

Board of Fire Commissioners

Greenfield Fire District
P.O. Box 103
Greenfield Center, NY 12833

The May 2007 meeting of the Greenfield Fire District Board of Fire Commissioners was called to order at Company #2 by Chairman Kugler at 7:05 PM on May 9, 2007. The flag salute and a moment of silence were recognized for the departed.

Present were:

Commissioners: King, Kugler, Robarge, Spackmann, Waite;
Secretary Petkus, Treasurer Bishop, P/A Howe;
Chief McConkey; Assistant Chiefs Ellsworth; 2nd Assistant Chief Kemp.
Please see sign in sheet for others in attendance.

Chairman Kugler asked for any additions/corrections to the April 2007 meeting minutes.

Secretary Petkus noted there were changes to pages 5 and 6 of the minutes, which she had corrected and made new copies of for everyone to replace the original page 5/6.

RESOLUTION #102 TO ACCEPT THE APRIL 2007 MEETING MINUTES AS CORRECTED.

MOTION: Robarge

SECOND: King

RESOLVED to accept the April 2007 meeting minutes as corrected.

VOTE: All in favor, motion carried.

Chairman Kugler asked for questions/comments regarding abstract.

Treasurer Bishop noted that there were a couple of changes, just what accounts they are taking out of; claim #244 and 264 for various decals should come out of Co #3 allotment. A/C Ellsworth and the Chief thought it should possibly come out of the gear account or SCBA account. Discussion was held, it was decided they should come out of the gear account.

Commissioner Robarge asked about the refreshments served during the Defensive Drivers courses, it was \$500; Treasurer Bishop noted lunch was provided for everyone.

Claim #270 should come out of the Equipment Repair Account.

RESOLUTION #103 TO PAY CLAIM #218 THROUGH CLAIM #293, INCLUDING ALL CORRECTIONS, TOTALING \$50,200.92.

A3410.1	\$ 3,499.19
A3410.2	3,669.78
A3410.4	42,295.73
A9030.8	622.33
A9050.8	113.89
Total:	\$50,200.92

MOTION: Waite
SECOND: Robarge
RESOLVED to pay claim #218 through claim #293, including all corrections, totaling \$50,200.92.

Correspondence:

- *Reminded everyone to sign in on the sign in sheet.
- *Handed out a flyer with a sign in sheet for Fire 2007 in Lake George. The Chief told everyone at the Officers meeting to have the lists in to him by the next Officers meeting, so please ignore the deadline on the flyer.
- *Burnt Hills Fire Department is having an All You Can Eat Gourmet Pancake Breakfast on Sunday, May 20th. Copies were given to the A/C's.
- *Edinburgh Volunteer Fire Company is having their 50th Celebration on August 11th. Copy was given to the Chief.
- *Had a question regarding the NYS Associate of Fire Chiefs, we do not currently belong to that and she didn't know if a decision was made to join and did a resolution need to be passed. The Chief added that the Officers made a motion to join as well. Discussion was held; Secretary Petkus said she would research it out to see if both the Officers and the District should join together or separately and then she would get back to the Chief.

RESOLUTION #104 TO JOIN THE NEW YORK STATE ASSOCIATION OF FIRE CHIEFS, AFTER SECRETARY PETKUS HAS DONE SOME RESEARCH ON IT AND NOTIFIED CHIEF MCCONKEY.

MOTION: Robarge
SECOND: Kugler
RESOLVED to join the New York State Association of Fire Chiefs, after Secretary Petkus has done some research on it and notified Chief McConkey.
VOTE: All in favor, motion carried.

*Handed out packets with all the physicals information, and then briefly went over what was in the packets. If anyone has any questions, please contact Secretary Petkus. She asked that everyone try to complete their physical by the end of July.

Applications for membership:

Greenfield Center Company #1: None.

Porter Corners Company #2: Brian Ray, Christopher Waite.

Middle Grove Company #3: None.

Maple Avenue Company #4: None.

Changes in membership:

Greenfield Center Company #1: None.

Porter Corners Company #2: None.

Middle Grove Company #3: None.

Maple Avenue Company #4: None.

RESOLUTION #105 TO ACCEPT ABOVE NEW MEMBERS.

MOTION: Waite

SECOND: Spackmann

RESOLVED to accept above new members.

VOTE: All in favor, motion carried.

Purchasing - P/A Howe

*Handed out monthly allotment reports, tonight's changes will be reflected in Co #3 allotment with next month's report.

*Has a couple of items for A/C Ellsworth and Mr. Roxbury to pick up tonight.

*Had some forms left in her mailbox regarding training classes, some classes were already taken and the one for John King, is she supposed to send them in for him? Chief McConkey noted the new forms had come in after the fact. The Chief would check with A/C King to see if he sent them in and get back to P/A Howe if she needs to register for him.

Grants – Andrea Mann:

*Asked if we had gotten the Forestry grant application yet; Secretary Petkus noted she had not gotten it. Noted it was a fairly easy grant to fill out and is due next week on the 15th. Amount has been reduced to \$1000 this year as opposed to \$1500 last year. Asked what the Board would like her to go after. Chairman Kugler noted he had spoken to A/C Gibbins last week about getting back to him and he had not heard from him, something about packs, but has not gotten prices. Brief discussion was held; Chairman Kugler asked the Chief to take over.

*Walmart and Oliver Merlin grants need non-profit status to apply for them; does the Board want her to start working on it? Chairman Kugler said he would appreciate it if she could get it going if she had the time, to which she agreed.

*Needs to get together with people to discuss the Fire Prevention grant to go for the training trailer, and to hammer out how the trailer is going to be used and managed, possibly getting other District's on Board. Chairman Kugler said he would ask the Chief, the four Assistant Chiefs and himself to sit down with her to do this.

*Would like some feedback on the fitness stuff, knows the companies have fitness equipment, and asked if any company was lacking anything. Noted that if there is enough fitness equipment and also have a core group of people she would like to discuss maybe bringing a trainer in to set up an initial program. Chairman Kugler thought it was a good idea; Mrs. Mann noted she has a trainer in mind that was recommended to her.

*She and Secretary Petkus met with someone from the Archives grant yesterday. The first step is for the Board to adopt MU-1 standard for record retention; handed out a manual to each Commissioner of the sections that would apply to the Fire District and asked that they take a look at it. MU-1 is already approved by the Attorney General and Comptroller. Would need the Board to make a resolution to formally adopt it, which would also cover any updates and revisions that might be made. Also handed out a summary sheet of records retention schedule. Explained how the process would go, and that the first thing that needs to be done is records inventory, and that she and Joyce could probably do that on their own. Added that although the grant applies to municipalities and not individual companies, if anyone was interested in the process she would be more than happy to show them what to do. Chairman Kugler noted it would be discussed at the workshop.

Reports from Companies:

Company #1 – A/C Gary Gibbins:

*Not present.

Company #2 – Captain Dave Middlebrook:

*A/C Murray could not be here due to work.

*Asked what the status was on the paint for 273. Were only able to get two quotes, which Commissioner Waite noted he gave out at the last Commissioners meeting. Brief discussion followed; it was decided that although Wild Fire estimate was less expensive than Lagers, there have been issues with Wild Fire about their workmanship on previous vehicles. Chairman Kugler noted that there should be documentation as to why 273 went to Lagers instead of Wild Fire.

RESOLUTION #106 TO GO TO COMMERCIAL TRUCKING (LAGERS) TO HAVE 273 PAINT REPAIRED.

MOTION: Waite

SECOND: Spackmann

RESOLVED to go to Commercial Trucking (Lagers) to have 273 paint repaired.

VOTE: All in favor, motion carried.

Company #3 – A/C Jay Ellsworth:

*Has nothing new for this month.

Company #4 – Captain Gary Bullard:

*Lost a couple of lengths of inch and $\frac{3}{4}$ hose at the Wilton fire. Discussion was held about who should pay for the hose under the mutual aid agreement. The Chief noted it was not worth that hassle, especially since they have lost hose at our fires and have not sent bills to us. Chairman Kugler asked Captain Bullard to get in touch with Jill to get some prices and then go from there.

*Evacuation drill is all set for Friday pending the weather.

*Last week he, A/C Lant, A/C King and Duane took a 2 night firefighting training course. Lieuts. Dussault and Deuel took one of them this week and the other is next week, and his understanding is that course may be required for burns at the new burn building. Brief discussion followed. A/C Ellsworth said his understanding was if you already had live training before you were okay.

*The building on Jones Road is set to go, had a preliminary meeting with Ron Taylor, the owner of the building, on Saturday. Initially they are going to do smoke drills with it, ventilation, firefighter escapes and then they do want to try to burn that building. Gave the Commissioners NFPA 1403 Responsibility of Personnel check list. Mr. Taylor is going to get proof of ownership and he would like proof that our firefighters are covered under insurance with the District. No tentative date to begin has been set. More discussion followed; Chairman Kugler explained that he would have Secretary Petkus call the insurance company for the proof of insurance after the Chief gives his approval and a date has been set. Chairman Kugler asked if this was going to be a four company drill; Captain Bullard did not know yet. Chairman Kugler asked him to coordinate with the Chief on all this.

*Co #4 has been talking about building renovations; FF Chouinard had the proposal that he would go over. FF Chouinard gave a brief synopsis of the renovations; he noted that this would be a multi-year renovation, over approximately three years and the estimated cost to the District would be about \$22,900.00 and the Company portion would be approximately

\$11,900.00. Gave Secretary Petkus the 19 page proposal for her to copy and give to the Board, which she noted would be attached to the completed minutes. Some renovation that has begun is to the radio room; granite countertops were donated by Saratoga Granite and Marbleworks, which saved about \$5,000.00.

Fire Police: Robert Roxbury:

*Not present.

Report of Chief McConkey:

*Co #3 needs length of hose; Chairman Kugler asked A/C Ellsworth to find out what he needs and get it to Jill. A/C Ellsworth noted he has the prices just needs to get the length. Noted that it can only be gotten at one place and no one can repair it unless you take it off the truck itself and send it out, but then between shipping and the repairs it's almost as much as buying a new hose. Not sure when it was damaged, but there is a wire sticking out of it.

*Radio came up missing on Saturday at Co #1, it was a FAST team portable radio. Chairman Kugler noted that there are 100 of them in the District anyway.

Report of EMS Coordinator Gary Gibbins:

*Not present. Chairman Kugler asked if anyone else had anything on EMS. No response.

Planning Board:

*For Town of Greenfield, Mike Chandler: not present.

*For Town of Wilton, Gary Bullard: Has nothing for this month.

Reports of the Commissioners:

Commissioner Kugler:

RESOLUTION #107 TO ADVERTISE A WORKSHOP ON WEDNESDAY MAY 16 AT CO #1 AT 7PM, TO DISCUSS FINANCES, PERSONNEL, BUILDINGS, BUDGET AND ANY OTHER BUSINESS AS SHALL COME BEFORE THE BOARD.

MOTION: Kugler

SECOND: Robarge

RESOLVED to advertise a workshop on Wednesday May 16 at Co #1 at 7pm, to discuss finances, personnel, buildings, budget and any other business as shall come before the Board.

VOTE: All in favor, motion carried.

Commissioner Waite noted he would not be able to make that workshop.

Commissioner King:

*Asked the Chief and the officers to come up with dates for Empire State Training, could do a Saturday or a long evening.

*Reverse 911 system is coming along, still testing the GIS portion with the streets. Going to be sending out a test message to all the members of the Board of Supervisors. Regarding the special needs groups, after they have been identified they can reverse 911 that particular group and not anyone else.

*Had a meeting last week on the radio system, but has not heard back from Paul Lenn yet exactly what was discussed. They are going forward.

*Had two meetings regarding the by-laws and all four companies were well represented, everyone was in agreement on the changes with one exception and they did come to a compromise on that as well.

*Noted that in the Saratogian there is a section called Upcoming Meetings and is there any reason we can't use this to have our meetings announced each month? Chairman Kugler asked Secretary Petkus to take care of it each month.

Commissioner Waite:

*Porter Corners would like permission to have a tag day on May 25th and May 26th.

RESOLUTION #108 GIVING PORTER CORNERS PERMISSION TO HAVE A TAG DAY AT THE FOUR CORNERS ON MAY 25TH AND MAY 26TH.

MOTION: Robarge

SECOND: Kugler

RESOLVED to give Porter Corners permission to have a tag day at the four corners on May 25th and May 26th.

VOTE: All in favor, motion carried.

*Asked everyone to excuse the floor as the new floor is going down tomorrow and that the Company has been working real hard on getting everything painted before the floor goes in.

*Thanked the Chief for getting the two trucks that broke down fixed so quickly. There was a power steering leak on the new truck. Both trucks are now fixed and back in service.

Commissioner Robarge:

*Spoke with Mr. Van Dyk and he's going to address the issue with the covering for the bricks.

*Asked Captain Bullard to explain what is going to happen with the drill on Friday. Captain Bullard explained that the middle school is going to have a fake explosion and all the kids will be evacuated to Co #4. The buses will come and pick up the kids there. The school will be responsible for accountability for the students and Co #4 is responsible for searching the building and making sure that everyone is in fact out of the building and closing down the appropriate roads, which he then explained which roads would be shut down. Commissioner Robarge asked how many buses will be there to pick up the kids; Chairman Kugler noted it would be about 50. Commissioner Robarge asked how they expect to pull this off with 2000 kids and 50 buses. Captain Bullard explained that the buses are not all coming at the same time. Commissioner Robarge felt it was a great thing that they are doing this but he felt that a drill of this magnitude should have been brought to the attention of the Board before it was scheduled. He asked when the Chief had found out about, had he said Monday? The Chief noted he did not know it involved the kids in the school until then. Commissioner Robarge felt that something this big was common courtesy to let the Board know. Commissioner King noted it was in the paper today and Commissioner Robarge said he did not read the paper.

Commissioner Spackmann:

*Content of the website has been done for a couple of weeks now and is just waiting for the Board to sign off on it. MWH is a little bit behind but that's okay because the Board has not signed off on the content. If any of the Officers would like to review it, send commissioner Spackmann and email and he will forward the link. Would like it to go live by June 1st.

Commissioner Waite noted he wanted to look at it first and he hasn't even looked at it yet.

Commissioner Spackmann said he would get the link to him as well as to A/C Ellsworth and anyone else who wanted it. Chairman Kugler noted that maybe they need a month until the next Commissioners meeting. A/C Ellsworth asked who would be responsible for the content on the website; Commissioner Spackmann noted that the firematic stuff would be the responsibility of the Chief and the organizational stuff would be the Board's responsibility.

Noted that MWH will be having a tutorial on it although the date has not been set yet. He also thanked everyone who was involved with the process.

Chairman Kugler asked if there was anything else:

*P/A Howe asked if Chairman Kugler wanted to go over the new pager/radio repair policy. He explained that P/A Howe had created a form, and all radios and pagers in need of repair will now be handed in to Jill, who will document/inventory/keep track of them. They will then go to Commissioner Waite for repair. Commissioner King noted she may have difficulty inventorying them because the serial numbers are on the inside. This will help with accountability. Commissioner Waite noted that Albany communications can pick up and drop off a lot easier with Jill but Minitor 2's have to go to Adirondack.

*FF Lagalles noted there are no mandatory house markings required by the Town of Greenfield, not sure about Wilton, but he would like to see the Board ask the Town Boards to adopt new standards for driveway markers. It was noted in the past it had been met with some resistance. Brief discussion followed. Captain Bullard was asked to bring it up at Wilton's next planning board meeting and report back to the Board next month. He also asked if a form could be generated for members who request that their information not be on the website. Commissioner Spackmann noted that only names only are on the website. Secretary Petkus to generate flyer.

*Commissioner Waite noted Total Electric was to send proof of insurance, which Secretary Petkus noted she had gotten the other day. He already started on Porter Corners and is almost done and then he's going over to Maple Avenue. Chairman Kugler said he's not going down to the Avenue until he gets them prices. Wanted estimate in writing. Commissioner Waite said he was either \$40 or \$45 per hour for labor and then the parts on top of that. Chairman Kugler noted he understood, but he had asked for an estimate in writing.

*FF Ron bishop asked whatever happened to the old combo locks, as he would like some. Commissioner Spackmann said he would find out for him.

RESOLUTION #109 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Robarge

SECOND: Waite

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Waite with a second from Commissioner Spackmann to adjourn the meeting at 8:09 PM. All in favor, meeting adjourned.

Respectfully submitted,

Joyce A. Petkus
District Secretary