

Board of Fire Commissioners

Greenfield Fire District
P.O. Box 103
Greenfield Center, NY 12833
(518) 893-0723
Fax: (518)893-7006

The April 2011 Commissioners Meeting of the Greenfield Fire District was called to order at Company #4 by Chairman Richard Spackmann at 7:01 PM on April 13, 2011. The flag salute and a moment of silence were recognized for departed members and our troops overseas.

Present: Commissioners Atwell, Barss, Spackmann, Waite; Secretary Petkus, Treasurer J. Bishop, D/P B. Bishop, Dpty/Treas. Perkins. Please see sign in sheet for others in attendance.

Bid Opening: Apparatus Truck Bids: Only 1 bid received from KME Apparatus, as follows:

Engine Rescue: base bid price: \$637,695.00

Tanker: base bid price: 590,312.00

The Chairman noted the bids would be turned over to the truck committee for review. Question asked if the bid would be thrown out because it was the only one; Commissioner Spackmann noted not necessarily just because only one bid was received.

Chairman Spackmann then presented an award to former Commissioner/Chairman Don Kugler and thanked him for all his years of service to the Fire District.

RESOLUTION #113 TO ACCEPT THE FOLLOWING COMMISSIONER MINUTES AS WRITTEN:

- MARCH 3, 2011 INSURANCE MEETING MINUTES**
- MARCH 9, 2011 COMMISSIONER MEETING MINUTES**
- MARCH 10, 2011 SPECIAL MEETING MINUTES**
- MARCH 14, 2011 ISO MEETING MINUTES**

MOTION: Waite

SECOND: Atwell

RESOLVED to accept the following Commissioner Meeting Minutes as written:

March 3, 2011 Insurance Meeting Minutes

March 9, 2011 Commissioner Meeting Minutes

March 10, 2011 Special Meeting Minutes

March 14, 2011 ISO Meeting Minutes

VOTE: All in favor, motion carried.

Treasurer J. Bishop explained that in order to set up a PayPal account, there needed to be a minimum of \$500 in the account in order to avoid service charges. Brief discussion; the Board gave permission to open the account.

Chairman Spackmann asked for questions/comments regarding the abstract:

Commissioner Barss questioned claim #11187 Saratoga Auto Body; confirmed that would be taken out of the rehab bus account.

Chief Lant questioned claim #11260, suggested again that we try to keep business within the District.

D/C Ellsworth questioned claim #11239, restocking fee. Brief discussion; Commissioner Spackmann noted that it will not be paid.

RESOLUTION #114 TO PAY ABSTRACT #4, CLAIM #11188 THROUGH CLAIM #11281 FROM THE GENERAL FUND, EXCLUDING CLAIM #11239 FOR \$256, TOTALING \$116,728.28.

A3410.1	\$ 6,360.88
A3410.2	8,920.92
A3410.4	94,242.03
A9030.8	516.95
A9055.8	37.80
A9060.8	6,650.00

Total:	\$116,728.28

MOTION: Atwell

SECOND: Barss

RESOLVED: to pay Abstract #4, claim #11188 through claim #11281 from the General Fund, excluding claim #11239 for \$256, totaling \$116,728.28.

VOTE: All in favor, motion carried.

RESOLUTION # 115 TO PAY ABSTRACT #7, CLAIM #BR1119 THROUGH CLAIM #BR1128 FROM THE BUILDING RESERVE FUND, TOTALING \$92,903.61.

MOTION: Waite

SECOND: Atwell

RESOLVED: to pay Abstract #7, claim #BR1119 through claim #BR1128 from the Building Reserve Fund, totaling \$92,903.61.

VOTE: All in favor, motion carried.

Correspondence: Secretary Petkus

- Reminder: appointments for annual physicals must be scheduled before the end of the month, with physical completed by the end of May.
- Reminder: there are still firefighters who need to sign for the 2010 District Manual updates.
- Received and read a card dated March 12, 2011 from Mike and Joan Healy thanking the firefighters for the great job they did fighting the recent fire at their house.
- Received and read a letter dated March 29, 2011 from Saratoga Springs Chief of Police Christopher Cole thanking the firefighters for their assistance, as well as the use of Maple Avenue firehouse, in the recent search for Alexander Grant.

Purchasing: D/P B. Bishop

- **Ordered:**
 - Co. #1: Nothing
 - Co. #2: 3 NY Style Hooks, 100' of 5" hose
 - Co. #3: Nothing

- Co. #4: Wheel Covers & Lettering for Rehab Bus, 300' of red 16 gauge wire, antenna for MED 296
- District: Hand Cart
- **Awaiting Action:**
 - Helmet Shields for S.O. Helmets, Lt. and Capt. Helmets (Cost each is about \$38.00). Discussion regarding individual company colors or standardization.
 - Garrison needs decision from Commissioner Barss on gloves, ones quoted not NFPA compliant. Also are hoods are part of the gear, not part of the quote.
- **Inventory:**
 - Update on pager inventories. Has not heard from Co. #2 and #4 on "missing" pagers. Also needs to bring D/C Kenyon and A/C Coffey up to speed on MIA pagers.
 - Still need radio inventory from Co. #1
 - Inventory Scanners from Firetracker still not operable. Received notice of new contact person and will call on Friday to try to get readers connected with wireless and access the Fire Inventory module.
- **Uniforms:**
 - Would like to have a uniform fitting on April 26th during drill to try to get more of those members eligible outfitted for uniforms before parade season. Will also be ordering badges and hat badges. Would like the uniform committee to explore options of a class B and class C uniform utilizing many of the same components as the class A uniform. Has some recommendations if anyone would like them.
- **Blue Lights for the Back of Trucks**
 - The numbers previously given not helpful. Need pictures of each light along with the numbers and try to cross reference with Whelen and Code One (and other mfg's). Very time consuming, not a priority as there have been other more pressing issues. Will move it up if deemed necessary.
- **Phone System Upgrade:**
 - Simple land line phones very difficult to find; has a couple of options he will show to D/C Davis before purchasing.
 - Has not heard back from Tech II, will follow up with them. Would also like to explore options with Time Warner Business Class for phones.
- **Office Space**
 - Questioned where we are regarding exploring options for extra space. Noted it is difficult to move forward with meaningful inventory control measures while everything is everywhere. He would be willing to chair the building committee if okay with the Board; approved to chair committee and set up meeting.

Applications for membership:

Greenfield Center Company #1: Kristin Hinkle
Porter Corners Company #2: Robert Brooks
Middle Grove Company #3: None.
Maple Avenue Company #4: None.

Requests for Change in Membership:

Greenfield Center Company #1: None.
Porter Corners Company #2: None.
Middle Grove Company #3: Deanna Roberts, Miranda Drumm-Wager, both return to active from medical leave.

Maple Avenue Company #4: Alexander Dillon, termination due to not being active; Kevin Greenwood, moved outside District; Michael Monroe, request to go life-inactive.

RESOLUTION #116 TO APPROVE ABOVE NEW MEMBERS AND CHANGES IN MEMBERSHIP.

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve above new members and changes in membership.

VOTE: All in favor, motion carried.

Grants: Captain Gary Bullard

- Nothing to report.

Report of the Chief: John Lant:

- Noted there have been recent complaints of speeding, it is a very serious matter, everyone needs to slow down.
- Reported on various company/department training for the past month including continuing OSHA. Very happy with the large turnout for the recent propane training.
- Thanks to members at Co #4 for working on rehab bus; fire police van almost done as well.
- Truck repairs:
 - 271: rebuilt deck gun
 - 273: valve adjustment
 - 271 and 291: replaced bulbs
 - 26: serviced
 - 282: generator installed, problem with pump. Discussion continued including with John Cameron from KME, who explained what is going on with generator/pump. KME to move ahead and fix.
 - Corrections sent to the Board of Health last week.
 - Requested Joyce to look into easement agreement regarding dry hydrants to be installed on 9N and Wilsey Road.
 - No GFI's in rescue truck, should have them. Brief discussion; Chief to coordinate, get list of where they are needed and have KME install them.
 - Would like to set up committee for 2012 banquet.
 - Need more plastic tarps.
 - Handed out copies of Exposure Incident Report, noting that there really should be a written policy, maybe Tim Kemp and Paul Felts can create one.
 - Blood Borne Pathogens held last night.
 - Thanked the Board for sending members to the Turning Stone Conference.

Reports from Companies:

Company #1 – D/C Kenyon:

- Handed copies of three quotes for the bathroom renovation. Added for discussion to April workshop agenda.
- Regarding the talk about a District building, suggested that maybe we should start adding fill to the back of the property at Co #1. He will speak to Walt Barss about it and Commissioner Barss to speak to County Highway.

Company #2 – D/C Davis:

- Requested permission to move ahead with application from someone who lives outside district boundaries, Chris _____ . Board okayed moving ahead with process.

- Discussion regarding flagpole lights; Commissioner Waite to handle.

Company #3 – D/C Ellsworth:

- Reminder that he sent out an email regarding the meeting with the Town.

Company #4 – D/C King:

- Thanked the Board for approving the Turning Stone Conference, noting that it would be beneficial for other officers to attend similar conferences.
- Bunkroom, upstairs, rehab bus all almost complete.
- Bryan King's family holding a private burial this Saturday.

Report of District EMS Coordinator – Tim Kemp:

- Nothing to report.

Planning Board:

***For Town of Greenfield, Mike Chandler:**

- Not present.

***For Town of Wilton, Gary Bullard:**

- Nothing to report.

Reports of the Commissioners:

Commissioner Atwell:

- Questioned the fit testing. Brief discussion; Secretary Petkus noted the Chief has them scheduled, she had just not made up the flyer yet. Brief discussion; Class A and Class B firefighters to be fit tested.
- Questioned the upcoming fire reporting class at Ballston Lake in May. Brief discussion; suggestion made that it may be a good idea for the data entry people attend the class as they may learn something that can be applied to electronic submissions. Secretary Petkus noted that her knowledge of fire reporting is limited which makes it difficult to help the data entry people, so she has signed up for the class. There are about 5-6 data entry people at each firehouse except for Co #1, which currently only has 1 data entry person.

Commissioner Barss:

- Nothing at this time.

Commissioner Chandler:

- Not present.

Commissioner Waite:

- Nothing at this time.

Commissioner Spackmann:

- Thanked D/P B. Bishop for all his help with Bryan King's funeral. Brief discussion, suggestion that all first line trucks and 280 vehicle be outfitted for funerals for the future.
- Noted that there is a by-law committee meeting tomorrow evening and that this year may be a year for major changes. Nancy Waite taking the lead regarding auxiliary changes.
- Created new functionality in the Requisition System so that the Director of Purchasing can send email notifications to those requesting supplies and equipment.
- Attended the Turning Stone Conference as well, there was a lot of talk about liability issues, noted there is a lot of work to be done regarding policy and procedures.

Special Topics of Discussion:

- Creating a special reserve account for ladder truck replacement: Discussion regarding being proactive in saving money to replace the ladder truck in about 20 years and the need to go to a mandatory vote to set up reserve account. George Habig, resident, requested the Board make a resolution that any money received from the sale of District apparatus be placed in that special reserve. Commissioner Spackmann noted that the practice has been to place that money in the equipment reserve account, and the need to balance both reserve accounts in order to replace other aging apparatus.
- Steve Rowland from the GCBA handed out flyer for the annual Country Car Show fundraiser to be held on June 11th, as well as a calendar fundraiser, noting money raised goes back to the community. This year there will be trophies awarded, he hopes to see some apparatus from the District there as well.
- Captain Deuel requested permission to bring the lawnmower in for servicing; he will try to stay locally.

RESOLUTION #117 TO GO INTO EXECUTIVE SESSION AT 8:45 PM REGARDING A DISCIPLINARY ISSUE CONCERNING FIREFIGHTER AMANDA MACWHINNIE.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to go into executive session at 8:45 PM regarding a disciplinary issue concerning firefighter Amanda MacWhinnie.

VOTE: All in favor, motion carried.

RESOLUTION #118 TO RECONVENE FROM EXECUTIVE SESSION AT 9:28 PM.

MOTION: Spackmann

SECOND: Waite

RESOLVED to reconvene from executive session at 9:28 PM.

VOTE: All in favor, motion carried.

RESOLUTION #119 IN THE MATTER PERTAINING TO THE DISCIPLINARY ACTION OF FIREFIGHTER AMANDA MACWHINNIE, FIREFIGHTER MACWHINNIE SHALL BE SUSPENDED FOR VIOLATION OF THE DMV/LENS POLICY FOR A PERIOD OF NINETY DAYS BEGINNING MARCH 30, 2011 AND ENDING AT MIDNIGHT ON JUNE 28, 2011.

MOTION: Spackmann

SECOND: Atwell

RESOLVED that in the matter pertaining to the disciplinary action of firefighter Amanda MacWhinnie, firefighter MacWhinnie shall be suspended for violation of the DMV/LENS Policy for a period of ninety days beginning March 30, 2011 and ending at midnight on June 28, 2011.

VOTE: All in favor, motion carried.

RESOLUTION #120 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Spackmann

SECOND: Barss
RESOLVED to dispense with the reading of the minutes.
VOTE: All in favor, motion carried.

Motion was made by Commissioner Spackmann with a second from Commissioner Atwell to adjourn the meeting at 9:30 PM. All in favor, meeting adjourned.

Respectfully submitted,

Joyce A. Petkus
District Secretary