

Board of Fire Commissioners

Greenfield Fire District
P.O. Box 103
Greenfield Center, NY 12833
(518) 893-0723
Fax: (518) 893-7006

June 22, 2011 Commissioners Workshop

Workshop began at 7:01 pm.

Present were: Commissioners Atwell, Barss, Chandler, Spackmann, Waite, Secretary Petkus, D/P B. Bishop, Treasurer J. Bishop; please see sign in sheet for others in attendance.

Flag salute/moment of silence recognized for departed members and troops overseas.

1. Bid Opening: One bid received for seal coating/stripping of firehouse parking lots:

- Luizzi Brothers, Loudonville, NY:
 - Greenfield Center Co #1: \$2,739.48
 - Porter Corners Co #2: \$2,233.20
 - Middle Grove Co #3: \$2,086.10
 - Maple Avenue Co #4: \$2,660.64

Bid was turned over to Commissioner Waite for review.

2. Approve Minutes: May 25, 2011 Workshop Minutes.

RESOLUTION #160 APPROVING THE MAY 25, 2011 COMMISSIONER WORKSHOP MINUTES AS WRITTEN.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to approve the May 25, 2011 Commissioner Workshop Minutes as written.

VOTE: All in favor, motion carried.

3. Secretary Update – Joyce Petkus:

- Some members still have not received 2010 District Manual updates as noted in her Secretary update.
- Scheduled Fire Report Workshop for the data entry people with Barbara Foley from OFPC for Tuesday July 12th beginning at 7 PM at Co #1. Chief Lant noted it should be open for everyone. Joyce to send out email.
- Brief update on various insurance claims.
- Reminder Penflex/RBC meeting on Monday, June 27th starting at 7 PM at Co #1.
- Brief overview of physicals.

4. Purchasing Update – Brian Bishop:

- Still waiting for 800 MHz radio list from Co #1.
- Still waiting for low band inventories from Co #1 and Co #4. Form sent out a while back, if needed again, please contact him.
- Fire Police radio car chargers: going to see what Co #3 has before purchasing. Car chargers for XTS 1500's: no chargers for new radios. Will cost between \$80-100 each, estimates 13 will be needed. Discussion continued; decision to wait and see how it goes with the County.
- Noted that new radios scheduled to be programmed soon, rollover set to begin July 8th or 9th; low band will still be operating. Has a call in to Art Hunsinger to see if our portables can be programmed sooner.
- Bar code tags: Discussion of types of tags/prices for inventory. Brian to order 4000 to start.
- Fire Police van lettering/stripping estimates: Copies of estimates handed to Board. Brief discussion; gold leaf lettering not included in quotes, it would be an additional \$400.

RESOLUTION #161 APPROVING QUOTE RECEIVED FROM ADIRONDACK SIGN PERFECT, TOTALING \$800.00.

MOTION: Waite

SECOND: Chandler

RESOLVED to approve quote received from Adirondack Sign Perfect, totaling \$800.00.

VOTE: All in favor, motion carried.

- District Office Building update: Committee met June 9th, tentative plan handed out. Commissioner Atwell to take to a builder to get rough estimate of cost, answer sprinkler questions, etc. Next committee meeting July 14th. Hope to be ready to put something out to bid sometime in August, get an idea how much the project is going to cost, the Board can decide from there. Commissioner Chandler noted he has someone who will make a blueprint of it for bidding for less than \$2000, also noted that for wheel chair accessibility in the bathrooms there needs to be a 5' radius. Added to July Workshop for presentation.

5. Treasurer Update – Jean Bishop:

- Nothing at this time.

6. Commissioner Updates:

- **Jack Atwell**
 - Questioned the seal coating by Adirondack Pavement Coatings last year; it was noted that they only did Co #3, and the striping came up after it was done. Discussion continued.
 - Ladder testing: Joyce noted the report came in today and copies went to Chief Lant and D/C King this evening.
 - Probie helmets: Question arose as to whether there were enough to go around. Brief discussion; make do with what we have.
 - Thanked A/C Middlebrook for getting Co #2 blacktop completed. District should be billed directly from Pompa for the blacktop.

- Questioned the 2 sets of demo gear: it had been decided they are to go to A/C Middlebrook and Captain Bullard.
- **Darren Barss:**
 - Questioned Co #3 fundraiser for the Samascott Family. D/C Ellsworth noted it was very well attended; they were able to raise approximately \$2400.
 - Co #3 recent water damage. Commissioner Spackmann noted that last Monday the water heater went and 1½ days later the water softener went, causing water damage in the utility room below to the electrical panel, security panels, network connections, etc. Electrician was immediately called in to drain conduits, replace circuit breakers, replace ceiling lights at a cost of about \$4000. Entire access system has to be replaced for approximately \$10,000 and the network connections need to be replaced for about \$3000. Time Warner Cable coming tomorrow to replace the modem. Still waiting for bill from plumber for the replacement of both the water heater and water softener. Probably looking at \$20,000 worth of damage with 2 separate deductibles since they are considered 2 different claims. There is a question of whether or not the water heater and water softener will be covered. Commissioner Atwell noted that he spoke to Toby about moving the water heater and water softener downstairs so we do not have to go through this again. Quote of \$2500 to move the water stuff downstairs into the little room off the utility room. Also, because of the current roof issues at Co #3 as well, asked Toby to remove all the vents so they go through the side wall instead of penetrating the roof, which will cost about \$6500. It was noted the oil pump sits above access system boxes; brief discussion. Commissioner Atwell to ask Toby how much to move that as well. Commissioner Atwell to handle the relocation of water heater and water softener, hold off on venting.

RESOLUTION #162 APPROVING THE RELOCATION OF CO #3 WATER HEATER AND WATER SOFTENER TO THE FIRST FLOOR BY MIDDLEBROOK'S PLUMBING FOR A VERBAL QUOTE OF \$2500.00.

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve the relocation of Co #3 water heater and water softener to the first floor by Middlebrook's plumbing for a verbal quote of \$2500.00.

VOTE: All in favor, motion carried.

- **Mike Chandler:**
 - Co #1 air conditioning unit broke; questioned what it feeds. It was noted that it covers the kitchen and meeting room.
 - Questioned where Co #2 is at regarding the completion of the renovations; Commissioner Waite noted they fixed all the stuff, trim is still not done, he and Nancy are going to do that.
- **Ken Waite:**
 - Co #2 renovations update: topsoil needed, would like to get Jonny to move the flagpole over to the sign. Discussion continued regarding purchasing

grass seed, slate chips, curbing around sign and pole, adding new metal around sign. \$5000 limit given to finish project. Added to July workshop agenda for update.

- Questioned receipt of Shows Leary bill; Treasurer Bishop noted she received it and it will be on the July abstract.

- **Richard Spackmann:**

- Nothing at this time.

7. Report of the Chief – John Lant

- Questioned the names on the EMS listing. District EMS Coordinator Tim Kemp noted they are working on it, still trying to get in touch with Al Jagoda.
- Spoke to Tom Tobin about a month ago regarding annual hose testing. Brief discussion; Commissioner Atwell felt it was a waste of money to test the 5” hose, Commissioners Chandler and Barss agreed. Decision made not to test 5” hose.

8. District Guideline Review:

- Firefighter Injury Policy: Commissioner Spackmann noted that there has been a lot of discussion over the last year or two regarding the policy, firefighters being placed automatically in inactive duty and the current requirement that they see the District Physician for clearance, including Class D. Discussion continued, including possibly streamlining the policy to allow a firefighter’s personal physician to clear member for Class D only, all other classes must be cleared through the District Physician. Joyce also noted that a reference to the Accident/Incident form should be added to the policy as well. Commissioner Chandler also noted that every incident should be reported although it does not necessarily mean it turns into an accident and maybe should be looked at next year for further modification.
- Restricted Duty Policy: no changes made.

RESOLUTION #163 APPROVING THE CHANGES TO THE FIREFIGHTER INJURY POLICY AS READ, INCLUDING THE ADDITION OF THE ACCIDENT/INCIDENT FORM (MODIFIED POLICY ATTACHED).

MOTION: Spackmann

SECOND: Chandler

RESOLVED to approving the changes to the Firefighter Injury Policy as read, including the addition of the Accident/Incident Form (modified policy attached).

VOTE: All in favor, motion carried.

Commissioner Spackmann also noted that the Physical and Fit Test Policy have been placed on a future agenda for modification this year to make it easier, less bookkeeping and encouraged firefighters to get their physicals, and would like everyone to start thinking about it.

9. District Projects

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

- Co #3 pavilion Update: D/C Ellsworth noted the blueprints are done, septic is approved and stamped, working on getting building permit.
- Future Projects:
 - None.

10. Special Topics of Discussion:

- Replacement of District Secretary laptop: recent problems with laptop, software for access system is on it. Brief discussion regarding taking the Purchasing laptop with Brian getting a new laptop with a serial port so he has the ability to take the radio programmer around to the different stations to program pagers. Money left over from the banquet account to be used to purchase new laptop.
- D/C Davis' lost pager: D/C Davis noted that he was golfing and he thinks his pager fell off his belt. He understands that he is a Chief and he should be setting an example, and it shouldn't have happened, he tried going back and looking for it. He also noted that he was just notified that Shawn Willard also lost his pager. Discussion continued regarding the recent number of lost pagers, personal responsibility, Pager policy, using discretion as to when it is appropriate to carry pager. Commissioner Chandler noted that this is inevitably part of our business. Commissioner Atwell asked everyone to be more careful with the equipment.
- KME truck contracts: Engine Rescue and Engine Tanker with air ride contracts signed by Chairman Spackmann. Joyce to mail contracts back to KME.
- Commissioner Spackmann noted he wanted to discuss spending. They have been talking about downsizing the fleet, getting a District office building, upgrading equipment like jaws, and there have been some recent unforeseen expenses that have come up. Would like to see discretionary spending come to a halt, start putting money in the Equipment Reserve. Chief Lant noted we need to start looking at wants vs. needs. Brief discussion continued.
- D/C Davis noted that the printer is not working and the desktop in his office does not have internet access. D/P Bishop to work on it.
- D/C Ellsworth asked about the progress of Co #3 roof issue: Commissioner Chandler noted he spoke to Munter and would speak to him again.
- D/C Ellsworth thanked Joyce for all the work she has done regarding the recent water damage at Co #3.
- D/C Ellsworth noted that he attended the County officers meeting on Monday night, EMS is going online Monday, and there was a little problem today regarding a company using the operations channel and got into a little trouble. Reminder that it is okay to practice, use tack 8 or 9 but it is not okay to use them for an active call yet.
- D/C Ellsworth also noted the railroad crossings that have not been used in years are now going to be used as of July, and he has noticed that several gates are down in the morning and there are trains at Saratoga, and trains will eventually be running, so be careful.
- D/P B. Bishop would like permission from the Board to secure the 2012 date for the Installation banquet, January 14, 2012. Will need \$500 deposit. Will soon be setting up banquet committee meeting.

RESOLUTION #164 APPROVING THE INSTALLATION BANQUET DATE OF JANUARY 14, 2012 AT THE HOLIDAY INN SARATOGA, AND GIVING

TREASURER PERMISSION TO CUT CHECK FOR DEPOSIT OF \$500.00.

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve the Installation Banquet date of January 14, 2012 at the Holiday Inn Saratoga, and giving Treasurer permission to cut check for deposit of \$500.00.

VOTE: All in favor, motion carried.

- Recently received information regarding the District delegate to the FASNY conference August 16-19th in Alexandria Bay, and he would be interested in doing that. Instead of staying in a hotel, he would bring his camper instead. Brief discussion, conference itself is free; he does not have a price for the campground yet, but expects it to be half of the cost of a room, which is about \$99 per night.

RESOLUTION #165 GIVING BRIAN BISHOP PERMISSION TO ATTEND THE FASNY CONFERENCE IN ALEXANDRA BAY AUGUST 16-19, 2011.

MOTION: Spackmann

SECOND: Waite

RESOLVED to give Brian Bishop permission to attend the FASNY Conference in Alexandra Bay August 16-19, 2011.

VOTE: All in favor, motion carried.

- Commissioner Atwell noted Co #1 air conditioning unit that services the meeting room and kitchen areas is not working; cost is between \$3200 - 3500 to replace unit. Plumber offered to not charge for labor if the company is willing to put his name on the signboard for 30 days, saving the District approximately \$400. Brief discussion.

RESOLUTION #166 AUTHORIZING COMMISSIONER ATWELL TO HANDLE THE CO #1 A/C UNIT REPAIR WITH TOBY MIDDLEBROOK.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to authorize Commissioner Atwell to handle the Co #1 A/C unit repair with Toby Middlebrook.

VOTE: All in favor, motion carried.

- Commissioner Atwell noted that a bunch of guys attended the Chief's Show recently and were to look at thermal imaging cameras; would like them to form a committee and come back to the Board with a report.

RESOLUTION #167 TO GO INTO EXECUTIVE SESSION AT 9:05 PM CONCERNING A DISCIPLINARY MATTER WITH FIREFIGHTER MICHAEL LAGALLES.

MOTION: Spackmann
SECOND: Barss
RESOLVED to go into executive session at 9:05 PM concerning a disciplinary matter with firefighter Michael Lagalles.
VOTE: All in favor, motion carried.

RESOLUTION #168 TO RECONVENE FROM EXECUTIVE AT 9:15 PM.

MOTION: Spackmann
SECOND: Chandler
RESOLVED to reconvene from executive at 9:15 PM.
VOTE: All in favor, motion carried.

RESOLUTION #169 TO GO INTO EXECUTIVE SESSION AT 9:16 PM IN REFERENCE TO APPLICANT RICHARD HUESTIS.

MOTION: Spackmann
SECOND: Chandler
RESOLVED to go into executive session at 9:16 PM in reference to applicant Richard Huestis.
VOTE: All in favor, motion carried.

RESOLUTION #170 TO RECONVENE FROM EXECUTIVE SESSION AT 9:35 PM.

MOTION: Spackmann
SECOND: Atwell
RESOLVED to reconvene from executive session at 9:35 PM.
VOTE: All in favor, motion carried.

D/C Kenyon requested permission to have Walt Barss remove trees and bring in fill behind Co #1. Brief discussion; hold off until decision is made where exactly the District building will be placed.

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

Motion made by Commissioner Chandler with a second from Commissioner Waite to adjourn the workshop at 9:40 PM. All in favor.

Respectfully submitted,

Joyce A. Petkus
District Secretary