

Board of Fire Commissioners

Greenfield Fire District
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May 26, 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; A/C's Gibbins, Davis, Ellsworth, King; FF R. Bishop and FF N. Waite.

1. **Approve Minutes:** April 28, 2009 Workshop Minutes. Commissioner B. Bishop noted the quote he would use is "...very extensive minutes once again are extremely complete".

RESOLUTION #214 TO APPROVE THE APRIL 28, 2009 WORKSHOP MINUTES AS WRITTEN.

MOTION: Spackmann

SECOND: B. Bishop

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

VOTE: All in favor, motion carried.

2. **Secretary Update:**

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

- LOSAP 2008 audit paperwork came in and a call is in to Amanda at BST to make sure she got a copy. Possibility of having the audit report presented at the June workshop.
- Has a list of firefighters that still have not picked up their District Guideline updates that were handed out back in December. Brief discussion; to go back to the officers to try again. If firefighters have not received and signed for their updates by the June Commissioners meeting, they will be taken off the rolls.
- District Picnic: should go easier this year, but is swamped with other things and so is going to need some help. Has a call in to Brookhaven Golf on date availability, waiting to hear back on the date.
- Vote on sale of old EL-293: picking up voter registration books tomorrow. Will be sending out an email to those registered to receive email updates on the District website, and has it posted already on Firetracker. Emails to be sent out this Thursday and then another reminder on Monday. Will need someone at each firehouse to help out in case any questions arise; Commissioner Kugler and Jill to be at Co #1, Commissioner Waite and N. Waite to be at Co #2, Commissioner B. Bishop and Treasurer J. Bishop to be at Co #3 and Commissioner Robarge and Joyce at Co #4.
- Will start working on the LOSAP 2009 points this month; she is really far behind but will concentrate on getting to it.
- Physicals/Fit tests: Coming down to the end. RPT is no longer doing any Fit testing, and she still has not heard from the Chief what date he would set up for the last Fit test through RPT. Brief discussion with the assistant chiefs; Joyce to try and schedule a Tuesday evening, either 6/9 or 6/2 at Co #1.

- Reminder: AFDCA workshop on Saturday; will figure out rides after the meeting.

Commissioner Spackmann asked A/C G. Gibbins if he has gotten the EMT info to Joyce yet; he noted he is still working on it.

3. Purchasing Update:

- Jill asked if it is okay for her start entering any inventory on Firetracker. Commissioner B. Bishop noted we have no bar code system yet, but she can start entering inventory in to the system to get used to it, and if any changes need to be made, contact either him or Joyce to get in touch with the people at Firetracker.

4. Treasurer Update:

- We can no longer use the 119.1 sales tax exemption certificate; there is now a letter from the state taxation department that is to be used.

5. Commissioner Updates:

• Brian Bishop:

- Regarding the district picnic, we are aiming to do the same thing as last year. Middle Grove will be defending their championship in the Firefighter Olympics. Will be again asking for donations from each company, and will be drafting a letter to send to each company.

• Tom Robarge:

- Co #3 needs 3 bollards, and Saratoga Electric and Generator gave 2 prices:
 - 6" pipe with plate at bottom of it: \$437 each
 - 4" pipe, 3' above ground and 3" below ground, entire pipe filled with cement: \$250.00 each
 - Bollards will be primed with industrial coating and painted red.Discussion continued regarding the bollards and different types, yellow bollard covers including possibly needing 3 bids per the Purchasing Policy, which will be discussed a little later this evening.

• Richard Spackmann:

- Laptops: one is in, tested it to make sure it is compatible with the training projectors. Will be ordering the remaining four laptops per the specs. Treasurer confirmed that the money for the laptops is coming out of training. Would also like permission to order cases for them, as well as a mouse for each one. Will take a while to get them all configured and installed, hopefully there will some movement on that next month. Asked Jill for inventory stickers; she has stock.

RESOLUTION #215 GIVING PURCHASING AGENT PERMISSION TO ORDER LAPTOP CASES FOR EACH LAPTOP, NOT TO EXCEED \$75 PER CASE, AS WELL AS A WIRED MOUSE FOR EACH LAPTOP. MONEY TO COME OUT OF THE COMPUTER ACCOUNT.

MOTION: Spackmann

SECOND: B. Bishop

RESOLVED to give Purchasing Agent permission to order laptop cases for each laptop, not to exceed \$75 per case, as well as a wired mouse for each laptop. Money to come out of the computer account.

VOTE: All in favor, motion carried.

- Ladder update: Keesville ready to buy truck; after the vote they will coordinate with Captain Bullard. Commissioner Spackmann to work up a contract for them to sign, we are to receive cashiers check, and Keesville to get all the books to go with the ladder truck. Brief discussion regarding any related insurance issues.
- Approached by Jill in reference to having the Cheerleaders do a car wash fundraiser at Maple Avenue. They have a COI.

RESOLUTION #216 GIVING TRIPLE THREAT ALL STAR CHEER AND DANCE PERMISSION TO HAVE A CAR WASH FUNDRAISER AT THE MAPLE AVENUE FIREHOUSE; CERTIFICATE OF INSURANCE FOR \$1 MILLION TO BE SENT TO THE DISTRICT OFFICE.

MOTION: Spackmann

SECOND: B. Bishop

RESOLVED to give Triple Threat All Star Cheer and Dance permission to have a car wash fundraiser at the Maple Avenue Firehouse; certificate of insurance for \$1 million to be sent to the District office.

VOTE: All in favor, motion carried.

- Had a conversation with Joyce, and what has become practice is that a lot Change requests are handed in immediately before a meeting, which does not give her time to get any necessary paperwork prepared, as she is trying to get ready for the meeting as well. Would like all the officers, as a courtesy to Joyce to hand them in at least a day before the meeting. Joyce also noted that if a change form comes in and there is an issue, although it does not happen that often, she will be able to notify the Commissioners ahead of time so they can think about what they would like to do.
- Overages on 293: Spoke to Captain Bullard earlier today, and the overages total \$2,294.70. The majority of overage comes from the issue with the box on the side of the ladder, and the cost of the fix. Did not know the exact cost of the fix. Further discussion, including a 50/50 split; tabled to the Commissioner meeting because the Treasurer noted she has not received any bills on that yet.
- **Ken Waite**
 - By-law committee: has heard back from 2 companies approving the changes. Still waiting to hear form the other 2 companies and then it will be brought to the Commissioners.
 - Problems with the ladder truck regarding radios: lack of space to put them in and need separate heads for the radios. Also no way to run wires from radios to a separate head. Will need 2 radios; received a quote for \$1299 apiece under NYS contract. Brief discussion.

RESOLUTION #217 PURCHASE TWO RADIOS FROM ADIRONDACK TWO-WAY FOR NEW EL-293 AT \$1299 EACH.

MOTION: Waite

SECOND: Spackmann

RESOLVED to purchase two radios from Adirondack Two-Way for new EL-293 at \$1299 each.

VOTE: All in favor, motion carried.

A/C Ellsworth noted they have the 2 head system and it does not work right. Commissioner Waite also noted that in 271 cab you cannot hear that radio, so he would like to purchase an exterior speaker for the radio in the cab. Adirondack can do it, although he does not have a price on it yet. Commissioner Waite noted he would talk to Adirondack about it tomorrow.

6. District Guideline Review:

- Credit Card Policy: no changes made
- Investment Policy: no changes made
- Sexual Harassment Policy: no changes made
- Purchasing Policy: previously approved was the change to the Nov 30th cutoff date; further discussion had been previously tabled. Lengthy discussion continued, including the following:
 - Separating out contractual and non-contractual work
 - Setting updated dollar limits
 - Setting updated limits for special accounts
 - Treasurer noted she received many bills that are not broken out
 - Commissioner Spackmann noted that the various vendors we deal with do not know who has the authority to give permission for the work they perform. Letter to be drafted and sent to various vendors.
 - The following updates were made:
 - ❖ Contractual work threshold increased to \$2000.00
 - ❖ Non-contractual threshold increased to \$750.00
 - ❖ Special account threshold increased to \$750.00
 - ❖ Items considered durable equipment and at a cost over \$500 to be inventoried by the Purchasing Agent
 - ❖ Funding request threshold increased to \$5000.00
 - ❖ Rollover fund request to be made by November 30th
 - ❖ Update Purchasing Policy changes to become effective immediately.

RESOLUTION #218 ADDING AND APPROVING CONTRACTUAL PURCHASE THRESHOLD AT \$2000.00; CHANGE BECOMES EFFECTIVE MAY 26, 2009.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to add and approve the Contractual Purchase threshold at \$2000.00; change becomes effective May 26, 2009.

VOTE: All in favor, motion carried.

RESOLUTION #219 ADDING AND APPROVING THE NON-CONTRACTUAL PURCHASE THRESHOLD AT \$750.00; CHANGE BECOMES EFFECTIVE MAY 26, 2009.

MOTION: B. Bishop

SECOND: Waite

RESOLVED to add and approve the Non-Contractual Purchase threshold at \$750.00; change becomes effective May 26, 2009.

VOTE: All in favor, motion carried.

RESOLUTION #220 APPROVING THE VARIOUS OTHER PURCHASING POLICY CHANGES AS NOTED ABOVE; CHANGES BECOMES EFFECTIVE MAY 26, 2009.

MOTION: B. Bishop

SECOND: Waite

RESOLVED to approve the various other Purchasing Policy changes as noted above; changes becomes effective May 26, 2009.

VOTE: All in favor, motion carried.

- Physical Policy: Discussion of actual policy tabled to the July workshop, along with simplification of classes. Discussion continued regarding members scheduling their physical after May 31st. Commissioner B. Bishop noted that it was set up that physicals had to be completed by the end of May, and proposed that those who did not have their physicals completed by the end of May would be inactive from May 31st until such time that they complete their physical. Discussion continued including Dr. Peacock having to cancel a FF physical and reschedule it for June 1st, firefighters away at college. Joyce noted her frustration that there seems to be a lot of exceptions, and not just with physicals, and she is trying to keep track, and honestly she is starting to lose track of things, and used a firefighter getting his physical but still not signing for the District Manual as an example. A/C Davis asked if there is second provider if Dr. Peacock is not able to perform her duties? It was noted that if that situation ever arises, the Board would certainly make accommodations. Further discussion of the Physical Policy tabled until the July workshop; firefighters who have their appointments scheduled in June are inactive until they complete their physicals, and Joyce to ask Dr. Peacock if she could be present at the July workshop for discussion on physicals.
- Restricted Duty Policy - update from previous workshop: Joyce spoke to Dr. Peacock about it again, and she felt it was really important to use this particular form, this is the form she herself fills out.

7. District Projects

- Current Projects
 - Hepatitis B vaccines – update from Gary Gibbins: Has a bunch of paperwork, and it seems there was a lot of confusion with some of the people not understanding what they wanted, but it looks like he has 12 people that want the vaccine and 20-30 that want to have the titer and the vaccine if necessary. As it stands right now, it looks like there are enough vaccines to take care of the those who are asking for it. As for the titers, they are about \$5 each, and firefighters may need to go to Saratoga Hospital and we may need to set up an account with them. Brief discussion; Gary to speak to Dr. peacock about setting something up with Saratoga Hospital, tabled for further discussion at the June Commissioner meeting.
- Future Projects
 - Discussion: Physical Policy and simplification of physical classes – July workshop
 - Discussion: doors automatically unlocking when alarm goes off, after new paging system is complete – September Workshop
 - Discussion: Fit-5 suppression grenade – August workshop

8. Special Topics of Discussion:

- Future of fit testing: Commissioner B. Bishop noted there are a few options, including:
 - Purchase our own equipment and train 1-2 people from each company to get trained on it. Sounds like there are other fire departments that will be in need of this service as well and we may be able to contract out in that aspect or have other people come to our firehouse and provide the testing for them. Not sure what goes into testing, what going into certification or the machines, not sure where we stand with all that. Gary Gibbins noted he has been in contact with the Crossman's about possibly doing the fit testing.
 - A/C Davis noted the Chief from Galway called last week and they are going to purchase machines to do fit testing and they wanted to know if we are willing to do something with them.
 - RFP's could also be submitted in the fall
 - Joyce also noted that when she spoke to Donna Crossman, they had the name of another company we could call.

Further discussion tabled to the September workshop.

- Hand sanitizers – Jean got a price of \$312.00 for 4 battery operated machines and 8 bottles of foam lotion from Hill-n-Markes. Brief discussion.

RESOLUTION #221 TO PURCHASE THE ABOVE HAND SANITIZERS AND LOTION FROM HILL-N-MARKES FOR \$312.00. MONEY TO COME OUT OF THE EMS ACCOUNT.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to purchase the above hand sanitizers and lotion from Hill-n-Markes for \$312.00. Money to come out of the EMS account.

VOTE: All in favor, motion carried.

- Hose/pump testing: Chief not present; tabled to June workshop.
- Truck committee – Chief's vehicle update: Tabled to June workshop.
- A/C Gibbins went out and got 2 other quotes for chaps/helmets from Wilton Saw and Safety Warehouse and they were not able to provide the Nomex chaps that he requested.
- Commissioner Waite noted that the sheet rock came down and the insulation was soaking wet, and the 2x4 wall is cracked and it's going to split and that is what is holding the whole upstairs. Further discussion including going back to the manufacturer of the building, putting up a temporary support wall, progress of CT Male. A/C Davis explained that they do not think they need to bore any closer to the building than they did because they are only 20' away. Just got the drawings of the station from Commissioner Waite today. A/C Davis to call CT Male again tomorrow.
- Inspection Day: currently scheduled the same weekend as the Town wide garage sale; decision on date change tabled to June meeting
- A/C Ellsworth asked about the flags and markers; Jill noted that they were dropped off last Saturday and Jack King already took care of them. He also asked about auxiliary flags and markers. Brief discussion; Commissioner Kugler noted they do not buy them and FF Nancy Waite noted that they were always bought through the District officers fund. A/C Ellsworth noted he would take it out of his allotment.
- A/C Ellsworth also noted that the radio on 281 is still not working and it has repeatedly been looked at. More discussion; Commissioner Waite to speak with Adirondack regarding other possible options.

- Commissioner Kugler asked A/C Gibbins about truck inspections. A/C Gibbins noted that 261 will be finished up tomorrow and then he will be calling Arrowhead. More discussion regarding having Arrowhead do the annual truck inspections and that they do have insurance to come and pick up the trucks as he is a certified inspector. Joyce noted she had previously confirmed with Michele that a company like that should have that kind of insurance coverage. Commissioner Kugler noted that until we get the proper paperwork from them, they are not to take any trucks; A/C Gibbins to be the point man on this; Joyce to let him know once the paperwork is received. Once he is approved, Joyce will need to give him a vendor card. Follow up discussion at the June meeting.

RESOLUTION #222 TO GO INTO EXECUTIVE SESSION AT 9:10 PM REGARDING THE PREVIOUS REMOVAL OF DISTRICT PHOTOGRAPHER ALICIA TULLER.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to go into executive session at 9:10 PM regarding the previous removal of District Photographer Alicia Tuller.

VOTE: All in favor, motion carried.

RESOLUTION #223 TO RECONVENE FROM EXECUTIVE SESSION AT 9:20 PM.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to reconvene from executive session at 9:20 PM.

VOTE: All in favor, motion carried.

- A/C Davis asked what was up with the alarm system; it was noted the Chief was supposed to take care of it.
- Commissioner Kugler noted he has the list and has been trying to get in touch with NY Fire and Signal regarding getting the bottles hydro'ed.

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

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

Workshop session ended at 9:25 PM.

Respectfully submitted,

Joyce Petkus
District Secretary