

# **Board of Fire Commissioners**

Greenfield Fire District  
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The May 2014 Commissioners Workshop of the Greenfield Fire District was called to order at District Office by Chairman Richard Spackmann at 7:05 PM on May 28, 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:** April 23, 2014 Workshop Minutes.

## **RESOLUTION #119 APPROVING THE APRIL 23, 2014 WORKSHOP MINUTES AS WRITTEN.**

MOTION: Atwell

SECOND: Kugler

RESOLVED to approve the April 23, 2014 Workshop Minutes as written.

VOTE: All in favor, motion carried.

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

- Auxiliary by-laws on agenda this evening for discussion.
- Previously handed out to each company Firefighter years of service list; please review for accuracy as banquet awards will need to be ordered. Commissioner Kugler will also be bringing it up for further discussion later this evening.
- There are a lot of policies that the Board will have to approve this evening.
- Mandatory referendum to sell old 284 was passed 17-3.
- Still working on hold back money from the Bockes Road fire; Jill continues to work on it.
- Questioned if A/C Middlebrook's recent incident was taken care of by DDSO; he noted he is just waiting for a check. Joyce requested a copy for her files as well
- Received an LDDS form from Co #3; left rear tire of 280 went flat, eye glass lens lost from Firefighter Matt Petkus' eyeglasses; might have lost 1 length of 5" hose. Brief discussion; the tire was plugged and is apparently okay now, lens replacement for Matthew Petkus is only about \$30, Jack King to try to repair hose. Claim not to be submitted to insurance at this time.
- Physicals coming to a close on May 31<sup>st</sup>, as well as OSHA. Has received OSHA paperwork from Co #2 and Co #3 only. Reports were put in each officer's basket with updates. Brief discussion regarding deactivating access. All paperwork due by Monday morning. Reminder to Co #1 and #4 that she still needs OSHA

paperwork. List to be created and sent out before access deactivated.

- Will not be here June 6<sup>th</sup>.

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

- Spoke to King's Glass today regarding broken window at Co #4; should be repaired shortly.
- Fit testing begins next Tuesday at Co #2. If anyone cannot not make a scheduled evening, please contact her at the district office to make arrangements to come to the office. Portable radio inventory will also be done at that time for XT's1500's.
- Space-Kap: brief discussion regarding new 284 getting striped and lights.
- D/C Burwell to help sort out the radios/lights for fire police truck and new 284.
- Fire police truck almost done getting striped/lettered, to go to LaRosa's for the lighting.
- Grass seed and fertilizer dropped off at Co #3.
- Tech II should be starting install of new wireless at Co #4 as well as the new sonic walls for Co #1,2 and 4 sometime next week.
- Received parts for cutter saw damaged at house drill last week, was repaired by Captain Chouinard.
- Co #3 chainsaw is at Spring Valley for repair, and pack taken for repair as well.
- I Am Responding informational meeting scheduled for tomorrow; she, Joyce, Commissioner Spackmann and A/C Middlebrook attending afternoon session. Brief discussion; it was also noted that D/C Ellsworth, A/C Petkus and D/C Burwell going to the evening session.
- Please start thinking about Fire Prevention orders.
- Reminder hose testing is set up for June 20<sup>th</sup> and 21<sup>st</sup>; A/C Middlebrook coordinating.
- Old 284 at KME.

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

- Would like resolution to pay Election Inspectors.

**RESOLUTION #120 GIVING THE TREASURER PERMISSION TO PAY ELECTION INSPECTORS FOR SPECIAL ELECTION ON MAY 20, 2014. TOTALING \$140.00.**

MOTION: Spackmann

SECOND: Chandler

RESOLVED to give the Treasurer permission to pay Election Inspectors for Special Election on May 20, 2014, totaling \$140.00.

VOTE: All in favor, motion carried.

#### **6. Commissioner Updates:**

- **Jackie Atwell**
  - Met with SmartWatt regarding replacing the lights at Co #1. It will take about 2 weeks to supply materials; they want 50% down before they start the work, which amounts to \$1676.87.
  - In contact with KME and Garrison regarding conversion of 281. Garrison

- o noted it will be 7-8 weeks before parts come in and KME ordered generator.
- o Questioned how the insurance walk around went; Joyce noted it went very well, she expects to see a report shortly. Brief discussion continued.
- o Questioned if the Board has heard back from LaBerge regarding floor beams. Brief discussion; everyone generally agreed to proposals by Laberge with changes to the plumbing. Supplies in the process of being ordered by Jim.
- o Reminder that if anyone needs to buy anything, the request should go through the Deputy Chiefs, or they at least should be aware, so when the Director of Purchasing calls them, they know what is going on.
- o Old 284 lines that were melted are fixed, compressor is working. Water level gauge and foam level gauge descending units that do not work, belts and regulating valve out of the foam unit are not working properly. He explained to John and Steve at KME that the truck is being sold and he wants everything on the truck operating as it should be. Parts are to be ordered and then he will get a call on the exact price to repair. D/C Ellsworth asked if they would make sure that truck is working 100%. Brief discussion continued.
- o Received proposal from Lt. Ackley regarding the Youth/Explorer program. Brief discussion regarding which direction the District should go in; copies to be made for rest of Board and Chief. To be vetted through the officers for discussion at the next officers meeting.
- o Questioned if there was any make ups done for OSHA blood borne pathogens class. Discussion continued; Chief Lant noted he spoke to Paul about doing another one. Commissioner Spackmann noted if there are people who are missing only that, they should not just be axed. Tim Kemp noted that Jack King did a Blood Borne make up with a power point program; Chief Lant noted he would call Jack and see if he could it. Chief Lant asked the Deputy Chiefs to get him a list of who needs it and he will contact Jack to get it done.
- **Michael Chandler**
  - o Co #3 was awarded \$15,140 from the Oliver B. Merlyn grant for the imaging cameras, with an additional \$1000 from Mann Wireless. Board to put in \$4000, not sure where the money is going to come from. Joyce to look into it.
- **Don Kugler**
  - o Reminder again to Co #1 and #4 to have OSHA paperwork in by Monday.
  - o Would like to clarify years of service for the purpose of firefighter awards.

**RESOLUTION #121 THAT FOR THE PURPOSES OF PRESENTING FIREFIGHTER YEARS OF SERVICE AWARDS ONLY, CREDIT WILL BE CALCULATED AND AWARDED TOWARD YEARS OF SERVICE FOR THOSE FIREFIGHTERS WHO HAVE JOINED AT THE AGES OF 16 AND 17. IT WILL BE THE RESPONSIBILITY OF THE INDIVIDUAL FIREFIGHTER TO REQUEST IN WRITING THAT THE FIRE DISTRICT REVIEW HIS/HER RECORDS AND UPDATE YEARS OF SERVICE ACCORDINGLY.**

MOTION: Kugler

SECOND: Atwell

RESOLVED that for the purposes of presenting Firefighter Years of Service awards only, credit will be calculated and awarded toward years of service for those firefighters who have joined at the ages of 16 and 17. It will be the responsibility of the individual firefighter to request in writing that the Fire District review his/her records and update years of service accordingly.

VOTE: All in favor, motion carried.

Reminder from Joyce that the awards sheets were sent out with a deadline of July 9<sup>th</sup>, so if anyone wants their years of service reviewed, they need to request the review before July 9<sup>th</sup>.

- **Richard Spackmann**
  - Questioned Commissioner Kugler is he received Dennis McConkey's pager back yet; it was noted he hasn't gotten to it yet. Also questioned if anyone has gotten Ed Jewell's pager back yet; he did not drop it off at Jill's house as previously arranged.
  - Questioned if the radios were turned in yet from Firefighter Davis. Chief Lant noted he will call Jon tonight after the meeting.

## RESOLUTION #122 AUTHORIZING CO #4 SPONSOR OF BRYAN KING MEMORIAL BLOOD DRIVE ON JUNE 7, 2014 AT MAPLE AVENUE STATION.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to authorize Co #4 sponsor of Bryan King Memorial Blood Drive on June 7, 2014 at Maple Avenue Station.

VOTE: All in favor, motion carried.

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

- Thought he had ordered a few months ago lenses for 283; spoke to John Cameron today, they will be shipped to his shop and D/C Ellsworth can install them this weekend.
- Would like to order deer whistles for entire fleet, including all the Chiefs vehicles.
- Would like Community Ambulance and Jessup's Landing Ambulance to have access to the firehouses. Brief discussion; Chief Lant to get list to district office.

## RESOLUTION #123 AUTHORIZING ACCESS TO THE FIRE DISTRICT FACILITIES FOR COMMUNITY AND JESSUP'S AMBULANCE CORPS AFTER BEING PROVIDED WITH A REASONABLE LIST FROM THE CHIEF.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to authorize access to the Fire District facilities for Community and Jessup's Ambulance Corps after being provided with a reasonable list from the Chief.

VOTE: All in favor, motion carried.

- The Methodist Church in Middle Grove held a beautiful service for first responders this past Sunday.

**8. EMS Report – Tim Kemp**

- Nothing at this time.

**9. District Guideline Review:**

- Chief's Job Description
- Chief Vehicle Policy
- DMV/LENS Policy
- Membership Application Policy
- New Member Orientation Policy
- New Member Live Burn Policy

Lengthy discussion followed regarding changes made to the above policies by the By-Law committee, resulting in the following:

- Chief's Job Description: merged into the Duties of Fire Officers policy.
- Chief Vehicle Policy: need to clarify district business; be reworded to include active/mutual aid calls. To go back for review.
- DMV/LENS Policy: reword #5 as noted by the by-law committee.
- Membership Application Policy: add reference to New Member Orientation Policy.
- New Member Orientation Policy: no changes made.
- New Member Live Burn Policy: possibly delete Hazmat Operations, include OSHA required training. To go back to officers for review.

**RESOLUTION #124 APPROVING THE CHIEF'S JOB DESCRIPTION BEING ROLLED INTO DUTIES OF FIRE OFFICERS POLICY, AND CHANGES TO DMV/LENS POLICY AND MEMBERSHIP APPLICATION POLICY AS NOTED ABOVE.**

MOTION: Kugler

SECOND: Spackmann

RESOLVED to approve the Chief's Job Description being rolled into Duties of Fire Officers Policy, and changes to DMV/LENS Policy and Membership Application Policy as noted above.

VOTE: All in favor, motion carried.

**10. District Projects:**

- Current:
  - District Office Building: ongoing.
  - Co #3 roof: ongoing.
- Future:
  - Co #3 pavilion: no update.
  - Co #1 radio room floor: no update.
  - Co #1 and Co #2 bathrooms: no update.

**11. Special Topics of Discussion:**

- Draft Auxiliary by-laws: tabled to the June meeting to give the Board and officers time to thoroughly review for discussion.
- Firefighter by-laws: minor change to by-laws to allow for rolling 12 month window from November 1<sup>st</sup> to October 31<sup>st</sup> to calculate active status points.

## RESOLUTION #125 ADOPTING THE ABOVE CHANGE TO THE FIREFIGHTER BY-LAWS.

MOTION: Spackmann

SECOND: Kugler

RESOLVED to adopt the above change to the firefighter by-laws.

VOTE: All in favor, motion carried.

- Reminder from D/C Burwell that Co #2 will be at a live burn at the fire training center this Sunday with Co #3 to provide an engine and Co #1 a rescue.

## RESOLUTION #126 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Chandler

SECOND: Atwell

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion made by Commissioner Kugler with a second from Commissioner Spackmann to adjourn the workshop at 8:00 PM. All in favor.

Respectfully submitted,

*Joyce A. Petkus*

Joyce A. Petkus  
Deputy Secretary