

Board of Fire Commissioners

Greenfield Fire District
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March 24, 2009 Commissioners Workshop

Workshop began at 7:05 pm.

Present were: Commissioners B. Bishop, Robarge, Spackmann, Waite, Secretary Petkus, Treasurer Bishop; A/C's Gibbins, Davis, Ellsworth, Captain Bullard and FF Ron Bishop.

1. Proposal Opening: Maple Avenue Emergency Generator:

- Milton Cat, Clifton Park, NY: \$22,725.00 for a Cat generator
- Brookfield Service, Northfield, VT: \$27,897.00 for a Baldor IGLC80 generator

Proposals were given to Commissioner Robarge for review; bid to be awarded at the April Commissioners meeting.

2. Approve Minutes: February 24, 2009 Workshop Minutes

RESOLUTION #138 TO APPROVE THE FEBRUARY 24, 2009 WORKSHOP MINUTES AS WRITTEN.

MOTION: Spackmann

SECOND: Robarge

RESOLVED to approve the February 24, 2009 Workshop minutes as written.

VOTE: All in favor, motion carried.

3. Secretary Update:

Secretary Petkus previously handed out her February update and noted the following:

- Just another reminder that all training certificates for LOSAP 2008 are due by March 31st; she just received another one today.
- Asked for forms for those going to the AFDCA Installation banquet.
- AFDSNY is having their 2009 Annual Meeting 4/30-5/3 in Albany. She was able to get a tentative agenda, and it looks similar to the one from the Nevele, if anyone is interested in going. On Thursday 4/30 there is also a separate Secretary/Treasurer training course in the afternoon, given by Laura Rodolakis.
- AFDCA Annual Workshop on Saturday, May 30th at Clifton Park Fire Department beginning at 8 AM. Commissioners B. Bishop and Spackmann noted they would like to go, as well as Secretary Petkus. Will send out a reminder email, then will need a resolution at the April meeting.
- She and Jean survived another audit again. Last year there was the issue with Penflex sending a report to the auditors that we forgot to approve, so Joyce called to double check that we were to get it done this year. They did not have approval, so she gave them verbal approval to do it, and once it is complete they will send us a bill

on that. Won't get done until 2008 LOSAP is submitted, which is currently in the 30 day posting until mid-April.

- Previously had asked to find out about Co #4 leasing out their pavilion and to get opinions from Bill Young and Dave Meager. Bill Young noted that whatever we decide to do, it should be in writing and to draw up a contract, which he would review for us. Dave Meager also sent a reply email and recommended a rental agreement as well, noting that it should state "the rentor will hold harmless the Fire District and Fire Department for any claims arising out of their use of the pavilion", as well as including rules and regulations for its use, and a certificate of liability insurance in an amount acceptable to the fire district with the fire district added as an additional insured, and individuals a copy of their homeowners policy showing liability limits. He also has a sample agreement if we are interested. A/C Ellsworth suggested a district wide policy; Commissioner B. Bishop asked Joyce to get the sample from Dave Meager as a starting point.

4. Purchasing Update:

- Not present. Joyce noted Jill did not leave her anything to talk about, but did they want to address the Purchasing policy cutoff issue now, as no resolution was ever made. Commissioner B. Bishop said they would address it at the April meeting.
- Commissioner Waite noted Maple Avenue contacted him to ask permission to get antennas purchased for the new truck, 800 frequency and hi band. He spoke to the Chief, who was emailing Jill to get them ordered.

5. Treasurer Update:

- Roadrunner update: Jean has not yet heard back from them. Further explained the issue that has come up, beginning back in December 2008, including emails and phone calls. Should not be an interruption in service and we should not be billed late charges. Will keep a close eye on the billing until they get this straightened out.

6. Commissioner Updates:

- **Brian Bishop:**
 - Donation of Chief's truck to Middle Grove: Currently they have 2 trucks to donate, 1 of which is coming to us. They are going through both trucks to see which is in the soundest mechanical shape and that is the 1 we will be getting. No mileage numbers yet. He should have all the information by the April meeting. This will be 280. A/C Ellsworth noted that A/C Petkus will be on Long Island on April 18th and is planning to bring it back then.
- **Tom Robarge:**
 - Spoke to Winchip and it costs \$2/foot for weather-stripping and his time and material. The emergency openers are about \$100 per door and they need to make sure the electrical eyes are compatible. Winchip's quote was lower than Overhead, and while they are doing the doors, he will have them look and see if the doors are compatible with the emergency openers and get a price. Expects to have Winchip start very soon.
- **Richard Spackmann:**
 - Gear dryers: still working on it, although it has taken a back seat to other stuff. Actually got a little bit of use out of it on Saturday morning.
 - Rip & Run stuff is going very well, a lot of changes, will be calling the County about it.

- Anti-virus: Co #1, 2 and 4 are done, need to do a few more in Co #1 officers offices and then it will be completed. Commissioner B. Bishop to install anti-virus on Co #3 computers and the Treasurer's laptop. Some RAM upgrades still need to be done, but should be done within the next month or so.
- **Ken Waite**
 - By-law committee: has met, and asked if the Board was going to grandfather officers in who have not met the course requirements. Courses are drying up and where are they going to get them if they take away from County hours. Maybe we need to relax some of these regulations that are in the by-laws. Nothing is in writing yet, but it will be, but asked the Board to start thinking about it now, because there are a lot of officers now that have held the positions for years and now all of a sudden we are going to say he has to have certain schools. Commissioner B. Bishop said what he would like to see, is rather than relaxing the requirements, he would rather relax the requirement that they need to be State mandated courses. We could then have the same kind of course content; for example you could have it as state course curriculum as taught by someone else. We could then have someone who has taken the state course and knows what it is, who could then teach that at our level. We could offer that course in-house, so at least our people will have that knowledge and have the requirement in. Commissioner Robarge asked if the Chief had the list of the courses necessary; Commissioner B. Bishop noted he was looking into it with the County. A/C Gibbins added that they did it last year and didn't get any of them because they cut all the classes down; they ask for them every year but they just don't come around because they don't have enough instructors or enough money, and then we talked about hiring our own people. A/C Davis noted the biggest thing is Intro to Officers; it was noted it was coming to Middle Grove in April. Commissioner B. Bishop explained that this has been 2 or 3 years in the process. Commissioner Spackmann added that we should not band-aid it, we should have a plan and a goal and some type of outline of how we are going to get there and do what makes sense. And if we can't get state instructors to come in and teach because it takes away from county hours or whatever, than we should have non-state instructors come in and do in-house stuff. You may not get the State certification, but you will get the equivalent knowledge of that course. More discussion continued regarding State instructors not being able to come in and teach our people even if we are willing to pay for it ourselves, as it takes away from State hours. A/C Ellsworth further explained that the State does not want their state instructors, who they have paid to get certified, freelancing on their own using state training even if they are doing it for free. He also noted that for 2 years A/C Petkus has offered to bring people up from L.I. who are not state certified, and it has gone nowhere. Commissioners B. Bishop and Spackmann both agreed that that is what they have been taking about. The problem is that our by-laws state it has to be a State course; we need to have the by-laws changed to say State course or course equivalent. Commissioner B. Bishop offered to draft up the changes. A/C Davis noted that live fire training has to be by the State. Brief discussion about courses not recognized by the State and whether or not they can be waived. Commissioner Spackmann noted that what we are hearing tonight is that we should not be relying on the County or the State and we should really have an inside curriculum and invest in our firemen. It was noted that we should not totally abandon State and County courses, rather supplement them as necessary.

Commissioner Waite explained that the rest of the by-law changes will be handled at the next meeting and then the Commissioners will get everything in writing.

- ADA Bike Marathon fundraiser: Sunday June 7th. Will make a motion to approve it at the regular meeting in April. He is doing exactly what they taught at the Commissioners training, that you don't make resolutions at a workshop. Commissioner Spackmann asked when it was as he would like to put information about the something in the newsletter about it. Copy of email given to him.
- Oliver B. Merlyn grant: it will get all typed up as soon as his wife can get it done.
- One point that was brought out at the Commissioner training is that if we do any discipline and we suspend somebody, do it with the by-laws, not with 209L. Emails can also be requested under FOIL.

7. District Guideline Review:

- **Discipline Policy:** No changes. Commissioner Spackmann noted at one point they talked about sending it back to the officers and have them look at it; he would like the discipline policy to come from the officers. Commissioner B. Bishop said they could certainly send it back to the officers for any suggestions or recommendations.
- **District Photographer Policy:** No changes made.

8. District Projects

- Current Projects
 - Discussion: Review of proposals for Co #2 foundation issues: Received quotes, does not have them in front of him as A/C Davis just handed them to him tonight. He is not sure, thinks CT Male is probably the best. A/C Davis noted the only one not the same is Infinigy, it was just the price to come to the firehouse and look at the foundation. The three others are as follows:
 - Chazen: \$20,750.00
 - CT Male: \$9,750.00
 - Tektonic: \$13,719.00
 - A/C Davis explained that they all want to bore holes to see what the ground is doing underneath, pull some sheetrock down to see if the wall is bad, check out the foundation and stuff like that. All but Infinigy met the criteria given. More discussion continued, as well as brief review of some proposals, where the money is going to come from. Resolution to accept CT Male proposal, as well as advertise permissive referendum to be made at April meeting.
 - Discussion: Doors automatically unlocking when alarm goes off: Commissioner Spackmann explained that he and Joyce will be contacting Center for Security sometime next month for information for the April workshop.
 - Discussion: Fit-5 fire suppression grenade: Commissioner B. Bishop asked if anybody got a chance to see the show on TV. A/C Davis suggested buying four and trying it. Commissioner Waite suggested getting one and trying it. Commissioner B. Bishop suggested maybe trying to get a demo first and take it down to the training center or something. Joyce suggested maybe having someone from the company come and do a demonstration and A/C Ellsworth suggested having a rep from the company come and speak at a Commissioner meeting, or even contact Ed Tremblay and make arrangements to set a building on fire, and other districts from the County come and watch as well. More

discussion continued; Commissioner B. Bishop to contact the company and work on it.

- Future Projects
 - None.

9. Special Topics of Discussion:

- Approval of clearance questionnaire: resolution to be made at April meeting
- Hepatitis B Vaccine: A/C Gibbins spoke to Dr. Peacock recently and she was under the assumption we were supposed to get back to her regarding the number of shots we wanted to order. Secretary Petkus pulled the minutes from previous discussion and read them. A/C Gibbins noted it would cost roughly \$8,000.00 for the vaccines; Treasurer J. Bishop asked what account the money would be coming out of. Joyce noted that maybe the Commissioners should start thinking about a policy regarding the Hep B vaccines; A/C Gibbins noted there already is a policy and handed out the packets. More discussion; A/C Gibbins to speak to Dr. Peacock and get prices and Joyce to update the Hepatitis B Vaccination Consent form and send it over to Dr. Peacock for her review; it is to then go to each company for the members to fill out and return to the District office.
- Weather-stripping lists due tonight: list received only from Co #2; please get them to Commissioner B. Bishop ASAP.
- MVA billing: follow up discussion from officers meeting: Joyce explained that it was in reference to Fire Recovery USA and the officers were to discuss if they wanted to move forward with this. A/C Ellsworth noted that he did believe the officers did discuss it and made the decision not to do anything. Thought the Chief passed that information along.
- Discussion: Simplification of physical classes: tabled until the July workshop.
- Discussion: Middle Grove pavilion proposal: Commissioner Waite felt that if it was going to be where all the other companies could use it, then we should chip in something on it; Commissioner Spackmann agreed but was concerned that if it was going to be for the district, then it had to be bigger than Maple Avenue's. Commissioner B. Bishop clarified that he did not think it was meant to be a District pavilion for district functions, but rather a pavilion that would be available for use by other people in the district for smaller scale functions. A/C Gibbins noted that Co #1 has been working on building a 2 or 3 story smoke house like Wilton has, and asked the Board to please keep that in the back of their minds. Co #1 has been putting money away each year to do this. A/C Ellsworth explained that their thinking was that Co #2 does not have extra room, Co #1 has been talking about doing the smoke room and this would help to balance things out, and Co #3 would have the pavilion and would be responsible for the scheduling of its use and the cleaning and maintenance of it. More discussion continued, including cost, possible donation of concrete and other donations to decrease the cost, meeting code, Co #3 members doing some of the work and supplying equipment when possible. A/C Ellsworth noted that he thought the high was going to be \$37,000.00 and that the company would like to know how much the district would be willing to put in, adding that donations would lessen the cost. Co #3 would take care of the furnishings. The Commissioners decided that \$30,000.00 would be what they would give to the company; Co #3 would hustle for as many donations as possible and could come back to the Board if they ran into money issues. Commissioner Robarge was concerned that maybe they should wait to see what happened with Porter Corners station. Commissioner B. Bishop noted they would bring up the amount at their

meeting but thought they would have no problem with the amount. Resolution to be made at the April meeting.

- Discussion: Report from District insurance adjuster regarding the foundation issues at Co #2: Commissioner B. Bishop explained that the insurance company basically said that it is a groundwater problem and is not covered by insurance. They also said it was a design issue and that the District may have recourse and go back to the original builder.
- Employee handbook – Commissioner B. Bishop said this was supposed to have been removed from the agenda, but some smart Alec kept it on, so in the spirit of tradition, he moved that discussion of the employee handbook be tabled until the April workshop.
- A/C Ellsworth noted that there was a problem with the emergency generator that was fixed, but the guy said it really should be lagged down. Commissioner Robarge to call Jim Curran about it. Bollards also need to be installed around it as well.
- A/C Ellsworth also noted that 12 bottles will be out of service by the end of April.
- A/C Ellsworth asked if one of the Commissioners could please contact Jill, as he has been waiting over 2 months for 2 batteries for his and A/C Petkus' phone. Commissioner B. Bishop thought they were put on his desk last week; he received an email last week saying that batteries and chargers were delivered last week on his desk. A/C Ellsworth to check the box on his desk again and email him about it.
- Updated physicals/fit tests will be provided at the April Commissioners meeting.
- Captain Bullard explained that Co #4 wants to put down flooring in the kitchen area and Lowe's has shut them down for charging more than \$500 on the account and the floor is going to cost about \$3500.00. Asked if they can either get a check for the exact amount or use the VISA card. Commissioner B. Bishop noted he would rather get an actual invoice and have the Treasurer cut a check for it.

RESOLUTION #139 TO GIVE TREASURER PERMISSION TO CUT CHECK FOR CO #4 TILE ONCE QUOTE IS RECEIVED.

MOTION: Spackmann

SECOND: Robarge

RESOLVED to give Treasurer permission to cut check for Co #4 tile once quote is received.

VOTE: All in favor, motion carried.

- 291 radio on the pump panel is very difficult to hear; would like someone to look at it and maybe mount a speaker. Commissioner Waite to look into it.
- Began working on the new 293; looked over the drawings and they owe a few additions, waiting for a quote to come back. He would like to get the antenna bases down there. Another issue is the undercoating. In the specs it is noted that the truck would be undercoated from stem to stern. Co #4 had a one of the options the Ziebert undercoating in addition to that, as Captain Bullard explained that he did not realize at the time that they were already undercoating the truck. More discussion; Captain Bullard to speak to Tom Rinaldi regarding this.
- Captain Bullard has had some people look at current 293; Tupper Lake is very interested; he gave them a price of \$75,000.00 and Keesville is also interested. He may even have someone in Africa who may be interested in it for \$60,000.00. Brief discussion regarding on having to go out for a mandatory referendum.
- Commissioner B. Bishop to install new faxes on Saturday.
- A/C Gibbins asked if Kenyon went down and looked at the brush trucks; he did.

- A/C Ellsworth noted 284 is broke and foam is not working. Still waiting for a part. Recommended to the board that when it finally gets fixed, the truck should be taken to where they bought it and let them service it because obviously the 2 gentlemen that are working on the truck do not have a clue about it.
- A/C Davis is going to have Gary look at the Rhino tomorrow; he will also let the Chief know as well as 84.

Motion made by Commissioner Robarge with a second from Commissioner Spackmann, to dispense wit the reading of the minutes. Motion made by Commissioner Spackmann, with a second from Commissioner Robarge to adjourn.

Workshop session ended at 9:05 PM.

Respectfully submitted,

Joyce Petkus
District Secretary