

Board of Fire Commissioners

Greenfield Fire District
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November 23, 2011 Commissioners Workshop

Workshop began at 7:00 pm.

Present were: Commissioners Atwell, Barss, Chandler, Spackmann, Waite, Secretary Petkus, D/P B. Bishop. Please see sign in sheet for others in attendance.

Flag salute/moment of silence recognized for departed members and troops overseas. Chairman Spackmann wished everyone present a Happy Thanksgiving on behalf of the Board of Fire Commissioners.

1. Special Guest: Shows Leary, in reference to District Building Construction:

D/P Bishop noted that Mr. Leary attended the last District Building Committee meeting to discuss design/build vs. design/bid/build process and what his role in this project could be, including assisting with the creation of a performance spec. Those on the committee that he has spoken with agree that it is a good idea to bring Shows on from the beginning, and are asking the Commissioners to bring Shows on board.

Mr. Leary then explained that he would divide the tasks into two phases, the pre-construction or design phase and the construction phase. The pre-construction phase would include the following:

- Write performance spec
- Research/negotiations with Building department
- Find design/build firms, targeting 5-10 companies to start
- Visualize site/map it out soon with flags/spray paint, etc to give perspective
- Will meet with anyone from the department to iron out everything in the performance spec, understands some meetings will occur in the evening
- Will provide counsel if he feels there are some things that are extravagant or if he thinks there may be something better. Understands this is public money and public works and this is not going to be a Taj Mahal, but that a good quality building is wanted that is going to last quite a number of years.
- Will meet with attorney to work out any contractual issues
- Will print/provide all bid documents (approximately 20)
- Will meet with whatever utility contractors/appropriate people as necessary (i.e. National Grid, TWC, etc.)

Mr. Leary explained what a performance spec is, the exact product is not told to the contractors, but rather what the expectations of those products, allowing the experts like the architects/contractors to provide the specifics. By going with design/build, you basically deal with one company and one contact person. It is also normally very cost effective. The performance spec will be roughly a 1000 item spreadsheet.

Commissioner Spackmann questioned what kind of price the Board should expect this kind of project to come in at; Mr. Leary noted based on the preliminary sketch it looks like a big house, so a couple of hundred thousand. If he thought of more expensive things like metal siding, metal roof, etc, he thought that you could maybe approach ½ a million.

Regarding a potential timeline, Mr. Leary noted the following:

- Will need about a month's worth of hours spread out over two months to complete the above mentioned items, December/January
- Bid: February/March
- Build: April/May start building, with completion at the end of the summer or beginning of fall.

Mr. Leary also noted there are several possibilities including steel built, stick built or pre-fabricated buildings, and at some point if the building is being built off site, he would visit the site to monitor things and make sure they are actually following our requirements.

Mr. Leary noted he will work on his proposal and email it to Joyce, who will then forward it to the Board. Commissioner Atwell noted the next meeting of the Board is December 14th and he would like it before then to review. Mr. Leary noted he will attend that meeting as well to discuss his final proposal with the Board.

Commissioner Spackmann thanked Mr. Leary for his time this evening.

2. Purchasing Update: Brian Bishop

- December 1st is deadline for getting in order for purchasing line item items. Deadline for year end items has passed. Will put those together and send out email to the Board for their review.
- All the dry hydrant stuff finally came in and is over at the Town garage.
- Gave Board preliminary gear inventory, there are some things missing, data entry in Firetracker is tedious and time consuming. There is currently a good amount of surplus, although low on boot inventory and will need to order on a regular basis. Good with helmets, especially plenty of white and yellow ones. There are no extrication gloves and will need to order more.

3. Approve Minutes: October 26, 2011 Commissioner Workshop Minutes.

RESOLUTION #246 APPROVING THE OCTOBER 26, 2011 COMMISSIONER WORKSHOP MINUTES AS WRITTEN.

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve the October 26, 2011 Commissioner Workshop Minutes as written.

VOTE: All in favor, motion carried.

4. Secretary Update – Joyce Petkus:

- Co #2 access to the basement is making weird noises again. Able to unlock door

remotely; will be contacting Center for Security on Monday. Reader was already replaced.

- Chief Lant received a letter from NIFRS about incorrect reports from 2009. Brief discussion regarding reasons why the reports are incorrect. Joyce or someone who does the data entry to look into correcting the ones with the arrival times.
- A member of one of the company nomination committees questioned whether or not they could have temporary access to the Firetracker training records so they could verify records. It is possible to do if the Board approves the request. Currently the officers have this permission. Brief discussion; it was noted that anyone interested in running for an office can go on to their account in Firetracker and print up their training report themselves and attach it to the Officers qualification form. If a person is interested in running for office it is their responsibility to complete the form and provide all the supporting documentation. Permission denied for anyone on nomination committees to receive permission to access training records.
- Only 4 flu vaccinations left as of this afternoon; will send out email on Monday.
- Received receipt from Deputy Treasurer Perkins that the paperwork was filed regarding the tax cap, which she forwarded to Bill Young.
- Wished everyone present a Happy Thanksgiving.

5. **Treasurer Update – D/T Perkins:**

- Not present.

6. **Commissioner Updates:**

• **Jack Atwell**

- Has been working with Brian regarding Monolith Solar. If District goes with Monolith, we get a 30% discount. Averill Park owns theirs and they have had about a 95% decrease; they received a grant through NYERDA, and invested \$21,000 of their own money, and have figured they will save about \$9000 per year. Apparently the system does not have to be installed all at once. Brief discussion continued; Commissioner Atwell to continue to research.
- Confirmed 281 is going to the body shop on the 28th.
- Questioned email regarding wheel stops. Brief discussion regarding types of wheel stops. D/C Ellsworth noted he would take care of it; bill to be submitted to the Board. Commissioner Spackmann noted he should speak with D/P Bishop regarding the line x.
- Questioned Bove Fuel contract; Joyce noted they met with Brian and went around to the three firehouses. Commissioner Spackmann noted that there is not an actual contract signed yet, it is an agreement to purchase.
- Co #1 phones are out again. Feels we do not need a high tech phone system just for the truck bay. Will talk with Brian about it.
- Attended a meeting last night with the thermal imaging committee. Great job done researching the cameras, narrowed down to the ISG or the Bullard. Will be presenting report at the December meeting. Would like to see if there is any year end money to purchase. Added to December meeting agenda.
- Co #1 recent roof leak. Explained that the roof leaked only with the snow and has not leaked since. Bill Reid could not find anything. Will keep an eye on it.

- **Darren Barss:**
 - Thanked everyone for their thoughts and prayers.
 - Asked Commissioner Chandler if he had received the report previously requested; would like a copy of it.
 - Officer Qualification sheets: Felt that if the sheets are not properly filled out the Board should consider not accepting them. Commissioner Spackmann felt that if they are not filled out the Companies should not even vote on them.

RESOLUTION #247 REQUIRING OFFICER CANDIDATES TO PROPERLY COMPLETE THE OFFICER QUALIFICATION SHEET. IF SHEET IS NOT COMPLETE IT WILL NOT BE ACCEPTED AT THE COMPANY LEVEL.

MOTION: Barss

SECOND: Waite

RESOLVED to require officer candidates to properly complete the Officer Qualification sheet. If sheet is not complete it will not be accepted at the Company level.

VOTE: All in favor, motion carried.

- Never received final cost on 273 from KME. It was noted that the final bill had not come in yet. Commissioner Barss requested a copy once the final bill comes in.

- **Michael Chandler:**
 - Questioned if everyone had a chance to look at the hold harmless agreement. Joyce to send over to attorney for his review; she noted it would not be able to go over to him until Monday. Commissioner Chandler noted he was not able to get together with Munter because of the Holiday.
 - Issue regarding Town of Wilton no longer plowing Co #4. Commissioner Chandler noted he has spoken to Walt about it. Captain Barss noted that the Town of Greenfield is under the impression that the Town of Wilton can no longer plow Co #4; the Town of Greenfield currently plows the other three firehouses. Discussion continued regarding the Town of Greenfield taking on snow removal for Maple Avenue as well, the District would purchase a load of salt for all four companies and cover cost, about \$1900. Captain Barss to get exact price. The Board noted that the Town Highway department has always been very good to the Fire District and it is greatly appreciated.
- **Ken Waite:**
 - Would like to see the Board purchase the safety equipment Co #2 needs for the bailout window so they can start using it. Commissioner Barss noted they were supposed to get a list together. Captain Burwell noted it is roughly \$1600 for everything, including 2 harnesses and the rope equipment. Commissioner Spackmann noted there is about \$1500 left in the training account, but about \$200 is needed for the Hazmat instructor.

RESOLUTION #248 APPROVING THE PURCHASE OF SAFETY EQUIPMENT AT A COST OF APPROXIMATELY \$1,600.00 FOR CO #2

BAILOUT WINDOW. \$1,300.00 TO COME OUT OF THE TRAINING ACCOUNT, BALANCE DUE TO COME OUT OF THE OPERATIONS ACCOUNT.

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve the purchase of safety equipment at a cost of approximately \$1,600.00 for Co #2 bailout window. \$1,300.00 to come out of the training account, balance due to come out of the operations account.

VOTE: All in favor, motion carried.

- **Richard Spackmann:**
 - Nothing at this time.

7. Report of the Chief – John Lant

- Would like to see a letter sent to Walt and his crew thanking them for taking on the snow removal at Maple Avenue. Letter should also go to Wilton Highway Superintendent Kirk Woodcock thanking him for his past service.
- 273 is back in service.
- Had spoken to John about the bill but he has been out of town and forgot. He will keep working on it.
- Would like to see the Board send a letter to REMO regarding the recent SEMS issue, asking them to postpone the vote on Monday until more research can be done. Supervisor Rowland will also be sending letter. Brief discussion continued; Commissioner Spackmann and Joyce to work on letter on Monday.

8. District Guideline Review:

- Credit Card Policy: no changes made.
- Travel Policy: no changes made.
- Officer Requirement Policy: Discussion regarding need to move officer requirements out of the by-laws before approving new by-laws and making it a District Policy. Commissioner Atwell noted his concern regarding the interior qualification conflict between Captain and Chiefs. Modification made to #5 under Deputy Chief and Assistant Chief to exclude interior qualification requirement.

RESOLUTION #249 TO APPROVE THE NEW BY-LAWS AS WELL AS OFFICER REQUIREMENTS POLICY WITH CHANGE MADE TO DEPUTY CHIEF AND ASSISTANT CHIEF QUALIFICATIONS AS FOLLOWS: “5. MEETS ALL THE QUALIFICATIONS FOR CAPTAIN OR 2ND CAPTAIN, EXCEPT DOES NOT NEED TO BE INTERIOR QUALIFIED.”

MOTION: Spackmann

SECOND: Atwell

RESOLVED to approve the new by-laws as well as Officer Requirements Policy with change made to Deputy Chief and Assistant Chief qualifications as follows: “5. Meets all the qualifications for Captain or 2nd Captain, except does not need to be interior qualified.”

VOTE: All in favor, motion carried.

9. District Projects

- Current Projects:
 - District Office Building: see above.
- Future Projects:
 - None.

10. Special Topics of Discussion:

- Commissioner Spackmann noted there were questions recently brought to the Board's attention regarding officer qualifications:
 - Some people submitted their candidacy for Captain who do not have records for Hazmat Awareness but do have Hazmat Operations, which supersedes Awareness. The question is is this okay? Discussion continued including that Awareness is no longer part of the NYS curriculum. Board agreed to accept.
 - Is Incident Command Systems equivalent to Preparing for Command? Brief discussion; Board noted they would not accept it as equivalent.
 - Will out of District courses be accepted as equivalents? Commissioner Spackmann noted this affects A/C Petkus and he has already spoken to him about it and is comfortable accepting them as equivalents. Accepted.
 - What happens if someone does not have a certificate for a course? The State report is evidently not accurate. Someone applied for an office who apparently took Essentials in 1977. Discussion continued, including looking at these things on a case by case basis, which could be dangerous if looking at these things all the time. There are some gray areas.
 - Question also regarding Live Fire Safety Training: prerequisite to 1A and 1B. Equivalent to Conducting Live Fire Safety Training 1A and 1B. Commissioner Spackmann will respond to the person who asked the questions.
- Captain Deuel questioned what to do with the qualification sheets once reviewed and certified. Brief discussion; original should be kept in company records but copy should first be forwarded to the District office.
- D/C Ellsworth noted that at the last meeting there was talk about all the requirements for being Captain, but clarified that you need to get them before you become Captain, not while you are Captain. Commissioner Atwell noted his concern is that there are really no prerequisites for becoming Lieutenant. Brief discussion continued, including the need to revamp the requirements but that will be done next year.
- Lt. Ramsey questioned whether or not Fire Police Captains are an elected or appointed position. Chief Lant noted they should be appointed by their own home companies. D/C Ellsworth noted they are elected at the Fire Police meeting, but appointed by the D/C, and he doesn't like that person, he contacts the Fire Police. Fire Police Captain Bob Roxbury noted that the captains are nominated from the members of their home companies who are present at the meeting, the other companies have nothing to do with those nominations.
- Commissioner Atwell questioned the December workshop and year end meeting; Joyce noted that there is never really a workshop scheduled because of the Close of Books meeting; Commissioner Spackmann noted that it will probably be a packed agenda as the two are combined.

RESOLUTION #250 TO GO INTO EXECUTIVE SESSION AT 8:30 PM IN REFERENCE TO A PREVIOUS DISCIPLINARY ISSUE REGARDING

FIREFIGHTER BRIAN GIBBINS.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to go into executive session at 8:30 PM in reference to a previous disciplinary issue regarding firefighter Brian Gibbins.

VOTE: All in favor, motion carried.

RESOLUTION #251 TO RECONVENE FROM EXECUTIVE SESSION AT 8:45 PM.

MOTION: Waite

SECOND: Chandler

RESOLVED to reconvene from executive session at 8:45 PM.

VOTE: All in favor, motion carried.

RESOLUTION #252 TO REMOVE THE LETTER FROM FIREFIGHTER BRIAN GIBBINS' FILE.

MOTION: Spackmann

SECOND: Barss

RESOLVED to remove the letter from Firefighter Brian Gibbins' file.

VOTE: Atwell, yes; Barss, yes; Chandler, abstain; Spackmann, yes; Waite, yes.

Motion carried.

RESOLUTION #253 GIVING THE FIRE POLICE PERMISSION TO ATTEND THE ANNUAL BALLSTON SPA CHRISTMAS PARADE ON DECEMBER 2, 2011.

MOTION: Atwell

SECOND: Waite

RESOLVED to give the Fire Police permission to attend the annual Ballston Spa Christmas Parade on December 2, 2011.

VOTE: All in favor, motion carried.

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

Motion made by Commissioner Chandler with a second from Commissioner Waite to adjourn the workshop at 8:46 PM. All in favor.

Respectfully submitted,

Joyce A Petkus
District Secretary