

Board of Fire Commissioners

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

The March 2008 Meeting of the Greenfield Fire District Board of Fire Commissioners was called to order at Co #1 by Acting Chairman Spackmann at 7:04 pm on March 12, 2008. The flag salute and a moment of silence were recognized for the departed.

Present were:

Commissioners: B. Bishop, Robarge, Spackmann, Waite; Secretary Petkus, Treasurer J. Bishop, Purchasing Agent Howe and Chief McConkey
A/C's: Gibbins, Chandler, Ellsworth, Lant; 2nd A/C's: Davis, Kemp, J. King.

Please see sign in sheet for others in attendance.

Acting Chairman Spackmann then proceeded to open the bids for both the purchase of a generator and generator installation for Middle Grove Co #3:

Generator:

Kinsley Power Systems 63 Railroad Avenue Albany, NY 12205	\$18,327.00
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Nortrax 14 The Crossing Boulevard Clifton Park, NY 12065	\$27,148.50
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Generator Installation:

Curran Electric, Inc. 25 Greenfield Manor Road Porter Corners, NY 12866	\$9,976.51
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K & J Electric 11 Walnut Street Glens Falls, NY 12801	\$18,900.00
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MJR Construction Services 8 Horton Lane Cambridge, NY 12816	\$24,970.50
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Prize Construction, Inc. \$16,180.00
P.O. box 2000
Scotia, NY 12302

The following proposal was for both:

J. McBain Electric, Inc. \$24,080.00 Generator only
658 River Street \$36,157.00 Supply and Install
Troy, NY 12180

Acting Chairman Spackmann thanked everyone present and handed the bids over to Commissioner Robarge. He then asked if there any questions or comments regarding the abstract:

A/C Ellsworth noted that he never ordered the stuff for claim #136. After discussion, it was decided that the Treasurer should hold off paying claim #136 until this issue was resolved.

A/C Gibbins note that for Claim #35, the MED is still not repaired, and that Claim #90 is a duplicate bill that was paid two months prior. Treasurer J. Bishop noted that there was only one \$21.00 paid to Cornell's and so the other \$21.00 should be paid.

Acting Chairman Spackmann had a question about claim #135 for Tech II; Secretary Petkus noted they completed the install this afternoon. Commissioner Spackmann noted they had paid ahead for the labor; Treasurer J. Bishop noted that the claim was for all the equipment.

RESOLUTION #102 TO PAY CLAIM #89 THROUGH CLAIM #143, AGAIN EXCLUDING CLAIM #35, AS WELL AS CLAIM #90 AND #136, WHICH ARE TO BE PAID WHEN RECTIFIED, TOTALING \$95,379.66.

A3410.1	\$ 4,037.42
A3410.2	3,022.83
A3410.4	80,308.96
A9030.8	318.75
A9040.8	822.00
A9055.8	232.20
A9080.8	5,665.00
Total:	\$ 95,379.66

MOTION: Waite

SECOND: Robarge

RESOLVED to pay claim #89 through claim #143, again excluding claim #35, as well as claim #90 and #136, which are to be paid when rectified, totaling \$95,379.66.

VOTE: All in favor, motion carried.

RESOLUTION #103 TO PAY CLAIM #8 THROUGH CLAIM #9 FROM THE BUILDING RESERVE FUND, TOTALING \$1,184.09 PER PREVIOUS PERMISSIVE REFERENDUMS.

R3400.0 \$1,184.09

MOTION: B. Bishop

SECOND: Waite

RESOLVED to pay claim #8 through claim #9 from the Building Reserve Fund, totaling \$1,184.09 per previous permissive referendums.

VOTE: All in favor, motion carried.

RESOLUTION #104 GIVING TREASURER PERMISSION TO PAY CLAIM #90 TO CORNELL'S AUTO REPAIR FOR \$21.00, NOT \$42.00.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to give Treasurer permission to pay Claim #90 to Cornell's Auto Repair for \$21.00, not \$42.00.

VOTE: All in favor, motion carried.

RESOLUTION #105 TO ACCEPT THE FEBRUARY 2008 MEETING MINUTES AS WRITTEN.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to accept the February 2008 meeting minutes as written.

VOTE: All in favor, motion carried.

Correspondence:

*None.

Grants – Andrea Mann

*Are You Okay? Program: Town does not want to get in District's way or put additional responsibility on us. Karen Gibbins has expressed an interest in helping. Discussed possibility of having someone act as liaison and attend meetings. Discussion continued; Chief McConkey to see if an officer is interested in being the liaison, or possibly appoint Karen Gibbins, if she wants, if no officer can do it. Try to have this fleshed out the first week in April.

*Handed out grant review sheet and gave overview, including Oliver Merlyn grant for low angle ropes rescue – Porter Corners to set up and receive training prior to applying for grant; continuing to work on removing old records under MU-1 guidelines. Found some great historical stuff to keep; submitted employee handbook that needs review; working on SEMS grant, George Miller very involved and doing a great job on this; Fire Protection grant is based on a point system unfavorable to the District, but should continue to submit an application every year anyway to accumulate points.

Report from the Secretary:

*Network Installation: Co #3 completed this afternoon; starting on Co #2, but still have not heard from TWC. Co #4 does not have password for wireless yet, Scott from Tech II to take care of that when he completes Co #2.

*District Bulletin Boards: Co #2 and 3 bulletin boards installed, Co #1 damaged and reordered; have not heard from anyone from Co #4 – their bulletin board is still in the office. John McEachron to take it tonight.

*2008 physicals: spoke to Dr. Peacock today and the zoning board essentially shot her down for Grange Road so she working on going into West Ave or Care Lane and she expects to be on target for physicals, will keep everyone posted.

*LOSAP: new forms being used, had given a list to the Chief of things she noticed – can't read chicken scratch, please write legibly, forms are done in red and black, the red sections must be filled out. Also, if you are doing a work detail, you cannot sign for credit for the work detail AND sign that you authorized it, please just have another officer sign off on it. She will also be updating the LOSAP info sheet she had originally created.

Purchasing:

*New quote received from Audio Visual: District cost is \$4897.42. Co #2 amount is \$1741.87. Brief discussion continued; amount budgeted was for \$4000.00.

RESOLUTION #106 APPROVING AUDIO VISUAL CONTRACT FOR \$4897.42, WITH DIFFERENCE OF \$897.42 TO COME OUT OF THE COMPUTER ACCOUNT.

MOTION: Spackmann

SECOND: Robarge

RESOLVED to approve Audio Visual contract for \$4897.42, with difference of \$897.42 to come out of the computer account

VOTE: All in favor, motion carried.

*Just received a bill from Commissioner Waite for Pompa Brothers. Commissioner Waite noted that the bill had been sent to the Town instead of the District, the materials were delivered in November for pole barn. Discussion continued; Jill to call Pompa Brothers to confirm bill is correct and has not been paid.

RESOLUTION #107 TO PAY POMPA BROTHERS \$913.23 FOR MATERIALS FOR PORTER CORNERS POLE BARN; TO BE PAID AFTER THE PURCHASING AGENT CONFIRMS THE INFORMATION IS CORRECT. MONEY TO BE TAKEN OUT OF THE BUILDING RESERVE FUND, PER PREVIOUS PERMISSIVE REFERENDUM.

MOTION: Waite

SECOND: B. Bishop

RESOLVED to pay Pompa Brothers \$913.23 for materials for Porter Corners pole barn; to be paid after the purchasing agent confirms the information is correct. Money to be taken out of the Building Reserve Fund, per previous permissive referendum.

VOTE: All in favor, motion carried.

Both Treasurer and Purchasing Agent noted that the money for the pole barn is low; exact figure to be given. Acting Chairman Spackmann noted to be a little more careful about bills in the future.

*District Photographer equipment: All of it is in except for the camera bag and will be inventoried. Question about signing the equipment out and should there be a form she will need to complete? Brief discussion continued; Jill to create an equipment sign out sheet.

*Would like resolution approving payment for Fire Police course at Montour Falls. Course was previously approved to attend, but not for Treasurer to pay bill.

RESOLUTION #108 GIVING TREASURER PERMISSION TO PAY \$399.00 FOR UPCOMING FIRE POLICE COURSE AT MONTOUR FALLS.

MOTION: Robarge

SECOND: Waite

RESOLVED to give Treasurer permission to pay \$399.00 for upcoming Fire Police course at Montour Falls.

VOTE: All in favor, motion carried.

Applications for membership:

Greenfield Center Company #1: Joseph Post, Jason Tyler.

Porter Corners Company #2: None.

Middle Grove Company #3: None.

Maple Avenue Company #4: None.

Changes in membership:

Greenfield Center Company #1: None.

Porter Corners Company #2: None.

Middle Grove Company #3: Justin Arnold, termination due to moving out of area.

Maple Avenue Company #4: None.

RESOLUTION #109 TO ACCEPT ABOVE NEW MEMBERS JOSEPH POST AND JASON TYLER AND TERMINATION OF MEMBERSHIP FOR JUSTIN ARNOLD.

MOTION: Waite

SECOND: Robarge

RESOLVED to accept above new members Joseph Post and Jason Tyler and termination of membership for Justin Arnold.

VOTE: All in favor, motion carried.

Reports from Companies:

Company #1 – A/C Gibbins:

*Spoke to Dr. Peacock about possibly having physicals at the fire station; Secretary Petkus had suggested that as well, if necessary. Commissioner Robarge was concerned about that as the reason we changed the way physicals were done was because there were issues with that, including privacy issues. Discussion continued; Secretary Petkus to continue to get updates, physicals at firehouse to be kept open as an option.

*Spoke to Jill regarding fax machine – it is on order.

*Had their company meeting the other night and the membership voted that they would like to have a representative from the Board of Fire Commissioners to start coming to their company meetings. Commissioner Robarge said he would take care of that.

Company #2 – A/C Chandler:

*Asked for a balance on the pole barn account, now that they spent that \$900.00.

*Commissioners received a hose ramp proposal. Officers decided to purchase one set and build some kind of storage rack on the Chief's vehicle to carry it. Cost is about \$600.00. More discussion continued; Jill to also research out prices before purchasing.

RESOLUTION #110 GIVING PURCHASING AGENT PERMISSION TO PURCHASE CABLE AND HOSE BRIDGE SYSTEM, AND TREASURER TO PAY FOR IT OUT OF THE OPERATIONS ACCOUNT.

MOTION: Spackmann

SECOND: Waite

RESOLVED to give Purchasing Agent permission to purchase cable and hose bridge system, and Treasurer to pay for it out of the operations account.

VOTE: All in favor, motion carried.

*Light bar: quote came in \$30 higher, will take out of his allotment.

*Asked about Kayla's fob; Secretary Petkus noted she forgot to email her. A/C Chandler noted Kayla had emailed her a few times, but Secretary Petkus noted she had not received anything. P/A Howe also noted that she has still not heard from Alicia regarding the vest size she would like ordered.

Company #3 – A/C Jay Ellsworth:

*Has a charger that died for the EMS radio – would like to get one ordered; P/A Howe noted the PO was done.

*Has 2-3 red pagers, the charges no longer work. P/A Howe noted there is a 6-8 week backorder. A/C Chandler and A/C Gibbins noted they have some extras.

*Did the helmet front for Scott Murray come in yet? Commissioner Spackmann noted it was on his list to take care of.

*Lost a light bar off the top of his car; Gary was nice enough to give him 90 mile an hour magnets but unfortunately he lost it at 45 miles on Saturday, and the car behind him ran over it. Found smaller light bars than the one A/C Chandler is ordering, it is a mini-bar and they are \$529.99 each and would like to at least get one, if not two, as A/C Kemp's light bar is very old.

RESOLUTION #111 GIVING PURCHASING AGENT PERMISSION TO ORDER, AND TREASURER PERMISSION TO PAY BILL, FOR ONE MINI-LIGHT BAR FOR A/C ELLSWORTH. MONEY TO COME OUT OF THE EQUIPMENT REPAIR ACCOUNT.

MOTION: B. Bishop

SECOND: Waite

RESOLVED to give Purchasing Agent permission to order, and Treasurer permission to pay bill, for one mini-light bar for A/C Ellsworth. Money to come out of the Equipment Repair account.

VOTE: All in favor, motion carried.

Company #4 – A/C Lant:

*Asked Commissioner Waite about the radio for 295. Commissioner Waite said Wayne was supposed to bring it to Jill; she knew nothing about it. Commissioner Waite said he would call Wayne in the morning.

*Need the number of the guy regarding the pager, Steve Reeves. Commissioner Waite gave him the number.

*Capital Digitronics got the bid for the County. System is moving ahead.

*Siren on 296 broke. A/C Gibbins noted that Duane Bogardus is to take both MED's down and siren to be fixed.

Report of Chief McConkey:

*Asked if we received the checks from Corinth for the hose damage. Secretary Petkus noted she had just received a check from them in the mail today and put it in the Treasure's mailbox.

*291 – received quote to drop air tanks, repair pump seal. Drive shaft is screwed up, maybe Spartan should cover it. Commissioner Kugler is aware of it. Captain Bullard explained that Spartan was supposed to replace the drive shaft in that truck under warranty; Don is aware of it. Chief to coordinate with Commissioner Kugler and Maple Avenue Officers to fix the drive shaft problem. Commissioner Spackmann noted that the officers need to make sure the Board does not forget about this at budget time. Amount left in repairs to apparatus is down to \$51,229.34.

RESOLUTION #112 TO APPROVE REPAIRS TO 291 FOR \$3947.88 FOR NICHOLS FIRE. MONEY TO COME OUT OF THE REPAIRS TO APPARATUS ACCOUNT.

MOTION: B. Bishop

SECOND: Waite

RESOLVED to approve repairs to 291 for \$3947.88 for Nichols Fire. Money to come out of the Repairs to Apparatus account.

VOTE: All in favor, motion carried.

*Middle Grove truck to go down to Scotia; A/C Ellsworth will strip it down tonight and Ron to take it there.

Report of EMS Coordinator Gary Gibbins:

*Asked if the Treasurer received the bill from SEMS on Derrick Barss. Secretary Petkus noted she did not give it to the Treasurer, as she is trying to find out who should pay the bill. Spent the afternoon on the phone with Saratoga County Self Insurance and asked if A/C Gibbins and the Chief could speak to her after the meeting as she had some questions they may be able to answer for her to get this resolved. More discussion continued. Commissioner B. Bishop added that he had spoken to George Miller, who explained that about six months ago there was a change in the Medicaid billing and they now have to bill everyone and not pick and choose who they bill. Secretary Petkus heard differently and she is trying to get answers on this. In the meantime, all bills should be sent to the District office for Joyce to work on.

Planning Board:

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

*Dr. Peacock was not technically disapproved but there was a sight problem, and she needed to address that and it was probably too expensive to rectify that. Several issues were

discussed to try to solve the problem, but just did not seem feasible and they could not bend on that because it was too much of a safety issue.

*Spoke to the Supervisor yesterday, Mr. Rowland and the County is going to purchase adapters for the hydrant, all five of them.

*Doing a ton of site reviews for existing businesses.

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

*Approved new CVS on Route 9 by Dunkin Donuts, construction to begin immediately.

Reports of the Commissioners:

Commissioner B. Bishop:

*Identification cards: would like input from the Chief on what they may want, maybe meet with the officers and discuss it and get the information back to him. Wants to get this moving rather quickly.

*By-law committee: would like a list of who is on the committee from each company; A/C Gibbins noted it was Jason Gibbins and Dave Kenyon from Co #1. Would like to meet on the third Wednesday and then go from there.

*Audit: one of the things that was red flagged is the use of the Mobil gas card, and apparently there is an issue because nobody signs for it, the card is left at the gas station and the slips do not make it back to the District office. There are enough cards to put one in each truck instead of leaving it at the gas station, and the receipts can be placed in the LOSAP box as they need to be attached to the actual bill for comparison. Also, each slip needs to be signed by the person purchasing the gas, just sign the slip anywhere. The Treasurer has assigned cards to each truck, to be picked up after the meeting. Secretary Petkus noted also as part of the audit, that our purchasing policy requires three bids or quotes; the auditors want three bids or quotes attached to the PO's. Treasurer J. Bishop noted that overall the audit went very well, they were at the office the whole day and the auditors hope to have a preliminary report by the April Commissioners meeting. Nothing was mentioned by the auditors about the individual companies being audited. More discussion continued.

RESOLUTION #113 GIVING MIDDLE GROVE AUXILIARY PERMISSION TO HOLD THEIR EASTER EGG HUNT ON SUNDAY, MARCH 16, 2008 FROM 2 TO 4 PM.

MOTION: B. Bishop

SECOND: Waite

RESOLVED to give Middle Grove auxiliary permission to hold their Easter egg hunt on Sunday, March 16, 2008 from 2 to 4 PM.

VOTE: All in favor, motion carried.

*He and Ken got a chance to meet representative from Tyler Fire Equipment to give a demonstration on some options for purchasing a truck; hopefully there will be something to discuss at the next workshop. Should be about ready to present something for approval. Will also have to have a public hearing at some point as well.

Commissioner Robarge:

*Apologized to A/C Gibbins for his absence at the meetings, did speak to him before the last workshop and the weather has been an issue but he should be at the next one.

*Thanked Mike Lagalles and Harold Hall for their help on the Middle Grove generator.

*Asked if we heard anything regarding the claim for the damage done during the floods. Secretary Petkus noted she had spoken to Bill Young, and he said give him a few more weeks and then he will get back to us on where to proceed.

Commissioner Waite:

*Aaron Maxim is going to inspect all the big trucks on the 21st and Joyce to go around with him and let him in the buildings.

*Fax machine: asked Jill about the fax machine at Co #2 and it uses the same ribbons too. Commissioner Spackmann noted they had been talking about it and they are going to use all those ribbons and then replace the fax. It was noted that they used their company supply already and they were planning on using the fax for the officers' office. Commissioner B. Bishop proposed that they purchase a fax machine, and they can have their two ribbons back.

RESOLUTION #114 GIVING THE PURCHASING AGENT PERMISSION TO PURCHASE, AND THE TREASURER PERMISSION TO PAY THE BILL, FOR A FAX FOR CO #2 AND REPLACE THE TWO RIBBONS THEY ALREADY USED, TO COME OUT OF THE COMPUTER ACCOUNT.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to give the Purchasing Agent permission to purchase, and the Treasurer permission to pay the bill, for a fax for Co #2 and replace the two ribbons they already used, to come out of the computer account.

VOTE: All in favor, motion carried.

*Porter Corners incorporation: the information he has on it, the only thing they need is a lawyer for legal guidance and was wondering if they could use the District lawyer, Bill Young. Co #2 would pay for it. Commissioner Spackmann had no problem with him calling and asking for his guidance; Commissioner B. Bishop thought in all honesty it may be better to get someone local who can take care of the corporation papers and move the process along faster.

Commissioner Spackmann:

*Met with the officers earlier regarding the gear and will be coordinating with Jill to get the gear fittings done, there will be one at each station. Will be speaking with Mr. Roxbury about fire police gear as well. Tentative plan for the gear is to take \$8900.00 out of the current gear account and move it to the gear reserve, making that an even \$10,000.00. This will give us money to begin to replace or repair damaged gear. Currently the sets of gear to be received in each company are as follows: Co #1 – 4 sets, Co #2 – 5 sets, Co #3 – 9 sets, Co #4 – 5 sets.

*Review of policies and procedures: a couple of months ago they discussed reviewing the policies and by-laws on a regular basis, do a little bit at a time rather than having to do all of them at once. Handed out a schedule of the policies and when they would be reviewed. Thought that they could discuss them at the workshops and pass any revisions at the monthly meetings. Anyone with recommendations can contact a Commissioner with their suggestions.

*Newsletter: getting prices for the newsletter, would like content from the Chief's. Newsletter to go out in May and again in September. Discussion continued as to whether we should even do it; Secretary Petkus noted the first newsletter received a mostly positive response, except for one person. Good way to present the fire department in a positive manner. A/C Gibbins noted that maybe we should take care of the website as he finally figured out how to get on his computer and the officers are not even updated. More discussion continued including keeping

the website updated. Commissioner Spackmann noted he would have something together next week regarding the newsletter.

*A/C Gibbins asked about the grave markers and flags – are we going to order them? Jill noted we did not order any last year, but she has it on her list to order in April sometime. Each company should get a list as to what they need to Jill.

*A/C Davis noted they had an issue at their last company meeting regarding the by-laws and Board of Directors. They have a problem with people not being qualified to be on the Board of Directors. Commissioner Spackmann noted that there are no qualifications for Board of Directors in the by-laws; A/C Davis noted that the company created qualifications. Discussion continued; there currently must be five members on the Board of Directors.

RESOLUTION #115 TO GO INTO EXECUTIVE SESSION AT 8:40 PM IN REFERENCE TO A PERSONNEL ISSUE REGARDING A/C JOHN LANT.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to go into executive session at 8:45 pm in reference to a personnel issue regarding A/C John Lant.

VOTE: All in favor, motion carried.

RESOLUTION #116 TO RECONVENE FROM EXECUTIVE SESSION AT 9:10 PM.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to reconvene from executive session at 9:10 pm.

VOTE: All in favor, motion carried.

The Treasurer noted she had some bills she would like permission to pay.

RESOLUTION #117 GIVING TREASURER PERMISSION TO PAY FOR THE FLOORING FOR MAPLE AVENUE RENOVATION FOR \$3424.88. MONEY TO COME OUT OF THE BUILDING RESERVE FUND AS PER PREVIOUS PERMISSION REFERENDUM.

MOTION: Spackmann

SECOND: B. Bishop

RESOLVED to give Treasurer permission to pay for the flooring for Maple Avenue Renovation for \$3424.88. Money to come out of the Building Reserve fund as per previous permission referendum.

VOTE: All in favor, motion carried.

Check is to not to be mailed to Fashion Flooring but given to Mr. McEachron.

RESOLUTION #118 GIVING TREASURER PERMISSION TO PAY ALL TIME WARNER CABLE BILLS AS SHE RECEIVES THEM. MONEY TO COME OUT OF THE COMPUTER ACCOUNT.

MOTION: B. Bishop

SECOND: Waite

RESOLVED to give Treasurer permission to pay all Time Warner Cable bills as she receives them. Money to come out of the computer account.

VOTE: All in favor, motion carried.

RESOLUTION #119 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Waite with a second from Commissioner B. Bishop to adjourn the meeting at 9:14 PM. All in favor, meeting adjourned.

Respectfully submitted,

Joyce A. Petkus
District Secretary