

Board of Fire Commissioners

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

August 25, 2008 Workshop

Workshop began at 7:05 pm.

Present were: Commissioners Kugler, Robarge, Spackmann, Waite; Secretary Petkus, Treasurer J. Bishop.

Others in attendance: various officers and members of the district.

❖ Secretary Petkus:

- Handed out a tentative schedule for the Nevele conference to each Commissioners, has copies for the Chief and A/C. Needs an answer by September 2nd of those who are going so she can make reservations. Will also send out an email about this to the officers not present this weekend who have been approved to go.
- Received a bill from James Publishing for the New York Fire District Officers' guide updates. Would like resolution to get them.

RESOLUTION #261 TO PURCHASE JAMES PUBLISHING NEW YORK FIRE DISTRICT OFFICERS' GUIDE UPDATES. MONEY TO COME OUT OF OTHER ACCOUNT.

MOTION: Kugler

SECOND: Waite

RESOLVED to purchase James Publishing New York Fire District Officers' guide updates.

Money to come out of Other Account.

VOTE: All in favor, motion carried.

RESOLUTION #262 GIVING TREASURER PERMISSION TO PURCHASE HP WIRELESS PRINTER FOR \$209.98. MONEY TO COME OUT OF OFFICE SUPPLIES.

MOTION: Kugler

SECOND: Waite

RESOLVED to give Treasurer permission to purchase HP wireless printer for \$209.98. Money to come out of Office Supplies.

VOTE: All in favor, motion carried.

- Handed out to each 1st A/C present an update of the physicals, which has been updated as of this afternoon. Not many firefighters have made appointments for this week and there are not many scheduled for September. Will be sending out an email to everyone that they need to have their appointment scheduled by the end of August. Commissioner Spackmann noted that the Maple Avenue officers were notified by him directly and it was posted on the Maple Avenue bulletin board, so

everybody at Maple Avenue should know. She will also try to get around tomorrow to post the update on the bulletin boards.

- Security system went in today, all doors have been re-keyed, so throw out the keys you have as they will not work. Middle Grove garage is complete but they didn't have enough readers, so the office door is not yet complete. Broke down access groups into four levels, but needs more discussion. Added to September Commissioners meeting. A/C Gibbins asked if he was going to have access to these rooms, in case there is an emergency. A/C Ellsworth said there was discussion on this previously and there should be Knox boxes in all the firehouses. Brief discussion continued.

❖ **Purchasing Agent Howe:**

- Not present. Joyce noted she had nothing except she picked up 2 pagers and mic at Co #2 this afternoon and left them for Jill. Commissioner B. Bishop asked if we have an inventory of times; can we go to Jill and ask her for an inventory of certain items? Joyce thought she did have something in place for certain things. Commissioner Spackmann felt there were some organizational issues that need to be addressed to make that happen. More discussion continued, including for the audit the minimum amount of money to keep inventory, having some kind of inventory of things being purchased throughout the year, possible bar coding.

❖ **Treasurer J. Bishop:**

- Heard from the auditors – final packet is being put together. Still have a bill from them which will be in the next abstract.

❖ **Commissioner B. Bishop:**

- District Manuals/SOG's/LENS: was supposed to have been picked up by everyone by July 31st otherwise they would be placed on inactive status. What are we going to do with that? More discussion continued, including firefighters taking more responsibility for themselves and how to make it as easy as possible for them to comply to the rules. Firefighters have until the September 10th Commissioners meeting to get this taken care of, and then they will be placed on the inactive list and their access will be turned off. Joyce noted she will be at Co #1 tomorrow meeting with Jill to take care of uniforms; any firefighters needing the manual can come then and she will pass them out. Commissioner B. bishop noted that there will always be some people who will not comply until there is a consequence.

RESOLUTION #263 GIVING FIREFIGHTERS UNTIL SEPTEMBER 10, 2008 TO PICK UP THEIR DISTRICT MANUALS AND SIGN OFF ON THE DMV/LENS TO DRIVE DISTRICT APPARATUS. AFTER THAT ACCESS WILL BE DENIED UNTIL FIREFIGHTER COMPLIES WITH ABOVE.

MOTION: B. Bishop

SECOND: Kugler

RESOLVED to give firefighters until September 10, 2008 to pick up their District Manuals and sign off on the DMV/LENS to drive district apparatus. After that access will be denied until firefighter complies with above.

VOTE: All in favor, motion carried.

- Fit Test: Discussion also regarding physicals/fit tests. Joyce to schedule another fit test at Co #3 on the first Tuesday that RPT has available and then she will email out to the Chiefs and post on bulletin board.
- Fire prevention monies: Commissioner B. Bishop noted there is currently \$7000.00 the fire prevention account; \$4000.00 to go to G. Gibbins for fire prevention at Greenfield elementary. Would like to try to get away from individual company fire prevention and have one unified fire prevention effort, and whoever wants to participate is invited to participate. More discussion continued, including waiting until next year to combine fire prevention. A/C G. Gibbins noted that the Principal at Dorothy Nolan did not want Maple Avenue to do fire prevention there. Commissioner B. Bishop to speak to Duane Bogardus and then speak to the Principal at Dorothy Nolan.

❖ **Commissioner Robarge:**

- Generators were put under building policy, not under inland marine. Discussion about amount to insure them for and getting service contract for the generators. Commissioner Robarge to get quotes to present to the Commissioners for service contracts. Generators insured as follows: Co #1: \$45,000.00; Co #3: \$30,000.00; Co #4: \$30,000.00.
- Noted that Walt Barss opening bids for the new town garage. Lengthy discussion of the possibility of sharing the generator between Co #2 and Town garage, including problems with sharing, who is responsible for repairs, size of generator Co #2 may need, possible purchase of generator this year, any potential savings by sharing. FF Mike Lagalles noted there is a question about shared funding; is it fair to ask Wilton to share funding for the generator. Commissioner Robarge to do more investigation; tabled to September 10th meeting.

❖ **Commissioner Spackmann:**

- Moving forward with fall newsletter.

RESOLUTION #264 GIVING TREASURER PERMISSION TO PAY BILLS PERTAINING TO THE FALL NEWSLETTER AS THEY COME DUE.

MOTION: Spackmann

SECOND: Robarge

RESOLVED to give Treasurer permission to pay bills pertaining to the fall newsletter as they come due.

VOTE: All in favor, motion carried.

❖ **Commissioner Waite:**

- Asked how long ago we talked about hose ramps to purchase them. It was noted that was about 3-4 months ago and we still don't have them. Need to ask purchasing agent. Commissioner B. Bishop noted this seems to be an ongoing thing that the time between things that are ordered and actually get delivered seems to be excessive. Discussion continued including modification of the policy, increased communication, getting to the root of the problem. A/C Chandler noted he has been waiting 3½ months for 2 portable chargers.
- A/C Chandler noted there was a mishap involving a Commissioner and they lost a length of hose this Sunday. Seems Commissioner B. Bishop ran over a coupling; there was no damage to the truck and the Chief was notified. Discussion also included looking into needing to replace any hose, looking into hose testing for hose

on the trucks, it being very time consuming to do it in house, possible OSHA requirements. A/C G. Gibbins to look into it and get back to the Board.

- Chief McConkey asked if the radio in 281 could be replaced. Brief discussion; Commissioner Waite to look into new radio.
- Commissioner Waite noted that ever since Tech II was there for the internet there the base unit goes right to intercounty and locks up. More discussion continued; the Chief to call Capital Digitronics to have them look at it first.

❖ **Commissioner Kugler:**

- Had a question regarding the physicals for the Chief on the class D firefighters – did he notify those people? The chief noted they know they are not interior but they haven't been told they cannot operate the pumps on the truck. More discussion continued: Joyce explained that if Dr. Peacock felt there was something that needed further evaluation, she would classify them as D. She also explained that Dr. Peacock tells the firefighters their class and has them sign off on the classification form before they leave her office, and she is very clear with them that they should be inactive. More discussion continued; Joyce to speak to Dr. Peacock about adding wording to Class D and notifying the district office immediately of those members she assigns that classification.

A/C Ellsworth had a few things:

- Bill Welmaker has moved to Middle Grove.

RESOLUTION #265 APPROVING MEMBER WILLIAM WELMAKER TO MOVE FROM CO #2 TO CO #3.

MOTION: B. Bishop

SECOND: Waite

RESOLVED to approve member William Welmaker to move from Co #2 to Co #3.

VOTE: All in favor, motion carried.

- Asked about Zak Woolley, all his paperwork is in except his arson check, and he is only 16 years old and you are not going to get anything on him. Commissioner B. Bishop noted he understood his frustration, but there is a policy in place not to accept new members until all the paperwork is in.
- It is his understanding that they are going to be talking about the bids for Middle Grove.

❖ **District Guidelines Review:**

- Purchasing Policy: Commissioner B. Bishop said since he was not a Commissioner when it was put into place he could critique it pretty easily: thinks it is foolish, a babysitting of the Commissioners, tells him that the Commissioners are not responsible enough to know that when something is put in front of them that needs discussion to actually discuss it. Felt that if someone is proposing something that is a big ticket item that is not something we would normally expend, they should do their homework ahead of time and propose it in a way as to justify why, the cost, get three prices and have that ready for the Commissioners. He also would hope that if someone on the Board wanted to have more time to review it and discuss at the next workshop or meeting, that the rest of the Board would respect that and give them the time to look it over in order to be able to make an informed decision. Felt

that the portion of the policy with the 30 day limit should be removed. More discussion continued, including the officers doing more homework ahead of time.

RESOLUTION #266 TO AMEND THE PURCHASING POLICY, ELIMINATING NUMBER 3 UNDER FUNDING REQUESTS. REVISION TO BECOME EFFECTIVE IMMEDIATELY.

MOTION: Spackmann

SECOND: B. Bishop

RESOLVED to amend the Purchasing Policy, eliminating Number 3 under Funding Requests. Revision to become effective immediately.

VOTE: All in favor, motion carried.

❖ Special Topics of Discussion:

- Dave Kenyon/Co #4 generator issue and 293: Don spoke to Dave about the generator and Dave is going to stop down to see Jean tomorrow morning to go over the bill. Regarding 293, Dave to do a letter before he leaves and get to Joyce for Commissioners approval.
- Co #3 access road proposal: lowest bid was from J& K Trucking 79 Chandler lane. Commissioner B. Bishop spoke to Jay and some people from Middle Grove and they are okay with going with low bid on that.

RESOLUTION #267 TO AWARD BID FOR CO #3 ACCESS ROAD PROPOSAL WITH STUMP REMOVAL TO J&K TRUCKING FOR \$10,800.00.

MOTION: B. Bishop

SECOND: Waite

RESOLVED to award bid for Co #3 Access Road Proposal with stump removal to J&K Trucking for \$10,800.00.

VOTE: All in favor, motion carried.

RESOLUTION #268 GIVING THE SECRETARY PERMISSION TO ADVERTISE A PERMISSION REFERENDUM TO WITHDRAW AND EXPEND \$11,000.00 FROM THE BUILDING RESERVE FUND FOR CO #3 ACCESS ROAD PROJECT.

MOTION: Kugler

SECOND: Waite

RESOLVED to give the Secretary permission to advertise a permission referendum to withdraw and expend \$11,000.00 from the Building Reserve Fund for Co #3 Access Road Project.

VOTE: All in favor, motion carried.

- Commissioner elections: Commissioner B. Bishop explained that they have been talking about possibly having it at the four companies; spoke with Bill Young and you need a minimum of 2 and maximum of 4 tellers at each polling place. Brief discussion continued. Joyce noted she also checked with the County board of elections and they have no jurisdiction over fire district elections.

RESOLUTION #269 TO HAVE ALL ELECTIONS AT EACH OF THE FOUR FIREHOUSES WITH A MINIMUM OF 2 TELLERS AT EACH FIREHOUSE.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to have all elections at each of the four firehouses with a minimum of 2 tellers at each firehouse.

VOTE: All in favor, motion carried.

- Employee handbook: tabled to the September workshop.
- Ed Petkus, Fire Advisory Board liaison, updated Commissioners on the new county system. We will probably need new pagers sometime in December-February, at a cost of \$440.00 each; which he figures will cost the district \$88,000.00, not including radios. He also noted that a couple of departments need pagers now and were advised not to buy any pagers as they cannot be reprogrammed. His advice to the Board would be not to buy any pagers right now, or go online and look for used ones at a discount price. More discussion continued, including if the order Jill placed recently for pagers can be cancelled. Joyce called Jill, order went in for a total of \$5,540.00 for 15 pagers, as well as ordering the software for \$278.00; Commissioners decided to keep the order. Ed Petkus also met this evening Nicholas Perrotta, the OFPC rep for Saratoga/Warren counties. He is more than willing to come to an officers meeting to discuss the new state mandate that goes into effect November 1st on the rescue ropes. He is not sure what the mandate is, Dennis is going to look online. He will also answer any other questions, if there are any. More discussion continued, including dual paging, and the ability to set off tones to the firefighters from the base stations. Ed Petkus also noted that the new NFPA rehab requirements are now in effect. More discussion continued; including the problem with Capital Digitronics and the possibility of the county eliminating base stations.

The Commissioners then began discussion of the 2009 budget. Commissioner B. Bishop noted he had an issue with starting with a budget that already has increases/decreases that weren't put together by the Board of fire Commissioners. He hopes that in the future that practice would end. Commissioner Spackmann noted that typically what happens is it is the Treasurer's responsibility to prepare the budget, but what has become practice is that the Chairman meets with the Treasurer and asks where the weakness/strengths of the budget and do a once over, and this becomes a starting point for discussion. Treasurer J. Bishop agreed, noting it is both hers and Don's. Brief discussion continued.

The following topics were discussed, including:

- A400 Account
 - Addition of 'Aerial Inspection', 'Convention', 'Generator Service', 'Internet Access', 'Newsletter', 'Pump Testing' line items
 - Changing 'Gas and Oil' to 'Gas and Diesel', changing 'Lights, Fuel' to 'Lights, Heat', changing 'Seal Driveways Co #1 & 3' to 'Seal Driveways Co #2 & 4', changing 'Software' to 'Hand Readers for 4 Stations'
 - Eliminating 'Repairs to 293'
 - Various line item increases and decreases

Commissioner Robarge explained that he spoke to Charlie Pita, and although he does not believe this makes sense, the pre-pay amount for fuel is \$4.55 and current market value is around \$3.60. It was decided to purchase as we go instead of locking in now.

Brief discussion regarding adding a member only section next year to the district website.

- A200 Account
 - Commissioner B. Bishop asked for clarification on why, after being more than halfway through the year, there is still a large amount of money left in the allotments. His worry is that between now and the October 31st cutoff date, the mentality will be 'what can I spend it on?' Brief discussion continued, including the need for allotments and requiring each company to provide a list to the Board of items they are planning to purchase.
 - Discussion regarding purchasing Co #2 emergency generator this year rather than next year.
 - Discussion regarding EMS account and EMS Reserve Account
 - Brief discussion about radios/County issue and whether or not to add more money
 - Discussion about personnel gear, 4 year replacement schedule, associated repair costs, back up gear, new members who do not have gear yet
 - Discussion regarding radios and whether or not to put more money into Radio Reserve, taking into consideration the County Plan
 - Projector Co #3
 - Discussion regarding SCBA account due to the large number of bottles that are going to be expiring in the next year, inventory
 - Discussion regarding uniforms and possibly requiring a certain level of activity of members in order to maintain uniforms
- 100 Account
 - Further discussion necessary of employee salaries; tabled until the Commissioners meeting on September 10th
- A9030.8, A9040.8, A9050.8 Accounts
 - Further discussion necessary; tabled until the September workshop
- Reserve Accounts
 - Further discussion necessary; tabled until September workshop

Workshop was adjourned at 11:20 pm.

Respectfully submitted,

Joyce A. Petkus
District Secretary