

Board of Fire Commissioners

Greenfield Fire District
P.O. Box 103
Greenfield Center, NY 12833
(518) 893-0723

November 20, 2008 Workshop

Workshop began at 7:00 pm.

Present were: Commissioners Kugler, Robarge, Spackmann, Waite; Secretary Petkus, P/A Chouinard; Chief McConkey, A/C G. Gibbins, A/C Ellsworth, 2nd A/C Davis, Bryan Chouinard.

RESOLUTION #364 TO APPROVE THE MINUTES OF THE OCTOBER 23, 2008 WORKSHOP.

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve the minutes of the October 23, 2008 Workshop.

VOTE: All in favor, motion carried.

❖ Secretary Petkus Update:

- Handed out November update and noted the following:
 - Received bill from Steve Hickam, totaling \$86.71.

RESOLUTION #365 TO PAY BILL RECEIVED FROM STEVE HICKAM FOR \$86.71.

MOTION: Robarge

SECOND: Waite

RESOLVED to pay bill received from Steve Hickam for \$86.71.

VOTE: All in favor, motion carried.

RESOLUTION #366 TO PAY BILL RECEIVED FROM PUTNAM CONSTRUCTION FOR WORK AT CO #2, TOTALING \$780.00.

MOTION: Robarge

SECOND: Waite

RESOLVED to pay bill received from Putnam Construction for work at Co #2, totaling \$780.00.

VOTE: All in favor, motion carried.

- Has some questions regarding LOSAP forms that she received; Don to meet with Joyce on Friday morning to go over them;
- Asked the Chief for physical classifications; he noted they were fine the way they were;
- Fit testing: noted several dates RPT would be around; Burnt Hills on 12/2 most feasible. RPT would come to us if there were 5 or more that needed to be Fit tested. Discussion; Joyce to send out email asking officers for a list of who needs to be Fit tested; will then ask RPT to get permission from Burnt Hills.

- Handed out District guideline review for 2009;
- Commissioner B. Bishop not here this evening, asked Joyce to let everyone know that EVR is not coming until Tuesday next week.
- Workshops 2009: Asked if they had made a decision on the nights. Discussion continued regarding which night to schedule workshops in 2009. Decision made to move workshops to the 4th Tuesday of each month.
- Recent issues with regard to receiving LOSAP credit for fundraising. Commissioner Kugler noted Co #1 had raised that issue regarding their coin drop. Joyce created a form that will hopefully alleviate that issue going forward. Suggested changes made by officers; Joyce to update form and hand out at annual meeting; form to be used beginning January 1st.

❖ **Purchasing Agent Chouinard Update:**

- Dropped off merchandise received to A/C G. Gibbins.

❖ **Treasurer J. Bishop Update:**

- Not present.

❖ **Commissioner B. Bishop:**

- Not present.

❖ **Commissioner Robarge:**

- Discussed at the last meeting and made a motion to pay \$1000.00 to the electrician; said Treasurer wanted a bill. Brief discussion; including when the transfer switch and generator coming.
- Joyce noted that the electrical pole was removed this morning from the middle of the access road by Co #3.
- Emailed Tom Wutz's office regarding training, but has not heard back from him yet.

❖ **Commissioner Waite:**

- Trucks that were painted in the spring/summer need to go down for waxing/check. Truck at Co #4, lettering is starting to lift; they will change the lettering in spring.

❖ **Commissioner Kugler:**

- SCBA: masks/voice amplifiers - going forward, if anyone needs a new mask, they need to turn in their old one first, which will lead up to an inventory system. Brief discussion regarding bar coding/inventory. Question from A/C Ellsworth regarding training on servicing the new masks; Jill to check with MES on some type of training for the servicing the new masks.
- Certificates of Insurance: attorney has advised that we should have certificates of insurance for anyone that does work for us. Don and Joyce to get together to make up list of who needs one. A/C Davis noted he would get his and Phil Putnam's and the Chief to get Paul's.
- Brief discussion regarding the ropes rescue, and the informational meeting at Shaker Road.

❖ **Commissioner Spackmann:**

- Beaver dam incident and submitting bills: spoke to Supervisor Rowland about possibly submitting bills the District has incurred. Commissioner Robarge noted he had spoken to Mr. Rowland this afternoon and it looks like the Towns of Greenfield and Corinth are going to split the bills. Lengthy discussion continued; decision

made not to submit the bills incurred as a result of the beaver dam issue.
Commissioner Robarge to let Commissioner B. Bishop know of the decision.

❖ **District Guidelines Review:**

- Purchasing Policy
 - Discussion regarding policy for services, possibly differentiating between emergency and non-emergency work. Also previously approved certain companies/people to do work at the beginning of the year to do the work. Commissioners to work on list of contractors/workers to be approved at the January re-organization meeting; they will have to supply certificates of insurance prior to being approved.
- DMV/LENS Policy – no changes. Joyce noted that per MU-1, these records can be destroyed immediately if no action is taken on them.
- Firefighter Injury Policy – no changes.

❖ **Special Topics of Discussion:**

- Employee handbook – tabled until next workshop;
- Employee performance reviews – tabled until the December 10, 2008 Commissioner's meeting.
- A/C Ellsworth noted he has 1 bottle leaking. Also Co #3 roof is leaking in the meeting room. Bill Reed might have looked at it previously; A/C Davis to speak to Mr. Reed about this as he will be working with him all day tomorrow and then coordinate with A/C Ellsworth.

RESOLUTION #367 TO HAVE BILL REED LOOK INTO, AND FIX LEAK IN ROOF OF CO #3.

MOTION: Robarge

SECOND: Waite

RESOLVED to have Bill Reed look into, and fix leak in roof of Co #3.

VOTE: All in favor, motion carried.

- Chief McConkey noted the 5" manifold for Co #2 needs to be replaced; will cost about \$1100 -1200.00. A/C Ellsworth noted they can borrow the one off 282 in the meantime. Will have to see what money is left at year end.
- A/C G. Gibbins has been working on getting some in-house EMS training for the District – spoke about Paul Felts at the last commissioners meeting. Works for SEMS and a paramedic instruction at HVCC. He charges \$40.00/hour and will be able to do everything from the core program right down to the other 59 required hours. Commissioner Robarge asked for a complete list of courses and hours per class. Commissioner Kugler noted it is going to cost \$4000.00; A/C G. Gibbins noted that for every person that goes back down to the County for the Pilot program, it is costing us \$500.00 a piece. Paul already has a CIC on board that will certify/sign off. More discussion continued including asking Joyce Eichorst and Clark Hayward, and they said they didn't have the time. Secretary to call Bill Young regarding in-house EMS training.

RESOLUTION #368 TO MOVE AHEAD WITH IN-HOUSE EMS TRAINING PROGRAM.

MOTION: Waite

SECOND: Robarge
RESOLVED to move ahead with in-house EMS training program.
VOTE: All in favor, motion carried.

RESOLUTION #369 TO GO INTO EXECUTIVE SESSION AT 8:01 PM FOR MATTERS RELATING TO A DISCIPLINARY ISSUE REGARDING ROBERT ROXBURY.

MOTION: Robarge
SECOND: Spackmann
RESOLVED to go into executive session at 8:01 pm for matters relating to a disciplinary issue regarding Robert Roxbury.
VOTE: All in favor, motion carried.

RESOLUTION #370 TO RECONVENE FROM EXECUTIVE SESSION AT 8:23 PM.

MOTION: Robarge
SECOND: Waite
RESOLVED to reconvene from executive session at 8:23 PM.
VOTE: All in favor, motion carried.

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

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

Workshop was adjourned at 8:25 PM.

Respectfully submitted,

Joyce A. Petkus
District Secretary