

Board of Fire Commissioners

Greenfield Fire District
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June 26, 2013 Commissioners Workshop

Workshop began at 7:05 pm.

Present were: Commissioners Atwell, Barss, Chandler, Spackmann, Waite; Secretary Petkus, D/P Chouinard, Treasurer Perkins, D/T Bishop. Please see sign in sheet for others in attendance.

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

Chairman Spackmann noted there is lot on tonight's agenda and workshop will adjourn at 7:55 PM, so some discussions may be cut short and/or moved to other agendas.

2. Award Bid: District Office Building Mechanical Work:

Also present Shows Leary, Project Manager who noted that two mechanical bids had been received; J & M Schwarz at \$58,276.00 and Eckert Mechanical at \$80,600.00. He visited J & M Schwarz in Albany, and coincidentally they did the plumbing in this building as well as at Maple Avenue. They had also supplied a list of references and he did receive calls back from about six of the references. Recommended the Board accept bid from J & M Schwartz Heating and Cooling, in the amount of \$58,276.00.

RESOLUTION #143 TO ACCEPT BID FROM J & M SCHWARTZ HEATING AND COOLING IN THE AMOUNT OF \$58,276.00 FOR THE HVAC WORK ON THE DISTRICT OFFICE BUILDING.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to accept bid from J & M Schwartz Heating and Cooling in the amount of \$58,276.00 for the HVAC work on the District Office Building.

VOTE: All in favor; motion carried.

Mr. Leary then proceeded to give a brief update on the progress of the office building project; he and several Commissioners had a meeting today with the Contractor, laid out the building and a decision was made to shift the building approximately thirty feet to the east to accommodate for swale and driveway. Mr. Leary to iron out various details while keeping that in mind, including cold water supply, etc and to keep Board posted. Riverview will be back on Monday to re-start the excavation. Commissioner Chandler questioned the recent schedule received; Mr. Leary noted it may have to be bumped a few days. Brief discussion; Mr. Leary will create a master schedule once all comments have been received and reviewed.

Builders Risk paperwork received amount of \$2772.00. Brief discussion; Commissioner Spackmann to sign and Joyce to send back to Dave Meager.

RESOLUTION #144 TO ALLOW THE CHAIRMAN TO SIGN OFF ON THE BUILDERS RISK POLICY IN THE AMOUNT OF \$2770.00. MONEY TO COME OUT OF THE BUILDING RESERVE PERMISSIVE REFERENDUM FOR DISTRICT OFFICE BUILDING.

MOTION: Spackmann

SECOND: Barss

RESOLVED to allow the Chairman to sign off on the Builders Risk Policy in the amount of \$2770.00. Money to come out of the Building Reserve permissive referendum for District office building.

VOTE: All in favor; motion carried.

3. **Approve Minutes:** May 8, 2013 Commissioner Meeting Minutes with correction to page 10 as noted by Secretary Petkus; April 24, 2013 Commissioner Workshop Minutes.

RESOLUTION #145 TO APPROVE THE MAY 8, 2013 COMMISSIONER MEETING MINUTES WITH CORRECTION TO PAGE 10 AS NOTED BY SECRETARY PETKUS.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to approve the May 8, 2013 Commissioner Meeting Minutes with correction to page 10 as noted by Secretary Petkus.

VOTE: All in favor; motion carried.

RESOLUTION #146 TO APPROVE THE MAY 22, 2013 COMMISSIONER WORKSHOP MINUTES AS WRITTEN.

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve the May 22, 2013 Commissioner Workshop Minutes as written.

VOTE: All in favor; motion carried.

4. **Secretary Update – Joyce Petkus**

- Received and read Thank You card from D/T Jean Bishop.

5. **Purchasing Update – Jill Chouinard**

- No word received from Hoselton regarding the new Chief's vehicle; A/C Burwell has not received word back regarding graphics.
- Met with Spacecab at Chief's Show regarding Co #3 request. D/C Ellsworth has requested to see if Jill can get them to come and demo the model.
- No grant updates.

- Uniform policy changes need to be approved. Also ran out of patches for the short sleeved shirts, which are down at Rudnick's currently. ASI can replicate patch; \$4.75 ea. for 250 or \$4 ea. for 500. Brief discussion; 250 to be ordered.
- Met with rep from Red Truck Sales regarding the sale of M284. Brief discussion.
- Co #3 cutter is with MES; quote for repair previously given out.
- Co #3 and Co #4 chain saws are repaired and back in station.
- Co #4 water fountain and back ladies room toilet fixed last week.
- LDDS form received from FF Robert Fisher at Co #2; how would the Board like to proceed? Brief discussion; FF Fisher to receive replacement pager.

Commissioner Spackmann noted there are questions regarding whether or not to just get quotes to purchase the generator for the new office building or send out an RFP. Brief discussion; RFP to be sent out.

Brief discussion regarding repairing Co #3 cutter, which is on loan to them; should be repaired. Money to come out of Equipment Repair. MES has supplied loaner.

6. Treasurer Update – Vanessa Perkins:

- \$5300 in uniform account after collar brass deducted; patches will cost \$1187.50.
- Ready to schedule a time with Commissioners to go over reports.

7. Commissioner Updates:

- **Jack Atwell**
 - Need to approve contact from Shows Leary.

RESOLUTION #147 TO APPROVE CONTRACT RECEIVED FROM SHOW LEARY PROJECT MANAGEMENT IN THE SUM OF \$20, 0000.00 TO MANAGE THE REST OF THE DISTRICT OFFICE BUILDING PROJECT.

MOTION: Atwell

SECOND: Spackmann

RESOLVED to approve contract received from Show Leary Project Management in the sum of \$20, 0000.00 to manage the rest of the District Office Building project.

VOTE: All in favor; motion carried.

- Regarding power washing and seal coating RFP's, after reviewing all RFPs, recommends L & M Property Services for power washing and Valley Sealing for seal coating.

RESOLUTION #148 AWARDING RFP FOR CO #3 AND CO #4 SEAL COATING TO VALLEY SEALING AND AWARDING RFP FOR POWER WASHING ALL FOUR STATIONS TO L & M PROPERTY SERVICES.

MOTION: Atwell

SECOND: Spackmann

RESOLVED to award RFP for Co #3 and Co #4 seal coating to Valley Sealing and awarding RFP for power washing all four stations to L & M Property Services.

VOTE: All in favor; motion carried.

- Questioned if the aerial truck had annual inspection; Chief Lant noted it is being done tomorrow morning.
- Questioned annual NYS inspections; A/C Burwell noted that Co #1 trucks will be done tomorrow.
- Training class last night went well, but the food budget was more than expected and that money comes out of training. Brief discussion.
- Has been working with the Chief on apparatus maintenance. Will hopefully have something to bring to the Board for July.
- **Darren Barss**
 - Nothing at this time.
- **Michael Chandler**
 - Graphics for Chief's truck finalized; cost is \$1,600, which is more than originally thought because of chevron striping, but still under budget.
 - Discussion regarding Co #3 pavement issue. Recommendation is to probably leave it there and do overlay. Commissioner Chandler to call both Fred and Walt. Question arose to possibly hold off on sealcoating Co #3.
 - Toby Middlebrook has noted he has a fix for Co #3 moisture issue, but has not gotten a price together yet.
 - Got together after Co #3 monthly meeting to discuss some issues with the truck committee report and where they are heading. He has asked them to go back to the committee to make sure that is the direction they want to go in.
- **Kenny Waite**
 - Nothing at this time.
- **Richard Spackmann**
 - Nothing at this time.

8. District Guideline Review:

- Access Card and Fob Policy: no changes made.
- Communication Policy: no changes made.
- Disciplinary Policy: no changes made
- Uniform Policy: Minor changes made and previously sent to Board for their review.

RESOLUTION #149 APPROVING THE REVISIONS TO THE UNIFORM POLICY AS PREVIOUSLY SUBMITTED.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to approve the revisions to the Uniform Policy as previously submitted.

VOTE: All in favor; motion carried.

9. Reports of the Chief/Chief Officers:

- **Co #1 A/C Kenyon:**
 - Nothing at this time.
- **Co #2 A/C Burwell:**
 - Nothing at this time.
- **Co #3 D/C Ellsworth:**

- Asked for feedback from the Board before he goes back to the truck committee. Discussion continued. Commissioner Chandler to sit on committee as well, Board would like to see committee's recommendations.
- **Co #4 D/C King:**
 - At meeting of Fire Advisory Board, regarding County Rip and Run program, times and numbers are no longer on R & Rs, you need to retrieve via computer or call the County for info. County is also currently testing with texting. Jill getting quotes on 4 new computers for radio rooms.
 - Regarding new firefighters having to come to the District office with an officer as escort, they had a discussion and would like a reason for the officer escort. Commissioner Barss noted that previously firefighters have just shown up expecting gear without receiving permission from their officers, or their officers not knowing about it. Commissioner Spackmann noted that officers don't necessarily need to be present, but the officers should communicate better. Email to be sent letting Jill know a firefighter will be coming for gear.
- **Chief Lant:**
 - He is a big believer in taking care of the troops, a lot of firefighters come directly from work and don't have time to stop and eat. Brief discussion.

10. District Projects:

- Current Projects:
 - District Office Building: see above.

11. Special Topics of Discussion:

- Jill noted that Co #4 is requesting to buy a stacked tip nozzle; she spoke to quite a few vendors at the Chief's Show and Garrison had the best price at \$615. Brief discussion; there may be one at Co #1; it needs to fit a 3" line.

RESOLUTION #150 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion made by Commissioner Spackmann with a second from Commissioner Chandler to adjourn the regular workshop at 7:50 PM. All in favor.

Commissioner Spackmann noted they will recess until 8 PM, when the Board will then begin interviews for the Deputy Treasurer position.

RESOLUTION #151 TO GO INTO EXECUTIVE SESSION AT 8:00 PM IN ORDER TO CONDUCT CANDIDATE INTERVIEWS FOR THE DEPUTY TREASURER POSITION.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to go into executive session at 8:00 PM in order to conduct candidate interviews for the Deputy Treasurer position.
VOTE: All in favor; motion carried.

RESOLUTION #152 TO RECONVENE FROM EXECUTIVE SESSION AT 9:12 PM.

MOTION: Spackmann
SECOND: Atwell
RESOLVED to reconvene from executive session at 9:12 PM.
VOTE: All in favor; motion carried.

Respectfully submitted,

Joyce A. Petkus

Joyce A. Petkus
District Secretary