

Board of Fire Commissioners

Greenfield Fire District
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February 27, 2013 Commissioners Workshop

Workshop began at 7:05 pm.

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

1. Flag salute/moment of silence recognized for departed members/troops overseas.
2. **Bid Opening:** For Rhino and Cat
2005 Yamaha Rhino
 - Tom Belisario, Sand Hill Road: \$4600.00
 - Tom Belisario, Sand Hill Road: \$4500.00
 - Phlaen Hart, Mayfield: \$5156.26D/P Chouinard to make arrangements for transaction.

No bids received for the cat.

3. **Approve Minutes:** January 23, 2013 Commissioner Workshop Minutes

RESOLUTION #55 TO APPROVE THE JANUARY 23, 2013 COMMISSIONER WORKSHOP MINUTES AS WRITTEN.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to approve the January 23, 2013 Commissioner Workshop Minutes as written.

VOTE: All in favor; motion carried.

4. **Secretary Update – Joyce Petkus**

RESOLUTION #56 APPROVE THE FOLLOWING PEOPLE TO ATTEND THE ANNUAL THOMAS F. WITH FIRE POLICE TRAINING & EDUCATION SEMINAR AT ACADEMY OF FIRE SCIENCE, MONTOUR FALLS, NY ON MARCH 16-17, 2013: JEAN BISHOP, RON BISHOP, JOE POST, BOB ROXBURY, MARGARET ROXBURY, BOB KANAR.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to approve the following people to attend the Annual Thomas F. With Fire Police Training & Education Seminar at Academy of Fire Science, Montour Falls, NY on March 16-17, 2013: Jean Bishop, Ron Bishop, Joe Post, Bob Roxbury, Margaret Roxbury, Bob Kanar.

VOTE: All in favor; motion carried.

RESOLUTION #57 TO APPROVE THE FOLLOWING PEOPLE TO ATTEND THE 5TH ANNUAL FIRE DEPARTMENT LAW & MANAGEMENT CONFERENCE AT THE TURNING STONE, MARCH 21 – MARCH 24. 2013: BRIAN BISHOP, JUSTIN BURWELL, STEPHANIE BURWELL, DANIELLE CUMM, JAY ELLSWORTH, JOHN KING, JOHN LANT, EDWARD PETKUS. PERMISSION ALSO TO TAKE CHIEFS VEHICLES AND MED VEHICLES.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to approve the following people to attend the 5th Annual Fire Department Law & Management Conference at the Turning Stone, March 21 – March 24. 2013: Brian Bishop, Justin Burwell, Stephanie Burwell, Danielle Cumm, Jay Ellsworth, John King, John Lant, Edward Petkus. Permission also to take Chiefs vehicles and MED vehicles.

VOTE: All in favor; motion carried.

- Creation of SCBA account: discussion regarding whether or not to hold the vote at all four firehouses or at Greenfield Center firehouse. Joyce noted the last time when the ladder reserve fund was created, there were only a total of 57 votes between all four voting stations.

RESOLUTION #58 THAT PURSUANT TO SECTION 6—G OF THE GENERAL MUNICIPAL LAW, AS AMENDED, THE GREENFIELD FIRE DISTRICT DOES HEREBY ESTABLISH A CAPITAL RESERVE FUND TO FINANCE THE COST OF THE ACQUISITION OF SCBA EQUIPMENT.

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

THE FIRE DISTRICT TREASURER IS 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 FROM THIS FUND, EXCEPT UPON AUTHORIZATION OF THIS BOARD PURSUANT TO A PERMISSIVE REFERENDUM.

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, APRIL 9, 2013 BETWEEN THE HOURS OF 6:00 P.M. AND 9:00 P.M. AT THE GREENFIELD CENTER, 13 SOUTH GREENFIELD ROAD, GREENFIELD CENTER NY.

MOTION: Spackmann

SECOND: Chandler

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

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

The Fire District Treasurer is 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 from this fund, except upon authorization of this Board pursuant to a permissive referendum.

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, April 9, 2013 between the hours of 6:00 p.m. and 9:00 p.m. at the Greenfield Center, 13 South Greenfield Road, Greenfield Center NY.

VOTE: All in favor; motion carried.

- Defensive Driver: Dates have been set up, cost is \$29 pp, Dick Snyder from LC Insurance will be teaching it again. Discussion regarding who will be allowed to attend; firefighters and their spouses, life members and their spouses, auxiliary members. Joyce noted the ongoing issue with not getting updated lists from the auxiliary; auxiliaries must submit updated rosters before they can register for class. Discussion also regarding if people want to pay at the door; Joyce to ask Mr. Snyder. Lunch also to be provided by the District on Saturdays; Joyce and Jill to coordinate with auxiliaries. Flyer to be created and posted in all firehouses and on Firetracker.
- Recently approved by-laws: does the Board want the firefighters to sign that they have read the by-laws, now that we have gone electronic? Board agreed that they do not need to sign off on it.
- AFDSNY Spring workshop in Saratoga Springs April 18-21st. Tentative schedule was previously handed out. She is interested in going; does anyone else want to go? Brief discussion; Joyce to forward schedule to officers as well. To be posted on Firetracker as well.
- Received several questions regarding the Billy Goldfeder seminar in May as it pertains to LOSAP and completing TRF's. Per the Training Approval policy, she has

created one TRF to cover the membership, as well as sign up sheets for each company, which she already emailed to the officers. Please send the sign up sheet back to the District office by May 10th, so she can forward them to Captain Bullard.

- Started working on January LOSAP; reminded everyone that it is really important to complete the Incident and non-incident sheets correctly, and don't leave them lying around. Unfortunately already for January, some people have not received LOSAP credit due to incorrectly filled out forms.
- Physicals: don't forget to schedule you appointments!

5. Purchasing Update – Jill Chouinard

- Questioned what the Chief would like to do with the 4-gas gas meters, they cost about \$895 each; Chief Lant noted he would like to order 2, 1 for Co #2 and 1 for Co #4. Also noted that A/C Burwell had provided her with the 5 gasses for the 5-gas gas meter, and she got a quote from AJ Vel for \$1590.95. It was noted there is \$4000 in the Hazmat account. Brief discussion; D/P Chouinard to purchase 2 5-gas gas meters, 1 to go to Co #2 and the other to Co #4, and 1 4-gas gas meter to go to Co #3.
- Brake cutter to be here March 5th, which is the re-schedule date for gear fitting.
- Provided quotes to the Board re: new Chief's vehicle. Commissioner Chandler has package to review.
- Working on Co #2 fan RFP; original quote was \$3800 from the Firestore, A/C Petkus was able to get it for \$3300, including S & H at the LI Chief's show as long as it is ordered by tomorrow. Discussion continued; purchase of fan on hold.
- Gear fitting March 5th beginning at 5 PM. Emails went out to those involved in getting new gear. Brief discussion; gear fitting to be held at Co #4.
- Still no update on the AFG.
- Dress uniform fitting went well; 6 firefighters were fitted. There were a lot of alterations. Also found a new seamstress in Ballston Spa.
- Working on collar brass, will have spreadsheet for Chiefs at March meeting.
- Questioned what to do with the snowmobile since no bids were received. Commissioner Spackmann noted that maybe we should speak to Toby Middlebrook about trading services for the snowmobile.
- Fit test machine: still on hold and hope to hear from the AFG.
- Kaspersky security upgrade should have went through all the computers automatically; please check and let her know if there are any problems, including training laptops.
- Co #1 cow tags are in.
- 7 pagers out for repair, 2 gas meters to go to AJ Vel, Co #1 has one there already waiting for repair.
- Co #1 telelight is repaired; she will be picking it up tomorrow.
- State Farm has donated about 80% of the office furnishings for the District office building, should the Board accept a bid.
- March 5-8th, Tyler Fire will be doing annual pack maintenance. At the same time she will be going around to do pack inventory. If any packs are in vehicles, please leave them at the firehouses.
- Contracts submitted by Milton Cat and Kinsley for annual generator service. Commissioner Chandler has them to review and sign. Discussion continued regarding Co #4 generator/radiator issue; on hold until servicing is done and Commissioner Atwell will meet them there.

6. Treasurer Update – D/T Perkins:

- Recommended that regarding the trade of the snowmobile for plumbing services from Toby Middlebrook; should document the sale and credit showing two separate transactions.

7. Commissioner Updates:

• **Jack Atwell**

- Junior firefighter boot camp: if anyone is interested, please contact your Deputy Chiefs. Joyce noted the dates have changed from June to the end of July. Must attend all days and they will only take firefighters ages 16 and 17.
- 261 is at KME, leak in the pump to tank line, as well as problem with the electronic shifter. Should be back by the end of the week or early next week.
- Reminder that Daytime FF 1 or FF II courses are out. Truck Company Ops coming out.

• **Darren Barss**

- Not present this evening.

• **Mike Chandler**

- Co #3 would like to do some upgrades to the firefighter's room, painting, lighting, possible flooring. Most of that is apparently going to be purchased by their auxiliary. Brief discussion.
- Co #3 would like to hold their coin drop July 26th and July 27th.

RESOLUTION #59 GIVING CO #3 PERMISSION TO HOLD THEIR COIN DROP ON JULY 26TH AND 27TH, 2013.

MOTION: Chandler

SECOND: Spackmann

RESOLVED to give Co #3 permission to hold their coin drop on July 26th and 27th, 2013.

VOTE: All in favor; motion carried.

- Co #3 would like to have a spaghetti dinner on May 5, 2013.

RESOLUTION #60 GIVING CO #3 PERMISSION TO HOLD A SPAGHETTI DINNER ON MAY 5, 2013.

MOTION: Chandler

SECOND: Atwell

RESOLVED to give Co #3 permission to hold a spaghetti dinner on May 5, 2013.

VOTE: All in favor; motion carried.

- Co #3 asked about the pavilion that was approved several years ago. They would like to start putting their plans together. Brief discussion; it all depends on what the office building comes in at.
- Would like to purchase 2 radios, 1 for himself as he is responding as a first responder and 1 for inventory. Brief discussion; Chief Lant noted it should be MED276 as it is going to be assigned to Co #2. It was also noted Tim Kemp has a radio that is designated as portable 286.

RESOLUTION #61 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO PURCHASE 2 HIGH BAND RADIOS. MONEY TO COME OUT OF THE RADIO ACCOUNT.

MOTION: Chandler

SECOND: Atwell

RESOLVED to give the Director of Purchasing permission to purchase 2 high band radios. Money to come out of the Radio Account.

VOTE: All in favor; motion carried.

- **Ken Waite**
 - Not present this evening.
- **Richard Spackmann**
 - Nothing at this time.

8. Reports of the Chief/Chief Officers:

- **Chief Lant:**
 - Regarding the Billy Goldfeder seminar at the middle school, they are requesting a certificate of Insurance. Brief discussion, Joyce to call insurance carrier to take care of it.
- **D/C Davis:**
 - Lights need to be taken care of. Joyce to call electrician.
 - Co #1 would like to re-paint the firefighters room and the radio room floor is shot. Brief discussion; keep it under \$500 for the firefighters room. D/P Chouinard noted that President Brian Gibbins had asked her about it and she had told him to get together a list of what was needed and prices.
- **D/C Middlebrook:**
 - Nothing at this time.
- **D/C Ellsworth:**
 - Recent furnace issue, Toby Middlebrook looked at it and ordered parts, should be covered under warranty.
 - Truck committee has not heard back from Co #1 and Co #2, once they do, the committee will get some stuff together for the Board.
- **D/C King:**
 - Shore lines are in.
 - Galway had a fire on one of their trucks in the old box lights; it was a problem with the battery and if we have any they should be replaced. Brief discussion.
 - Issue with thermal camera on 292; they called VRS and someone stopped in and checked it out. Not sure if it is the charger on the truck or the batteries. Brief discussion; A/C Burwell noted they had the same issue last year and the batteries were sent out to be reconditioned, the batteries have to be run down and they now have them on a schedule.
 - Has not been able to get the page back from Chris Courtois. Brief discussion, letter to be placed in file.
 - Ed fink's dress uniform jacket; told him to write a letter.

Chief Lant noted Edinburg is putting their new truck in service on Saturday; would like to send them any extra hose we are not using. Board already previously approved.

Chief Lant would like to schedule a Large Trucks and Heavy Equipment course put on by FASNY. Brief discussion, may cost about \$1,500-2,000. To coordinate with Joyce and send email.

9. District Guideline Review:

- Firefighter Injury Policy: no changes made.
- Physical & Fit Test Policy: no changes made.
- Restricted Duty Policy: no changes made.

10. District Projects:

- Current Projects:
 - District Office Building: special meeting scheduled for tomorrow, February 28th at Co #1 at 7 PM. Mr. Leary will be present.
- Future Projects:

11. Special Topics of Discussion:

- The anticipated cost of the office building is going to be sizeable; we really need to watch discretionary spending this year. A project this size impacts everything.
- Would like to set up a meeting with Munter to close out Co #3 roof issue. Brief discussion; Commissioner Chandler to set up meeting over at Co #3. Need to get this project completed before starting another major project.
- Sonic wall up for renewal, does the Board want to purchase a bank of pre-pay discounted hours? Brief discussion; Commissioner Spackmann to coordinate with Joyce or Jill.
- Commissioner Spackmann noted that the computer for the purchasing system died and needs to be replaced. Brief discussion; approximate cost to replace about \$500. Commissioner Spackmann to look into it and coordinate with Jill.
- D/C Ellsworth noted Co #3 is still having problems with the internet, worse now. Jill noted that Time Warner had said they needed to do an upgrade from the pole to the building and possibly even internally, this would be done in the springtime. Jill to contact contractor sales and look into it.
- D/C Ellsworth also noted the new printer is still not working; Jill noted she would go over there tomorrow and look at it.
- Letter received from Robert Brooks to the Board regarding alleged accident he had while responding to a call, hit a mailbox and did some damage to his car. He apparently did not report it to anyone at the call, and days later in passing conversation it came up that the district had insurance for this. His letter asks for leniency. Accident happened February 8th and the letter is dated February 18th. No police report filed or amount of damage noted. A/C Burwell noted he did not know about it until the 17th. Discussion continued. Commissioner Spackmann noted that he does not like taking money out of firefighter's pockets, but this is not the first issue of this firefighter sidestepping the rules of the fire district. Chief Lant noted that if a firefighter had an accident, they should call the Chief Officer and/or let the Chief of the District know, need to follow the chain of command. Joyce also noted that the insurance may deny it for lack of timely filing. Discussion continued; Board members denied request, Joyce to send firefighter Brooks a letter.

RESOLUTION #62 TO GO INTO EXECUTIVE SESSION AT 8:29 PM IN REFERENCE TO FIREFIGHTER JACK SADOUSKY'S ANNUAL PHYSICAL.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to go into executive session at 8:29 PM in reference to firefighter Jack Sadousky's annual physical.

VOTE: All in favor, motion carried.

RESOLUTION #63 TO RECONVENE FROM EXECUTIVE SESSION AT 8:35 PM.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to reconvene from executive session at 8:35 PM.

VOTE: All in favor, motion carried.

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

Motion made by Commissioner Atwell with a second from Commissioner Chandler to adjourn the workshop at 8:37 PM. All in favor.

Respectfully submitted,

Joyce A. Petkus

Joyce A Petkus
District Secretary