

Board of Fire Commissioners

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

April 27, 2011 Commissioners Workshop

Workshop began at 7:01 pm.

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

Flag salute/moment of silence recognized for departed members and troops overseas.

1. **Approve Minutes:** March 30, 2011 Workshop Minutes.

RESOLUTION #121 APPROVING THE MARCH 30, 2011 COMMISSIONER WORKSHOP MINUTES AS WRITTEN.

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve the March 30, 2011 Commissioner Workshop Minutes as written.

VOTE: All in favor, motion carried.

2. Commissioner Barss explained his meeting earlier this evening with Jay Wilson from Garrison regarding the hoods and gloves. Shelby gloves to be ordered, and will be upgrading from OSHA to NFPA compliance. Co #3 hoods ordered. Mr. Wilson left 2 sample hoods and a pair of sample extrication gloves for testing.

3. **Secretary Update – Joyce Petkus:**

- Read a thank you letter Chief Lant received from Saratoga Bridges regarding their recent visit to the Maple Avenue firehouse.
- Questioned her role as it relates to the By-Law committee; Jack King has been in to see her a couple of times, and she noted she is not sure what, or if, she should be doing anything. Brief discussion; anything that comes to her from the by-law committee she is to keep in a file for now.
- Updated everyone on those members who still have not signed for their 2010 District Manual Updates. Brief discussion; Joyce will send reminder email to the officers with the lists of names.
- Special Election to establish ladder truck reserve fund: Joyce noted she typed up the necessary resolution to be made by the Board, the legal ad, and the special election calendar worksheet and sent them over to the attorney for his review, which he said looked fine. Brief discussion regarding finalization of the resolution, date of June 7th set for special election.

RESOLUTION #122 THAT PURSUANT TO SECTION 6—G OF THE GENERAL LAW, AS AMENDED, THE GREENFIELD FIRE DISTRICT DOES HEREBY ESTABLISH A CAPITAL RESERVE FUND TO FINANCE THE COST OF THE PURCHASE OF A LADDER TRUCK.

IT IS THE INTENT OF THIS BOARD TO ACCUMULATE PART OF THE COST OF A LADDER TRUCK THE COST OF WHICH IS ESTIMATED TO BE \$1,000,000.00.

THE FIRE DISTRICT TREASURER IS HEREBY DIRECTED TO DEPOSIT MONEYS OF THIS RESERVE FUND IN A SEPARATE BANK TO BE KNOWN AS THE “LADDER TRUCK RESERVE FUND.”

THE FIRE DISTRICT TREASURER IS ALSO AUTHORIZED TO INVEST, FROM TIME TO TIME, THE MONEYS OF THIS FUND PURSUANT TO SECTION 6—F OF THE GENERAL MUNICIPAL LAW.

NO EXPENDITURE SHALL BE MADE EXCEPT UPON AUTHORIZATION OF THE BOARD.

FURTHER RESOLVED, THAT THIS RESOLUTION IS SUBJECT TO THE AFFIRMATIVE VOTE OF A MAJORITY OF THE ELECTORS OF THE GREENFIELD FIRE DISTRICT, QUALIFIED TO VOTE AT AN ANNUAL ELECTION OF THE FIRE DISTRICT OFFICERS, WHICH VOTE WILL BE HELD ON TUESDAY, JUNE 7, 2011 BETWEEN THE HOURS OF 6:00 P.M. AND 9:00 P.M. AT THE FOLLOWING FIREHOUSES: GREENFIELD CENTER, 13 SOUTH GREENFIELD ROAD, GREENFIELD CENTER NY FOR TOWN OF GREENFIELD ELECTION DISTRICTS 1, 5, 8; PORTER CORNERS 405 BOCKES ROAD, PORTER CORNERS, NY FOR TOWN OF GREENFIELD ELECTION DISTRICTS 2,7; MIDDLE GROVE, 25 NORTH CREEK ROAD, MIDDLE GROVE, NY FOR TOWN OF GREENFIELD ELECTION DISTRICTS 3, 6; AND MAPLE AVENUE, 613 MAPLE AVENUE, SARATOGA SPRINGS, NY FOR TOWN OF GREENFIELD ELECTION DISTRICT 4 AND TOWN OF WILTON ELECTION DISTRICTS 3, 4, 11, 13, 14.

MOTION: Spackmann

SECOND: Waite

RESOLVED that pursuant to Section 6—g of the General Law, as amended, the Greenfield Fire District does hereby establish a Capital Reserve Fund to finance the cost of the purchase of a ladder truck.

It is the intent of this Board to accumulate part of the cost of a ladder truck the cost of which is estimated to be \$1,000,000.00.

The Fire District Treasurer is hereby directed to deposit moneys of this reserve fund in a separate bank to be known as the “Ladder Truck Reserve Fund.”

The Fire District Treasurer is also authorized to invest, from time to time, the moneys of this fund pursuant to Section 6—f of the General Municipal Law.

No expenditure shall be made except upon authorization of the Board.

FURTHER RESOLVED, that this resolution is subject to the affirmative vote of a majority of the electors of the Greenfield Fire District, qualified to vote at an annual election of the Fire District Officers, which vote will be held on Tuesday, June 7, 2011 between the hours of 6:00 p.m. and 9:00 p.m. at the following firehouses: Greenfield Center, 13 South Greenfield Road, Greenfield Center NY for Town of Greenfield Election Districts 1, 5, 8; Porter Corners 405 Bockes Road, Porter Corners, NY for Town of Greenfield Election Districts 2,7; Middle Grove, 25 North Creek Road, Middle Grove, NY for Town of Greenfield Election Districts 3, 6; and Maple Avenue, 613 Maple Avenue, Saratoga Springs, NY for Town of Greenfield Election District 4 and Town of Wilton Election Districts 3, 4, 11, 13, 14.

VOTE: All in favor, motion carried.

- Co #1 ice/snow issue: Noted she had Bill Reed come and look at the building again now that all the snow has melted, and had previously emailed the Board with his thoughts. The insurance adjuster also called her this afternoon looking for an update. Brief discussion; Commissioner Atwell to call contractor and meet with him again.
- Received a Lost Equipment Form this morning from D/C Davis regarding one of his firefighters losing a pager. Brief discussion continued, including timely filing, and whether or not to submit the claim to carrier. Claim not to be filed.
- LOSAP: noted that 2010 has been finalized, posted, and sent to Penflex. 1st quarter 2011 has been posted in each firehouse, and going forward she will be posting quarterly. Noted there have been some problems with data entry causing members to potentially not receive points; she previously sent out an email at the end of March to all those listed as data entry personnel regarding this subject. Lengthy discussion continued with the following noted: Joyce to send reminder email to the Chief officers with information on the Fire Report Training coming up on May 17th at Ballston Lake, Joyce to send email to Chief officers with a list of the current data entry personnel for them to review and prune down; Joyce to schedule a Firetracker seminar, which she noted she would schedule after May 17th. Will also be calling both Penflex and RBC Wealth Management to set up review meeting with them.
- Sample hold harmless agreement: Joyce briefly noted the difference between an easement agreement vs. hold harmless agreement, of which she made a sample. Joyce to email it to the officers for their review.
- Digital transcription recorder: noted the current tape recorder she has been using is only intermittently working. She and the D/P looked into different kinds of digital recorders and settled on an Olympus. Brief discussion; including the microphone kit.

RESOLUTION #123 TO PURCHASE A DIGITAL RECORDER, INCLUDING THE OPTIONAL MICROPHONE KIT. MONEY TO COME OUT OF REPAIRS TO EQUIPMENT.

MOTION: Atwell

SECOND: Waite

RESOLVED to purchase a digital recorder, including the optional microphone kit.

Money to come out of Repairs to Equipment.

VOTE: All in favor, motion carried.

- Requested permission to put information on the District website regarding DEC open burn regulations/burn ban and the tick removal card. Permission granted.
- Training Approval Policy: she has a lot of questions regarding some recent changes and needs to update the policy; she and Commissioner Spackmann to work on finalizing it.
- Commissioner Spackmann questioned the 2 March claims still outstanding; Joyce noted that regarding the 3/10/11 claim, she is still waiting for paperwork from D/C Davis that the insurance carrier had requested, and as for the 3/10/11 claim, she is going to close the claim out as there is no money due.

4. Purchasing Update – Brian Bishop:

- Received 3 quotes regarding the overhead door photo eyes as follows:
 - Overhead Door: \$3895.00
 - Winchip: \$4080.00
 - Adirondack Overhead Door: \$9900.00

RESOLUTION #124 TO AWARD BID TO OVERHEAD DOOR OF GLENS FALLS, TOTALING \$3895.00.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to award bid to Overhead Door of Glens Falls, totaling \$3895.00.

VOTE: All in favor, motion carried.

- Still working on the phone system upgrades; contacted both Tech II and TWC.
- Ramp for rehab bus was scheduled for delivery today but it never came; should be here tomorrow. Will coordinate with Captain Deuel to get it over to Co #4.
- Cigarette butt cans ordered for Co #2.
- 5" hose for Co #3 still out.
- Gear is slowly starting to come in to Garrison, hopefully will all be here in a few weeks. He and Commissioner Barss are going to start the next round of gear fitting right after delivery of current gear order.

5. Treasurer Update – Jean Bishop:

- Annual independent audit was yesterday, and went well as usual. One recommendation that the auditors made was that the Board should set a monetary limit regarding assets; suggestion was either \$2500 or \$5000. Purchasing Policy will also need to be modified. Brief discussion.

RESOLUTION #125 TO CONSIDER DISTRICT ASSETS ANYTHING EQUAL TO OR GREATER THAN \$2500.00.

MOTION: Spackmann

SECOND: Waite

RESOLVED to consider District assets anything equal to or greater than \$2500.00.

VOTE: All in favor, motion carried.

6. Commissioner Updates:

- **Jack Atwell**

- Questioned the new radio system. D/C Ellsworth noted they hope to be up and running by mid June, they have also done a lot of testing, and if we want them to test certain buildings in our District they will come and do it. As for training, they will train 1 or 2 people per firehouse, but anyone can sit in and listen.
- Circuit breakers on trucks: still in progress.
- Crash bars: please make sure if they are unlocked, they are relocked. Joyce has found the one outside the Commissioner's office unlocked several times over the past few months.
- Low band radios: does not feel they should be repaired or replaced if broken since we are going to high band. Discussion continued regarding whether or not this is reasonable, as low band can be used for communication by the firefighters as well as fire police.
- District building committee formed, Brian Bishop chairing committee. Brian noted that he had to cancel the first meeting this past Monday as he did not have names of representatives from all companies, but will shoot for next Monday. Brief discussion continued.
- Truck bids came in high, has been to several truck committee meetings already where they have really tried to scale down. Thanks to those working so hard on this.
- Auxiliary: noted that the District has recently increased insurance coverage for the auxiliary and is against allowing them to receive LOSAP. Co #1 voted against adding them to the membership as well. Lengthy discussion followed. Commissioner Spackmann noted that he believes the auxiliary are underutilized, and the Board should let the auxiliary continue with the process and see what they have to present to the Board before making a decision.
- Fire Police: would like to see the Board look into reimbursing gas money to those fire police who use their vehicles at scenes. Gas is over \$4 a gallon now and they need to keep their vehicles running while they are on scene. Brief discussion continued; Chief Lant noted they could use the brush trucks or fly cars instead. Question also arose as to whether or not they need to have EVOC to drive those vehicles. Joyce to look into EVOC for fire police.

- **Darren Barss:**

- Requested officers to get glove sizes and the number needed to him so Mr. Wilson can bring them with him during gear fitting.

- **Mike Chandler:**

- Not present.

- **Ken Waite:**

- Town truck maintenance: Captain Burwell noted the Town is going to speak to their attorney regarding this potential arrangement. The Town will have to purchase a state inspection machine which is about \$2500. Brief discussion including the need for an inter-municipal agreement; the Board agreed to split the cost of the inspections machine, \$1250.00.
- Co #2 flag pole lights: Mr. Leary is handling having the lights moved to a better location.
- **Richard Spackmann:**
 - Nothing at this time.

7. Report of the Chief – John Lant

- 282 is back in service.
- SOG committee meeting went well.
- By-law committee has been meeting as well.

8. District Guideline Review:

- Harassment and Discrimination Policy: no changes made.
- Sexual Harassment Policy: no changes made.

8. District Projects

- Current Projects:
 - District Office Building: would like to meet next Monday; 4 people noted they could not make it. Brian noted he would work on another date; Commissioner Spackmann noted that if it was necessary they could put different people on this committee if it became difficult getting everyone together.
 - Co #1 bathroom renovation: 3 quotes received as follows
 - Holland-Swede Construction: \$1875.00
 - Mark Andriano’s Home Improvements: \$3,440.00
 - Kodiak Construction: \$4,075.00

RESOLUTION #126 TO AWARD CO #1 BATHROOM RENOVATION BID TO HOLLAND-SWEDE CONSTRUCTION AT \$1875.00, PENDING RECEIPT OF VALID CERTIFICATE OF INSURANCE. MONEY TO COME OUT OF BUILDING REPAIRS.

MOTION: Spackmann

SECOND: Waite

RESOLVED to award Co #1 bathroom renovation bid to Holland-Swede Construction at \$1875.00, pending receipt of valid Certificate of Insurance. Money to come out of building repairs.

VOTE: All in favor, motion carried.

- Future Projects:
 - None.

9. Special Topics of Discussion:

- Captain Deuel requested permission to allow Miss Saratoga Softball League to use Co #4 firehouse for a car wash fundraiser on May 21st.

RESOLUTION #127 GIVING MISS SARATOGA SOFTBALL LEAGUE PERMISSION TO USE CO #4 FIREHOUSE FOR THEIR CAR WASH FUNDRAISER ON MAY 21, 2011, PENDING RECEIPT OF VALID CERTIFICATE OF INSURANCE.

MOTION: Waite

SECOND: Barss

RESOLVED to give Miss Saratoga Softball League permission to use Co #4 firehouse for their car wash fundraiser on May 21, 2011, pending receipt of valid certificate of Insurance.

VOTE: All in favor, motion carried.

- Captain Deuel requested permission to bring their lawn mowers to Nick's for servicing. Permission granted.
- D/C Kenyon noted that the window in the door of the meeting room of Co #1 was broken from the inside and Allerdice was in to measure and order a new replacement window. They also looked at the windows that lost their seal and should be replaced. Brief discussion; those windows to be discussed at year end.
- D/P B. Bishop noted he has markers and flags for Memorial Day; please contact him with the numbers needed.
- Captain Burwell requested permission to look into a grant for a thermal imaging camera. Permission granted.
- A/C Middlebrook noted he is having a problem regarding the purchasing system. Brief discussion; Commissioner Spackmann to look into it.
- Co #2 requested permission to hold a coin drop.

RESOLUTION #128 GIVING CO #2 PERMISSION TO HOLD THEIR COIN DROP ON MAY 27 AND MAY 28, 2011.

MOTION: Waite

SECOND: Atwell

RESOLVED to give Co #2 permission to hold their coin drop on May 27 and May 28, 2011.

VOTE: All in favor, motion carried.

- It was noted the cable winch on the brush truck went bad and was replaced with a spare. Reminder for everyone to check the winches.
- D/C Ellsworth handed out copies of the replacement tire quotes to the Board.
- D/P B. Bishop noted that the new inventory scanner is now up and running and if anyone would like to see a demonstration, he will stay after the meeting.

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

Motion made by Commissioner Spackmann with a second from Commissioner Waite to adjourn the workshop at 9:01 PM. All in favor.

Respectfully submitted,

Joyce Petkus
District Secretary