

Board of Fire Commissioners

Greenfield Fire District
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February 23, 2011 Commissioners Workshop

Workshop began at 7:10 pm.

Present were: Commissioners Atwell, Barss, Chandler, Spackmann, Waite, Secretary Petkus, Director of Purchasing B. Bishop and Treasurer Jean 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:** January 27, 2011 Workshop Minutes.

RESOLUTION #77 APPROVING THE JANUARY 27, 2011 COMMISSIONER WORKSHOP MINUTES AS WRITTEN.

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve the January 27, 2011 Commissioner Workshop Minutes as written.

VOTE: All in favor, motion carried.

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

- Various paperwork needs to be signed
- District Manual 2010 Update signature sheets were due back yesterday; received Co #1, 2 and 3 with special thanks to A/C Middlebrook, as he got signatures for all members of Co #2. Co #4 did not hand theirs in, need to get it to her ASAP. Brief discussion continued; members must sign for their 2010 updates by the March 9th Commissioners Meeting.
- AFDCA Spring Workshop has been cancelled.
- RBC Wealth Management needs annual resolution.

RESOLUTION #78 THAT THE SECRETARY, TREASURER, DEPUTY TREASURER AND COMMISSIONERS, OR ANY ONE OF SUCH OFFICERS, BE AND THEY ARE HEREBY FULLY AUTHORIZED AND EMPOWERED TO PURCHASE, INVEST IN, ACQUIRE, SELL, ASSIGN, TRANSFER, OR OTHERWISE DISPOSE OF ANY AND ALL TYPES OF AND KINDS OF SECURITIES INCLUDING BUT NOT LIMITED TO STOCKS, BONDS, DEBENTURES, NOTES, RIGHTS, OPTIONS,

WARRANTS, CERTIFICATES OF EVERY KIND AND NATURE WHATSOEVER; AND TO ENTER INTO AGREEMENTS, CONTRACTS AND ARRANGEMENTS WITH RESPECT TO SUCH SECURITY TRANSACTIONS WHETHER OR WITH SECURITIES RELATED INDIVIDUALS OR AGE NETS; TO EXECUTE, SIGHT OR ENDORSE ON BEHALF OF AND IN THE SAME AGREEMENT AND TO AFFIX THE CORPORATE ON SAME. I FURTHER CERTIFY THAT THE AUTHORITY THEREBY CONFERRED IS NOT INCONSISTENT WITH THE CHARTER OR BY-LAWS OF THIS CORPORATION, AND THAT THE FOLLOWING IS A TRUE AND CORRECT LIST OF OFFICERS OF THIS CORPORATION AS OF THE PRESENT DATE: COMMISSIONERS JACK ATWELL, DARREN BARSS, MICHAEL CHANDLER, RICHARD SPACKMANN, KENNETH WAITE; SECRETARY JOYCE PETKUS, TREASURER JEAN BISHOP, DEPUTY TREASURER VANESSA PERKINS.

MOTION: Spackmann

SECOND: Waite

RESOLVED that the Secretary, Treasurer, Deputy Treasurer and Commissioners, or any one of such officers, be and they are hereby fully authorized and empowered to purchase, invest in, acquire, sell, assign, transfer, or otherwise dispose of any and all types of and kinds of securities including but not limited to stocks, bonds, debentures, notes, rights, options, warrants, certificates of every kind and nature whatsoever; and to enter into agreements, contracts and arrangements with respect to such security transactions whether or with securities related individuals or age nets; to execute, sight or endorse on behalf of and in the same agreement and to affix the corporate on same. I further certify that the authority thereby conferred is not inconsistent with the Charter or By-Laws of this Corporation, and that the following is a true and correct list of officers of this Corporation as of the present date: Commissioners Jack Atwell, Darren Barss, Michael Chandler, Richard Spackmann, Kenneth Waite; Secretary Joyce Petkus, Treasurer Jean Bishop, Deputy Treasurer Vanessa Perkins.

VOTE: All in favor, motion carried.

- Will schedule review meeting with Penflex and RBC Wealth Management together tentatively in April.
- Have made changes to various forms and will be sending out for printing.
- Commissioner Spackmann questioned records clean up; Joyce noted she and the Treasurer will hopefully get to them before April.

3. Purchasing Update – Brian Bishop:

- Held up on radio order, worked out to our advantage; as of this morning there is a \$200 discount on the radios, which will save about \$6000.00.
- Garage door sensors/photo eyes: Adirondack Overhead Door and Winchip have already come to look at the doors, Overhead Door will look at them on Monday.
- 269 light bar is ready to be ordered; need one more Commissioner signature.
- Tech II currently working on phone system solutions, analyzing phone bills. Will

need from each company the number of extensions and the locations.

- ID cards and access card film ordered.
- 6 safety officer helmets ordered.
- Tables for Co.#4 are ready to be delivered. Delivery to be arranged.
- Battery for Co. #1 EMS Radio. Albany Communications checking with Motorola.
- Will be picking up the inventory readers and materials from Firetracker at the Nassau Chief's Show.
- Gear still slated to arrive mid-March.
- Promethean Board has arrived and should be installed in March.
- Has 9V and AA batteries for SCBA Annual Maintenance. Please let him know how many packs you have and I will get you the batteries for next Tuesday.
- Having difficulty getting the pager programmer to "talk" to the computer. Wayne from Albany Communications to come up and check/train him how to program.
- Blanket PO's have been created for the 4 companies for supplies. This includes basic office supplies pens/tape/paper clips/markers/etc., & maintenance supplies.
- Requested clarification for the \$750 threshold: past practice has been per item.
- Radio on 283 not working, needed a new mic.

4. Treasurer Update – Jean Bishop:

- Checks received from both Towns for the year,

5. Commissioner Updates:

- **Jack Atwell**

- Asked Commissioner Chandler if he heard from Safair on the compressor; he noted they replaced one valve and checked the hoses and they are fine. Unless outside sheathing is cracked or deteriorated it is not an issue.
- Door on air compressor room: hinges are bad and need to be replaced. Brief discussion; Commissioner Atwell to call Allerdice for repair.

- **Darren Barss:**

- Talked to all the companies, thanked them, received Co #3 gear inventory; order did go out to be fixed.
- Co #3 needs brushes/soaps for trucks.
- Questioned what is going on with 282; Chief Lant will be discussing shortly.

- **Ken Waite:**

- Thanked Commissioner Chandler for doing the punch list walk through.
- Contacted by fire police for Motorola 860 portable car chargers, \$89 each. Will take this information back to the fire police meeting and then the Board.

- **Michael Chandler:**

- Still trying to get in touch with Phil and Bill regarding Co #1 heat loss issue.
- Co #2 punch list is quite extensive; a lot is because of weather and must wait until spring. The following was also noted:
 - Issue with clean up of duct work upstairs
 - Issue with fuel line tentatively fixed
 - Kitchen to be painted soon
 - Trim work still to be done

- Memorial plot: curb is in wrong place, to go back to membership to see what they want to do
- Power service will need to be shut down in the spring to replace some panels. That will need to be coordinated with the Chief/Board.

6. Report of the Chief – John Lant

- Rehab bus: realizes there are issues and maybe should have been more on top of it, but they did a great job, has stove, heat, A/C. Chairman last year noted the money spent was out of the 2010 budget, and the \$8000 was out of 2011. Suggested selling trailer at Co #4, with that money to go to rehab bus. A/C Bogardus gave report on rehab bus, including the following:
 - Underestimated to cost of the bus, things were more expensive than they realized. \$5000-\$6,000 already spent before he realized the exterior should be addressed.
 - Tried to get parts at the junkyard, donations.
 - Just under \$8000 now, has a punch list to finish it off; estimates they need another \$5000.
 - A/C Bogardus then gave brief description of what has been done to rehab bus and contents, including supply of blankets, hand warmers, socks, etc.
 - Suggested that maybe some of the money could come out of the EMS account, as it is for rehabbing.

Commissioner Spackmann noted the importance of NFPA compliance, supports the membership, encourages participation and dedication, but there is a lack of oversight as it relates to how much the project would cost. Should support the initiative that has been undertaken; for any future projects there should be monthly progress reports to prevent this type of thing happening in the future. D/P B. Bishop noted the lack of a bathroom in the rehab bus and that had been brought up for discussion; the Port-o-Potty that Gary brought in to address the issue of facilities when at a scene for an extended period of time has been sitting behind Co #1 for 3 years and has never been used. Lengthy discussion continued regarding the possibility of adding a bathroom to the rehab bus. Commissioner Atwell gave those working on the project credit, but noted his concern regarding \$700 wheel covers and \$1000 for lettering. Brief discussion regarding sand blasting the wheel covers, at cost of only \$25 each. D/C Davis to get the name and number. Captain Bullard noted the lettering is the standard District truck committee recommendation. Felt we can't keep just spending money. Commissioner Barss noted he felt the same way, questioned who is doing the lettering. Captain Bullard noted the lettering to be installed by the membership. Commissioner Waite noted he would go along with that, the guys have a lot of work into it already; they need to get a generator and a bunch of other stuff. Maybe they can get the lettering a little cheaper. Commissioner Chandler noted he has no problem with the rehab bus, but there needs to more communication, a better handle on it. He would like reports on it, felt it needs to look good going down the road, and the bathroom issue needs to be addressed. Discussion regarding adding bathroom to rehab bus. Question and discussion also regarding the ramps off the back of the bus. Commissioner Atwell noted that these projects are not thought out and wind up costing double before they are finished and we cannot continue to operate like this. Agreed there should be a bathroom and the money from the sale of the trailer should be invested in this.

Willing to compromise but this cannot continue. Commissioner Spackmann noted that even a free vehicle, like the fire police van, is going to cost the District money. Added to March meeting agenda for update. Lt. Ramsey also noted that Lowes will sell them a 10.5 kW Troybuilt generator for \$780.

RESOLUTION #79 APPROVING PERMISSION TO PURCHASE A TROYBUILT 10.5 kW GENERATOR FROM LOWES FOR \$780.00.

MOTION: Atwell

SECOND: Barss

RESOLVED to approve permission to purchase a Troybuilt 10.5 kW generator from Lowes for \$780.00.

VOTE: All in favor, motion carried.

- 282 is having generator problems. Bonesteel looked at it and will cost \$5000 to rebuild it. Hose was also leaking, alternator issue, and needed a battery. He had them fix it, if Co #4 engine had gone down, he would have had to pull the engine out of Co #2 to cover. The generators need to be serviced every year.
- D/C Ellsworth is in charge of the truck maintenance program, will set up a committee.
- Generator in 281 was not working last night. KME came up.
- 282 came back with master intake valve issue.
- KME also fixed some problems on 271.
- Received some 282 generator prices from Bonesteel; handed out quote to Board. Discussion regarding the different options; will cost about \$5000 to fix and \$3900 to buy a new one. KME will also come up to look at all the truck generators. Commissioner Barss to go around with the Chief & John Cameron.
- Brief discussion also regarding NFPA1911 and 1915. D/P B. Bishop to purchase books as necessary.

RESOLUTION #80 GIVING CHIEF LANT AND D/C ELLSWORTH PERMISSION TO PURCHASE THE GENERATOR FOR 282.

MOTION: Spackmann

SECOND: Barss

RESOLVED to give Chief Lant and D/C Ellsworth permission to purchase the generator for 282.

VOTE: All in favor, motion carried.

- Dry hydrants should have some signage on them; Brief discussion, Will cost about \$400 for 15 signs and hardware. D/C Ellsworth to handle.
- Fit Testing: Has brought up in the past purchasing our own machine; cost is about \$8100. Called Assemblyman Tony Jordan about possibly getting a grant to purchase machine. Discussion continued, including cost of fit testing for 2009 and 2010, maintenance and calibration contracts. Added to March workshop agenda for more discussion.
- Questioned if the Board read Co #1 and #4 truck specs to be put out to bid. Brief

discussion; Captain Bullard had emailed electronic version over to Joyce, which she forwarded on to the Commissioners. Paper copy of their truck specs are also at the Commissioners office for review. Tabled to March 9th meeting as some Commissioners have not reviewed all the specs yet. Truck committee also met earlier this evening, went well.

- Spoke to Supervisor Rowland recently regarding ambulance service coverage in the Town of Greenfield.

7. District Guideline Review:

- Access Card and Fob Policy
- Lost/Damaged/Destroyed/Stolen Policy
- Membership Application Policy
- Physical & Fit Test Policy
- Training Approval Policy

Above policies tabled to the March 9th meeting.

8. District Projects

- Current Projects:
 - Exploratory committee for office building construction: representatives are as follows: Dave Kenyon, Bill Coffey, Mike McFarlane, Ed Petkus, Brian Bishop, Dean Deuel.
- Future Projects:
 - None.

9. Special Topics of Discussion:

- Reminder that the March 9th meeting has been moved from Middle Grove to Greenfield Center. March 23rd workshop date will need to be changed due to conflicting training; tabled to March 9th meeting.
- Commissioner Chandler has not yet heard from the Town regarding the fuel pump. Tabled to March 9th meeting.
- Ron Bishop noted the fire police van should be complete this week; \$641.27 spent so far. They would like to purchase a light stick at a cost of \$164 plus shipping. Commissioner Spackmann noted he is okay with the light stick but thinks the van needs more than just that.
- D/P B. Bishop noted that Co #2 and 3 radio inventories have already been received and are due by the next meeting.
- Captain Deuel requested permission to move forward with out of District applicant Nick Kozlowski. Brief discussion.

RESOLUTION #81 GIVING CO #4 PERMISSION TO MOVE FORWARD WITH OUT OF DISTRICT APPLICANT NICK KOZLOWSKI.

MOTION: Atwell

SECOND: Waite

RESOLVED to give Co #4 permission to move forward with out of District applicant Nick Kozlowski.

VOTE: All in favor, motion carried.

- D/C Davis requested someone look at Co #2 phone system. D/C B. Bishop noted he is working with Tech II on a possible District wide phone system. Brief discussion; D/P Bishop to contact Vernon Brownell.
- D/C Kenyon submitted receipt for tires on 283. Brief discussion regarding 10 year rule for replacement of tires; D/C Kenyon noted he spoke with Warren Tire and they have never heard of such a ruling. Commissioner Spackmann noted to hold off on anything else until specs are confirmed; D/C Ellsworth to look into it.
- A/C Middlebrook noted Co #2 would like to hold off on the Co #2 repairs as it relates to the radio room, see what happens next year.

RESOLUTION #82 TO GO INTO EXECUTIVE AT 8:55 PM IN REFERENCE TO POTENTIAL LITIGATION.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to go into executive at 8:55 PM in reference to potential litigation.

VOTE: All in favor, motion carried.

RESOLUTION #83 TO RECONVENE FROM EXECUTIVE SESSION AT 9:24 PM.

MOTION: Atwell

SECOND: Spackmann

RESOLVED to reconvene from executive session at 9:24 PM.

VOTE: All in favor, motion carried.

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

Motion made by Commissioner Waite with a second from Commissioner Barss to adjourn the workshop at 9:26 PM. All in favor.

Respectfully submitted,

Joyce Petkus
District Secretary