

Board of Fire Commissioners

Greenfield Fire District
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The December 2011 Commissioners Meeting of the Greenfield Fire District was called to order at Company #4 by Chairman Richard Spackmann at 7:00 PM on December 14, 2011. The flag salute and moment of silence were recognized for departed members and troops overseas.

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

Chairman Spackmann introduced special guest Shows Leary, who is here this evening to talk about his recent proposal regarding the District office building. Mr. Leary then reviewed his previously submitted proposal (attached) for project management services for the pre-construction phase of the construction of the District office/storage building, noting that at the last meeting they had agreed to divide it into two phases, the pre-construction and construction phases. He expected this schedule to commence on/about December 14, 2011 and complete on/about February 15, 2012, except for bid opening which will be held at the convenience of the Commissioners. Mr. Leary also noted his thought is to possibly go out to bid on this project at the end of March or beginning of April. Cost for this phase, \$15,000.00. Commissioner Spackmann noted that part of his bid talks about contacting up to ten firms to solicit bids; the Commissioner noted that it will have to be publicly bid as well, and is it necessary to contact people. Mr. Leary noted it is a good question, he is not necessarily aware of that, but it is something he cannot handle, and noted there is nothing wrong with going to people and making sure they understand what the District is looking for. We don't want people bidding on it that are just out there throwing bids out, although of course the law certainly allows for that. We really want people interested in this project. Commissioner Spackmann also noted regarding the design/build process, it was suggested to create a matrix to use to rank the bids in order to find out what is the best design for the District. Mr. Leary noted that is exactly what he would do, the performance spec would be laid out on an excel spreadsheet in order to identify the really important items.

RESOLUTION #254 TO ACCEPT THE PROPOSAL FROM SHOW LEARY PROJECT MANAGEMENT, AND TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND \$15,000.00 FROM THE BUILDING RESERVE FUND FOR PAYMENT TO SHOWS LEARY PROJECT MANAGEMENT FOR PROJECT MANAGEMENT SERVICES FOR THE PRE-CONSTRUCTION PHASE OF DISTRICT OFFICE BUILDING.

MOTION: Waite

SECOND: Atwell

RESOLVED to accept the proposal from Show Leary Project Management, and to advertise a permissive referendum to withdraw and expend \$15,000.00 from the Building Reserve Fund for payment to Shows Leary Project Management for project management services for the pre-construction phase of District Office Building.

VOTE: All in favor, motion carried.

Commissioner Spackmann then asked Mr. Leary if he wouldn't mind staying to discuss a recent issue that has come up regarding the Porter Corners renovation project. Commissioner Waite noted that they did not find out until the cold weather that when they turned on the fan, the furnace backfired and filled the firehouse with smoke. The fan is sucking up so much air and smoke out of the chimney and the fire away from the burner in the basement. It is also sucking the overhead doors away from the gaskets. Commissioner Waite noted that they, as well as Mr. Leary, told them that it was way too big, and they didn't want to listen. Rosch also told them and they didn't listen. Rosch is looking into what they can do and have been decent about it, but Maria just wants to wash her hands of the whole thing. Commissioner Waite noted that in his opinion, he feels the lawyer needs to get a hold of them. "Trust your architect" was her famous last words.

Commissioner Spackmann questioned Mr. Leary on the best way to deal with Rosch and CT Male. Mr. Leary noted that one question to ask is did Rosch do anything wrong; currently there is no reason to believe they did, he promises they installed what CT Male specified and is pulling the air at what CT Male specified. A balancer came and balanced it, a report was provided, so unless something has gone awry, there is probably nothing wrong with Rosch Brothers, and it appears to be more of a design issue. Amongst several remedies is the possibility that the motor can be dampened down, the motor may have to be replaced with a less powerful motor, or provide make-up air which would entail putting a hole in the building somewhere to let in fresh air so as the fan is sucking air out in the kitchen, new air is coming in to replace it, which would be higher end cost.

Mr. Leary also noted that he had suggested when he first spoke to Commissioner Waite about it last week, to see if the balancing or heating company could come in and adjust it down. Commissioner Waite noted that Rosch was going to call them. Commissioner Atwell asked if a different size pulley could be installed to slow the rpm's. Mr. Leary noted he would have to rely on a heating expert to make that evaluation/decision. He also noted that if it is three phase, which he does not believe it is, it could perhaps be switched to one phase. It is possible that there could be remedies at the motor itself that could be the simplest and most cost effective to do for whoever ends up fitting the bill.

Commissioner Waite noted he has already spoken to Maria and Rosch, and Rosch is getting in touch with Troy All State Heating to see what they could do, but he has not heard back from them yet. Commissioner Atwell noted his concern with bringing in the cold air, thus increasing our heating expense.

A/C Middlebrook noted that when this is done, the furnaces should be checked to make sure there is negative draft out of the furnaces or chimney flu because we do not want to the carbon monoxide and gases being sucked back into the firehouse.

RESOLUTION #255 TO APPROVE THE NOVEMBER 14, 2011 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to approve the November 14, 2011 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

Chairman Spackmann asked for questions/comments regarding the abstract:

Commissioner Chandler questioned the following claims:

- 11833: D/P Bishop noted he sent an email to the Board, and already contacted Nextel to remedy, we should be receiving credit.
- 11852 and 11853: KME bills; Seems like a ridiculous amount of money for repairs. Lengthy discussion continued; John Cameron from KME and Greenfield Highway Superintendent Walt Barss to be invited to come to the Year End meeting to talk about the bills/repairs. Meeting time changed to 6:00 PM. Commissioner Spackmann also commented that apparently KME refuses to withdraw bill on claim #11791 for \$153.00. Claim to be held again until year end meeting.

Commissioner Atwell questioned the following claims:

- 11834, 11840, 11882: Albany Communications; D/P Bishop noted majority of repairs are speaker issues.

RESOLUTION #256 TO PAY ABSTRACT #12, CLAIM #11791, AND 11816 THROUGH CLAIM #11886, EXCLUDING \$153.00 FROM CLAIM #11791, FROM THE GENERAL FUND, TOTALING \$60,262.16.

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|---------|------------|
| A3410.1 | \$6,787.63 |
| A3410.2 | 3,803.00 |
| A3410.4 | 49,824.63 |

Total: \$60,415.16

MOTION: Spackmann

SECOND: Waite

RESOLVED to pay Abstract #12, claim #11791, and 11816 through claim #11886, excluding \$153.00 from claim #11791, from the General Fund, totaling \$60,262.16.

VOTE: All in favor, motion carried.

RESOLUTION #257 GIVING THE TREASURER PERMISSION TO PAY THE BALLOT CLERKS FOR THEIR TIME AT THE ANNUAL ELECTION.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to give the Treasurer permission to pay the ballot clerks for their time at the Annual Election.

VOTE: All in favor, motion carried.

Correspondence: Secretary Petkus

- Issue regarding Co #2 Active Status Report not being submitted by deadline. Discussion continued; Co #2 will not be able to vote in Chief's election tomorrow evening.

Purchasing: D/P B. Bishop

- Outstanding items:
 - Farrell Oil 5 gallon car wash and 6 ½ gallon containers with pour spouts
 - Fire Police jackets
 - Liberty Art Works: Memorial bell
 - 100 Metal gear hangers
 - Fire Police vests with radio pockets

- Auto air ejector for Co #2
- Albany Communications: waiting for quote on replacement antenna lost at fire
- Pittsfield Communications: waiting for quote for items on base stations, Co #3 needs mic and power supply. Co #1 and #2 needs base stations installed. Questioned which radios were to be used for base stations. Discussion continued; Secretary Petkus noted she had made up a list based on the radio meeting last year.
- Rehab bus exhaust: Bus recently failed inspection due to exhaust problems. Lt. Ramsey will be able to repair for less than \$300; also tightened up some stuff regarding the leaks.

RESOLUTION #258 TO APPROVING PURCHASE OF NECESSARY PARTS TO REPAIR EXHAUST ON REHAB BUS.

MOTION: Atwell

SECOND: Waite

RESOLVED to approve purchase of necessary parts to repair exhaust on rehab bus.

VOTE: All in favor, motion carried.

- Reminder that end of year requests will not be taken from the floor, as money needs to be encumbered. Commissioner Chandler noted he wanted to get some CO alarms; Chief Lant suggested contacting State Farm to see if they want to give us some.
- Banquet: D/P Bishop noted invites will be going Friday or Saturday. He and Joyce met with Holiday Inn this morning regarding the buffet. Discussion regarding guests, sponsorship deadline is December 16th. Thanks to Chief Lant, Lt. Ramsey, and FF Diane Czechowicz for their efforts in getting sponsorships for the banquet program. Companies to talk about contributing \$500 each for payment toward the open bar.

Applications for membership:

Greenfield Center Company #1: None.

Porter Corners Company #2: None.

Middle Grove Company #3: None.

Maple Avenue Company #4: None.

Requests for Change in Membership:

Greenfield Center Company #1: None.

Porter Corners Company #2: Christopher Stanton, change from 16/17 y/o to active FF; Timothy McFarlane, moved out of District, company voted to keep him as active FF.

Middle Grove Company #3: None.

Maple Avenue Company #4: Jacob Hepner, requested leave of absence.

RESOLUTION #259 TO APPROVE ABOVE CHANGES IN MEMBERSHIP.

MOTION: Chandler

SECOND: Waite

RESOLVED to approve above changes in membership.

VOTE: All in favor, motion carried.

Grants:

- Nothing.

Report of the Chief: John Lant:

- Hopes to have 282 back by Friday.

- 272 has short in body, D/C Kenyon to look at. Something with the shore power, currently unplugged.
- Met with Councilman Pemrick regarding the R-U-Okay program. Going to rely on auxiliary. More meetings will be scheduled after the holidays; Commissioner Barss requested to be notified when the next meeting is scheduled.
- Week of January 15th KME has a trainer come to teach about ladder training; would like to schedule the trainer for the 17th. Approx. \$500, all four companies involved.
- Bail out system at Co #2 almost complete.
- Siren is out again at Co #4; Chief contacted Ed Tremblay.
- Co #2 FF Ralph Waite made an Honorary Deputy Chief last night.
- Reported on various company/department training for the past month.

Reports from Companies:

Company #1 – D/C Kenyon:

- 263: problem with on board air station. Someone from Albany coming to look at it.
- Thanks for all the help this year, wished everyone a nice holiday.

Company #2 – A/C Middlebrook:

- Thanks for the support regarding FF Ralph Waite.
- Co #2 roof leaking.

Company #3 – D/C Ellsworth:

- Fire Control called because the siren was going off at Co #3. Discussion continued; dialer needs to be replaced, on order.
- Thanks to the Board and officers for the past year.

Company #4 – D/C King:

- Thanks to the Board and all four companies.
- Currently in the middle of a toy drive, will be at Wal-Mart on the 17th; Santa delivering toys on December 23rd. Looking for volunteers to help deliver toys.

Report of District EMS Coordinator – Tim Kemp:

- Last CME class for 2011 on December 18th from 9 am to noon.

Planning Board:

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

- Town left water district option open ended, no intent.

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

- Quiet.

Reports of the Commissioners:

Commissioner Atwell:

- Monolith Power: He and Brian working on it, can only really go with the 30% discount.
- Started receiving fuel oil from Bove.
- FCC licenses: on January Organizational meeting agenda
- Incident sheets: Captain Bullard and Joyce updated; waiting for printer quote.
- Air pack testing: not complete, still need to go to Co #3. Question regarding whether or not Co #4 was completed. Brian to look into it.
- County offering emergency escape class.
- SCBA lawsuit: moving ahead.

- Questioned if officer nominations are complete; yes. Copies should be given to Joyce to keep at District office.

Commissioner Barss:

- Questioned Co #3 roof replacement; Commissioner Chandler noted he met with them.

Commissioner Chandler:

- Contract signed, insurance information should be going to Joyce in the next few days. Materials to be delivered January 16th and will be starting the same day. Toby is ready to go. Five to seven day turnaround time.

Commissioner Spackmann:

- Congratulated Commissioner Atwell continuing as Commissioner.

Special Topics of Discussion:

- Nomination committee questions: there were none.
- Meeting/workshop locations: this year they rotated throughout the District to hopefully increase attendance; did not work. 2012 meetings/workshops to be held at Greenfield Center.

RESOLUTION #260 TO HOLD ALL COMMISSIONER MEETINGS/WORKSHOPS AT GREENFIELD CENTER CO #1 FOR 2012.

MOTION: Waite

SECOND: Barss

RESOLVED to hold all Commissioner meetings/workshops at Greenfield Center Co #1 for 2012.

VOTE: All in favor, motion carried.

- Thermal Imaging Camera report: Captain Bullard presented report to the Board. Committee recommended ISG.
- Distribution of amended by-laws and District Guidelines: Discussion. Officers/members to think about it, with discussion at the January workshop.
- Discussion regarding various pricing for open bar at banquet. Companies to discuss contributing toward open bar.
- Captain Bullard noted it is time to start thinking about selling the ER at Co #4. Need to declare it surplus. Added to Year End agenda.
- D/C Ellsworth noted that the rescue could not fill bottles from Corinth; brief discussion, to get bottles from Corinth to train with, as there is a procedure to properly fill their bottles.

RESOLUTION #261 TO GO INTO EXECUTIVE SESSION AT 9:06 PM ABOUT AN EMPLOYMENT MATTER REGARDING THE DIRECTOR OF PURCHASING.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to go into executive session at 9:06 PM about an employment matter regarding the Director of Purchasing.

VOTE: All in favor, motion carried.

RESOLUTION #262 TO RECONVENE FROM EXECUTIVE SESSION AT 9:45 PM.

MOTION: Spackmann
SECOND: Barss
RESOLVED to reconvene from executive session at 9:45 PM.
VOTE: All in favor, motion carried.

RESOLUTION #263 TO DISPENSE WITH THE READING OF THE MINUTES.

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

Motion was made by Commissioner Barss with a second from Commissioner Waite to adjourn the meeting at 9:46 PM. All in favor, meeting adjourned.

Respectfully submitted,

Joyce A. Petkus
District Secretary