

Board of Fire Commissioners

Greenfield Fire District
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January 26, 2010 Commissioners Workshop

Workshop began at 7:05 pm.

Present were: Commissioners B. Chouinard, Robarge, Spackmann, Secretary Petkus, P/A J. Chouinard; Chief Lant, A/C's G. Gibbins, Davis, Ellsworth, King.

1. **Approve Minutes:** None.

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

- Created/implemented updated access groups;
- There are no more copies of SOG's, and is aware they are currently being revised; brief discussion, copies of current SOG's to be made on an as needed basis.
- Met with Dr. Peacock and Laurie regarding 2010 physicals; will be getting dates by February Commissioner meeting. FYI – only 4 people are currently in the process of Hep B vaccines, we paid for 20.
- Commissioner Spackmann noted that on February 3rd, they will be meeting with Dave Meager to go over the District Insurance policies, 7 pm at Co #1.

RESOLUTION #37 GIVING RICHARD SPACKMANN AND BRYAN CHOUINARD PERMISSION TO ATTEND THE COMMISSIONER TRAINING BEING HELD AT WILTON FIRE DEPARTMENT ON SATURDAY, MARCH 6, 2010 BEGINNING AT 8 AM.

MOTION: Robarge

SECOND: B. Chouinard

RESOLVED to give Richard Spackmann and Bryan Chouinard permission to attend the Commissioner training being held at Wilton Fire Department on Saturday, March 6, 2010 beginning at 8 AM.

VOTE: All in favor, motion carried.

Joyce already signed both Commissioners for the course.

- Joyce noted that she set up the defensive driver courses for 2010. They are scheduled in April. Will send an email to John and Gary at Co #1 and 4 to make sure they do not conflict with anything. Will then post in the bulletin boards and have sign up sheets.
- LOSAP questions: Joyce sent an email out to the Commissioners in December regarding some LOSAP clarification/possible changes:
 - Fire Police meetings to receive credit under the meetings category, not committee meetings;

- Training vs. drill: Lengthy discussion regarding eliminating confusion and increasing consistency between companies with regard to training and drills, discrepancies on LOSAP forms, recent update of Training Approval Procedure will hopefully eliminate any confusion. Commissioner Spackmann noted that between Commissioner Robarge, Chief Lant and Secretary Petkus, they can work together to streamline the process and eliminate any confusion.
- EMS classes with Paul Felts: previously addressed in June, certificates to be held until the end. A/C G. Gibbins noted that the pilot program has not been completed in 2009 and is being carried over into 2010 and the EMS people had no problems with this. Joyce clarified that those people would then not receive their LOSAP credit until 2010 when she received their certificates of completion. She also asked if Paul Felts will then be starting another pilot course, which will then go from 2010-2011. A/C G. Gibbins noted that it may go for 3 years because they are cutting down to only once a month. Joyce also noted that if she knew which courses Mr. Felts would be teaching it would be helpful to her to have that schedule in advance, that way in case there was any confusion, she would have something to reference to, as well as putting the information for members to see on the Firetracker calendar. Commissioner Spackmann noted a problem with receiving LOSAP credit 3 years later; Joyce noted she did not know back in June that the Pilot program would be going into 2010 and possibly later, which now changes everything they discussed back in June. A/C Ellsworth suggested that the EMT Coordinator submit a list of names of the people taking the pilot program, as not all EMT's are participating in the pilot program. Brief discussion continued; Commissioner Spackmann noted that the rules are that you can only get credit for a year at a time, in order to receive credit you need to provide a certificate. Joyce explained that then Gary would need to go back and get the certificates from 2009; Commissioner Spackmann noted that the EMT's that took the classes need to. Joyce explained that they then need to be notified of this as it is a change from what was agreed to back in June, but they have until the end of March to produce their certificates from 2009 in order to receive LOSAP credit. Commissioner Spackmann charged Gary and/or the Chief with notifying the EMT's. Brief discussion continued; Joyce confirmed that the firefighters are responsible for handing in their pilot program certificates and can do so throughout the year, and Gary and Chief Lant would be notifying them that they need to get in copies of their 2009 certificates if they want LOSAP credit.
- Data entry errors in Firetracker: Joyce explained the different problems that are still occurring a year later regarding attendance and it is just easier for her to put in the attendance rather than trying to figure out what is wrong and correcting it. Commissioner Spackmann reiterated so that everyone understands that logging into Firetracker and entering data is the same except they will no longer be adding attendance; Joyce to enter that from the LOSAP sheets she receives.
- Joyce also noted the many problems with data entry into Firetracker over the past year, and has asked for deadlines regarding data entry: by the 15th of each month all paperwork from the preceding month must be entered into Firetracker. In return, she must have her information for the preceding month completed by the end of the month. For example: everything for January 2010 must be entered into Firetracker by February 15th, she then must have everything done by February 28th. This includes that the report must be complete and marked yes in the "Done" column. If it is not, she does not complete that report at her end. Also the call numbers in Firetracker are not accurate because of mutual

aid; when a mutual aid company goes to add their information; they have not been checking off their company and so have not been getting credit. That is simple to fix, Joyce will do a quick check of that when she enters in the attendance for the calls to make sure the correct companies are credited. Chief Lant suggested that the data entry people sit down with Joyce so she can let them know how she wants it done; Tuesday nights were busy for February, so Joyce to email Chief Lant with another night. Would also like to know who the data entry people are for 2010 to make sure they have the correct permission in Firetracker to do that, and also there are people listed as data entry and she knows they no longer do it. Chief Lant noted that the less people doing it the better off we would be. Commissioner Spackmann disagreed, as many people that want to do it should be able to do it, they just need to do it right.

- Issue of members not going back to the firehouse after a call and so somebody else signs for that individual. Brief discussion continued; Commissioner Spackmann noted the bottom line is if an individual does not sign the sheet, then they don't get credit, but most of the people who do not sign, do not need the credit anyway. Commissioner Robarge noted that this is something that you don't want to get out of hand where it becomes common place for everybody to sign for everybody else. Joyce noted she did a little number crunching today, and it is becoming more commonplace. Chief Lant noted that it should not be that way because everybody comes to the station to ride the truck. A/C Davis asked if the LOSAP is going to be used for eligibility for voting for Chief and stuff. Commissioner Spackmann noted that it was a by-law committee question. Discussion continued regarding the importance of swiping your access and signing the call sheet, especially if there is discrepancy. Joyce explained how she uses the access time sheets regarding calls if there is a discrepancy, and that there are extenuating circumstances on occasion, but signing for another member is an anomaly that has been occurring only in the last four months. Commissioner Spackmann noted to keep any eye on it, the officers are aware, and the members should know to swipe and sign and if they do not do it, it is their own fault.
- Co #3 only one to give 2009 call totals; still waiting for call totals from the other three companies. Because of the problem with data entry for 2009, the call numbers in Firetracker are not accurate and it just got too overwhelming to try and fix the problems. 2010 should not have these problems with the current changes being made.
- Asked the data entry people to go through 2009 calls and see if all the calls are completed. If it is not marked "yes" in the done column, then she has not done her part to complete the information. She would like this done by February 15th so she can try and get 2009 LOSAP completed by the end of February. A/C Davis noted that making the deadline the 15th of each month, maybe just have the information in by then but then Joyce can tell them the corrections. Joyce noted she is not going to make a list of every time there is something wrong, she would need another person just for that. If she has a questions on a form, she sends out an email, if the email is not answered no one gets credit for it. If it is not completed in Firetracker no credit is given. It must say yes in the 'Done" column for her to move forward with completing it at her end. Commissioner Spackmann noted that with the monthly deadline there are extenuating circumstances, like when the County rip and run system is down and no one can get numbers and times. Joyce noted that if you are waiting until the 14th of the month to start

entering the previous month, you are not doing it right anyway, those reports should be entered every few days or at least once a week, try and stay up on it. If there is a problem with a form, you can attach a note or send her an email. Brief discussion continued.

Commissioner Spackmann asked if there were any questions regarding the above. He also noted that the Chief's suggestion of meeting with Joyce to go over Firetracker is a great idea. Chief Lant noted that he was in the office this morning with Joyce and while he was there she got a bunch of phone calls, maybe she could use some part time help; Joyce explained that she didn't think she needed help, and if she does she usually asks Jill or Jean. Like she said this morning, garbage in is garbage out and if the garbage wasn't going in, it would take a fraction of the time to complete. It takes her more time to fix the problems rather than just putting the attendance in herself, and now having that responsibility should save a lot of time.

3. Purchasing Update – Jill Chouinard:

- Nextel phones: Commissioner Spackmann noted the concern he has been hearing that we are getting rid of phones, but the impetus behind Commissioner Kugler asking Jill to look into the Nextel phones was to see if we could cut costs in the District, which is something we should probably be doing anyway. Jill noted there are currently 25 phones in the district, 18 are not under contract, only 7 are used all year long. Co #4 took a phone off one of their trucks to give to A/C Bogardus and Co #3 voluntarily discontinued 2 of their phones. A/C Jason Gibbins took the phone from 262, which had a total of 8 minutes of use for all of 2009. Jill first upgraded it to a newer phone, but now they are not sure if they want to take the phone off that truck. A/C G. Gibbins noted his concern because there is nothing but problems with the radios especially when you put these trucks in the hole you can't communicate; with cell phones you can. He noted he was very upset when the cell phone with fax capability was taken from the rescue truck and now they have a cell phone that is not capable of faxing. Chief Lant noted that that truck is in the Town disaster plan and really should have a phone with fax capability. Commissioner Spackmann noted that no one has ever said to get rid of all the phones, the phones that are necessary we keep, the phones that are not necessary we get rid of to save costs. Chief Lant noted that he did not think all the trucks needed phones. More discussion continued including hybrid phones. Chief Lant to discuss with officers; added to the February Commissioners Meeting agenda for further discussion. Commissioner Spackmann commended A/C Ellsworth for giving up two phones and to A/C King and A/C Bogardus for reassigning an existing phone. A/C Ellsworth asked if we could possibly upgrade the phones as some are older; Jill noted that she is waiting to see what is going to stay and what is going to go, and then she can do the upgrades. Brief discussion continued.
- Helmet fronts: sent out email and waiting for decision on helmet fronts; Chief Lant noted they are on the backburner right now, but will decide shortly.
- Laptops: Ron from Tech II called, left her a message, she will call him back tomorrow.
- Tentative new and wild land gear delivery from Garrison is sometime at the end of February, which means probably March. Commissioner Spackmann noted that gear repairs are done; Jill noted they were delivered to Co #4 last week. A/C Ellsworth asked how the delivery will be made; Chief Lant suggested doing it at 2 companies, or do it all in one night at Greenfield. A/C Ellsworth noted he has some coats for repair, will get them to Jill to send out.

- Commissioner Spackmann asked Chief Lant to elaborate on the helmet fronts. Chief Lant noted the officers agreed to Commissioner Chouinard's suggestion of Chief, Deputy Chief and Assistant Chief. Discussion continued on whether the District can have a Deputy Chief or not; Joyce to call Bill Young and ask. Chief Lant thought there may need to be change in the charter.

RESOLUTION #38 TO APPROVE THE PURCHASE OF THE FACE SHIELDS AT A COST OF APPROXIMATELY \$35.00 EACH, TO REFLECT THE CHANGES AS NAMED, PENDING APPROVAL OF BILL YOUNG AND ANY LEGAL TECHNICALITIES THAT MAY OR MAY NOT EXIST.

MOTION: Spackmann

SECOND: B. Chouinard

RESOLVED to approve the purchase of the face shields at a cost of approximately \$35.00 each, to reflect the changes as named, pending approval of Bill Young and any legal technicalities that may or may not exist.

VOTE: All in favor, motion carried.

4. Treasurer Update – Jean Bishop:

- Not present.

5. Commissioner Updates:

• **Bryan Chouinard:**

- Has been working on an Incident/Accident form, but still needs to refine it some more. Brief discussion continued, Joyce suggested that maybe an Incident Accident Policy should be added to the District Guidelines, has had that policy on her list of future projects. Commissioner Spackmann suggested that the officers are more than capable of drafting something up; tabled to February workshop.

• **Tom Robarge:**

RESOLUTION #39 TO APPROVE COURSES GIVEN BY FASNY, FEMA, REMO, STATE OF NY, NYS ASSOCIATION OF FIRE CHIEFS, NIMS AND NATIONAL GRID.

MOTION: Robarge

SECOND: Spackmann

RESOLVED to approve courses given by FASNY, FEMA, REMO, State of NY, NYS Association of Fire Chiefs, NIMS and National Grid.

VOTE: All in favor, motion carried.

- Commissioner Spackmann noted that if a course does not fall under this umbrella LOSAP credit will not be granted, but it can always be amended. Commissioner Robarge noted he and Joyce sat down to revise the Training Requisition Form and Training Approval policy in order to cover in-house, OSHA, internet and other types of courses. Commissioner Robarge briefly gave an overview and explained that the proper paperwork needs to be filled out if the member wants to get proper

LOSAP credit. Brief discussion; Joyce to send out draft to the officers, tabled to February Commissioners meeting for approval.

- **Richard Spackmann:**

- Spoke to Overhead Door today regarding the door opener by 293; they replaced the transmitter and the receiver, had to increase the wattage. Brief explanation continued. Discussion also regarding installing chains on doors to open them; Commissioner Spackmann noted that money was allocated in the 2010 budget to install them at Maple Avenue. Discussion regarding problem with Winchip at Middle Grove firehouse. A/C Ellsworth noted that Winchip was there 6 or 8 times, replaced the controller, replaced the switch in the office, then replaced the whole unit, which they said was obsolete, when it was just a wiring problem. A/C Ellsworth took the replaced unit to use for parts as they have 3 other units that are the same as the obsolete one. More discussion continued; Commissioner Robarge to call Winchip. Commissioner Spackmann noted that although he will not be at the February Commissioners meeting, if they need to have further discussion, maybe someone from Winchip should be present. Jill attached a note to the bill advising the Treasurer to hold payment of bill at this time. Tabled to February Commissioners meeting.
- Will be absent from the February Commissioners meeting, but Commissioner Waite did say he will be present.
- Commissioner Waite out due to knee surgery; hopes he has a quick recovery.

- **Ken Waite:**

- Not present.

- **Don Kugler:**

- Not present.

6. District Guideline Review:

- Purchasing Policy: change allotment cutoff date from November 30th to October 31st.
- Training Approval Policy: tabled for approval at the February Commissioners meeting.
- Uniform Policy: Commissioner B. Chouinard noted that as the policy stand now, it has the District Secretary and Purchasing Agent responsible for issuing uniforms. More discussion continued; the Chief noted he would like it changed to the Chief and Assistant Chiefs.

RESOLUTION #40 TO CHANGE THE PURCHASING POLICY ALLOTMENT CUTOFF DATE FROM NOVEMBER 30TH TO OCTOBER 31ST.

MOTION: Spackmann

SECOND: Robarge

RESOLVED to change the Purchasing Policy allotment cutoff date from November 30th to October 31st.

VOTE: All in favor, motion carried.

RESOLUTION #41 TO AMEND THE UNIFORM POLICY REMOVING REFERENCES OF "DISTRICT SECRETARY AND PURCHASING AGENT" AND REPLACE WITH "CHIEF AND/OR HIS DELEGATE(S)".

MOTION: Chouinard

SECOND: Spackmann

RESOLVED to amend the Uniform Policy removing references of "District Secretary and Purchasing Agent" and replace with "Chief and/or his delegate(s)".

VOTE: All in favor, motion carried.

Commissioner B. Chouinard also noted that according to the policy, they should go through the list of those who have uniforms but have not worn them in a year and see what their intentions are. The policy states that they have to wear it at least once throughout the year to keep their uniform, unless they want to amend that part of the policy as well. Commissioner Spackmann noted that once is a pretty small number. Brief discussion continued, including why the Board decided not to award LOSAP points for funeral attendance. Joyce noted that wearing a uniform at a funeral does fulfill the uniform requirement.

7. District Projects

- Current Projects:
 - Discussion: CT Male and drainage issue at Co #2; see below.
- Future Projects:
 - None.

Chief Lant asked if Commissioner B. Chouinard wanted to go back to the badges and make a motion to order them. Commissioner B. Chouinard noted as long as Mr. Young is okay with the change to Deputy Chief he has no problem with ordering the new officer badges; with regards to the horns on the badges, 5 is Chief, 4 is deputy or battalion chief and 3 is assistant chief, 2 is captain and 1 is lieutenant.

RESOLUTION #42 PENDING THE OUTCOME OF THE CONVERSATION WITH BILL YOUNG, THE PURCHASING AGENT HAS PERMISSION TO ORDER THE BADGES AND COLLAR BRASS ACCORDING TO THE NEW UNIFORM STANDARDS DECIDED BY COMMISSIONER B. CHOUINARD AND THE OFFICERS.

MOTION: Spackmann

SECOND: Robarge

RESOLVED that pending the outcome of the conversation with Bill Young, the Purchasing Agent has permission to order the badges and collar brass according to the new uniform standards decided by Commissioner B. Chouinard and the officers.

VOTE: All in favor, motion carried.

Chief Lant also noted that the stripes on the uniform jackets need to be updated and they would like to purchase a spool of it. Commissioner Spackmann noted that whatever they want, but pointed out there is only \$10,000.00 in the uniform budget.

8. Special Topics of Discussion:

- Commissioner Spackmann noted he got records back from Nichol's for pump testing; Joyce noted they are the same forms that Jean had gotten from them weeks ago. Commissioner Spackmann noted that only 6 trucks were done: 262 failed, 261, 281, 273, 271, 291 and 292 passed. A/C Ellsworth asked about 282, paid a lot of money to them on it; Commissioner Spackmann noted that last month A/C Ellsworth brought up a good point about where the documentation was, this is what he received and it is not NFPA forms. Commissioner Spackmann asked Chief Lant to call Nichols to see where the rest of the paperwork is. A/C Ellsworth noted he had requested 281 and 283 get tested; they did 282 instead. Discussion continued including the mess this is, whether or not the form is NFPA compliant, whether or not they did a quality job, length of time taken. A/C Davis noted the problem with 273, has it been addressed. Commissioner Spackmann noted the drive shaft was just done a few weeks ago. A/C Davis noted he is not sure it was done, no one seems to know about it. Commissioner Robarge noted the air conditioning units should be charged ASAP and Larry VanVranken can do it right at the garage. A/C Ellsworth also commented that 283 was repaired yesterday and Bonesteel asked for another access card; Joyce to make arrangements.
- Porter Corners construction plan: Chris Shaver dropped off what is almost a complete bid spec book, which is only for the downstairs portion, to be put out to bid. He wants us to talk to Bill Young regarding any legal forms we need to add in order to bid. Brief discussion continued; would like to put out to bid next week with bid opening at the February workshop. Awarding of the bid at the March Commissioners meeting. Commissioner Spackmann noted that once everything is okay, we will advertise.
- Porter Corners exterior: Commissioner Spackmann noted that Mr. Shaver needs some information pertaining to the French drains, gutters, etc. A/C Davis disagreed with the gutters, thinks they will fall right off with the snow. Lengthy discussion continued including the addition of roof deflectors, adding heating cables to the gutters, problem with rain and surface water, not snow, replacement of siding and windows. Commissioner Spackmann to address concerns with Mr. Shaver as to why gutters were included, gutters on other side of building, what type of gutters, how strong they are and is it beneficial to add heat, French drains and catch basins.
- A/C Ellsworth asked who their Commissioner is at Co #3 and who he should be calling if there is a problem. Brief discussion continued; Commissioner Robarge noted he could be called or Commissioner Chouinard.
- NYS Association of Fire Chiefs: due's invoice to go to the Treasurer for payment.

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

Motion made by Commissioner Robarge with a second from Commissioner Spackmann to adjourn the workshop at 9:15 PM. All in favor.

Respectfully submitted,

Joyce Petkus
District Secretary