

Board of Fire Commissioners

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

The April 2014 Commissioners Workshop of the Greenfield Fire District was called to order at the District Office by Chairman Richard Spackmann at 7:06 PM on April 23, 2014.

Present were:

Commissioners Atwell, Chandler, Kugler, Spackmann; Secretary Petkus, D/P Chouinard, Treasurer Nardin, D/T Thurman. Excused: Commissioner Barss. Please see sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members and troops overseas.
2. **Approve Minutes:** March 26, 2014 Workshop Minutes.

RESOLUTION #92 APPROVING THE MARCH 26, 2014 WORKSHOP MINUTES AS WRITTEN.

MOTION: Kugler

SECOND: Chandler

RESOLVED to approve the March 26, 2014 Workshop Minutes as written.

VOTE: All in favor, motion carried.

3. Secretary Update – Joyce Petkus

- Commissioner Chandler looking into moving the fireproof cabinets from the old records room to the new records room.
- Another meeting has been set up with the auxiliary by Lt. Burwell for May 2nd.
- Moving forward with mandatory referendum to sell old 284. Scheduled for May 20th at the District Office.
- Tyler Bennett and Brittany McEachron will be added as data entry administrators; please have them log into their own accounts to complete data entry.
- LOSAP 2013 participation statements should be arriving shortly.
- Jean is going to be here next Wednesday to help with Treasury records clean up.
- REMO hearing for Wilton EMS is at District Office tomorrow at 4 pm.
- Aerial ladder testing is due in June; she will schedule.
- Jill is handling power washing and carpet cleaning.
- May 2014 Firetracker calendar handed out to the BoFC.

4. Purchasing Update – Jill Chouinard

- RFP went out for fire police and new 284 lettering; responses due by May 1st.
- No update on work uniforms.

- ISG meeting last night for thermal imaging cameras went well. Will get together with the Chief to set up another seminar in the fall.
- Tuesday night, 7 pm at the District Office is the SCBA pack and mask information demo meeting with Tyler Fire. Someone from Scott Air Packs will be here.
- Ordered replacement window for Co #1 from King's Glass; should be here in about a week or so.
- Memorial Bell/stand is back and looks beautiful.
- Co #1 back bay door rollers fixed by Winchip; all other doors fine.
- Fit test schedule posted. Co #1 fit testing will be moved to the District Office.
- No update on Space-Kab. Information on radios sent out there today.
- Question regarding new M284 gas fob. Brief discussion; Jill to call Duane.
- Working on gas tags for 5-gas gas meters.
- No ETA on gear.
- Co #3 chainsaw still at Spring Valley.
- "Is There a Fire in You" is this Saturday; 3 stations having Saturday open houses. Posters ready for company pick up. DVD's and brochures handed out at last meeting. Will be around taking pictures.
- Annual hose testing is June 20th and 21st at the town garage. A/C Middlebrook is coordinating. Lengthy discussion regarding what hose it to be tested, cost to replace hose vs. testing. 100 ft. of 5" hose costs \$609.00. Spare hose to be tested, as well as 3", but no 5" to be tested. D/C Ellsworth suggested holding off on purchasing new hose until after the 2 trucks are combined into 1.
- Jill to contact Jay at Garrison again for update on damaged gear from the Bockes Road fire. Brief discussion continued.

5. Treasurer Update – Treasurer Nardin:

- Annual audit done today; went well and will touch base with them tomorrow morning to make sure they do not need any more information.

6. Commissioner Updates:

- **Don Kugler**
 - Nothing at this time.
- **Michael Chandler**
 - Nothing at this time.
- **Richard Spackmann**
 - Questioned Bob Roxbury on the bathroom quotes. FF Roxbury noted he has contacted vendors Girvin Construction and Bill Reid, but has not yet heard back from them. Commissioner Spackmann noted he may probably want to get in touch with Middlebrook's Plumbing as well.
- **Jack Atwell**
 - Co #1 voted to pick up the tab to fix the bathroom floors, with the hope of maybe getting it back at year end from the District.
 - Truck PM's going well, just an issue with the rehab bus that he and the Chief are handling.
 - Will be working with the Chief to schedule pump maintenance/service and then pump testing.

- Spoke to John Cameron today about the body work to be done on 271.
- Meeting with John and Chris on April 30th at Co #3.
- Hubbardton Fire would like to pick up old 284 on May 24th. Brief discussion; Co #3 to provide the training on it.
- Saw something about Captain Barss wanting to get a Firefighter I National Certification course in the District. Brief discussion continued.
- Co #1 truck bay lights: Received quote from Saratoga Electric and Generator for \$6600.00 plus cost of a lift and SmartWatt Energy for \$3300.00 including the cost of a lift. Expected annual energy savings is about \$319.00. Lengthy discussion continued, including where to take the money from. It was noted there is \$22,000.00 in the Building Repairs line item. Commissioner Spackmann noted he would prefer to wait until the next meeting to award the bid. Added to May meeting agenda for further discussion/approval.

- **Darren Barss**

- Not present this evening.

7. Report of the Chief: John Lant

- Will be out of service this Saturday through Thursday; D/C King Acting Chief.
- 281 thermal imaging camera not charging; called KME to come up today to look at it. Not sure if it has been fixed.
- All trucks have been serviced except 296 and 26; hope to have them done this week.
- Thermal imaging camera seminar was great; SOG now needs to be written.
- Department going to training center this Sunday for FAST training.
- Would like a decision tonight regarding gear of those firefighters that take a leave of absence. Feels that firefighters that take a short term leave of absence should have their gear left in the Deputy Chiefs offices, not the District Office and that will save Jill a lot of running around.
- Does not believe a decision was ever made on second sets of gear; maybe the Deputy Chiefs can say who gets a second set of gear. Brief discussion; tabled at this time.
- Jon Davis resigned as Deputy Chief; feels Dave Kenyon should move up to 260. Appointed Bill Coffey as acting Captain. Brief discussion.

8. Reports of the Companies:

- **Co #1: A/C Kenyon**

- Back door tap screws in doors needed to be adjusted; will put some Loctite on them.
- Asked about getting some flammable storage containers for the stations; Brief discussion; Commissioner Spackmann to speak to FF Dussault, D/P Chouinard to also get prices.
- 261 lost ladder cover that goes over foot of the ladder; D/C Chouinard to look into replacement.
- FF Ackley gave list of possible grants to Secretary Petkus.

- **Co #2: D/C Burwell**

- Nothing at this time.

- **Co #3 D/C Ellsworth:**
 - Thanks to the Board and everyone involved for repairing the siren; it has been tested a few times and is working fine.

- **Co #4 D/C King:**
 - Weather seals on the doors are loose. The same problem was also noted at Co #3 by 284. Brief discussion; will have Winchip look at weather seals at all companies. D/C Burwell noted Co #2 looks okay.
 - One of the new windows in the meeting room is cracked. Brief discussion; D/P Chouinard to call Allerdice.
 - There are some pretty good holes in the truck bay floor. Commissioner Spackmann noted it is on the District building maintenance wish list but it is going to be a while.

Chairman Spackmann recognized local resident Tom Wetzel for the beautiful woodwork he did building the Memorial Bell box, explaining that Mr. Wetzel graciously donated his labor and all materials for the Memorial Bell. It was also noted that the bell has historic significance in that it had been in service since the early 1960's; the truck it was on has since been retired and the bell is now used during the District's annual ceremony to honor our fallen firefighters. It means a lot to the Fire District to have the bell mounted on such a beautiful piece of furniture, and for Mr. Wetzel to donate his time and materials. Chairman Spackmann also noted that a plaque will be added to the Memorial Bell recognizing Mr. Wetzel for his generosity. He was then honored with a round of applause from those present. Mr. Wetzel explained that the firefighters have his back, and if they need something he is happy to help out.

9. EMS Report – Tim Kemp

- Reminder that the CPR class is on Saturday May 3rd at WEMS.
- Commissioner Chandler asked to FF Kemp to explain the vest order, who noted he ordered six vests because they are not being recognized on some of the scenes. Discussion continued regarding speaking to the EMS Commissioner prior to purchases, as well as following the District Purchasing Policy. Lt. Burwell also noted that in meeting with the uniform committee, regarding the shirts that they are planning on purchasing, one of the potential designs is to have an EMS patch on them that they can wear at calls as well.

10. District Guideline Review:

- Chief's Job Description
- Duties of Fire Officers Policy
- Chief Vehicle Policy
- DMV/LENS Policy

No changes made to above noted policies. Captain Chouinard noted that there are corrections to be made on all of them, but due to computer issues they are not ready. Will be presented to the Board at the next meeting.

11. District Projects:

- Current:
 - District Office Building: ongoing.

- Co #3 roof: ongoing.
- Future:
 - Co #3 pavilion: no update.
 - Co #1 radio room floor: no update.
 - Co #1 and Co #2 bathrooms: no update.

12. Special Topics of Discussion:

RESOLUTION #93 GIVING FF JACK SADOUSKY PERMISSION TO ATTEND THE FIRE INVESTIGATIVE PHOTOGRAPHY COURSE AT MONTOUR FALLS, AUGUST 22-24, 2014. FF SADOUSKY TO PAY FOR COURSE HIMSELF AND BOARD WILL REIMBURSE GAS EXPENSE.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to give FF Jack Sadousky permission to attend the Fire Investigative Photography Course at Montour Falls, August 22-24, 2014. FF Sadousky to pay for course himself and Board will reimburse gas expense.

VOTE: All in favor, motion carried.

- Reminder that Stan DeLong will be at the District Office for his presentation at New Member Orientation. Brief discussion; Chief Lant will be present. Secretary Petkus to remotely unlock and relock entrance door.
- Secretary Petkus asked to replace the white clothesline cord on the Memorial Bell with something nicer; gold braid suggested to be purchased.
- D/P Chouinard noted that the bottles were picked up to be hydro'ed this morning. Lengthy discussion continued regarding the cost of using a different vendor, having bottles filled by the vendor, turnaround time, and firefighters filling the bottles once returned. Jill thanked those officers/firefighters that have volunteered to fill the bottles once they are returned tomorrow.
- FP Captain Bob Roxbury noted that the fire police truck is still not complete. Would like to purchase a set of running boards, cost of \$375.00. Discussion continued. Money to come from fire police allotment and overage to come from fire police truck money.

RESOLUTION #94 TO GO INTO EXECUTIVE SESSION AT 8:20 PM REGARDING CO #1 OFFICER RESIGNATION, ELECTIONS, AND APPOINTMENTS.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to go into executive session at 8:20 pm regarding Co #1 Officer resignation, elections and appointments.

VOTE: All in favor, motion carried.

RESOLUTION #95 TO RECONVENE FROM EXECUTIVE SESSION AT 10:30 PM.

MOTION: Spackmann
SECOND: Chandler
RESOLVED to reconvene from executive session at 10:30 PM.
VOTE: All in favor, motion carried.

**RESOLUTION #96 TO ACCEPT THE RESIGNATION OF JON DAVIS AS
CO #1 DEPUTY CHIEF UPON RECEIPT OF WRITTEN RESIGNATION.**

MOTION: Spackmann
SECOND: Kugler
RESOLVED to accept the resignation of Jon Davis as Co #1 Deputy Chief upon receipt
of written resignation.
VOTE: All in favor, motion carried.

**RESOLUTION #97 TO DISPENSE WITH THE READING OF THE
MINUTES.**

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

Motion made by Commissioner Kugler with a second from Commissioner Chandler to
adjourn the workshop at 10:32 PM. All in favor.

Respectfully submitted,

Joyce A. Petkus

Joyce A. Petkus
Deputy Secretary