

Board of Fire Commissioners

Greenfield Fire District
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The March 2012 Commissioners Meeting of the Greenfield Fire District was called to order at Company #1 by Chairman Richard Spackmann at 7:04 PM on March 14, 2012. The flag salute and a moment of silence were recognized for departed members and troops overseas.

Present were:

Commissioners: Atwell, Barss, Chandler, Spackmann, Waite; Secretary Petkus, Director of Purchasing Chouinard, Treasurer Bishop, Deputy Treasurer Perkins.

Please see sign in sheet for others in attendance.

Special Guest: Shows Leary and Robin, to discuss District Office Building. Mr. Leary noted that he had submitted to the Board a draft of the final performance spec; he has since made some minor changes, which he will be reviewing with the Board. The Board noted that they felt the spec was extremely thorough; Mr. Leary had an architect review it as well, who had only some minor suggestions. He is planning to work tomorrow and Friday to get the final product together to bring to Camelot Printing for the bid packages to be put together. They will be in CD form, to be purchased for a fee of \$20 per set. He will have about 25 CD's made, 15 to be kept at Camelot for purchase and the other 10 to come to the District office. There will be four ways to access the bidding documents: Eastern Contracting website, Dodge Reports, District office or Camelot, covering from Albany to Saratoga. Checks are to be made out to Camelot Printing. Copy of legal notice will go to Joyce for publication, with everything being ready for pick up on March 22nd. Pre-bid walk through is scheduled for April 3rd at 10:00 AM, left open the possibility of contacting him directly to meet up with them subsequent to the walk through, but will try to discourage; however he does not want to discourage someone who is very interested but was unable to make the scheduled walk through. Bids are due by 3 PM on May 9th for bid opening that evening, awarding of the bid scheduled for May 23rd. Weeded through all the blueprints of the existing building to find the ones valuable to us. Mr. Leary also put in the effort to be able to equally compare each bid, as well as there being the alternates to compare. Will have a spreadsheet with base bid that has been broken out in design and construction costs. Suggested meeting as close to May 9th as possible to sit down and go over the bids in case there are questions; date to be set at the May 9th meeting. The successful bidder, if one is chosen, will have 205 days from May 23rd to complete the job, which is December 14th. Reminder too that we have to deal with the planning board, there is language in the spec that urges the design team to get at least a preliminary footprint out ASAP for the planning board in the middle of June. Commissioner Chandler noted he has already spoken with planning board on this as well. Mr. Leary also noted that a copy of the performance spec is with the attorney, Bill Young and is waiting to hear back from him. Has also been in touch with Time Warner and he understands what they need and that has been worked into the spec, it is a conduit under the parking lot to the building. Has ironed out with Bill Young the Wick's parameters, the threshold is \$500,000. Has incorporated the security system and side lights as per previous emails. Reminded the Board they need to work on the spreadsheet outline for the budget; there are some things they are going to be paying for out of pocket; briefly reviewed. Prior to the May 23rd meeting, the Board will need to take their costs and the construction costs to see if this project will work. The Board thanked Mr. Leary for the thorough job. Session ended at 7:20 PM.

Special Guests: Steve Retzlaff, President and Mike Aquino, VP and Chief Operating Officer, Empire Ambulance. Mr. Retzlaff noted that Empire was just approved by the Town Board effective April 1, 2012 to provide ambulance service to the Town of Greenfield. He is looking forward to getting to know and work with everyone. Empire has had the contract with Saratoga Hospital for over 20 years. Commissioner Chandler noted that he had put together a list of questions for the Town Board to address to Empire, but the Commissioners did not get any of those answers. Would like to go over them again.

1. Is Empire part of the mutual aid plan? Mr. Retzlaff noted they are not currently; Mr. Aquino noted he just received a phone call from the County's attorney in reference to authorizing 800 radios to Empire. In addition, the Sheriff noted to Mr. Aquino that he has not been authorized to dispatch Empire. Current protocol is mutual aid as Empire currently has no way of being dispatched to the Town. Commissioner Spackmann confirmed that Empire is currently effectively not in the loop as yet. Hopefully this will all be worked out by April 1st. Mr. Aquino noted if he does not hear from somebody in the next three days, he will be contacting the City and County Public Safety Commissioners. Empire has the ability to respond but does not yet have the communication ability.
2. What happens if there are multiple patient incidents? Is Empire prepared to handle the situation and are there enough ambulances in Saratoga? Mr. Aquino noted they will not provide less than SEMS provided, Empire will have at least 2 ambulances, otherwise they will use the County Mutual aid plan just as it had worked in the past.
3. If we need a couple of ambulances at a structure fire dedicated for several hours, is Empire prepared to do that? Mr. Aquino noted that if 3 were available and 2 were requested, they would send the 2 right away, and if one had to go for some reason they would back fill it as soon as possible if they could. Chief Lant noted they would like to have 2, one for the scene and one for the firefighters.
4. Commissioner Spackmann noted the District's rehab protocol, and is that something that is going to be billed back to the District for that service? Mr. Aquino noted no, if they show up for that, anything they provide is a service to the community. The only time they bill for calls is if they treat and transport.
5. Past practice is for our EMT's to replenish our supplies off the ambulance, and then the ambulance just gets them from the hospital. Mr. Aquino and Mr. Retzlaff both noted it will be the same practice. A/C Coffey questioned if all the rigs are paramedics; it was noted yes.
6. If there is a serious incident, will Empire allow the department to actually assist and go to the hospital? Mr. Retzlaff welcomed all the help they can get. Chief Lant noted that sometimes they have a fireman drive the ambulance because they are busy in the back, is this still allowed? Mr. Retzlaff noted if they needed to do that, he is assuming the firefighters will be willing to do that.

Mr. Retzlaff also commented that Empire has good relationships with all the departments that they work with and he does not see any reason why it wouldn't be the same here. If at any time there is a question or concern, please call. He also noted they periodically have quality assurance meetings to make sure things are going smoothly.

Commissioner Chandler asked to be kept in the loop on the progress; Mr. Aquino noted it would not be a problem. Mr. Retzlaff noted some of the SEMS people were hired, and they have more applications going through the employment process, so they will probably see a lot of the same people. D/C Middlebrook noted that sometimes the department does specialty drills and would Empire be willing to come up and drill with them? Mr. Aquino noted yes they would, anything going on in the community, maybe there could be a point person to contact Empire about these things. Chief Lant noted that would be District EMS Coordinator Tim Kemp. Session ended at 7:40 PM.

RESOLUTION #71 TO APPROVE THE FEBRUARY 8, 2012 COMMISSIONER MEETING MINUTES AS WRITTEN.

MOTION: Waite

SECOND: Chandler

RESOLVED to approve the February 8, 2012 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

Chairman Spackmann asked for questions/comments regarding the abstract:

Commissioner Atwell noted that surprisingly he has no questions this month, as he either knew of all the bills, or at least nothing upset him this month.

Commissioner Spackmann noted claim #'s 120105, 120106 and 120109; wondered if these should be taken about of training as he does not want to drain the convention account prior to the Honors Haven conference. Treasurer Bishop noted last year they took both out and were fine. Claim #120114, belay device that came out of operations, questioned if it was supposed to come out of carry over money for the rescue? Treasurer Bishop noted there was no carry over money for that. Also questioned claims 120158, 120159, 120161 and 120162, these are all expenses related to trips to KME for the new apparatus. Treasurer Bishop noted it has not been 30 days yet for the permissive referendum; brief discussion, all KME related expenses to be back billed.

RESOLUTION #72 TO PAY ABSTRACT #3, CLAIM #120095 THROUGH CLAIM #120180 FROM THE GENERAL FUND, TOTALING \$110,038.51.

A3410.1	\$ 7,257.89
A3410.2	5,231.00
A3410.4	86,012.68
A9030.8	890.54
A9040.8	860.00
A9055.8	322.40
A9060.8	9,464.00

Total:	\$110,038.51

MOTION: Spackmann

SECOND: Barss

RESOLVED: to pay Abstract #3, Claim #120095 through Claim #120180 from the General Fund, totaling \$110,038.51.

VOTE: All in favor, motion carried.

Correspondence: Secretary Petkus

- Annual physicals have started and quite a few have been done already.
- Sent out the District Manual Acknowledgements, which are starting to come in as well.
- Received a thank you card from the family of recently deceased life-member and former Assistant Chief Stan Clark.

Purchasing: D/P J. Chouinard

- \$124 bill for Co #3 generator battery that Commissioner Barss questioned just came in today. Yearly preventative maintenance has been done on all the company generators. Co #4 battery is scheduled for replacement March 2013. They also looked at Co #4 generator not self testing; please keep an eye on it. Joyce also noted that Cat could not duplicate the problem with Co #3 generator timer continuously running; someone needs to check that once a week to make sure it is not continuously running. She also noted that Co #1, 2 and 4 need to replace annually the 9V battery in the transfer case, it is not part of the maintenance contract. 9V batteries were given out this evening; Commissioner Atwell asked the Deputy Chiefs to please take care of it.
- Currently evaluating Sprint, Verizon and ATT for cell phone usage. Test phones are currently with A/C Burwell, Commissioner Spackmann, Commissioner Atwell, A/C Petkus. Hope to have this wrapped up by mid-end April.
- Air bottles from East Meadow are inventoried and some have been handed out.
- Pager programming seems to have gone okay.
- Drager tubes in and ready for pick up tonight.
- Co #1 Drager pump has been requested for purchase, waiting for approval.
- Helmet shields have been ordered.
- 6 pagers sent out for repair are due back, waiting for delivery. 8 are still out, turnaround has unfortunately been long.
- Kaspersky installed on all 16 District computers and training laptops.
- Pager belt clips are in.
- May is parade month as well as Memorial Day; please start thinking about grave markers, flags and uniform attire. Uniform inventory is scarce, did an inventory and sent out a spreadsheet. There are no white gloves and would like to order more. Chief Lant also noted he would like the thinner badge covers. 2 white hats are at Rudnick's; they are being shipped out to us today.
- Requested ceremonial axes recently used at Stan Clark's wake/funeral back from the Chief.
- Thermal imaging cameras are in and inventoried. Cameras go to Co #2 and Co #3 and the extra charger goes to Co #1.
- Heat guns for Co #1, 2 and 4 are ready to be picked up tonight as well.
- Co #3 garage door has been repaired. Commissioner Atwell explained what happened with Overhead Door and Winchip regarding estimates. Overhead Door charged us \$305 just for taking a look at the door, and the estimate is \$1400 to repair door. Winchip did not charge us to come and look at it, and they repaired the door for \$210 total. D/P Chouinard noted that Overhead Door never notified her that there would be a charge for this. Brief discussion continued; District to use Winchip going forward. Commissioner Atwell to call Overhead Door to discuss bill received.

Applications for membership:

Greenfield Center Company #1: None.

Porter Corners Company #2: None.

Middle Grove Company #3: None.

Maple Avenue Company #4: None.

Requests for change in membership:

Greenfield Center Company #1: Terry McGonigal, resignation.

Porter Corners Company #2: None.

Middle Grove Company #3: Joyce Eichorst, requested life-inactive.

Maple Avenue Company #4: None.

RESOLUTION #73 TO ACCEPT ABOVE CHANGES IN MEMBERSHIP.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to accept above changes in memberships.

VOTE: All in favor, motion carried.

Grants: Captain Gary Bullard

- Nothing at this time.

Report of the Chief – John Lant:

- Report on various company training over the past month.
- Truck repairs:
 - 297: exhaust fixed.
 - 261: got some batteries.
- Blood Borne Pathogens given last night, was recorded on DVD, Treasurer Bishop will make copies, Co #3 also scheduling a make up time. Brief discussion on make up availability.
- 263 at Co #4 so 292 can get serviced; Co #2 and 3 are rolling automatic on any MVA's.
- Questioned the Hold Harmless letter regarding the dry hydrants. Brief discussion; Secretary Petkus to put the form on Firetracker.
- Handed to the Secretary information on someone who does defensive driver and small vehicle EVOG. Defensive driving course due again in 2013, and is already listed for 2013 budget discussions.
- Previously brought up to the Board about the OSHA officer; Jack King said he would do it. Could not make the conference when it was offered in the area, but it is being held in Binghamton. Brief discussion; Commissioner Spackmann noted if Jack wants to go he should contact Joyce and she will make the necessary arrangements, he has no problem with taking that out of the training account.
- Thanked Jill for taking charge and getting things ordered promptly.
- Last night they responded to a chimney fire that extended into the home, wanted to let the Board know, the firefighters from Co #3 and the rest of the District made a heck of a stop.

Reports from Companies:

Company #1 – D/C Kenyon:

- He and A/C Coffey are going to KME on Monday morning to get the truck set up.
- Hopes that by next Wednesday FF Davis will be on board as Captain. Thinks they are going to give him a radio; Chief Lant noted no more radios out this year.
- Appreciates all the help he gets, really nice and a good thing.

Company #2 – D/C Middlebrook:

- Quiet.

Company #3 – D/C Ellsworth:

- Has a junior that would like to join, he lives about 1 mile outside the District. Spoke to all the Chiefs and they do not have a problem with it. Brief discussion; Board okayed moving ahead with application.

Company #4 – D/C King:

- Thanks to everyone who helped out regarding Stan Clark's wake and funeral.
- Need an electrician at Co #4 that they are having issues with. Brief discussion; Joyce to contact Saratoga Electric and Generator to contact Commissioner Spackmann.

- Need to have someone look at the windows in the meeting room, they are starting to rot. Discussion continued, Co #2 also having some issues with leaking windows in the meeting room as well. Post-its to be placed on all affected windows. Joyce to call Bill Reed. A/C Coffey also questioned the status on the kitchen wall at Co #1; it is not painted. Brief discussion continued; Commissioner Atwell to look into.

Report of District EMS Coordinator – Tim Kemp:

- Looked into defibrillator servicing, found a company that does it for \$85 per defibrillator, and there are 10 in the District.
- Have ordered some supplies for additional 1st Responder kits due to the current ambulance situation in the Town.
- Would like to talk about taking money from the EMS Reserve account regarding the items that were not in with the year end money. Brief discussion, including the life expectancy of AED's, Philip's trade in program. FF Nate King noted the ambulances have a supervisor group that get together for buying power where they can get below State contract price. Tabled for further discussion at the March workshop.

Planning Board:

***For Town of Greenfield, Mike Chandler:**

- 1 minor subdivision and 1 major subdivision that he has plans for, through the planning board over the next three months.
- 1 keyhole lot on Wing Road he is currently dealing with.

***For Town of Wilton, Gary Bullard:**

- YMCA is putting in a 35,0000 sq. ft. addition.

Commissioner Spackmann noted it is nice to see from both Towns that the Fire District's concerns are being taken into consideration when planning this kind of stuff.

Reports of the Commissioners:

Commissioner Atwell:

- All interior lights at Co #1 have been taken care of.
- Still have not received the contract quote from Tyler Fire regarding the compressor; Jill to call tomorrow.
- Questioned if the Treasurer got all the bills from everyone regarding all the trips to KME; she noted she did receive them all.
- Noted Jill is doing a great job getting stuff for us; but if possible if emails could be sent so there is something in writing rather than phone calls. Chief Lant noted each company should appoint one person to be in charge.
- If pagers break and you give out a loaner, please contact Jill to let her know so she can update the inventory. Brief discussion continued.
- Annual District audit is tomorrow.
- Truck repair books: asked how that was coming along. Brief discussion, as repairs are done please make sure the forms are filled out.
- Noted FF McConkey did not get his last physical done until December; Joyce noted Dr. Peacock's cutoff date is 2013, so he needs to get his physical done this year.
- Reminded everyone again that the Chief is going to enforce the OSHA deadline.

Commissioner Barss:

- Requested a list of A/C Bogardus' gear that will be going out of date, please see him afterwards. Starting to work on the gear for this year. Jill noted there was an instance in

Co #1 where a pair of gear pants was given from one FF to another, but she was not aware and it was therefore not properly inventoried.

- Questioned when Co #3 roof project is starting; Commissioner Chandler noted he received a call yesterday that it is going to start on Monday the 19th. Requested Co #3 to unhook the power to the siren, it will be out for about a week. Toby Middlebrook is also ready to go. Brief discussion continued; Commissioner Chandler noted that John and Mike will not be around next week and has other contact numbers for D/C Ellsworth. Joyce questioned if Munter needs access to the firehouse; access card to be left for Commissioner Chandler to distribute.

Commissioner Waite:

- Nothing new with the fan system, they are going to go with a new design because they couldn't get into the pantry.

Commissioner Chandler:

- Would like to see the access to the pole barn door moved to the front door. Brief discussion. Commissioner Chandler to sign quote and Joyce will fax tomorrow.

RESOLUTION #74 MOVING THE ACCESS READER FROM THE SIDE DOOR OF THE POLE BARN TO THE FRONT DOOR.

MOTION: Atwell

SECOND: Chandler

RESOLVED to move the access reader from the side door of the pole barn to the front door.

VOTE: All in favor, motion carried.

- Front of the pole barn is dark, would like to get a small light; Co #2 to handle.
- The Chief put A/C Burwell and himself in charge of looking at the ARGO for the District. Tested Galway's, they are going to go down to the dealer on Friday and look at it. Will take two machines and downsize to one.
- Town Councilman would like to attend one of our meetings to talk about the progress of the ambulance, and see how things are going. Added to the April 11th meeting agenda.
- Spier Falls is going to be repaved, going to affect Co #1 and 2.
- Captain Barss had noted the Town asked if we could hook up the generator to the signal light; they were pretty much told no, but they asked if the generator could be stored here so it is handier. Brief discussion, Town's generator to be stored Co #1.
- Will be out of town beginning Monday, will do his best to get to the meetings.

Commissioner Spackmann:

- Thanked FF Matt Herbert and Lt. Bryan Chouinard for taking time off from their jobs to take 295 to the Town of Tompkins; they are very happy with the truck and will be purchasing R295 for \$79,000.00. Co #4 spent some time taking the gold leaf off, polishing it, cleaning, degreasing, power washing and removing equipment. Asked Dave Kenyon to go down and give it a once over, one of the rotators in the light bar is out; please let the Board know if there is anything wrong with the truck, within reason.

RESOLUTION #75 TO SELL R295, CONTINGENT UPON THE MANDATORY REFERENDUM BEING HELD ON APRIL 3RD, TO THE TOWN OF TOMPKINS FIRE DISTRICT FOR \$79,000.00.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to sell R295, contingent upon the mandatory referendum being held on April 3rd, to the Town of Tompkins Fire District for \$79,000.00.

VOTE: All in favor, motion carried.

- Saratoga Youth Hockey is having a fundraiser on March 24th for the family of Mark Woodcock, they would like to have the info put on the sign at Co #4, but there are legal requirements regarding advertising the upcoming mandatory referendum. Brief discussion, Joyce suggested putting the mandatory referendum information on one side and the fundraiser info on the other side of the sign until the 24th, then replace with the referendum.

RESOLUTION #76 DONATING A PAGE OF THE MINUTES IN MEMORY OF PAST ASSISTANT CHIEF STAN CLARK OF CO #4.

MOTION: Spackmann

SECOND: Waite

RESOLVED to donate a page of the minutes in memory of past Assistant Chief Stan Clark of Co #4.

VOTE: All in favor, motion carried.

Special Topics of Discussion:

- Captain Gary Bullard handed out a list of requested equipment for new R295, then gave a short video presentation of the progress of the new R295, including the layout of all the compartments. Brief discussion continued regarding the equipment requested. D/P Chouinard to research prices for a remote head. Captain Bullard noted he forgot to add the lock out kit for about \$120 to the list; to coordinate with the Director of Purchasing regarding the rest of the equipment on the list. Commissioner Spackmann noted because of the new constraints of the ER, there is a lot of jaws equipment left over, including 2 Holmatro pumps, gas and electric, 2 tool pump and all the leftover hose. His thought is to possibly convert Co #3 completely over to Holmatro so the District is consistent.

RESOLUTION #77 ALLOWING CO #3 TO HAVE THEIR ANNUAL EASTER EGG HUNT ON SATURDAY, MARCH 31, 2012.

MOTION: Spackmann

SECOND: Waite

RESOLVED to allow Co #3 to have their annual Easter Egg Hunt on Saturday, March 31, 2012.

VOTE: All in favor, motion carried.

RESOLUTION #78 GIVING COMMISSIONER SPACKMANN AND SECRETARY PETKUS PERMISSION TO ATTEND THE AFDCA SPRING WORKSHOP ON MARCH 24, 2012 AT CLIFTON PARK FIRE DEPARTMENT. PERMISSION ALSO GIVEN TO TREASURER TO CUT CHECK.

MOTION: Spackmann

SECOND: Barss

RESOLVED to give Commissioner Spackmann and Secretary Petkus permission to attend the AFDCA Spring Workshop on March 24, 2012 at Clifton Park Fire Department. Permission also given to Treasurer to cut check.

VOTE: All in favor, motion carried.

- D/C Middlebrook noted that the straps on their masks are still not replaced by MES. Commissioner Barss noted that there is a box of masks that were recently done. Brief discussion. Commissioner Atwell to call Tyler Fire to and Commissioner Spackmann to deal with MES, write a letter.
- Secretary Petkus noted that the AFDCA is having their 2nd Annual Officers Reception on Saturday April 14th; is anyone interested in going?

RESOLUTION #79 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Waite

SECOND: Atwell

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Barss with a second from Commissioner Chandler to adjourn the meeting at 9:35 PM. All in favor, meeting adjourned.

Respectfully submitted,



Joyce A. Petkus
District Secretary

*IN MEMORY OF OUR
DEPARTED BROTHER*

STAN CLARK

YOU WILL BE

MISSED BY ALL