

Board of Fire Commissioners

Greenfield Fire District
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July 27, 2011 Commissioners Workshop

Workshop began at 7:05 pm.

Present were: Commissioners Atwell, Chandler, Spackmann, Waite, Secretary Petkus, D/P B. 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:** June 22, 2011 Workshop Minutes.

RESOLUTION #186 APPROVING THE JUNE 22, 2011 COMMISSIONER WORKSHOP MINUTES AS WRITTEN.

MOTION: Waite

SECOND: Atwell

RESOLVED to approve the June 22, 2011 Commissioner Workshop Minutes as written.

VOTE: All in favor, motion carried.

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

- Access system: Guard Draw added to new laptop, overlays can now be printed.
- Firetracker: LOSAP completed through June, quarterly reports will be posted.
- Quick review of insurance claims; water softener, water heater and garage door claims are being finalized, hopefully checks will be coming next week.
- Flu vaccines: not able to get price yet, but should be in the \$20-22 price range. Believe we purchased 30 last year, will keep the Board posted.
- Dr. Peacock has requested a modification to the recently updated Personnel Physician Questionnaire. Discussion continued; modifications approved.
- Registered 5 people for Honors Haven Conference. AFDCA Fall Workshop being held on September 17th, needs to know who would like to attend by August 19th. Commissioner Spackmann gave brief overview of topics to be addressed, noted he will be attending and strongly urged officers and the Board to attend.
- Fire Police EVOC scheduled for 8/20, 8/21. Will create a flyer and sign-up sheet. Bob Roxbury to coordinate between the instructor and the District.
- Boy Scouts requested 2 people to have internet access; Board approved.

3. **Purchasing Update – Brian Bishop:**

- 800 MHz radios: Still short 2 for the rehab bus. Seems to be discrepancy between District and County; will work on it.
- Gear: A few months ago sent out request for gear lists; still waiting for lists from

Co #1 and Co #4. Co #2 requested 7, Co #3 requested 6. Would like to get it done now under current State contract pricing, new gear pricing comes into effect in September. Tried to contact Jay Wilson regarding the 2010 gear order, with no reply as of yet. Brief discussion; impression that the gear hold up is not due to Garrison, but rather Lion. Will wait a few days and if D/P B. Bishop does not hear from Jay Wilson, the Board will be notified.

- Fire Police van: lettering complete, some striping was removed as the lettering company was not happy with the way it came out and in the process some paint has come off around the passenger side door panel. D/P B. Bishop noted he just found about this, not sure if it is a paint issue. Commissioner Waite noted there are also bubbles down the side of it; D/P B. Bishop noted he needs to know these things as soon as possible so he can get the paint issue taken care of.
- Dry hydrant project: Needs to know from the Board exactly what they want to do; has not called Allerdice as he needed to know what price the Board would accept from them; previously sent the Board an email for some clarifications but never received an answer. More discussion continued, including the following:
 - Need threshold price from Board if they want him to negotiate with Allerdice
 - Currently have 9 20' lengths of pipe, what exactly does the Board want to do with them?
 - If Board decides to return pipe to Allerdice, what will it be replaced with?
 - Schedule 40 pipe is \$93; SDR21 is \$80.
 - Decision previously made to keep the fittings, prices comparable
 - Decision made to return pipe to Allerdice. May be subject to restocking fees. Commissioner Atwell to speak to Walt Barss and see if they can return it to Allerdice for the District.
 - D/P B. Bishop to order 9 20' lengths of SDR21 pipe from Ramco and have delivered to Town garage
 - Swivels: how many does the Board want to purchase? Commissioner Atwell noted he does not want to go over budget on project. D/C Ellsworth noted there is a lot of strain on the elbows. Approximately \$100 per elbow, to purchase 4 for the new hydrants, overages to come out of contingency. D/P B. Bishop to order swivels from Ramco as well.
- District building committee update: Looking at 2 different designs based on whether or not the Board goes with a modular or stick built design. Have not heard back from Bill Young regarding prevailing wage; Secretary Petkus to call Mr. Young tomorrow. Need to send out to get a set of engineered plans; Commissioner Chandler to work on that. Would like to put it out to bid at end of next month. Looking around to see best positioning of building. Will be staking out footprints of building this week to get better idea.

4. Treasurer Update – Jean Bishop:

- Not present.

5. Commissioner Updates:

- **Jack Atwell**
 - Recent data entry class: Every company was represented, heard good things about the class, but there were a lot of people currently on data entry list that did not show up for the class. Would like that only the people that took the

data entry class do the data entry, maybe set up an in-house class with those that attended to train some more people.

- National Grid sent letter regarding doing an onsite energy evaluation. Previous Commissioner Robarge did 2 of the firehouses but was never completed. Brief discussion; Commissioner Atwell to continue with project.
- Questioned the officers how the new County radios are working out.
- Daytime FFI: 3 members are attending. Brief discussion; D/C Ellsworth noted that he spoke to both Paul Parker and Ed Tremblay this past Sunday and was told that the class was full and absolutely no one else could get in.
- Spoke to Tim Besser regarding the apparatus final drawings. Captain Bullard noted that Mr. Besser wants to set up a meeting for initial review of the specs and drawings, which is required to be done at the factory. About a 4 hour drive, will require an overnight stay. Discussion continued as to who is to go; Captain Bullard to make necessary arrangements.

RESOLUTION #187 GIVING THE FOLLOWING PEOPLE PERMISSION TO TRAVEL TO KME FACTORY FOR THE PRE-CONSTRUCTION APPARATUS SPEC MEETING: CAPTAIN BULLARD, A/C COFFEY, D/C KENYON, COMMISSIONER CHANDLER. MONEY TO BE TAKEN OUT OF THE OPERATIONS ACCOUNT.

MOTION: Spackmann

SECOND: Waite

RESOLVED to give the following people permission to travel to KME factory for the pre-construction apparatus spec meeting: Captain Bullard, A/C Coffey, D/C Kenyon, Commissioner Chandler. Money to be taken out of the operations account.

VOTE: All in favor, motion carried.

- Tourism train: Has started to run from Saratoga to North Creek, tracks run through the Town of Greenfield that have not been used in quite a few years. Be careful. Brief discussion; Secretary Petkus to put notice on website.
- **Darren Barss:**
 - Not present.
- **Mike Chandler:**
 - Topsoil delivered to Co #2. Trying to get Co #2 building renovation wrapped up ASAP. Brief discussion continued; Commissioner Chandler noted he would like to use the left over money from Co #2 to pay for Co #3 roof.
 - Co #3 roofing issue: Will work up a spec and have it for the August Commissioners meeting.
- **Ken Waite:**
 - D/C Davis to get working on the flag pole soon.
- **Richard Spackmann:**
 - Nothing at this time.

6. Report of the Chief – John Lant

- 273 was at Town garage for inspections, will need rear shoes and probably drums and all the hardware. KME quote is \$3000. Commissioner Chandler suggested calling Commercial Truck. Chief Lant noted it is being taken out of service for safety reasons, would've appreciated it if the mechanic spoke to him directly about it. Brief discussion; Commissioner Chandler to get number, D/P B. Bishop to call around for quotes.
- Municipal agreement between Town and Fire District for inspections only this year. Read and signed by Chairman Spackmann.
- Not sure what happened, but when 281 came back from Co #4 an air pack, 2 portable radios and 2 hand lights were missing. Place was torn apart, the stuff is not there. Discussion continued. There are spare packs at Co #4 to replace missing pack on 281. D/C King to fill out appropriate paperwork. Chief Lant suggested that maybe cameras should be installed in the firehouses.
- Would like to get a price for chargers for the Chief's vehicle. Has to carry his own and the safety officers radio. 12v charger is probably what is needed. D/P B. Bishop to handle; he also noted that in anticipation of the installation of the radios, is there some kind of written plan where they are supposed to be mounted. He is concerned, based on the recent pager programming, that he is going to get a last minute phone to call to be ready, and he has no idea where these radios are supposed to go. Chief Lant noted that they were given a plan; D/C Ellsworth noted that every department was supposed to submit a map of exactly where the radios were to be installed in each truck as well as contact information; Pittsfield should already have all that information. Brief discussion continued; contacts as follows: Co #1: D/C Kenyon; Co #2: A/C Middlebrook; Co #3: FF Jack King; Co #4: D/C King. All companies to also forward their plans to D/P B. Bishop, and low band radios are staying in.

Commissioner Spackmann noted that there is going to be additional costs for installation of radios in the different trucks, shoreline costs, etc.

RESOLUTION #188 TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND UP TO \$3000.00 FROM THE RADIO RESERVE FUND FOR THE PURPOSE OF INSTALLATION OF THE NEW COUNTY RADIO SYSTEM FOR ALL TRUCKS THROUGHOUT THE DISTRICT.

MOTION: Spackmann

SECOND: Waite

RESOLVED to advertise a permissive referendum to withdraw and expend up to \$3000.00 from the Radio Reserve Fund for the purpose of installation of the new County Radio system for all trucks throughout the District.

VOTE: All in favor, motion carried.

7. District Projects

- Current Projects:
 - District Office Building: see above.
- Future Projects:

- None.

8. Special Topics of Discussion:

- By-laws: Jack King noted the Board should have received copies of the draft By-laws for their review/comments. Removed a lot of things, but they should go into District Policies. Would like to make it a package deal, enact the new By-laws and District policies together. Not sure where they stand as far as the auxiliary are concerned; FF Nancy Waite noted the information on the auxiliary should be finalized by the next meeting. Commissioner Spackmann noted the By-law committee has been doing a great job.
- D/C Davis noted the access system at the pole barn is making noises.
- D/C Davis noted that their thermal imaging camera is not working; Co #1 gave them one of theirs. Commissioner Atwell noted he had required that while at the Chief's Show, if information could be gathered and get together with a committee to standardize on one camera. Lengthy discussion continued including possibly buying Co #2 a camera with year end money, pros and cons of purchasing the same camera for each company. Thermal Imaging Camera Committee members are as follows: A/C Coffey, Captain Burwell, FF Potter, Captain Bullard. Chief Lant noted that Captain Bullard can be the Chairman of the Committee and set up the meeting as soon as possible.
- D/C Davis would like to have the carpet cleaned. Brief discussion, carpets to be cleaned as follows, Secretary Petkus to coordinate:
 - Co #1: Meeting room, fireman's room, district office
 - Co #2: Meeting room
 - Co #3: Meeting room, lounge, Chief's office if possible
 - Co #4: Meeting room.
- D/C Ellsworth noted that the Truck Maintenance committee is going to try to meet this Sunday at 9 AM at Co #3. Hopefully will have something ready for the Commissioners meeting.
- A/C Petkus noted he received an invitation in the mail from the East Meadow Fire Department; would like to take M284 and approximately 6 members to participate in the Sixth Battalion Parade on September 17th. There would be no expense to the District; people would be going in their campers. The vehicle will be housed inside one of the firehouses. They would leave on Friday and return on Sunday, fuel cost would be minimal.

RESOLUTION #189 TO ALLOW M284 TO PARTICIPATE IN THE PARADE AS NOTED ABOVE.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to allow M284 to participate in the Parade as noted above.

VOTE: All in favor, motion carried.

- SCBA Mask Inventory Report: D/P B. Bishop gave an overview of his findings as a result of completion of District wide SCBA mask inventory. Lengthy discussion continued, including the following:
 - Currently 120 Class A or B firefighters.

- Current inventory of 78 AV2000 masks and 90 AV3000 masks, totaling 168. Many of the AV2000's are on downhill side of life expectancy due to wear and tear and thought they would best be suited for Class B firefighters.
- A number of masks, including ones that are assigned currently to firefighters are in need of various types of repair.
- Three options presented as to how to potentially issue masks.
- Suggested that masks be inspected on a regular basis to make sure they are in good working order. Also suggested training/re-training/refresher for all firefighters on proper mask cleaning and maintenance.
- Suggested that masks be stored in mask bags as well to help protect masks from scratching and straps from stretching.
- Some firefighters will need Lens kits, Wal-Mart offers that service.
- Also found 14 voice amplifiers currently not in use, would like to get them on masks. Look like the older style with push button; apparently they need an adaptor in order to be used on the AV3000's. Has not come across the adapters during his inventory.

Commissioner Chandler questioned how many AV2000's are currently in storage; D/P B. Bishop noted it is approximately 40/20 AV2000/AV3000. Brief discussion continued as to best option for mask distribution, potential maintenance and replacements costs, possible purchase of protective bags, potential expenses associated with each option. D/P Bishop also pointed out that the current firefighter classification list provided is based on completion of physical and fit test only, not on reclassification by officers due to training and participation. To go back to officers for discussion and recommendation as to option they prefer. Commissioner Spackmann thanked D/P B. Bishop for his effort on this project.

- D/P Bishop noted he has started SCBA bottle inventory as well, found 2 bottles still in their boxes that are already 2 years old. Also started a little bit with gear. Will be placing SCBA bottle information in Firetracker using Date of Manufacture; 15 year life cycles for the bottles with 5 year hydro testing for composite bottles, and carbon fiber bottles are supposed to be hydro'ed every 3 years. District has a combination of carbon fiber and composite. Discussion continued regarding what we need vs. what we can get, and still be able to respond to any emergency we deal with. 263 has a cascade system to fill bottles with 20 spare bottles, the other apparatus can have up to 10 bottles without counting the ones already on the packs, and do we really need that many bottles? Commissioner Spackmann also noted that his understanding is that Co #1 front line trucks have 7 packs on them, is that really necessary? D/C Ellsworth noted an earlier discussion with the Commissioner regarding having a pack with him in his vehicle; if he responded to a Co #1 call he, as a Chief would not have a pack. Chief Lant suggested further discussion regarding how to appropriate packs to continue at officers meeting.
- Commissioner Spackmann noted that the District is currently about 70% through its fuel bill for the year, and the District's year does not really start until mid February. He noted there are a few factors that have affected this. There is only about \$5000 left in the training account, 1st Due Ops is scheduled for September and it is estimated that \$6000 is needed for the EMS training for the rest of the year. There still needs to be the phone system discussion and Co #4 phones are currently not working and need to be looked at. Commissioner Atwell noted that

there was a lot of training done this year and thanked the Chief for getting that training here, it is the best thing that has happened to this Department in years. Suggested using some of the money in the EMS account for EMS training, there will hopefully then be enough money in the training account for firematic training for the rest of the year. Requested the officers talk about it before the next Commissioners meeting. D/P B. Bishop noted there was money still in the uniform account, and after some bills come in there should be about \$5600 left. Brief discussion continued regarding the uniform account. Commissioner Spackmann also noted they need to consider carry over money for next year. D/P B. Bishop noted there was still money left for cemetery flags and he has a surplus built up to cover next year's Memorial Day. Chief Lant noted there was \$10,000 for 263; it was noted it went to repairs and building maintenance. Some bills also had to be paid while the District is waiting for any insurance money to come in. Commissioner Atwell noted he is concerned about the Fuel, Training and Equipment Repair accounts. Brief discussion continued regarding the use and maintenance of the apparatus. Commissioner Chandler noted that we are in the worst industry for trucks. George Habig, resident, reminded the Board again that there is money over at Wilton. Brief discussion continued; Commissioner Atwell noted that we need to change how the District operates. Commissioner Spackmann pointed out the new 2% tax cap, and in looking at the County tax rates, this District is right in the middle of the entire County even though we are the largest in the State, the most active with the most membership in the County, 4 firehouses, 21 trucks, etc, and yet our budget is less than other Districts with only 1 firehouse, ¼ of the membership and apparatus and much less calls.

- D/P B. Bishop to contact Tech II regarding the phone issue at Co #4. District phone system to be tabled until next month to talk about at budget time.
- Commissioner Chandler noted he has an EMS order on hold for pediatric pulse oximeters. Brief discussion; one to be purchased to be kept for District use.

9. District Guideline Review:

- Chief's Job Description: no changes made.
- Chief Vehicle Policy: no changes made.
- Communication Policy: no changes made.
- Training Approval Policy: moved the August Commissioners meeting agenda, giving the officers time to review.

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

Motion made by Commissioner Spackmann with a second from Commissioner Waite to adjourn the workshop at 9:14 PM. All in favor.

Respectfully submitted,

Joyce A. Petkus
District Secretary