

# ***Board of Fire Commissioners***

Greenfield Fire District  
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## **November 28, 2012 Commissioners Workshop**

Workshop began at 7:07 pm.

Present were: Commissioners Atwell, Barss, Chandler, Spackmann, Waite, Secretary Petkus, D/P Chouinard, Treasurer Bishop, D/T Perkins.

Please see sign in sheet for others in attendance.

Flag salute/moment of silence recognized for departed members and troops overseas.

### **1. Approve Minutes:**

#### **RESOLUTION #235 TO APPROVE THE OCTOBER 24, 2012 COMMISSIONER WORKSHOP MINUTES AS WRITTEN.**

MOTION: Atwell

SECOND: Barss

RESOLVED to approve the October 24, 2012 Commissioner Workshop Minutes as written.

VOTE: All in favor, motion carried.

### **2. Secretary Update:** Joyce Petkus

- She and Jill will be meeting with the Holiday Inn next week to finalize the installation banquet arrangements.
- Questioned if the Board was going to ask each company to contribute towards the open bar; brief discussion, officers have no issue. Joyce to send out email.
- If anyone has any pictures from this past year, please forward to Joyce or Jill as they are going to start working on the banquet video. Deadline to send pictures is December 15<sup>th</sup>.
- Both invites and Evites will be going out this Friday. Brief discussion regarding which companies and auxiliaries have completed their invites. Auxiliary posed question: can junior auxiliary members attend? Board agreed no.
- Brief discussion regarding 2013 Special guest invite list; Joyce to take care of invites this Friday.
- Awards have been ordered and/or received already.
- Progress on banquet favors.
- Mr. Leary's spreadsheet listing budgetary expenses placed in Commissioner mailboxes to work on.
- Annual election 12/11/12: progress; Commissioner Barss only one to put in letter of intent, ballot clerks have been lined up; will need people at each firehouse in case the ballot clerks have any questions. Brief discussion.

- Annual Chief's election/meeting: 12/13/12 at Co #1. Chief Lant only one to put in letter of intent. Will have all necessary paperwork ready by 12/12/12; need to know who will be handling this at Co #1 as they need to get the paperwork.
- 291 towing claim: Received call from Utica; they will pay claim directly to KJ Stearns.
- Active status points completed for 2012 and sent out last week. Signed forms due back no later than 12/6/12.
- Previously sent 2 emails to Board re: offering auxiliary left over flu vaccinations. Brief discussion; Joyce to send email to offer to auxiliary.
- Honors Haven conference: obviously cancelled due to Superstorm Sandy; they are working on refunds but it will take a while.

### 3. **Purchasing Update:** Jill Chouinard

- Gear should hopefully be coming in the first week of December. Asked the chiefs to start looking at who will be needing gear next year and get their lists together.
- Crissy Brook's from the Galway Fire department returned the borrowed gear.
- No update from AFG grant.
- DEC grant money is in; \$993.33. Grant closed out. There is a new grant out, Recruitment and Retention, would like to apply for \$5000 for marketing and advertising. Approved.
- Uniform nameplates should be in soon. Would like to schedule officer uniform fitting on January 3<sup>rd</sup> at 7 pm at Co #1; the banquet is the 12<sup>th</sup>. Please look at uniforms and let her know what you are missing; the uniform policy is on Firetracker for review
- Bill Reid ordered Co #4 window, project ongoing. President Deuel asked if Bill could trim out the window in wood; they have it at the firehouse. Jill to give Dean's number to Bill to coordinate.
- Argo parts and accessories will be picked up in the next couple of days.
- Hose testing set for December 1<sup>st</sup> at Co #3 beginning at 9 am. Joyce to stop down and speak to Tom regarding ground ladder testing.
- Would like to purchase closet rod for new uniform room at Co #1. Approved.
- Asked Co #1 to put info regarding "Fire In You" campaign on their signboard.
- Met with TWC today regarding Co #3 internet issue; will probably have to have new cable run in the spring.
- Went over the FASNY tuition assistance program with the probies last night.
- Confirmed cutoff date for year end money; December 1<sup>st</sup> deadline then she will submit spreadsheet to the Board for review.
- SCBA packs are due for servicing; last done in December 2011. She will set up servicing with Tyler. No rep yet from them but they have been good about picking and servicing equipment.
- Jaws maintenance has not been done since September 2011; should she handle it or the officers? Brief discussion; to wait until the Chief returns from vacation.
- Commissioner Spackmann noted that a letter should be sent to Jason Abraham requesting District equipment be returned.

### 4. **Treasurer Update:** Jean Bishop and Vanessa Perkins

- Commissioner Spackmann welcomed Jean back from vacation.

- Vanessa noted nothing to report. Thanked Jill and Joyce for their support while Jean was away.

## 5. Commissioner Updates:

- Jackie Atwell:
  - Front door at Co #1: thinks the lock is getting hung up. Joyce/Jill to look at, possibly call the locksmith.
  - Asked about the progress on the sale of the Cat and Rhino. Brief discussion; Jill to set up for public bid.
  - Received letter from attorney regarding live burn policy. Brief discussion; Commissioner Atwell noted that no person shall play the role of a victim. Commissioner Spackmann noted the attorney wants to make sure we are compliant with 1403; Joyce to forward him policy.
  - Show's budget expense worksheet; at some point figures are going to have to be worked out.
  - Asked about Co #2 truck tires; it was noted they were installed today.
  - Noted insurance dividend check was received.
  - 291 trip to Long Island: total bill for damages came to \$4807.00, the towing should be paid by the insurance carrier. Will try to recoup the other costs.
  - Probie fireman program went very well again last night.
  - Lost radio antenna: brief discussion, Jill to order replacement.
  - Laberge sent addendum to contract; he will sign.
  - 291 pump inspection done; failed pump test. Brief discussion including possible water in gear box; KME to look at.
- Barss:
  - Problem with another furnace at Co #3 over the weekend; Toby Middlebrook came and fixed it on Saturday. Brief discussion.
  - Thanks to everyone regarding the mentor program.
- Michael Chandler:
  - Public hearing on ambulance service was on the 14<sup>th</sup>; another meeting tomorrow night. Everyone seems to want quality service and a fast response. Brief discussion.
  - 271 trouble with light tower; Jackie to speak to KME about it.
  - Co #3 leaking roof is a moisture problem. Bill Reid is looking into installing fans or a drop ceiling.
  - Co #3 second furnace installation is still a few weeks away.
  - Had a call the other night with the Argo and worked well.
  - Builders Risk insurance: thinks it is a good idea to get although a little premature at this point. Brief discussion; Joyce to contact Shows to let him know the District is going to take that on and when it is needed.
- Kenny Waite:
  - By-law revision update was put on Firetracker for the 60 day posting and Joyce will be putting a hard copy in each radio room tomorrow for review; please leave them in the radio rooms. Would like to add to February 13, 2013 agenda for approval.
  - Air to air system at Co #2 is done and works well.
- Richard Spackmann:
  - Nothing at this time.

**6. Chief/Officer Reports:**

**Report of the Chief: Acting Chief John King:**

- Regarding the recent search, the bloodhound was there and he does not get reimbursed for any of his expenses; would like to see if we could give him a gift certificate or something. Brief discussion.

**RESOLUTION #236 TO GET A \$50 GIFT CERTIFICATE TO PETSMART.**

MOTION: Spackmann

SECOND: Waite

RESOLVED to get a \$50 gift certificate to Petsmart.

VOTE: All in favor, motion carried.

D/C King to get contact information.

- Concern brought up that only 3 LOSAP points will be given out for the deployment to Long Island. Joyce noted she believes it falls under sleep in/stand by category and 3 points is the max. Brief discussion.
- A/C Bogardus did a nice report on the deployment; copies given to the Board.

**Company #1 – D/C Kenyon:**

- Building looks good after the power washing.
- Asked if the kitchen was supposed to be painted after the water leak. Commissioner Chandler noted the company was supposed to paint it.

**Company #2 – D/C Middlebrook:**

- Quiet.
- Thanks for the Argo.

**Company #3 – D/C Ellsworth:**

- Co #3 auxiliary would like to hold a blood drive on January 12, 2013.

**RESOLUTION #237 GIVING CO #3 AUXILIARY PERMISSION TO HOLD A BLOOD DRIVE ON JANUARY 12, 2013.**

MOTION: Spackmann

SECOND: Chandler

RESOLVED to give Co #3 auxiliary permission to hold a blood drive on January 12, 2013.

VOTE: All in favor, motion carried.

**Company #4 – D/C King:**

- Santa will be delivering gifts to 5 families in the Dorothy Nolan School area.

**7. District Guideline Review:**

- Credit Card Policy: no changes made.
- Travel Policy: no changes made.
- Firefighter Injury Policy: Brief discussion. Sent back to the officers for their input.

**8. District Projects**

- Current Projects:

- District Office Building: see above previous discussion.
- Future Projects:
  - None.

**9. Special Topics of Discussion:**

- Commissioner Barss asked if the 262 shifting problem was looked at. Dave Kenyon noted it was taken out and no one complained about it.
- Honorary Deputy Chief Guidelines; brief discussion, Jill to draft and submit to the Board for review/approval.
- Dist. EMS Coordinator Tim Kemp: received a letter from Town of Corinth EMS looking for letter of endorsement regarding getting their permanent certificate of need. Brief discussion; Tim sent to Joyce via email, she will forward on to the Board in the morning and Tim to coordinate with Commissioner Chandler.
- Captain Bullard and Lt. Chouinard gave a brief overview of the sign project Co #4 has been working on. Cost is about \$21,000, the company is looking to fund about half of it. Brief discussion regarding the cost of replacing signs at each firehouse, advantages of going to electronic signs.
- Commissioner Chandler noted Co #3 needs propane. Looked at Galway Co-op who offered \$1.18 fluctuating plus \$0.55 per gallon, and GA Bove with locked in price at \$1.599; Bove ultimately was a better price for this heating season.

**RESOLUTION #238 TO PURCHASE PROPANE FROM G.A. BOVE AS READ BY COMMISSIONER CHANDLER.**

MOTION: Spackmann

SECOND: Atwell

RESOLVED to purchase propane from G.A. Bove as read by Commissioner Chandler.

VOTE: All in favor, motion carried.

- Co #3 jaws: Brief discussion; to look at next month with year end money. Added to year end agenda.

**RESOLUTION #239 TO GO INTO EXECUTIVE SESSION AT 8:05 PM IN REFERENCE TO A DISCIPLINARY ISSUE REGARDING FIREFIGHTER DONALD DOIN, JR.**

MOTION: Spackmann

SECOND: Chandler

RESOLVED to go into executive session at in reference to a disciplinary issue regarding firefighter Donald Doin, Jr.

VOTE: All in favor, motion carried.

**RESOLUTION #240 TO RECONVENE FROM EXECUTIVE SESSION AT 8:20 PM.**

MOTION: Spackmann

SECOND: Chandler

RESOLVED to reconvene from executive session at 8:20 PM.

VOTE: All in favor, motion carried.

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

Motion made by Commissioner Atwell with a second from Commissioner Chandler to adjourn the workshop at 8:21 PM. All in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joyce A. Petkus".

Joyce A. Petkus  
District Secretary