

Board of Fire Commissioners

Greenfield Fire District
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October 27, 2009 Commissioners Workshop

Workshop began at 7:03 pm.

Present were: Commissioners B. Bishop, Kugler, Robarge, Spackmann, Waite, Secretary Petkus, Treasurer J. Bishop, A/C Gibbins; FF Ron Bishop.

1. **Bid Opening**: Old MED bar lights – Two bids were submitted:

- Bid received from Gary Gibbins for \$50.00;
- Bid Received form Jay Ellsworth for \$57.56.

RESOLUTION #367 TO AWARD THE BID FOR THE BAR LIGHTS TO JAY ELLSWORTH FOR \$57.56.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to award the bid for the bar lights to Jay Ellsworth for \$57.56.

VOTE: All in favor, motion carried.

Joyce to contact A/C Ellsworth to make arrangements to pick up the bar lights. Check to be written out the Greenfield Fire District.

2. **Approve Minutes**: September 22, 2009 Workshop Minutes

RESOLUTION #368 TO APPROVE THE SEPTEMBER 22, 2009 WORKSHOP MINUTES AS WRITTEN.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to approve the September 22, 2009 Workshop Minutes as written.

VOTE: All in favor, motion carried.

3. **Secretary Update**: Joyce handed out her October update, apologizing for not getting it to the Commissioners sooner, noting the following:

- Received and read letter received on October 19th from John Lant, asking that his name be placed on the ballot for Fire District Chief.
- LOSAP finally updated through September, except for some incomplete/incorrect forms. Would like to change some things, as this has turned into quadruple the amount of work, and by streamlining a few things it should become a lot easier and

much less time consuming. She will put together some ideas and let the Board know. LOSAP should be posted in the firehouses by Friday.

- Started to update by-law changes, waiting on Commissioner Waite's okay to move forward or if there are any possible by-law changes coming to the Board before the end of the year, otherwise she would like to send them out to printing before she leaves for the Nevele conference.
- Going to try to get Andrea here to help with the last two boxes regarding records clean up.
- Still has not heard from Mr. Nocerino regarding Commissioner Robarge's Nevele cancellation.
- Elections at the firehouses on 11/2.

4. Purchasing Update – Jill Chouinard:

- Not present.
- Commissioner Robarge asked about the email received about a problem with her credit card. Treasurer J. Bishop noted that she thinks what happened is a discrepancy with the shipping address, and some companies use it and some don't. The Treasurer called this morning and straightened it out and it will be effective midnight tonight.

5. Treasurer Update – Jean Bishop:

- Has 3 bills she would like approved for payment:
 - MWH Design for the fall newsletter: \$1395.78
 - Corinth Fire Department for the jaws equipment: \$4000.00
 - DRW Enterprises for the hybrid tools: \$66.80

RESOLUTION #369 GIVING THE TREASURER PERMISSION TO PAY THE BILLS RECEIVED FROM MWH DESIGN FOR \$1395.78, CORINTH FIRE DEPARTMENT FOR \$4000.00 AND DRW ENTERPRISES FOR \$66.80.

MOTION: Waite

SECOND: B. Bishop

RESOLVED to give the Treasurer permission to pay the bills received from MWH Design for \$1395.78, Corinth Fire Department for \$4000.00 and DRW Enterprises for \$66.80.

VOTE: All in favor, motion carried.

- Possible changes to the 2010 budget: Discussion held regarding making change to the proposed budget, eliminating the maintenance person for \$40,000.00. Question raised as to why that position would be eliminated, if there was basically no increase in the tax rate. Several reasons were given including the following:
 - Towns went to 100% assessed valuation causing an increase in the amount of the budget without causing an increase in the tax rate;
 - Taking the current economic situation into account;
 - Possibly creating this position too soon and not knowing how it would affect maintenance;
 - Commissioner Spackmann noted that the Board would take this year to investigate it to show the saving in dollars and cents. Commissioner Kugler further explained that all maintenance bills for next year would be looked at to see how much of that could have been done by a maintenance person, to see if it is worthwhile having a maintenance person, which is what Clifton Park and

- Jonesville did, and would the amount of money they would be saving offset the cost of the maintenance person;
- Commissioner B. Bishop commented that he felt we are just not at the point that we are prepared to see if that position is going to be cost effective. He is not sure of the level of maintenance that going to be able to be completed.

RESOLUTION #370 TO APPROVE THE 2010 BUDGET INCLUDING THE DELETION OF THE MAINTENANCE PERSON POSITION FOR \$40,000.00 FROM THE PERSONNEL SERVICES ACCOUNT.

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve the 2010 budget including the deletion of the maintenance person position for \$40,000.00 from the Personnel Services Account.

VOTE: All in favor, motion carried.

Secretary Petkus asked the Treasurer to send her the updated final budget as soon as possible so she could get it to the Towns.

6. Commissioner Updates:

- **Brian Bishop:**
 - Nothing to report this month.
- **Don Kugler:**
 - Received a quote of \$620.00 back from NY Fire and Security for annual four system inspection/maintenance and updates. Commissioner Kugler noted that he took care of this himself, but it was something the Chief was supposed to do.

RESOLUTION #371 TO ACCEPT THE QUOTE OF \$620 FROM NY FIRE AND SECURITY FOR THE ANNUAL FOUR SYSTEM INSPECTION AND MAINTENANCE OF THE DIALERS.

MOTION: Robarge

SECOND: Waite

RESOLVED to accept the quote of \$620 from NY Fire and Security for the annual four system inspection and maintenance of the dialers.

VOTE: All in favor, motion carried.

- CT Male: need to approve new change order received for additional services:

RESOLUTION #372 APPROVING THE CHANGE ORDER RECEIVED FROM CT MALE FOR \$14,600.00.

MOTION: Waite

SECOND: B. Bishop

RESOLVED to approve the change order received from CT Male for \$14,600.00.

VOTE: All in favor, motion carried.

- **Tom Robarge:**

- Fuel oil: Spoke to Charlie Pita, Shaw and Ultramar; current price for Charlie Pita is \$2.49 and Shaw is \$2.37. Discussion continued regarding whether or not to lock in a price, the fact that Charlie Pita has done right by us over the years, is always here right away if we run out or something happens.

RESOLUTION #373 TO STAY WITH CHARLIE PITA FUEL AT MARKET PRICE.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to stay with Charlie Pita Fuel at market price.

VOTE: All in favor, motion carried.

- A/C G. Gibbins asked Commissioner Robarge to speak to Charlie Pita regarding the generators; Commissioner Robarge to have him check all the generators.
- Received a bill for the bollards from Saratoga Electric and Generator for \$1154.59. Discussion continued regarding whether or not it was in our specs, was it in his bid and ultimately whose responsibility is it? Hold bill until Joyce pulls the file for Commissioner Robarge to review. Commissioner Spackmann also noted that originally there were 2 bollards, but now there are 4.

- **Richard Spackmann:**

- Previously sent an email regarding the Town of Greenfield code changes for garage apartments and wind towers. A/C Ellsworth has been in contact with the councilmen to actually look at the legislation and make sure it is okay, especially since Middle Grove is the town targeted for wind towers.
- Lean to's to cover the meters: having a very hard time getting the lean to's fabricated for the meters. Met with Stevie from Allerdice onsite in August, who gave him a quote and timeline and should have been done by mid September. Still not finished, and now he has said he cannot do Porter Corners and Middle Grove because he got in over his head with work and he is behind. Discussion continued on what to do; A/C G. Gibbins noted he could talk with Commissioner Spackmann after regarding whether or not he could do it. Commissioner Waite also commented that he had spoken to 2 different people and they would be interested in doing it. After brief discussion, decision made that Commissioner Spackmann would speak to Allerdice about Maple Avenue, draft up a drawing for Co #2 and Co #3 and get it to Commissioner Waite, who will then speak to those 2 people again. Copy to also go to A/C G. Gibbins for his chance to put in a bid. Placed on the November meeting agenda for further discussion.
- Received quote from Garrison regarding gear. Cost is \$3000.00 per set of gear, \$300 more than last time. Could possibly deplete the gear account and not leave anything for repairs. May have to take money out of the gear reserve. A/C G. Gibbins added that Ed Jewell was able to use FF Coonrad's gear, with some minor alterations.

- **Ken Waite:**

- Would like to receive a print out of the minutes because he is currently getting them emailed and then printing them himself and it is getting a little expensive to

print them at home. Joyce noted that is why she started emailing them everyone, to save money, but she will make sure Commissioner Waite gets a paper copy.

7. District Guideline Review:

- Communication Policy: No changes made.
- Computer Use Policy: No changes made.
- Internet use Policy: No changes made.
- Purchasing Policy: No changes made.

8. District Projects

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

9. Special Topics of Discussion:

- Commissioner B. Bishop asked about the new laptops; Commissioner Spackmann noted that the Dell order was cancelled and they are now ordering them through Tech II and they are \$300 cheaper than Dell, which was originally at state contract.
- Commissioner Robarge noted his daughter Taylor who is currently in 11th grade, would like to do some of her community service for National Honor Society at the District office. Commissioner Kugler noted that he would like to see Taylor work with Joyce at the District office. Joyce noted that she thinks it is a great idea and there are plenty of things Taylor would be able to help with.

RESOLUTION #374 GIVING TAYLOR ROBARGE PERMISSION TO WORK WITH JOYCE AT THE DISTRICT OFFICE TO COMPLETE COMMUNITY SERVICE FOR NATIONAL HONOR SOCIETY.

MOTION: Kugler

SECOND: Waite

RESOLVED to give Taylor Robarge permission to work with Joyce at the District office to complete community service for National Honor Society.

VOTE: All in favor, motion carried.

- Treasurer J. Bishop asked what account the money is to come out of for the eyeglass frames. Money to come out of SCBA account. Treasurer J. Bishop also noted that we are going to be over budget for fire prevention and there was an additional shipping charge from Positive Promotions that Jill said was to have been waived; she sent an email to Jill today regarding that. Commissioner B. Bishop noted that he believed that A/C Lant said that whatever they were over would come out of Co #4 allotment. Lengthy discussion continued including Co #4 again waiting until September and at the last minute placing an order, the additional kid's gear that A/C G. Gibbins ordered with permission from Commissioner B. Bishop that is for use by the two groups, the fact that there are two groups doing fire prevention when all four companies should work together. Commissioner B. Bishop commented that he has said for a long time that there should be one person in charge of fire prevention for the District and all four companies should work together, he has a real problem with one company working on their own fire prevention and the other three working

cooperatively. A/C G. Gibbins noted that Duane is still having problems with Dorothy Nolan School and getting acceptance there, and so he spoke to Mr. Hewitt to see if he could help. Discussion continued about how to communicate to those at Dorothy Nolan about the importance of fire prevention and what programs can be offered to the kids there with minimal interruption, if there has been any written communication to the school principle. Commissioner Spackmann also noted that his understanding this year was the reason Duane did not submit an order was because the committee was supposed to submit one order together and include Co #2 and Co #3 in that. A/C G. Gibbins noted he had spoken to the Board about that and there was no extra money. A/C G. Gibbins offered to have the money for the kids gear taken out of his allotment. Commissioner B. Bishop said to take it out of the hand reader account, but going forward he would like to see a more concerted effort to work together, but that we really need only one person in charge of fire prevention, a District Fire Prevention Coordinator, who can lead that committee, which would help determine the budget, what is ordered, help reduce redundancy, etc. Discussion turned back to the issue at Dorothy Nolan; Commissioner B. Bishop pointed out that if you take a look at the Greenfield kids, they come back year after year and they know exactly what they learned last year in one day and are ready to do it again and learn more and have a lot of fun doing it. Commissioner Spackmann noted that this is where the trailer would come into play. Possibly put together a committee to speak to the administrators at Dorothy Nolan. Commissioner Kugler asked if all the fire prevention stuff that was ordered is here; Commissioner Spackmann noted that Duane has everything and they are going to Dorothy Nolan tomorrow. Commissioner B. Bishop commented that there is another issue as well, he is the Commissioner in charge of fire prevention and he had no idea that they were going tomorrow as nobody informed him. A/C G. Gibbins noted when they had fire prevention here he did ask Duane when his was going to be and he said he would get back to him but never did. Commissioner Spackmann noted it should have been communicated better; it was posted at Maple Avenue last week. Brief discussion about adding another \$1000 to the fire prevention budget, as well as looking at year end money. A/C G. Gibbins noted that Duane also uses the money from fire prevention not just for Dorothy Nolan School, but also for things like Prestwick Chase and the mall. It was also noted that investing in fire prevention is well worth the effort, for every dollar that is invested we get back ten fold and is certainly money well spent.

RESOLUTION #375 TO USE \$1000 FROM THE HAND READER ACCOUNT TO ADD TO 2010 FIRE PREVENTION. MONEY TO BE USED FOR PAMPHLETS AND PROMOTIONAL ITEMS FOR OUTSIDE FIRE PREVENTION, NOT FOR THE SCHOOL PROGRAM.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to use \$1000 from the hand reader account to add to 2010 fire prevention.

Money to be used for pamphlets and promotional items for outside fire prevention, not for the school program.

VOTE: All in favor, motion carried.

- Commissioner Waite asked if the Commissioners had seen the emails regarding the radio system and did anyone realize there is only going to be 1 Chief and 2 A/C's that

are getting radios? Brief discussion continued, including that the trucks also come with portables. A/C G. Gibbins commented that Paul Lent said the each company would get 2. Commissioner Spackmann felt that unfortunately we are not going to know what happens until it happens. Commissioner Waite also noted that when the repeater is shut down, low band is going to be useless, you will be lucky to be at the mall and talk inside.

- Treasurer J. Bishop reminded the Commissioners that there is still the credit from Albany Communications that we are going to lose if we do not use it. Commissioner Spackmann asked for it to be added to the November agenda. A/C G. Gibbins noted he had a portable go down and said he spoke with Jill, who was going to check into it. Commissioner Kugler noted he would contact Jill and speak to her about it.

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

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

Workshop session ended at 8:42 PM.

Respectfully submitted,

Joyce Petkus
District Secretary