

Board of Fire Commissioners

Greenfield Fire District
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February 22, 2012 Commissioners Workshop

Workshop began at 7:06 pm.

Present were: Commissioners Atwell, Barss, Chandler, Spackmann, Waite, Secretary Petkus, D/P Chouinard. Please see sign in sheet for others in attendance.

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

1. **Approve Minutes:** January 25, 2012 Workshop Minutes
February 13, 2012 Special Meeting with PESH

RESOLUTION #62 APPROVING THE JANUARY 25, 2012 WORKSHOP MINUTES AND THE FEBRUARY 13, 2012 SPECIAL MEETING WITH PESH MINUTES AS WRITTEN.

MOTION: Chandler

SECOND: Waite

RESOLVED to approve the January 25, 2012 Workshop Minutes and the February 13, 2012 Special Meeting with PESH Minutes as written.

VOTE: All in favor, motion carried.

2. **Secretary Update:**

- Brief discussion regarding Co #1 exterior lighting claim submitted to the carrier. Carrier has asked for another estimate. Joyce to call Orsini and Helenek, electricians.
- Received LDDS Form in reference to a lost pager. Brief discussion, no claim to be submitted to carrier.
- 2011 LOSAP finalized, Board needs to sign off on it tonight, she will post in firehouses tomorrow morning.
- 2012 Physicals to start March 1st. Confirmed there is no grace period; all physicals are to be completed between March 1st and May 31st. Flyers to be posted in each firehouse tomorrow and notification email to be sent. Each company received physical paperwork this evening to give to membership, can also download copy from Firetracker if more forms are needed.
- AFDCA Spring Workshop on 3/24/12: Joyce and Jill would like to go. Added to March meeting agenda for list of those going.
- AFDCA 2nd Annual Officers Reception: Saturday April 14, 2012. Anyone going?
- Fit testing to start up in June.
- Reminder that generator servicing is due: Jill to handle.

3. Purchasing Update:

Commissioner Spackmann welcomed the new Director of Purchasing Jill Chouinard.

- Has been cleaning out and finding things, trying to figure out which PO's have been issued and things ordered.
- Have gone through a lot of pager batteries in the last week; ordered more pager batteries as well as belt clips.
- 9V batteries are back in stock.
- EMS tones updated, can stop in during the day or Tuesday nights to have pagers updated. If you are also part of the C & O Hazmat team, only 8 sets of tones can be put in the pager.
- Not sure about Nick Swift's gear; Jill to pick up at Co #3.
- FF rehab tags are in and turned over to Tim Kemp.
- D/C Middlebrook has inquired about the Rescue Randy Training Dummy; brief discussion, Commissioner Spackmann noted the Board had previously approved the purchase. D/C Middlebrook to get the information for ordering.
- Car wash for Co #2 ordered today.
- D/C Kenyon was looking for information on a light bar. Not approved.
- Requisition for Board approval was put in for Co #1 cutters.
- Annual checklist being put together for generator maintenance.
- Need to update Kaspersky antivirus: \$314.85 for 16 licenses for one year. Includes training laptops as well. Money to come out of internet account.
- Air bottle at Co #3 needs to be serviced by MES. Brief discussion; MES put pack at Co #3 out of service as well. If there is time at the end, the Board to go into executive session regarding recent MES problems.
- A/C Bogardus getting list together for Drager tubes, heat guns and Drager pump for Co #1 that needs repair. Chief Lant noted they need a new one.

4. Treasurer Update:

- Not present.

5. Commissioner Updates:

- Jackie Atwell:
 - 291 had generator problem, price reasonable this time, feels they are working much better with us.
 - Meeting with PESH went very well, there were a couple of issues but they have been ironed out. Got some good information from the rep as well.
 - 3 meters were taken by FF Matt Reynolds for servicing and returned. FF Reynolds noted if we call ahead to let them know we are coming, they can try to get them done in the same day.
 - Thanks to A/C Petkus for getting us the Scott bottles; he will be bringing them to the District office to be inventoried and put into service.
 - Co #1 inside lights are all done except for a few in the truck bay.
 - Co #1 made changes to the shelving on their new truck a few weeks ago; did we ever receive a bill? No bill received.
 - Fire Police vests and jackets ordered, noted that jackets are in but no vests. Jill has been trying to track them down.
 - Joyce had asked for 2012 list; Co #1 and Co #4 have not submitted yet, please take care of that ASAP.

- Darren Barss:
 - Nothing at this time.
- Michael Chandler:
 - Questioned if we received quotes on Co #2 pole barn doors; Joyce noted she did not call. Will be taken care of.
- Ken Waite:
 - Still working on Co #2 fan issue.
- Richard Spackmann:
 - Thanked FF Jack King for all his help regarding the PESH meeting.
 - Thanked FF Matt Reynolds for helping out with the gas meters.

6. Chief/Officer Reports:

Report of the Chief – John Lant:

- 291 back in service.
- OSHA going well in all four stations, make up session Sunday at Co #3.
- Ambulance service at a standstill; got all four companies responding throughout the District.
- March 12th is an OSHA compliance seminar in Albany, would like to send someone. Maybe it is time to appoint an OSHA officer, thinks Jack King would be a good choice. FF King would like to attend the seminar but needs to check his schedule first.

RESOLUTION #63 GIVING FIREFIGHTER JACK KING PERMISSION TO ATTEND THE OSHA COMPLIANCE SEMINAR ON 3/12/2012 IN ALBANY. PERMISSION FOR TREASURER TO CUT CHECK FOR PAYMENT.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to give Firefighter Jack King permission to attend the OSHA Compliance Seminar on 3/12/2012 in Albany. Permission for Treasurer to cut check for payment.

VOTE: All in favor, motion carried.

- New ER292 should be in shortly, 295 will probably have to go down there and have the jaws changed, will put 263 at Co #4 so they are not without jaws.

Company #1 – D/C Kenyon and A/C Coffey:

- New truck coming along, meeting on Monday to do final inspection. Will need the gas card again and would like to use 266 as well.

RESOLUTION #64 GIVING FF BRIAN GIBBINS, D/C DAVE KENYON, A/C BILL COFFEY AND COMMISSIONER MIKE CHANDLER PERMISSION TO TRAVEL TO THE KME FACTORY IN NESQUEHONING PA ON FEBRUARY 26 – 27, 2012 FOR FINAL INSPECTION OF CO #1 TRUCK. PERMISSION TO ALSO TAKE 266.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to give FF Brian Gibbins, D/C Dave Kenyon, A/C Bill Coffey and Commissioner Mike Chandler permission to travel to the KME factory in Nesquehoning PA on February 26 – 27, 2012 for final inspection of Co #1 truck. Permission to also take 266.

VOTE: All in favor, motion carried.

- Thinks they are missing two radios. Lengthy discussion continued; it was determined that there are no missing radios.

Company #2 – D/C Middlebrook:

- Needs battery for imaging camera; to talk to Director of Purchasing.
- Gave Jill a list of helmet shields needed for the officers. Chief Lant noted that the other companies should get their orders in as well so Jill can order them all at once.

Company #3 – D/C Ellsworth:

- Tues, Wed and Thurs are the meetings for the County radios, pretty important for each company to send a representative. Brief discussion. Tuesday's meeting at Wilton.
- Questioned if anything has been done with gear repair, the manufacturer was allowing us \$5000 in repairs. Brief discussion continued.

Company #4 – D/C King:

- New 292 final inspection at KME last week. Should be in Latham this week or early next week.
- Generator is not starting up on Tuesday nights. Brief discussion; Jill to call.

7. District Guideline Review:

- Officer Requirements Policy
- Training Approval Policy
- Uniform Policy
- Membership Application Policy
- Physical & Fit Test Policy
- Purchasing Policy

Chief Lant noted they wanted to have another meeting on the Uniform Policy; Commissioner Spackmann noted it can stay the same for now, but can be changed in the future. No changes made to any of the policies noted above.

8. District Projects

- Current Projects:
 - District Office Building: Mr. Leary to be present at March meeting, tentative timeline has been set up.
- Future Projects:
 - None.

9. Special Topics of Discussion:

- Distribution of 2011 by-law amendments and District Policy updates: brief discussion, they are currently all online on Firetracker, Joyce to make up electronic signature sheet, as well as 2 hard copies of District Manual for each firehouse. George Habig, resident, requested the by-laws be put on the website as well. Commissioner Spackmann explained that if he wanted to see the by-laws he could send a FOIL request to the District office.

RESOLUTION #65 GIVING THE FOLLOWING MEMBERS PERMISSION TO ATTEND THE FIRE DEPARTMENT LAW & MANAGEMENT CONFERENCE AT THE TURNING STONE RESORT MARCH 30 –APRIL 1, 2012: A/C JUSTIN BURWELL, CO #2 PRESIDENT STEPHANIE BURWELL, D/C JAY ELLSWORTH, D/C JOHN KING, A/C EDWARD PETKUS.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to give the following members permission to attend the Fire Department Law & Management Conference at the Turning Stone Resort March 30 –April 1, 2012: A/C Justin Burwell, Co #2 President Stephanie Burwell, D/C Jay Ellsworth, D/C John King, A/C Edward Petkus.

VOTE: All in favor, motion carried.

- Commissioner Spackmann questioned if we needed more bulletin boards to post stuff in; brief discussion, no bulletin boards needed.
- Rescue ropes: Commissioner Spackmann gave brief overview relating to the recent PESH meeting. A/C Burwell gave a presentation regarding the research he has done on the rescue ropes, and that all interior structural firefighters must be trained and competent in the use of the rescue system. Recommended the Sterling F4 descender. Cost for all necessary equipment per firefighter is \$265.95 each, for 70 firefighters it is \$18,616.00. A/C Burwell also noted that after the equipment is purchased, everyone must be trained, and the trainer should have certain minimum qualifications including the Escape Train the Trainer course and Fire Instructor, as well as a lesson plan in place so that there is a measurable standard. Need to have at least 2 extra systems designated as trainers, which need to be regularly inspected and locked up for use as trainers. It was clarified that A/C Burwell was recommending the individual components and putting them together. A/C Burwell then listed individually each component needed and its price. All are NFPA 1983 compliant. Brief discussion continued. Commissioner Spackmann noted that the gear account will take a hit this year, and that they did not really purchase gear last year, and we really need to watch our spending this year. Commissioner Barss noted he needs a minimum of 11 sets of gear this year. Brief discussion also regarding possibly using the older gear for in-house training purposes only, helping to preserve the newer gear. Brief discussion regarding using the gear credit toward adding the pocket needed to all interior structural firefighters coats to house the rescue ropes equipment. Commissioner Barss questioned the number of interior firefighters currently in the District. A/C Burwell noted a rough estimate of 98; brief discussion continued, the officers to re-classify their firefighters ASAP. Commissioner Spackmann noted that the

officers are going to need to do a more realistic job of classifying their firefighters. Joyce handed out to each Deputy Chief their Physicals Classification list. The Board commended A/C Burwell for doing a thorough job.

- OSHA training: Commissioner Spackmann questioned if the officers have thought about a realistic deadline to have annual OSHA training completed. Chief Lant noted they are working heavy on it, set a deadline for May 1st, noting if OSHA training is not completed by May 1st, they will not be riding the trucks.

RESOLUTION #66 GIVING THE SECRETARY PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND \$1.2 MILLION DOLLARS FROM THE EQUIPMENT RESERVE FUND FOR THE PURCHASE OF THE ENGINE-TANKER FOR CO #4 AND THE TANKER FOR CO #1.

MOTION: Spackmann

SECOND: Waite

RESOLVED to give the Secretary permission to advertise a permissive referendum to withdraw and expend \$1.2 million dollars from the Equipment Reserve Fund for the purchase of the engine-tanker for Co #4 and the tanker for Co #1.

VOTE: All in favor, motion carried.

- Commissioner Spackmann has noted there has been very little interest for 295, there is a special election scheduled to sell the apparatus, but may need to modify the sale price. Brief discussion continued.

RESOLUTION #67 TO CANCEL THE SPECIAL ELECTION SCHEDULED FOR FEBRUARY 28, 2012 TO SELL OLD 295, AND RESCHEDULE THE SPECIAL ELECTION FOR APRIL 3, 2012, AND TO SELL IT FOR NOT LESS THAN \$50,000.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to cancel the Special Election scheduled for February 28, 2012 to sell old 295, and reschedule the Special Election for April 3, 2012, and to sell it for not less than \$50,000.

VOTE: All in favor, motion carried.

- Commissioner Atwell received quotes for the air compressor servicing. Brief discussion regarding air quality standard testing; to remain at four times per year.
 - Tyler Fire Equipment: \$1472
 - Safair: \$1700

RESOLUTION #68 TO AWARD THE CONTRACT FOR AIR COMPRESSOR SERVICING AND AIR QUALITY TESTING TO TYLER FIRE.

MOTION: Atwell

SECOND: Waite

RESOLVED to award the contract for air compressor servicing and air quality testing to Tyler Fire.

VOTE: All in favor, motion carried.

- A/C Burwell noted there are 79 interior structural firefighters and 3 trainers, for a total of 82 needed, total amount for the rescue ropes for that amount would be \$21,807.90, not including shipping. Commissioner Spackmann requested A/C Burwell to email all the information to him, and he will forward it to our PESH rep for his approval before the Board goes ahead and purchases the equipment.
- Commissioner Atwell noted that Co #1 had a transfer request; FF Jon Davis would like to transfer from Co #2 to Co #1. Change in membership has been completed and signed by all appropriate parties.

RESOLUTION #69 APPROVING ABOVE CHANGE IN MEMBERSHIP.

MOTION: Atwell

SECOND: Barss

RESOLVED to approve above change in membership.

VOTE: All in favor, motion carried.

RESOLUTION #70 TO EXPEND \$22,000 OUT OF THE GEAR ACCOUNT FOR THE PURCHASE OF RESCUE ROPES SYSTEM, PENDING APPROVAL FROM PESH. COMMISSIONER SPACKMANN TO COORDINATE WITH PESH, TREASURER AND DIRECTOR OF PURCHASING.

MOTION: Spackmann

SECOND: Waite

RESOLVED to expend \$22,000 out of the gear account for the purchase of rescue ropes system, pending approval from PESH. Commissioner Spackmann to coordinate with PESH, Treasurer and Director of Purchasing.

VOTE: All in favor, motion carried.

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

Motion made by Commissioner Barss with a second from Commissioner Waite to adjourn the workshop at 8:35 PM. All in favor.

Respectfully submitted,



Joyce A. Petkus
District Secretary