

Board of Fire Commissioners

Greenfield Fire District
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September 7, 2011 Commissioners Budget Workshop

Budget workshop began at 7:02 pm.

Present were: Commissioners Atwell, Barss, Chandler, Spackmann, Waite, Secretary Petkus, Treasurer J. Bishop, D/C B. Bishop.

Please see sign in sheet for others in attendance.

Budget workshop called to order with a flag salute and a moment of silence for departed members and troops overseas.

RESOLUTION #206 TO APPROVE THE AUGUST 31, 2011 BUDGET WORKSHOP MINUTES AS WRITTEN.

MOTION: Waite

SECOND: Chandler

RESOLVED to approve the August 31, 2011 Budget Workshop Minutes as written.

VOTE: All in favor, motion carried.

Discussion regarding the 2012 proposed budget continued from last week's budget workshop, including the following:

- Annual Meetings, Drills: currently at \$2,000.00, increase to \$4,000.00
- EMS Training: separate EMS training from fire training, add line item, \$6,000.00
- Ladder Truck Reserve: newly created reserve; \$50,000.00
- Apparatus Maintenance: Commissioner Chandler noted that he has spoken to both Walt and Justin, the Town cannot bill for their time, what they are looking for it to possibly lower our equipment budget at some point to help the taxpayers. They would like to eventually see not an increase in our budget, but a decrease. Commissioner Chandler also noted that the District will only have to pay for parts, not labor, and in essence our equipment budget should go down in the long run. Apparatus repairs line item already increase \$20,000.00 for next year, to remove apparatus maintenance line item for now and see how it goes with the Town next year. Commissioner Spackmann noted it he appreciates that the Town is willing to help out with this.
- Seal Coating: line item was forgotten last week; get back on rotation of 2 companies per year; add line item to A400 account, \$6,000.00.
- Personnel Services: Discussion continued regarding increasing the purchasing agent position to 40 hours per week including an equitable salary, as well as possible raises for the District Secretary and Treasurer. Purchasing agent position increased to 40 hours per week at salary of \$41,662.00; District Secretary and District Treasurer to receive 3% raises.
- Reserve accounts: Commissioner Spackmann suggested decreasing the Building reserve another \$75,000.00 to \$125,000.00 for this budget; this would give an approximate 3.2%

increase over the previous budget, and an approximate 1.01 per thousand. Currently we are at about .98; it would be a 3 cent increase.

Commissioner Spackmann noted that if the budget stood as discussed above, the new total would be \$1,429,433.00. Discussion continued; Building Reserve increased to \$150,000.00, personnel gear was reduced to \$50,000.00. The new budget total would be \$1,424,433.00, which is an approximate 2.88% increase.

Review of the accounts as follows:

❖ **A-400 Account**

- Aerial Inspection: \$1,100.00
- Annual Meetings, Drills: \$4,000.00.
- Annual Installation and Inspection Banquet: new line item \$15,000.00
- Audit: \$7,500.00
- Cemetery Flags: \$1,500.00
- Contingency: \$5,000.00
- Convention: \$6,000.00
- Dry hydrants: \$1,000.00
- Due, Legal Fees: \$8,000.00
- EMS Training, new line item, \$6,000.00
- Fire Prevention: \$10,000.00
- Fire Training: \$15,000.00
- Fit Tests: \$4,000.00
- Gas & Diesel: \$35,000.00
- Generator Service: \$3,000.00
- Insurance: \$65,000.00
- Internet Access: \$5,000.00
- Inventory Equipment: \$1,000.00
- Lights and Heating Fuel: \$65,000.00
- Maintenance Supplies: \$2,000.00
- Newsletter: \$2,000.00
- Office Supplies: \$3,000.00
- Operations: \$20,000.00
- Other: \$4,000.00
- Phone Bills: \$18,000.00
- Physicals: \$30,000.00
- Printing of SOG's & By Laws: \$1,500.00.
- Pump & Hose Testing: \$13,500.00
- Repairs to Apparatus: \$90,000.00
- Repairs to Equipment: \$20,000.00
- Repairs, Building Maintenance: \$25,000.00
- Seal coating of driveways: new line item \$6,000.00
- Service award program fee: \$\$5,000.00
- Vaccinations: \$5,000.00
- Website: \$1,000.00

Total for A400 account is \$502,100.00

❖ **A-200 Account**

- Chief Account: \$1,000.00
- Computers: \$3,500.00
- EMS: \$9,000.00

- Fire Police: \$2,500
- Hazmat: \$4,000.00
- Pagers: \$3,000.00
- Personnel Gear: \$50,000.00
- Radios: \$4,000.00
- Rescue: \$6,000.00
- SCBA: \$40,000.00
- Security System: \$2,000.00
- Uniforms: \$10,000.00

Total for A200 account: \$135,000.00

❖ **.100 Personal Services**

- Purchasing Agent: \$41,662.00
- Secretary: \$45,320.00
- Treasurer: \$12,051.00

Total .100 Account: \$99,033.00

- ❖ Social Security: \$6,500.00
- ❖ Accident Insurance: \$5,800.00
- ❖ Unemployment Insurance: \$2,000.00

❖ **Reserve Accounts**

- EMS Reserve: \$5,000.00
- Building Reserve: \$150,000.00
- Equipment Reserve: \$350,000.00
- Ladder Truck Reserve: new reserve fund, \$50,000.00
- Radio Reserve: \$4,000.00
- Service Award Program (LOSAP): \$115,000.00

Total Reserve Accounts: \$674,000.00

2012 Proposed Budget total: \$1,424,433.00, an increase of 2.88% over the 2011 budget, with a proposed tax rate of \$1.02 per thousand.

Commissioner Atwell questioned the Penflex annual fee; Secretary Petkus noted she spoke to Ed Holohan about it and hopefully letters will be going out to fire districts by the end of this week; Ed had noted that he was not sure if the fee would increase, but if it did, he was hoping to keep it to a minimum.

Commissioner Atwell also questioned if we have enough in the lights and heating fuel account; Treasurer Bishop noted that we are really not going to get into heavy heating until January so we should be okay.

Commissioner Spackmann noted the 2012 Proposed Budget will be added to the September 14th meeting agenda for Board approval.

Other Business:

- D/C Kenyon noted that the tires on 283 do need to be replaced. Quotes received from Warren Tires for Goodyear tires as follows:
 - \$471.47 each for front tires x 2: \$942.94
 - \$397.20 for rear tires x 8: \$3,177.60
 - \$287.50 labor and \$30 portal to portal

- o Total is approximately \$4,445.00

Brief discussion also regarding keeping some of the tires for spares just in case.

D/C Bishop noted Adirondack Tire is on State contract for the same tires as follows:

- o \$445.31 each for front tires x 2: \$890.62
- o \$374.94 for rear tires x 8: \$2,999.52
- o Did not get figures for labor
- o Total for all tires at State contract: \$3,990.14

The two front tires and work lights underneath were due to damage from the storm; D/C Kenyon to keep track to submit FEMA claim. D/C Ellsworth noted that he spoke to Ed Tremblay, who would do the paperwork. Commissioner Chandler asked D/P Bishop to check with Adirondack to see if they will give credit for the casings. No tires to be saved.

- Chief Lant also noted that 281 has a gouge in the right rear wheel and needs to be replaced as well. Approximated cost is \$412.44 each. Brief discussion whether it is necessary to replace just the one tire or all the front tires. Decision made to replace just the one tire.
- Commissioner Spackmann noted there was a question received from a potential bidder; D/P Bishop noted that the gentleman had noted that there was a lot of stuff that could have been in the bid spec, that might open us up to getting different things than we actually want; specifically, if the perls on the roof are a certain distance apart, then a sealed seam roof will not work unless you go with a much higher seam, and if people are not coming to look at the roof, they might be sending the District a bid that is not going to work. The gentleman also noted there was nothing in our bid spec regarding prevailing wage, and the District should ask for proof of prevailing wage, and suggested putting out an addendum. Discussion continued, Commissioner Spackmann to work on addendum.
- Commissioner Atwell noted D/C Kenyon is working getting prices for getting the ladder rack repaired.
- Commissioner Atwell also noted that Tyler Fire was up to look at the air compressor on 263; it was mechanically fine. May be an electrical problem. D/P Bishop to contact Toby Middlebrook.
- Some members of Co #1 going to KME for apparatus pre-construction meeting this Friday.

RESOLUTION #207 GIVING CO #1 DELEGATION OF DAVE KENYON, BILL COFFEY AND BRIAN GIBBINS PERMISSION TO USE 266 TO ATTEND THE KME APPARATUS PRE-CONSTRUCTION MEETING ON SEPTEMBER 9, AND SEPTEMBER 10, 2011.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to give Co #1 delegation of Dave Kenyon, Bill Coffey and Brian Gibbins permission to use 296 to attend the KME apparatus pre-construction meeting on September 9, and September 10, 2011.

VOTE: All in favor, motion carried.

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

Motion made by Commissioner Spackmann with a second from Commissioner Atwell to adjourn the workshop at 8:11: PM. All in favor.

Respectfully submitted,

Joyce A. Petkus
District Secretary