

Board of Fire Commissioners

Greenfield Fire District
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June 22, 2010 Commissioners Workshop

Workshop began at 7:01 pm.

Present were: Commissioners B. Chouinard, Kugler, Robarge, Spackmann, Waite; Secretary Petkus, Treasurer J. Bishop; please see sign in sheet for others in attendance.

Flag salute and moment of silence recognized for departed firefighters and local soldier David Taylor Miller, Saratoga Springs High School Graduate, who was recently killed in Afghanistan.

1. **Approve Minutes:** May 25, 2010 Workshop Minutes and June 2, 2010 Special Meeting Minutes.

RESOLUTION #157 TO APPROVE THE MAY 25, 2010 WORKSHOP MINUTES AND JUNE 2, 2010 SPECIAL MEETING MINUTES AS WRITTEN.

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve the May 25, 2010 Workshop Minutes and June 2, 2010 Special Meeting Minutes as written.

VOTE: All in favor, motion carried.

2. **Executive Session:** Employment Issue concerning the Purchasing Agent

RESOLUTION #158 TO GO INTO EXECUTIVE SESSION AT 7:03 PM REGARDING AN EMPLOYMENT ISSUE CONCERNING THE PURCHASING AGENT.

MOTION: Kugler

SECOND: Robarge

RESOLVED to go into executive session at 7:03 PM regarding an employment issue concerning the Purchasing Agent.

VOTE: B. Chouinard, no; Kugler, yes; Robarge, yes; Spackmann, no; Waite, yes.

Motion carried.

RESOLUTION #159 TO RECONVENE FROM EXECUTIVE SESSION AT 7:55 PM.

MOTION: Waite

SECOND: Spackmann

RESOLVED to reconvene from executive session at 7:55 PM.

VOTE: All in favor, motion carried.

3. Secretary Update – Joyce Petkus:

- Issues recently arose regarding auxiliary and she is not sure what to do. Picked up two Accident & Health beneficiary designation forms from Co #3 LOSAP box, turns out they for Co #3 auxiliary. Concerned because one of the members that joined is only 11 years old, which struck her as being odd. Spoke to Co #3 Auxiliary President who confirmed he joined as a junior auxiliary member. Apparently it does not violate the auxiliary by-laws, but is this going to be an insurance issue? Also goes back to not having any accountability to the auxiliary; she does not know who is in or out and we issue access cards and pagers to them. Yesterday she received 2 photos and a request to issue access cards to two other auxiliary members but the last roster that was received does not have them listed as being members. Noted that a couple of years ago this was discussed and each auxiliary was supposed to send an updated roster to the office once a month, but some rosters were last received in 2007 and 2008. The district carries a policy that covers auxiliary members, but is pretty sure there are auxiliary members out there who have never filled out a form and if something happens to them there is no record of them begin an auxiliary member. She further noted that if an auxiliary member leaves the organization and they have an access card, she is not notified to turn the access off. Chief Lant commented that the computers were bought to store everything in this District. Commissioner Spackmann also noted that in the fall the AFDCA hosted a workshop and one of the recommendations was to make auxiliary people active members of the Greenfield Fire District under a special classification under our by-laws. They are then covered under VFBL and what we can provide for them and the whole issue of rosters goes away because at that point they fall under our umbrella of membership. Commissioner Waite asked if they would be eligible for LOSAP; Commissioner Spackmann noted they can participate in it although they probably will not qualify. More discussion continued, including this subject going to the by-law committee, auxiliary completing membership applications, issues as it pertains to different types of insurance coverage including Saratoga County Self Insurance. Joyce to call Adirondack Insurance and Saratoga County for their position on insuring an 11 year old junior auxiliary member. Chief Lant to speak to the by-law committee; they are meeting at the end of July and to also speak to the officers regarding getting updated rosters from their company auxiliaries. Access cards to be made after an updated roster with their names on it is received. Commissioner Spackmann and Joyce to draft email to be sent to each auxiliary President to notify them of what is being discussed and possibly get them involved. Tabled for further discussion at the July Commissioners meeting.

Chief Lant also noted that Reverend Carole Miller was recently appointed District Chaplain and maybe she should be made an active member. Brief discussion continued; Joyce to speak to Bill Young regarding this.

- There are still seven members who have not picked up their District Manual updates from 2009; five of those members also need physicals as well and their access has been deactivated. Brief discussion; if updates are not picked up by Friday, access will be deactivated if not already done so
- Reminder again, Joyce will be away from July 6th through the 12th. Vanessa will be covering some hours on 7/9 and 7/12, Jill will be in on the evenings of 7/6 and 7/8 and Jean will be stopping in periodically throughout the week and taking charge of the mail.
- Spoke to Bill Reid regarding the bird issue, and once he completes the work at Co #2 he will take care of the birds.

4. Purchasing Update – Jill Chouinard:

- Not present.

5. Treasurer Update – Jean Bishop:

- Received a bill for \$2390.00 dated March 16th from Milton Cat for a generator contract that was evidently signed but not paid. Spoke to Rich at Cat and apparently there was a billing issue at their end. Commissioner Robarge noted it is for the extended warranty for Co #1 generator and he has it as \$1240.00 in his records. Brief discussion.

RESOLUTION #160 ALLOWING COMMISSIONER ROBARGE TO INSTRUCT THE TREASURER TO PAY THE BILL PENDING RESULTS OF FURTHER INVESTIGATION.

MOTION: Spackmann

SECOND: Waite

RESOLVED to allow Commissioner Robarge to instruct the Treasurer to pay the bill pending results of further investigation.

VOTE: All in favor, motion carried.

- D/C Ellsworth asked the Treasurer if she could have the Purchasing Agent send him an email updating him on the status of his orders; Chief Lant noted he gets updates from her and would forward on the email.

6. Commissioner Updates:

- **Bryan Chouinard:**
 - Would like to set a meeting with the uniform committee; would like to rectify the issues regarding the uniforms and get it straightened out once and for all. Chief Lant noted he was embarrassed going to Saratoga's parade on Saturday, only 6 people total showed up, understands Co #3 had a call and couldn't make it but a ruling should be made that if you do not wear them once or twice a year, get a room and they all get stored there. He does not

want to deny anyone getting a uniform but people put them in the closet just to have one. Brief discussion; Commissioner Robarge noted that this is the reason why some people have an issue with the uniform account; Commissioner Spackmann pointed out the uniform policy noting the requirement that a member is expected to attend in uniform at least one event annually or the uniform may be recalled by the District. The Chief also suggested having a uniform inspection each year; Commissioner Spackmann noted that was what Brian Bishop had been previously trying to establish.

- Found a consultant from an engineering firm that knows HVAC for Co #1 and maybe have them look at the other companies as well. Would like to send an RFP. Toby Middlebrook had suggested we go to an outside firm to look at the issue as he is not qualified to make that kind of recommendation. Brief discussion continued.

RESOLUTION #161 GIVING COMMISSIONER B. CHOUINARD PERMISSION TO MOVE FORWARD WITH LOOKING FOR AN HVAC CONSULTANT.

MOTION: Spackmann

SECOND: Robarge

RESOLVED to give Commissioner B. Chouinard permission to move forward with looking for an HVAC consultant.

VOTE: All in favor, motion carried.

- **Don Kugler:**

- Fire Police van: Cornell's thoroughly inspected the van at a cost of \$80.25 and said it was in good shape, suggested a new exhaust system from the converter back for \$380.00 and transmission oil cooler lines leaking, \$260.00 parts and labor. Chief Lant also suggested flushing radiator and transmission.

RESOLUTION #162 APPROVING REPAIRS RECOMMENDED BY CORNELL'S AUTO REPAIR AS WELL AS TRANSMISSION AND RADIATOR FLUSH, AND GIVING TREASURER PERMISSION TO PAY FUTURE BILLS RECEIVED FROM CORNELL'S FOR REPAIRS AS WELL AS CURRENT BILL FROM CORNELL'S FOR INSPECTION OF VEHICLE, TOTALING \$80.25.

MOTION: Kugler

SECOND: Spackmann

RESOLVED to approve repairs recommended by Cornell's Auto Repair as well as transmission and radiator flush, and giving Treasurer permission to pay future bills received from Cornell's for repairs as well as current bill from Cornell's for inspection of vehicle, totaling \$80.25.

VOTE: All in favor, motion carried.

- **Tom Robarge:**
 - Questioned the repair to 292, the exhaust manifold that needs to be fixed. Chief Lant noted it was already done by KME and the cost was \$843. Commissioner Robarge questioned that he thought Dave was supposed to be called regarding this when he returned from vacation and was wondering why Dave didn't do it. Brief discussion continued; Dave noted that Paul was the one who had worked on it and was supposed to have been taken care of.

- **Ken Waite:**
 - Commissioner Waite asked if Commissioner Kugler could call down to CT Male regarding the bills as he does not have the chance to call during the day. Commissioner B. Chouinard looked at all the paperwork Joyce had regarding CT Male and noted that a lot of the cost was due to all the change orders. Commissioner Waite then left the meeting at 8:30 PM due to a work obligation. Lengthy discussion continued regarding past CT Male bills received/paid and the current bill received from the architect for \$500.00. Commissioner Spackmann noted that the issue at the last meeting in his opinion wasn't the sticker shock, but rather the lack of oversight of not knowing what was being spent and when. Commissioner Kugler read aloud the bill received from the architect, noting the additions/changes made to the exterior project and the notation that "the owner has subsequently decided not to incorporate the changes in the project following review and analysis by the architect". D/C Davis noted that the goal was to dig up the side of the station, cut it down, put some z-lock in between the siding and the foundation and put the drains in; then Commissioner Waite had a meeting with the big bosses, who said that wouldn't really work and to put the lean to over it. More conversation continued including that the cost for the services of CT Male for phase I of the project was \$35,500.00 and the additional \$36,000.00 is the cost for CT Male's services for the exterior renovations. D/C Davis noted that based on what Commissioner Kugler read the foundation work won't work, and they shouldn't have designed that or charged the Board the \$500. Commissioner Robarge noted that they are concerned about the wall caving in, and did either D/C Davis or Commissioner Waite speak to CT Male about this? D/C Davis noted that at the last meeting he said he wanted to sit back from the second phase because if he decided to bid the outside work with Billy and Phil, he didn't want there to be a conflict. Commissioner Robarge noted the whole thing stinks, Mr. Davis shouldn't even be bidding on the project. D/C Davis noted that apparently CT Male called Commissioner Waite and told him they couldn't dig up because they are worried about it caving in; he also noted they should not have done that, he would dig alongside that building and put the drain in himself and he called Munter, who called American Buildings, who said the building won't go anywhere. Commissioner Spackmann commented that the Board approved CT Male and Maria to go through the process including all the things listed on the bill, but he has not heard a report back since that meeting that it was decided by the owners not to go ahead with this work as noted on the bill. He further noted that the

owners are the Board of Fire Commissioners and he does not remember there being a resolution that we do not want to do that. D/C Davis noted that once Commissioner Waite explained what Maria said, he then called Chris, who he has been dealing with and explained to him that in his opinion the Board should get a second opinion on digging that north wall; the wall is cracked and water is seeping in. Chris explained that he was concerned that the wall would cave in; that was why D/C Davis then called Munter, who built the building and deals with American Building. American Building said that it was not going to go anywhere, the pressure is down, not out. Only affecting one column out of six. Commissioner B. Chouinard added that most of the weight is already braced with all the beams that were just added. The last thing D/C Davis heard was that Commissioner Waite spoke to CT Male and that was it. Commissioner Robarge noted his concern that D/C Davis said the Board should get a second opinion when he could potentially benefit from that; Commissioner Spackmann understood it to be that the Board chose to have the scope altered and Commissioner Waite as the liaison said we aren't going to do it. He also noted that D/C Davis volunteered to recuse himself from the exterior phase of the project to eliminate any possibility of perceived conflict of interest, and it was the right thing to do although he should have done it from the beginning, but he is trying to make up for that now. Commissioner Robarge noted that is why he wanted to hire someone from the beginning. Brief discussion continued; Commissioner B. Chouinard to call CT Male. D/C Ellsworth asked if the Board had given any thought to hiring a professional because it is getting pretty ridiculous coming to these meetings and listening to all this, sounds like CT Male is taking the Board for a ride. Discussion continued in reference to hiring a clerk of the works sooner rather than later even though the Board is still not exactly sure of what the job is going to be. Resolution already on the books to advertise for a clerk of the works; Secretary Petkus to place the ad. Commissioner Spackmann then asked what was going on with the oil tank. D/C Davis noted that Commissioner Waite has been dealing with it, but explained this his idea would be to put the fuel tank out back on a concrete pad near the propane tank and A/C unit and be done with it. Then run the copper line above the drop ceiling to the furnace room. Apparently the door on the south side will have a roof which they are now going to make bigger and put sides on it and close in the fuel tank. Discussion continued of possibly having to switch to kerosene otherwise the fuel will gel up in the winter or putting the fuel tank under the stairs. Commissioner Spackmann noted that the problem with this project is that there are never any updates and it is not unreasonable to have periodic status updates; stuff like this takes away from the agenda of all the other business that needs to be taken care of and there should be separate meetings scheduled for this. Commissioner Kugler noted that there is going to be a special meeting next Tuesday night, and this discussion can be continued then; we need to get on with the rest of this meeting.

- **Richard Spackmann:**

- Firefighter Injury Policy is on the agenda; there are some issues with it, people do not understand it, they do not follow it. Maybe some sort of check list would be beneficial. Chief Lant commented that it's been talked about for quite a while and nothing has been done and some people have concerns; maybe have one person from each firehouse work with Joyce on it and come up with a plan. Commissioner Spackmann noted recent emails received from a concerned firefighter and the issue of elective surgeries. He further noted that he believes that we use the word 'inactive' incorrectly because the problem is if you are hurt and you are not an active firefighter and you don't get cleared to be on the premises you are actually in limbo. Joyce noted that is definitely part of the problem, the terminology of inactive status is confusing and should be redefined. Question and brief discussion arose regarding Worker's Compensation, light duty and the county's position. Joyce noted she has already contacted the County with that question and is currently awaiting an answer. D/C Davis noted that to him there really is no light duty, how many times do you have to answer the radio during a fire call and if somebody is injured they shouldn't be going to a fire call, if the pager goes off they should stay home, if they don't do anything at the firehouse they are a liability to us. Commissioner Spackmann noted it is not just answering the radio, it is going to meetings, classroom drills, etc. Commissioner B. Chouinard noted that inactive should be taken out and the injured firefighter should be out of service. The firefighters should take responsibility for themselves and their own personal health; if they are hurt they don't belong at the firehouse. Joyce noted that two months ago at another meeting she had noted that she thought it might be a problem with the policy; but she has since read and reviewed the policy and it is very clear and the problem is that no one is reading the policy or following the policy. Joyce also noted that other than addressing the workers' compensation issue more clearly, the policy itself seems fine. Brief discussion continued including potentially having to see Dr. Peacock twice and for clearance; tabled for further discussion to the July meeting.

7. District Guideline Review:

- Firefighter Injury Policy: see above.
- Restricted Duty Policy: Joyce noted that a change needs to be made, but it is a simple change and can be done when the Firefighter Injury Policy is amended.

8. District Projects

- Current Projects:
 - Porters Corners construction update, meeting room floor repairs, exterior alterations: please see above.
- Future Projects:
 - None.

9. Special Reminders:

- Tri-City: Service to Co #2 Extinguishing system: Commissioner Kugler to call.
- Parking lot seal coating: Commissioner Waite to handle.

10. Special Topics of Discussion:

- Proposed by-law changes dated 6/3/10: tabled for discussion to July meeting.
- Discussion: EMS and Paul Felts: District EMS Coordinator Justin Burwell requested the Board to get a CIC Instructor on board who can do the core content classes with the understanding that their signatures are coming with the classes. He does not know anyone and would have to look; Commissioner Spackmann noted that Joyce Eichorst may be available; Mr. Burwell noted he would have no problem working with her. D/C Davis noted he had recently spoken with her and she would be interested. He would like to keep Paul for the rest of the year to help with CPR classes and such. Justin to call Joyce Eichorst and come to the Board with an update at the July meeting. Would like permission to continue with CPR classes; Board approved. Justin noted he would be out of Town from July 2nd through July 5th. Will send out an email and let everyone know who is going to be in charge while he is away.
- Discussion: Hose committee report from Gary Bullard. Handed out attached copies of various hose quotes from Snap-Tite, Neidner and Mercedes. Will cost about \$25,000.00 to replace most of the hose lost last year. Chief Lant suggested not doing hose testing every year, but rather just purchase new hose each year. Brief discussion; the following recommendations made:
 - 1¾" hose: Mercedes Aquaflow plus
 - 2½" hose: Mercedes MTFS 800
 - 5" hose: Snap-Tite HFXTabled for decision at the July Workshop.
- Approve vehicle extrication seminar in CT in November, incl. use of Chief's vehicle. Chief Lant would like four people to go, so far only Paul Coneski is going. Joyce to reserve two hotel rooms; further discussion at the July meeting.

RESOLUTION #163 TO APPROVE FOUR PEOPLE TO ATTEND THE COURSE VEHICLE RESCUE IN THE NEW MILLENNIUM "TRAIN THE TRAINER" ON NOVEMBER 20 AND 21, 2010 IN SALEM CT.

MOTION: Kugler

SECOND: B. Chouinard

RESOLVED to approve four people to attend the course Vehicle Rescue in the New Millennium "Train the Trainer" on November 20 and 21st, 2010 in Salem CT.

VOTE: All in favor, motion carried.

RESOLUTION # 164 GIVING THE CHIEF PERMISSION TO ORGANIZE PERSONNEL AND APPARATUS THAT MAY BE REQUESTED IN CONNECTION WITH FUNERAL ARRANGEMENTS MADE FOR DAVID TAYLOR MILLER.

MOTION: Spackmann

SECOND: Robarge

RESOLVED to give the Chief permission to organize personnel and apparatus that may be requested in connection with funeral arrangements made for David Taylor Miller.

VOTE: All in favor, motion carried.

RESOLUTION #165 TO DONATE A PAGE OF THE JULY 2010 MEETING MINUTES IN MEMORY OF LAURA ROECKEL.

MOTION: Robarge

SECOND: Kugler

RESOLVED to donate a page of the July 2010 Meeting Minutes in memory of Laura Roeckel.

VOTE: All in favor, motion carried.

Chief's Update:

- Rope Rescue Course: Bob Day is teaching it this Sunday at Co #2.
- Pump testing on Saturday at Greenfield Center; email already sent to the Deputy Chiefs. Cannot do the 2000 gpm pumps so they will have to go down to Saratoga so they can use the reservoir.
- Ladder truck passed aerial certification yesterday; paperwork on its way.
- 292 should be done tomorrow.
- Extended warranty on the pagers for one year is \$29.00 per pager. Brief discussion; Board decided not to warranty pagers.
- Asked for definition of Life-Active and are they still covered under Worker's Comp. Joyce noted yes they are covered and are still active and subject to active status requirements although distinguished with Life status title. The Chief noted he is still trying to talk Mike Smith into staying; he wants to go life active but does not want to take a physical with Dr. Peacock. The Chief also noted that Mike said his son has a letter from the State that says they can go to their own doctor and the Board has to accept these letters. The Chief asked Mike to email it to him but he has not received it yet. Commissioner Spackmann noted he seriously doubted this was the case and his son may be confusing facts. Commissioner Kugler noted you need to be careful and not start making exceptions. The Chief noted he realizes that too, but the membership to call volume in this department is in the toilet, can't get anybody anymore, except Middle Grove because they are the only ones who seem to have the people. Life-Inactive people can go to social functions and meetings, and can request to keep their access card and fob. Mike would still be able to teach as a Life-Inactive member. Brief discussion continued, further discussion tabled to July meeting.

District resident George Habig read a statement requesting that the Board seek legal advice from William Young in regard to the recent presentation by Firefighter Jack King at the May 10, 2010 Commissioners meeting to change Town Law 176 with the purpose of raising current membership at each company from 50 to 60 personnel. Commissioner

B. Chouinard pointed out that Town Law 176 addresses the percentage of members that can be accepted that live outside the District, not the number of actual members in each company. Letter submitted to Secretary Petkus, who will contact counsel and request his reply in writing.

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 Spackmann with a second from Commissioner Robarge to adjourn the workshop at 9:50 PM. All in favor.

Respectfully submitted,

Joyce Petkus
District Secretary