline Review:**

- Access Card/Fob Policy: Joyce noted that with the streamlining of the auxiliary, would like to modify the policy for the auxiliary to mirror the firefighters, and change "attached form" to "Access Card/Fob Acceptance form". Brief discussion also regarding possibly giving firefighters under age 18 permission to have limited access to the firehouses. Officers disagreed.
- Communication Policy: Joyce requested that A through D be eliminated under #3; under #4 change "shall sponsor newsletters" to "may sponsor newsletters; and under #5, change to reflect that notifications will be sent out only when meetings/events are cancelled or rescheduled.
- Disciplinary Policy: no changes made.
- Chief Vehicle Policy: moved to July workshop agenda.
- New Member Live Burn Policy moved to July workshop agenda.

**RESOLUTION #140 APPROVING THE CHANGES TO THE ACCESS CARD/FOB POLICY AND COMMUNICATION POLICY AS DISCUSSED.**

MOTION: Spackmann

SECOND: Chandler

RESOLVED to approve the changes to the Access Card/Fob Policy and Communication Policy as discussed.

VOTE: All in favor, motion carried.

### **11. District Projects:**

- Current:
  - District Office Building: Approve last payment for Mazone Plumbing. Brief discussion; Mr. Leary has already approved the last payment; they have completed all their work. Total due is \$2,573.20.

**RESOLUTION #141 GIVING THE TREASURER PERMISSION TO PAY MAZONE PLUMBING AND HEATING LAST DUE PAYMENT OF \$2,573.20.**

MOTION: Chandler

SECOND: Atwell

RESOLVED to give the Treasurer permission to pay Mazone Plumbing and Heating last due payment of \$2,573.20.

VOTE: All in favor, motion carried.

- Co #3 roof: ongoing.
- Future:
  - Co #3 pavilion: no update.
  - Co #1 radio room floor: no update.
  - Co #1 and Co #2 bathrooms: see above discussion.

### **12. Special Topics of Discussion:**

- Access to District Office delivery vestibule: Recent issue that equipment was left at Co #1 as the officer could not get into the district office. Discussion continued. All firematic officers to be given access to the outer vestibule door only. Reminder that officers still need to contact the district office to let them know they have made a delivery. Jill/Joyce to also work with delivery companies to find out best time to have door unlocked to receive deliveries.
- I Am Responding: Lengthy discussion continued including who attended the county informational meetings on the I Am Responding system, the grant the County has received, how the officers present this evening felt about the system, associated costs, technology requirements, current district cell phones, pros/cons of using the system, who from each company would be responsible for maintenance of the system, ability to import firefighter contact information from Firetracker into system, County CAD system, Rip and Run system, Impact system. Commissioner Spackmann to put together a proposal for the Board. Added to July meeting agenda for further discussion.
- Co #4 President Dean Deuel presented out of district application received from Cory Reale. Brief discussion; Board approved moving forward with application.

**RESOLUTION #142 TO DISPENSE WITH THE READING OF THE MINUTES.**

MOTION: Spackmann  
SECOND: Kugler  
RESOLVED to dispense with the reading of the minutes.  
VOTE: All in favor, motion carried.

Motion made by Commissioner Chandler with a second from Commissioner Atwell to adjourn the workshop at 8:35 PM. All in favor.

Respectfully submitted,

*Joyce A. Petkus*

Joyce A. Petkus  
District Secretary