

Board of Fire Commissioners

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

June 26, 2008 Workshop

Workshop began at 7:02 pm.

Present were: Commissioners Kugler, Robarge, Spackmann, Waite; Secretary Petkus.
Others in attendance: A/C Chandler, A/C Ellsworth.

RESOLUTION #197 TO APPROVE THE MINUTES OF THE MAY 22, 2008 WORKSHOP.

MOTION: Waite

SECOND: Spackmann

RESOLVED to approve the minutes of the May 22, 2008 Workshop.

VOTE: All in favor, motion carried.

❖ Secretary Petkus:

- Handed out her June update, with some questions:
 - Meeting with Scott Hogan from Center for Security on July 3rd to do the Internet stuff. Has not heard yet when he is going to do the next round of doors – will keep the Commissioners posted.
 - District Picnic: Received donation from Company #2; it is okay per Bill Young for the companies to write the check out to the District as long as we keep accurate records as to the money spent. Will keep a separate file for that.
 - Physicals: Judy stopped by today to get moving on FF physicals; phone system is being worked on now and as soon as she gets the okay to start scheduling appointments she will let Joyce know. New phone number will be 893-8011 for Dr. Peacock. Also received an email from a FF regarding clearance appointment dilemma; Joyce to call and straighten it out.
 - A Barry Guild called saying he heard that a heliport was being built behind Co #2 firehouse and he has some fill if we need it; A/C Chandler to call and speak to him. Commissioner Robarge asked if we are keeping tabs on the trucks coming in and what they were dumping; A/C Chandler said yes.
 - Received emails from ABC Bassett Rescue and Keri MacFarland from Saratoga High School cheerleaders in reference to using Co #4 for some fundraisers; Commissioner Spackmann to speak to Dean Deuel Jr. about it and forward the emails. More discussion continued; including creating a policy regarding outside use of the pavilions.
 - Asked permission to shred applications on Travers and Mosher.

RESOLUTION #198 GIVING SECRETARY PERMISSION TO SHRED APPLICATIONS FROM TRAVER AND MOSHER.

MOTION: Spackmann

SECOND: Kugler

RESOLVED to give Secretary permission to shred applications from Traver and Mosher.

VOTE: All in favor, motion carried.

- SafAir will be at Co #1 on July 2nd to service compressor; Joyce to confirm we have contract with them.
- Received a call from Jim Carminucci, who is on the board at the Children's Museum, and would like another fire truck at the Big Truck event at the Middle School on August 2nd (rain date August 9th) – said he dealt with Commissioner Kugler last year. Theresa Priest is the contact; Commissioner Kugler to handle it.
- Scheduled 5 nights to go around over the next couple of weeks to hand out the District Manuals and take care of the LENS stuff. She will send an email out to everyone she has listed as well as post a notice on the bulletin boards. A/C Ellsworth noted that the A/C's will have to call those members who do not come around on a regular basis. He also said that the manuals were supposed to be dropped off with the A/C's and they would take care of it. Joyce noted that it was complicated because changes were made with the by-laws and guidelines, and some manuals would need to be updated and others would get new manuals. She also needs to get the LENS releases from quite a few members. More discussion continued; members have until the end of July to pick up manuals. Joyce to give each A/C a list on the 16th of those who need to get their District Manuals. FF can also come to the District office to take care of this as well. Recently approved SOG's will also be handed out to the membership on these nights.

❖ **Purchasing Agent Howe:**

- Not present.
- Commissioner Spackmann noted that the cutters were in. Commissioner Robarge asked if anyone knew how much the cutter for the Avenue was as it is coming out of the Rescue account. He also asked if the officers have gotten together yet to see what else they may need from that account, as about half the money is now gone.
- Commissioner Kugler asked A/C Chandler if he still needed 15 bottles; A/C Chandler said yes. Commissioner Kugler will have Jill get prices on the 30 minute bottles when she gets back and go from there; he still likes the idea of splitting them between this year and next. A/C Ellsworth noted he put Tim in charge and did he email Commissioner Kugler on that? Commissioner Kugler has not heard anything; A/C Ellsworth will get a hold of him. Commissioner Spackmann believes Dean Deuel Jr. had the list for Maple Avenue. In the meantime, Commissioner Kugler wants to order 4 bottles for A/C Gibbins from MES as they had the best price.

RESOLUTION #199 GIVING PURCHASING AGENT PERMISSION TO ORDER FOUR (4) 45 MINUTE BOTTLES FROM MES FOR CO #1.

MOTION: Kugler

SECOND: Robarge

RESOLVED to give Purchasing Agent permission to order four (4) 45 minute bottles from MES for Co #1.

VOTE: All in favor, motion carried.

- Commissioner Robarge noted that there is still plenty of money left in the training account, not sure what the officers have coming up. Commissioner Kugler noted that Ed Petkus is working on bringing those guys up from Long Island for some training. A/C Chandler hopes to have more information by the next Commissioners meeting regarding the rope rescue training.

❖ **Treasurer J. Bishop:**

- Not present.
- Joyce did get a call from her the other day that the Penflex stuff was received and she sent it on to the auditors.

❖ **Commissioner B. Bishop:**

- Not present.
- Software proposal – tabled until the next meeting.
- District Picnic: Joyce noted she and Commissioner B. Bishop will be getting together soon to come up with a game plan; there will be a little friendly competition, hopefully they will be able to get a trophy. Commissioner Spackmann has agreed to climb into the dunking booth. Will be creating sign up sheets to get an idea of how many will be coming.
- Co #3 telephone pole relocation/wood removal: Commissioner Robarge noted that the pole is on the schedule to be moved, but it will take up to 4-5 weeks. Regarding the clearing of the access road, A/C Ellsworth noted that Commissioner B. Bishop was going to put this out to bid as per the wishes of the company; A/C Ellsworth to handle the wood removal matter.

❖ **Commissioner Robarge:**

- Spoke to Mr. Lavender yesterday and the generator should be shipping out soon; he will call as soon as he knows the day, will probably be June 30th. Will work on getting someone to remove the generator when it gets here. Further discussion continued. Joyce checked with the State regarding the grant; still on track, no extension necessary right now.
- Got the same proposals as last year, and if we are going to do it, then he suggests AquaScience, as they kept their price the same as when they quoted us in 2007, \$2175.00. Culligan is \$5614.00 and North Country Water systems is \$4200.00.

RESOLUTION #200 ACCEPTING THE PROPOSAL FROM AQUASCIENCE OF CLIFTON PARK TO INSTALL A WATER SOFTENING SYSTEM AT GREENFIELD CENTER CO #1, TOTALING \$2175.00. MONEY TO COME OUT OF BUILDING MAINTENANCE.

MOTION: Robarge

SECOND: Spackmann

RESOLVED to accept the proposal from Aquascience of Clifton Park to install a water softening system at Greenfield Center Co #1, totaling \$2175.00. Money to come out of Building Maintenance.

VOTE: All in favor, motion carried.

- Discussed a while back about getting a maintenance guy around here, is it something for next year's budget maybe? There are some things around here that need attention. Discussion about having someone for the whole district vs. each company, getting a subcontractor who has certificate of insurance. Possibly draw

up specs and put it out to bid. More discussion regarding whether a firefighter can do the job, what happens if they get hurt, code of Ethics and disclosure, responding to a call, work orders, FF employees vs. FF contractors. Joyce to call Bill Young and speak to him about this.

- Not sure if the A/C's are aware of this, but firefighters responding to/from calls and getting into accidents with deer must submit to their own insurance first. They must have comprehensive and collision. District insurance becomes secondary; per Bill Young fire districts have no authority to reimburse for any damage, but our District coverage is a better coverage, and has covered it before. Commissioner Kugler added that we have better insurance coverage than a lot of districts in the county. Joyce did note that the insurance company is asking for police reports, there is a time limit to file the claim, and the damaged vehicle should not automatically be repaired because the insurance company may send out an adjuster to look at it first. Joyce to put a note on the bulletin board as a reminder to everyone.

❖ **Commissioner Spackmann:**

- Boots: Some discussion from the board since last meeting regarding payment to Garrison of the boots. Commissioner B. Bishop having some second thoughts on it, as Garrison could have pocketed the savings themselves, but instead passed it on to the District. Commissioner Spackmann felt that even if we do pay for the boots, Garrison should store them for us until the rest of the gear comes in.

RESOLUTION #201 GIVING TREASURER PERMISSION TO PAY GARRISON 75% OF THE COST OF THE BOOTS; BOOTS TO BE STORED WITH GARRISON UNTIL THE REST OF THE GEAR COMES IN.

MOTION: Spackmann

SECOND: Kugler

RESOLVED to give Treasurer permission to pay Garrison 75% of the cost of the boots; boots to be stored with Garrison until the rest of the gear comes in.

VOTE: All in favor, motion carried.

- Noted that beginning July 1st, the IRS optional standard mileage rate will be going up to 58.5¢ per mile. Felt we should adopt that new mileage rate.

RESOLUTION #202 TO ADOPT THE IRS OPTIONAL STANDARD MILEAGE RATES ACCORDING TO THE IRS WEBSITE. CURRENTLY EFFECTIVE JULY 1, 2008 IT INCREASES TO 58.5¢ PER MILE.

MOTION: Spackmann

SECOND: Robarge

RESOLVED to adopt the IRS optional standard mileage rates according to the IRS website.

Currently effective July 1, 2008 it increases to 58.5¢ per mile.

VOTE: All in favor, motion carried.

- Access System update: will be working on internet access for all four facilities, Co #3 garage and A/C office, Commissioners office, Chief's office. Joyce noted that we are going to have to start thinking about access groups.
- Generator at Co #4 broke again. So far cost about \$900.00 to fix and will probably cost an additional \$500.00. Seems the voltage regulator will not stabilize. Discussion regarding maintenance schedule for all the generators. Commissioner

Robarge to look into getting a maintenance contract for the District generators. Commissioner Kugler added that he thought that once the other companies got generators, Co #4 would get a generator big enough to operate the whole station like the rest of the companies. May need to write for more grant money.

❖ **Commissioner Waite:**

- Would like permission to go out and get seal coating prices for Co's #2 and 4. Permission granted. Joyce to email Jean to confirm which companies get seal coated this year.

❖ **Commissioner Kugler:**

- Has nothing other than the bottles that were discussed earlier in the meeting.

❖ **District Guidelines Review:**

- Physical and Fit Test Policy
- Code of Ethics Policy
- Communication Policy
- District Photographer Policy

No changes made to the above policies.

❖ **Special Topics of Discussion:**

- Light Duty Guideline: Commissioner Spackmann noted he had a problem not allowing firefighters to come on firehouse property, how we legislate that, didn't put it in writing, didn't post it n district bulletin boards, and didn't give officers a heads up. Joyce noted she forwarded this updated Firefighter Injury policy to Bill Young for his review, and other than a spelling error, he thought the policy was good. There was lengthy discussion regarding the policy, with the following changes:

1. Under the Policy section: Change to 'Failure to follow this policy and guideline in a timely manner may jeopardize benefits and active member status.'
2. Under Guideline A, #7 and B, #2: change 'one week' to '30 days'.
3. Add to the end: 'Firefighters placed on inactive status are ineligible to receive points toward the Service Award program.'
4. Policy to become effective August 1, 2008.

RESOLUTION #203 TO ACCEPT THE ABOVE CHANGES TO THE FIREFIGHTER INJURY POLICY.

MOTION: Spackmann

SECOND: Waite

RESOLVED to accept the above changes to the Firefighter Injury Policy.

VOTE: All in favor, motion carried.

There was also discussion also about changing the definition of inactive status in the by-laws; Commissioner B. Bishop in charge of by-law committee. Commissioner Kugler also noted there was an article in the Gazette about possibly allowing volunteer firefighters to get health insurance under the municipality that they serve in.

- Port-o-potty: Brief discussion on logistics of who/how it will be transported including purchasing a trailer for it, who will clean it; tabled to July Commissioners meeting, as Gary Gibbins was supposed to have looked into it.

- 30 Day Purchasing Policy: Commissioner Spackmann felt that although it was well intended to decrease wasteful spending, it seems redundant because if there is a line item to purchase something like the access system, why do we need to wait 30 days? Brief discussion continued; it was decided to leave the policy as is.
- Deputy Treasurer Vanessa Perkins: Brief discussion including salary/how many hours she might possibly work. Will have to spend some time with Treasurer J. Bishop to learn the ropes around here.

RESOLUTION #204 ESTABLISHING THE DEPUTY TREASURER'S SALARY AT \$12 PER HOUR.

MOTION: Robarge

SECOND: Spackmann

RESOLVED to establish the Deputy Treasurer's salary at \$12 per hour.

VOTE: All in favor, motion carried.

- Employee handbook: tabled to next workshop.
- 2009 budget: Budget workshop set up for Monday, August 25, 2008, 7 pm at Co #1.

Workshop was adjourned at 9:26 pm.

Respectfully submitted,

Joyce A. Petkus
District Secretary