

Board of Fire Commissioners

Greenfield Fire District
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October 26, 2010 Commissioners Workshop

Workshop began at 7:02 pm.

Present were: Commissioners B. Chouinard, Kugler, Robarge, Spackmann, Waite, Secretary Petkus and IPA Brian Bishop; please see sign in sheet for others in attendance.

Flag salute and moment of silence recognized for departed members.

1. **Approve Minutes:** Approve the September 28, 2010 Workshop Minutes with additions as requested by Commissioner Robarge, and the October 6, 2010 Special Meeting Minutes as written..

RESOLUTION #295 TO APPROVE THE SEPTEMBER 28, 2010 COMMISSIONER WORKSHOP MINUTES WITH ADDITIONS AS REQUESTED BY COMMISSIONER ROBARGE, AND THE OCTOBER 6, 2010 SPECIAL MEETING MINUTES AS WRITTEN.

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve the September 28, 2010 Commissioner Workshop Minutes with additions as requested by Commissioner Robarge, and the October 6, 2010 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

2. **KME: Apparatus Presentation:** Representing KME: Tim Besser, Sales Manager, Tom Rinaldi, Sales Representative and John Cameron, General Manager. Mr. Besser proceeded with presentation and slide show as well as providing a DVD version to the Board, followed by question and answer session. Highlights include:
 - KME around since 1940's, has no long term debt
 - Diversification
 - Local service center
 - Factory direct dealership, represents only KME
 - Trucks are their primary concern, will not try to aggressively sell loose equipment
 - Factory support, directly connected to KME, stands behind their equipment
 - Major components not purchased from a third party
 - Priority on custom built trucks – what you want
 - 2010 motors bigger, cabs wider, doors larger, A/C improved, interiors addressed

- Offer 3 different electrical systems
- New cab has gone through extensive safety testing, more than NFPA requires
- Seat belts tested, have front and side air bags
- Offers a choice of engines, new diesel requirements as of 2010
- Offer a choice of rescues, aerials and both custom and commercial pumper chassis, as well as other apparatus
- Offer a full service factory owned center in Latham, as well as four road service vehicles, on-site pump testing, 24 hour response
- Complete fabrication ability
- Custom tool mounting
- How KME differentiates from other manufacturers:
 - Attention to customers
 - Not afraid to custom build
 - Cost competitive
 - Close service center in Latham
 - Day trip to factory without incurring large cost
 - Sells Fleet and Chief's vehicles
- Pump Components: mostly use stainless steel ball joints with 10 year warranty from Akron
- Comparable warranties:
 - 1 year everything bumper to bumper
 - Lifetime on frame rail and cross members
 - 10 year cab corrosion and structure
 - 10 year body corrosion and structure
 - Min 7 years on paint, upgradeable to 10 at very minimal expense of \$600.
 - Most tanks are lifetime now and pumps are typically 5 years split between parts and labor, last 2 years are parts only.
 - Can also purchase various upgrades on certain warranties
- Has had good experience with multiplex wiring, but it is harder for the end user to do any additional wiring in the trucks.
- Brief discussion regarding the process of diesel regenerations.

3. Pump Test Results: Presented by John Cameron:

Suggested about possibly getting into a pump maintenance program, if not with KME then with another vendor. Noted that pump and chassis services should be done first, then pump repairs, then pump testing. This year pump testing was first and there were some things wrong with some of the pumps and they ran into some problems. KME procedure is to follow that order and then they know the pump is sound, and if the pump fails they know something else is going on. Question arose if the 10 year warranty applied due to sand wear and scoring; warranty does not cover wear and tear only against manufacturer defect. Mr. Cameron again noted that chassis and pump service is very important, KME also works with Bonesteel, and pumps are going to be an ongoing problem with drafting from creeks/streams. Mr. Cameron also thanked everyone for the tool mounting opportunity and hoped that they are happy with the job done. D/C Ellsworth commented that KME has always been very helpful and professional. Commissioner Spackmann noted that the Board is trying to be more proactive in this area.

4. Adoption of the 2011 Proposed Budget:

RESOLUTION #296 TO ADOPT THE 2011 PROPOSED BUDGET.

MOTION: Kugler

SECOND: Spackmann

RESOLVED to adopt the 2011 Proposed Budget.

VOTE: All in favor, motion carried.

5. Secretary Update – Joyce Petkus:

- Bill Mapes from the Office of the State Comptroller was here on October 14th to complete his survey, it went very well and he seemed very impressed and had only 2 suggestions to make, which she and the Treasurer have already implemented. She asked for a copy of his report, but Mr. Mapes had explained that there would not be a report; he was just doing a survey of 10 fire districts in Saratoga County.
- At the last workshop the Board approved sending letters to those who still have not gotten their District Manual updates and/or taken their annual physical; responses were due by tonight's workshop. Of those on the list, only Darren Barss signed for and received his updates and scheduled his physical. A/C Middlebrook noted he had his physical on the 19th. Brief discussion, and the Chief agreed as well, to drop the following people from the membership roster: Zack Dake, Liz Duffney, Darrow Mansfield, Tyler Davis, Keith Wood. If they are interested in re-joining in the future, they can fill out the membership paperwork.

RESOLUTION #297 TO REMOVE THE FOLLOWING FIREFIGHTERS FROM THE MEMBERSHIP ROSTER: ZACK DAKE, LIZ DUFFNEY, DARROW MANSFIELD, TYLER DAVIS AND KEITH WOOD.

MOTION: Kugler

SECOND: Waite

RESOLVED to remove the following firefighters from the membership roster: Zack Dake, Liz Duffney, Darrow Mansfield, Tyler Davis and Keith Wood.

VOTE: All in favor, motion carried.

- Sent an email to the Commissioners on the 15th regarding Mr. Leary's request for procedure regarding paperwork deadline submission, received response only from Commissioner Spackmann. Brief discussion; Joyce to inform Mr. Leary paperwork is due the Thursday before the monthly meeting, with review/approval at the meetings scheduled for Porter Corners renovation discussions.
- Received from CT Male 4 copies of contracts for the Porter Corners exterior renovations project; the contract needs to be reviewed by our attorney and all four copies signed by him. Mr. Young is leaving for vacation after the Honors Haven conference. Will be taking the contracts to the conference, and if he has time, he will review and sign the contracts. If they are not okay, we will have to wait until he returns from vacation. Commissioner Spackmann noted he did not think that was fair to Mr. Young. Joyce noted she would explain to Mr. Young that if he did not have the time, it could wait until he is back from vacation.

RESOLUTION #298 GIVING PERMISSION TO THE FOLLOWING PEOPLE TO ATTEND THE AFDSNY ANNUAL FALL CONFERENCE AT HONORS HAVEN, OCTOBER 28 – 30, 2010: B. CHOUINARD, D. KUGLER. R. SPACKMANN, J. PETKUS, J. ELLSWORTH, E. PETKUS, G. BULLARD AND D. DEUEL. PERMISSION ALSO GIVEN ALLOWING D/C ELLSWORTH TO TAKE CAR 280.

MOTION: Kugler

SECOND: B. Chouinard

RESOLVED to give permission to the following people to attend the AFDSNY Annual Fall Conference at Honors Haven, October 28 – 30, 2010: B. Chouinard, D. Kugler. R. Spackmann, J. Petkus, J. Ellsworth, E. Petkus, G. Bullard and D. Deuel. Permission also given allowing D/C Ellsworth to take car 280.

VOTE: All in favor, motion carried.

RESOLUTION #299 GIVING JOHN LANT AND JOHN KING PERMISSION TO ATTEND THE FIRE DYNAMICS, SMOKE & THE VENTILATION PROFILE SEMINAR ON NOVEMBER 4, 2010 AT SCOTIA GLENVILLE MIDDLE SCHOOL.

MOTION: B. Chouinard

SECOND: Spackmann

RESOLVED to give John Lant and John King permission to attend the Fire Dynamics, Smoke & the Ventilation Profile Seminar on November 4, 2010 at Scotia Glenville Middle School.

VOTE: All in favor, motion carried.

RESOLUTION #300 GIVING NANCY WAITE PERMISSION TO ATTEND THE COURAGE TO BE SAFE SEMINAR ON NOVEMBER 20, 2010 AT HOOSIC VALLEY ELEMENTARY SCHOOL.

MOTION: Kugler

SECOND: B. Chouinard

RESOLVED to give Nancy Waite permission to attend the Courage To Be Safe Seminar on November 20, 2010 at Hoosic Valley Elementary School.

VOTE: All in favor, motion carried.

6. Purchasing Update – Brian Bishop:

- Previously sent out email purchasing update (attached)
- Reminded everyone that the deadline for PO submissions is October 31st, but that falls on Sunday, so get PO's in by Friday.
- He and A/C Middlebrook on Friday are meeting with a rep in reference to the Smart Board.
- Working on getting saw blades; may have to go to another vendor.
- Fire Police order backordered from April came in; about \$20 over allotment.
- D/C G. Gibbins requested \$1400.00 from his allotment be held over to purchase

miscellaneous equipment for new 262. Commissioner Kugler explained to have it put in writing so they have it at the year end meeting. D/C Gibbins noted he has it on a PO; Commissioner Kugler requested he hand it over to the P/A.

- Still working on the blue lights order.

7. Treasurer Update – Jean Bishop:

- Not present.

8. Commissioner Updates:

• Bryan Chouinard:

- Met with the Chiefs in reference to standardizing the trucks, went very well. Chief Lant noted it was a very positive meeting, everyone worked together. Captain G. Bullard gave a brief overview.
- Asked what was going on with the new radios. Looks like we will have to purchase 42 portables and 16 just for Captains and Lieutenants. Brief discussion followed, including recent email received to join with other districts when purchasing radios to get a better deal, using low band for fireground operations. Chief Lant set a meeting to discuss the radios for November 1, 2010 at 7 PM at Co #1.

• Ken Waite:

- Lettering on Porter Corners firehouse to copy lettering at Co #1 and Co #4.
- Spoke to Charlie Pita in reference to pumping out the tank; he will not pump out into his truck. Offered to let the district borrow a pump and 275 gallon tank that will fit into the back end of a pick up. Commissioner Waite to handle. A/C Middlebrook noted that it should be filtered before it goes into the new tank.

• Tom Robarge:

- Nothing at this time.

• Richard Spackmann:

- Nothing at this time.

• Don Kugler:

- Nothing at this time.

9. District Guideline Review:

- District Photographer Policy: No changes made.
- Investment Policy: No changes made.
- Firefighter Injury Policy: Commissioner Waite noted Jack has all the paperwork on that, was surprised he did not touch on that last meeting; it's a policy and we are following the policy.

11. District Projects

- Current Projects:
 - None.
- Future Projects:
 - None.

12. Special Topics of Discussion:

- NY Fire & Security annual inspection: total is \$600. Joyce to send email to Chris.

RESOLUTION #301 APPROVING THE ANNUAL INSPECTION CONTRACT FROM NY FIRE & SECURITY FOR \$600.00.

MOTION: Waite

SECOND: Spackmann

RESOLVED to approve the annual inspection contract from NY Fire & Security for \$600.00.

VOTE: All in favor, motion carried.

- D/C Ellsworth noted all the dry hydrants are installed/operational/tested. D/C G. Gibbins questioned the one on 9N. D/C Ellsworth noted he never got the list from him. A/C Middlebrook noted he spoke with Walt about getting the reflective markers to put on each of the dry hydrants. D/C G. Gibbins questioned if D/C Davis had ever given in the list of which hydrants were priority, his first priority was the one on 9N, then Dunham Pond Rd and Carp Pond. D/C Ellsworth noted he never got that list. Chief Lant asked if D/C G. Gibbins ever got permission or spoke to the owners of that pond; D/C G. Gibbins noted no, have to sit down with the Loefflers just to make sure they would agree to what we would be doing. D/C Ellsworth noted he previously gave a presentation to the Board about the dry hydrants. Commissioner Kugler noted it will have to wait until next year. D/C Ellsworth noted that we should send a letter of thanks to Walt and the crew; also all the money was spent, but he does have 2 elbows left over in case something happens to any of the elbows over the winter. Commissioner Spackmann noted there is \$3000.00 in the dry hydrant account for next year.

RESOLUTION #302 THAT COMMISSIONER SPACKMANN AND SECRETARY PETKUS WORK TOGETHER TO DRAFT A LETTER TO WALT THANKING HIM AND HIS CREW FOR ALL THE HARD WORK THEY DID INSTALLING THE DRY HYDRANTS FOR THE DISTRICT.

MOTION: Spackmann

SECOND: Robarge

RESOLVED that Commissioner Spackmann and Secretary Petkus work together to draft a letter to Walt thanking him and his crew for all the hard work they did installing the dry hydrants for the District.

VOTE: All in favor, motion carried.

- Chief Lant noted he would like to get an identifier for the rehab bus, he would like it housed at Maple Avenue as they have the most room, identifier M297, and the fire police van should be housed at Greenfield Center, with identifier M265. Joyce noted Ed Tremblay had asked for a letter, which she will take care of after she returns from the conference.
- Commissioner B. Chouinard noted to D/C G. Gibbins that the Drager tubes should be taken out of the Hazmat account.

- Chief Lant commented that there seems to be a problem with people taking pictures with their cameras and cell phones at fire and accident scenes; we really need to come up with a policy. Joyce noted she had a copy of a social networking policy.
- D/C G. Gibbins asked if there was another key for MED266, there may be a problem with the other key. Joyce asked to have Dave Kenyon stop in tomorrow or call her and she will get him the key.

RESOLUTION #303 TO GO INTO EXECUTIVE SESSION AT 8:31 PM IN REFERENCE TO A POSSIBLE DISCIPLINARY ACTION REGARDING FIREFIGHTER JOSHUA CLOTHIER.

MOTION: Spackmann

SECOND: Robarge

RESOLVED to go into executive session at 8:31 PM in reference to a possible disciplinary action regarding firefighter Joshua Clothier.

VOTE: All in favor, motion carried.

RESOLUTION #304 TO RECONVENE FROM EXECUTIVE SESSION AT 8:43 PM.

MOTION: Robarge

SECOND: B. Chouinard

RESOLVED to reconvene from executive session at 8:43 PM.

VOTE: All in favor, motion carried.

RESOLUTION #305 TO GO INTO EXECUTIVE SESSION AT 8:45 PM IN REFERENCE TO A POSSIBLE DISCIPLINARY ACTION REGARDING D/C GARY GIBBINS.

MOTION: Robarge

SECOND: Spackmann

RESOLVED to go into executive session at 8:45 PM in reference to a possible disciplinary action regarding D/C Gary Gibbins.

VOTE: All in favor, motion carried.

RESOLUTION #306 TO RECONVENE FROM EXECUTIVE SESSION AT 9:01 PM.

MOTION: Kugler

SECOND: Robarge

RESOLVED to reconvene from executive session at 9:01 PM.

VOTE: All in favor, motion carried.

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

Motion made by Commissioner Waite with a second from Commissioner B. Chouinard to adjourn the workshop at 9:02 PM. All in favor.

Respectfully submitted,

Joyce Petkus
District Secretary