

Board of Fire Commissioners

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

March 30, 2011 Commissioners Workshop

Workshop began at 7:05 pm.

Present were: Commissioners Atwell, Barss, Spackmann, Waite, Secretary Petkus, Director of Purchasing B. Bishop, Treasurer Jean Bishop, Deputy Treasurer Perkins; please see sign in sheet for others in attendance.

Flag salute/moment of silence recognized for departed brother Bryan King, former Commissioner and Lieutenant.

RESOLUTION #99 TO DEDICATE A PAGE OF THE MINUTES TO FORMER COMMISSIONER BRYAN KING.

MOTION: Spackmann

SECOND: Waite

RESOLVED to dedicate a page of the minutes to former Commissioner Bryan King.

VOTE: All in favor, motion carried.

1. Approve Minutes: February 23, 2011 Workshop Minutes.

RESOLUTION #100 APPROVING THE FEBRUARY 23, 2011 COMMISSIONER WORKSHOP MINUTES AS WRITTEN.

MOTION: Waite

SECOND: Atwell

RESOLVED to approve the February 23, 2011 Commissioner Workshop Minutes as written.

VOTE: All in favor, motion carried.

2. Secretary Update – Joyce Petkus:

- Quickly reviewed those who have not signed for District Manual updates
- Apologized, she apparently lost the all the paperwork including police report, regarding Commissioner Atwell's stolen fire police radio, and claim was never submitted to insurance carrier. Brief discussion; Commissioner Atwell suggested waiting to see what happens when the high band radios go into service.
- Reminder of the Turning Stone Conference this weekend; for those going she gave out envelopes with all the registration info and confirmation numbers.
- Handed out sample Telephone book entry to the Board, in reference to ISO. She

and Jean had gone through the phone books and found out that some entries for Maple Avenue firehouse have a phone number listed that is not in service. Brief discussion; Joyce to update phone books.

- Created a maintenance schedule spreadsheet in order to be more organized regarding annual maintenance. If there is anything she missed, please let her know and she will update the schedule accordingly.
- Building generator maintenance is completed. Brief discussion regarding what was done, including the annual 9V battery replacements in the transfer box at Co's # 1,2 and 4, as well as the generator battery replacements at Co #1 and Co #2. According to the mechanic, based on information from Co #2 generator, the generator has not worked in about 6 months, and the battery was dead so he had to replace the battery. Apparently there was a circuit breaker issue that was resolved. D/C Kenyon and Joyce to make up a small checklist for each company.
- Needs resolution for FF Michael Potter to attend a class at Montour Falls.

RESOLUTION #101 GIVING FIREFIGHTER MICHAEL POTTER PERMISSION TO ATTEND THE ACCIDENT VEHICLE EXTRICATION TRAINING AT MONTOUR FALLS ON APRIL 16-17, 2011.

MOTION: Waite

SECOND: Barss

RESOLVED to give firefighter Michael Potter permission to attend the Accident Vehicle Extrication Training at Montour Falls on April 16-17, 2011.

VOTE: All in favor, motion carried.

- Commissioner Spackmann questioned the insurance claim regarding D/C Davis' recent accident; Joyce noted it was submitted to the carrier, she is just waiting for D/C Davis to hand in the paperwork requested by the carrier.

3. Purchasing Update – Brian Bishop:

- Water softener salt is available at Co #1.
- Speedy Dry is also still available at Co #1.
- Sent an email out, doing some research on the safety office helmet shields.
- 2nd of the two inventory readers came in today.
- 3 NY style hooks ordered for Co #2, not in yet.
- Signs for dry hydrants in, waiting for the ground to thaw before installing.
- Co #1 dry erase board should be delivered tomorrow.
- Gear order: Garrison said they should be ready to go in a couple of weeks.
- Some items ordered/received for Mr. King's funeral, including mourning bands, white gloves and ties. Short on badges.
- Will set up a time in April for uniform fittings for those eligible to receive them. Quite a bit of stuff in inventory. Apparently the uniform committee is working on standardization of the uniforms. Brief discussion.

4. Treasurer Update – Jean Bishop:

- Questioned who was supposed to notify Bonesteel about the unpaid invoice for \$366.41 for 282 generator. Brief discussion; Commissioner Spackmann and

Joyce to coordinate on this tomorrow. Brief discussion also regarding the PTO.

5. Commissioner Updates:

• **Jack Atwell**

- Thanks to the firefighters that participated, what they did for Bryan King at Co #4 was very nice. Suggested that the officers create some sort of funeral policy; brief discussion. Chief Lant noted they don't have the time; Commissioner Atwell suggested this is something to think about for the future.
- Insurance adjuster was at Co #1 the other day. Problem with the snow and ice still against the firehouse; once that is melted the contractor should come in and take a look and provide an estimate for repairs.
- Brief discussion regarding the recent Pump Operator class held at Co #1; good turnout, but some discrepancies regarding those signed up with Joyce and those that actually attended the class. Need to do a better job so Joyce can get better information to the instructor.
- Has an out of District application for Co #1; lives less than ½ a mile outside of District boundaries.

RESOLUTION #102 GIVING CO #1 PERMISSION TO MOVE FORWARD WITH OUT OF DISTRICT APPLICANT KEITH IZYKOWSKI.

MOTION: Atwell

SECOND: Waite

RESOLVED to give Co #1 permission to move forward with out of District applicant Keith Izykowski.

VOTE: All in favor, motion carried.

• **Darren Barss:**

- Nothing at this time.

• **Mike Chandler:**

- Not present.

• **Ken Waite:**

- Noted Brian will be checking on Co #2 air masks tomorrow.
- Would like permission for Co #2 to hold comedy night and breakfasts.

RESOLUTION #103 GIVING CO #2 PERMISSION TO HOLD TWO BREAKFASTS ON MAY 1, 2011 AND JUNE 5, 2011, AND COMEDY NIGHT ON OCTOBER 8, 2011.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to give Co #2 permission to hold two breakfasts on May 1, 2011 and June 5, 2011, and Comedy Night on October 8, 2011.

VOTE: All in favor, motion carried.

• **Richard Spackmann:**

- Bill for Town diesel pump is in. A/C Middlebrook noted it is up and running.

RESOLUTION #104 GIVING THE TREASURER PERMISSION TO PAY VALLEY PETROLEUM \$3,477.50 FOR THE DISTRICT'S PORTION OF THE TOWN PUMP. MONEY TO COME OUT OF GAS AND DIESEL.

MOTION: Spackmann

SECOND: Waite

RESOLVED to give the Treasurer permission to pay Valley Petroleum \$3,477.50 for the District's portion of the Town pump. Money to come out of gas and diesel.

VOTE: All in favor, motion carried.

- Purchasing system: Currently system needs a dollar amount listed in order for it to be approved. If you are submitting a requisition, please make sure there is a dollar amount, or if you would prefer Brian to do it instead, please send him an email directly. Brief discussion continued; for clarity, Brian suggested just sending him an email of what you need ordered and he will take care of creating the requisition; there just will not be any email notifications to the requestor.

6. Report of the Chief – John Lant

- Thanked the Board for all their support for Maple Avenue and the District regarding Bryan King's funeral.
- Tabor Ellsworth called, would like to put up a recycle bin for cans and bottles behind Co #1 for the Boy Scouts. Board okayed.
- Propane Emergency drill next week, would like to see all the Board members there as well. Superior Plus donated a 200 lb tank; thanks to Joyce for handling.
- 282 generator was shipped yesterday.
- Spoke to Assemblyman Jordan regarding helping us out regarding fit testing.
- Happy with Waterway regarding hose testing; they also do ladder testing. Chief to move forward with coordinating.
- They can't find the title to the trailer at Co #4; they are going to try to go back to the original owners to get a copy of the lost title, it may cost us \$20.
- KME to do pump testing, they can also do the generator maintenance at the same time. 291 and 293 will need to go to the river. Board okayed scheduling.
- Uniform meeting last month; apparently the minutes were sent to the Board, the officers need a copy. Commissioner Spackmann noted it does not say that the Chaplain should be in white, but expects in the next month or two for it to be typed up and formally adopted. The Chief noted that the policy should have that only District approved accessories should be on uniforms.
- Time is wasted over nonsense.
- Thanked the Board for sending people to the conference this weekend.
- Bryan King will be buried at Maplewood on April 16th.

7. District Guideline Review:

- Discipline Policy: no changes made.
- DMV/LENS Policy: no changes made.

- Lost/Damaged/Destroyed/Stolen Equipment Policy: need to approve the form.

RESOLUTION #105 TO ADOPT THE USE OF THE LOST/DAMAGED/DESTROYED/STOLEN EQUIPMENT FORM.

MOTION: Spackmann

SECOND: Waite

RESOLVED to adopt the use of the Lost/Damaged/Destroyed/Stolen Equipment form.

VOTE: All in favor, motion carried.

- Training Approval Policy: Joyce noted she added a section about Montour Falls this morning. Policy to go back to the officers for their review; tabled to the April meeting.

8. District Projects

- Current Projects:
 - None.
- Future Projects:
 - None.

9. Special Topics of Discussion:

- Rehab bus update: Lt. Ramsey handed report to the Board. Discussion continued. Commissioner Barss noted this is all the Board had wanted and both he and Commissioner Atwell noted a nice job done. Commissioner Waite questioned the necessity of an awning as there is already one on the rescue truck. The vendor wants ½ up front for the lettering and Co #4 is going to make the railings for the ramp. Brief discussion continued.

RESOLUTION #106 TO APPROVE \$3000 TO COMPLETE THE REHAB BUS. MONEY TO COME OUT OF THE REHAB BUS ACCOUNT.

MOTION: Atwell

SECOND: Barss

RESOLVED to approve \$3000 to complete the rehab bus. Money to come out of the rehab bus account.

VOTE: All in favor, motion carried.

- Official tire replacements in the District: Commissioner Spackmann noted that maybe it should be tabled until the Board hears from the maintenance committee. D/C Ellsworth noted the committee is working on several different things, but that maybe the Board should also contact the attorney. Brief discussion regarding tire replacement continued. D/C Ellsworth also noted that preventive maintenance in general is being discussed as well. Joyce suggested that the officers can also ask the question at the conference this weekend.
- Optional insurance package quotes: discussion continued regarding the information received from Adirondack for the optional quotes. Pending Joyce receiving clarification of premium savings, the Board opted to go with the following:

- Increase Inland Marine Schedule Items by 5%
- Raise deductible from \$1000 to \$2000
- Increase Employee Dishonesty Limit to \$50,000
- Increase Uninsured Motorist limit to \$500,000
- Raise Umbrella Policy limit to \$7,000,000
- Increase Total Disability Benefit to plan #2 (\$750)
- Treasurer J. Bishop noted that she received Adirondack's bill for the current premium, and could she have permission to pay it?

RESOLUTION #107 GIVING THE TREASURE PERMISSION TO PAY THE BILL RECEIVED FROM ADIRONDACK TRUST INSURANCE FOR THE ANNUAL PREMIUM, TOTALING \$54,474.76.

MOTION: Spackmann

SECOND: Waite

RESOLVED to give the Treasure permission to pay the bill received from Adirondack Trust Insurance for the annual premium, totaling \$54,474.76.

VOTE: All in favor, motion carried.

- D/P Bishop noted he is still working on the receiving the 3 quotes for the motion sensors for the garage doors. 30 portables received, and requested the officers get together and decide how they are going to be divided up so he can properly program them.
- Co #3 is participating in FASNY Recruit NY on April 9th by having an open house, would like permission ad to create a press release. Commissioner Spackmann noted he would like to review it before it goes out to the press. Co #3 auxiliary would like permission for their annual Easter Egg Hunt on April 16, 2011.

RESOLUTION #108 GIVING ALL FIRE COMPANIES PERMISSION TO HOST OPEN HOUSES FOR FASNY RECRUIT NY ON APRIL 9 – 10, 2011.

MOTION: Spackmann

SECOND: Barss

RESOLVED to give all fire companies permission to host open houses for FASNY Recruit NY on April 9 – 10, 2011.

VOTE: All in favor, motion carried.

RESOLUTION #109 GIVING CO #3 AUXILIARY PERMISSION TO HOST THEIR ANNUAL EASTER EGG HUNT ON APRIL 16, 2011.

MOTION: Barss

SECOND: Waite

RESOLVED to give Co #3 auxiliary permission to host their Annual Easter Egg Hunt on April 16, 2011.

VOTE: All in favor, motion carried.

- Co #4 Captain Dean Deuel requested permission to continue with out of District applicant William Travers, who lives about ¼ mile outside district boundaries. Permission granted.
- Stove at Co #4 is not working. Estimate to fix it is \$485, and to replace with a new stove from Lowe's is \$585. Requested permission to take the money out of the renovation fund. Lengthy discussion continued, including length of time Co #4 taking for renovations, bunk room not in original renovation plan. Treasurer J. Bishop noted that Co #3 refrigerator broke and the company paid for it out of their own funds. Commissioner Spackmann noted that Co #3 can submit the refrigerator bill to the Board. It was clarified by the Board that if anything needs to be purchased by the companies, they should come to the Board first before they purchase anything. Money for stove to be taken out of renovation account. R. Bishop to bring bill for refrigerator to April Board meeting.
- A/C Middlebrook questioned the Promethean Board training; to be scheduled for April 12th or 19th. Also noted the fax machine is periodically acting up; it was noted it sounds like a wiring issue, not the machine itself.
- A/C Middlebrook noted that Co #2 needs 10 survivor flashlights and batteries; to email D/P B. Bishop with specifics.
- A/C Bogardus noted he is in the process of his EMS renewal through CME courses, has been shopping around for courses and would like permission to go out of County to take some of these courses. Commissioner Spackmann noted that the issue is not whether or not he needs permission to go out of County, the issue is that coverage under VFBL is very specific; need an exact resolution including locations, dates, times and names of the person/people attending, cannot just make a blanket resolution. There are 2 meetings per month and A/C Bogardus should be able to get the information necessary to the Board.
- D/C King requested caller ID be activated on his phone. D/P B. Bishop to take care of activating it.
- D/C Kenyon received a quote for refurbishing Co #1 gear room bathroom; handed in a copy to the Board. Commissioner Spackmann noted he will need 3 quotes per the Purchasing Policy and to try to get 2 more quotes by the April Commissioners meeting.
- Commissioner Atwell questioned the PTO. Brief discussion; D/P B. Bishop to forward all information/emails regarding this to Commissioner Spackmann to handle.
- Commissioner Atwell questioned the policy regarding injuries, and can members go to meetings or sit in on OSHA classes? Commissioner Spackmann noted not until they are cleared by the District Physician. Brief discussion continued.

RESOLUTION #110 TO GO INTO EXECUTIVE AT 9:00 PM IN REFERENCE TO A POSSIBLE DISCIPLINARY ACTION REGARDING FIREFIGHTER AMANDA MACWHINNIE .

MOTION: Spackmann

SECOND: Atwell

RESOLVED to go into executive at 9:00 PM in reference to a possible disciplinary action regarding firefighter Amanda MacWhinnie.

VOTE: All in favor, motion carried.

RESOLUTION #111 TO RECONVENE FROM EXECUTIVE SESSION AT 9:29 PM.

MOTION: Spackmann

SECOND: Waite

RESOLVED to reconvene from executive session at 9:29 PM.

VOTE: All in favor, motion carried.

RESOLUTION #112 TO SUSPEND FIREFIGHTER AMANDA MACWHINNIE PENDING AN INQUIRY WITH HER, SO SCHEDULED FOR THE APRIL 13, 2011 COMMISSIONERS MEETING.

MOTION: Spackmann

SECOND: Barss

RESOLVED to suspend firefighter Amanda MacWhinnie pending an inquiry with her, so scheduled for the April 13, 2011 Commissioners meeting.

VOTE: All in favor, motion carried.

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

Motion made by Commissioner Spackmann with a second from Commissioner Waite to adjourn the workshop at 9:31 PM. All in favor.

Respectfully submitted,

Joyce Petkus
District Secretary



IN MEMORY OF OUR

DEPARTED BROTHER

BRYAN KING

YOU WILL BE

MISSED BY ALL