

# **Board of Fire Commissioners**

Greenfield Fire District  
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The March 2011 Commissioners Meeting of the Greenfield Fire District was called to order at Company #1 by Chairman Richard Spackmann at 7:06 PM on March 9, 2011. The flag salute and a moment of silence were recognized for departed members, and please keep thoughts and prayers for the family of Co #3 member Jack King on their recent loss.

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

## **RESOLUTION #84 TO ACCEPT THE FEBRUARY 9, 2011 COMMISSIONER MINUTES AS WRITTEN.**

MOTION: Spackmann

SECOND: Chandler

RESOLVED to accept the February 9, 2011 Commissioner Meeting Minutes as written.

VOTE: All in favor, motion carried.

## **Chairman Spackmann asked for questions/comments regarding the abstract:**

Commissioner Atwell questioned claim #11118, lights delivered to Co #1, but one of the tripod lights does not fit correctly. Replacement lights from the 10/28/10 claim. Brief discussion; D/P B. Bishop to look into. Claim #BR1111 regarding HVAC consulting; Commissioner Spackmann noted they had been requested to survey the heating at Co #2 and 3 as well. Claim BR1113 Lowe's; it was noted it was for the bunk room.

Commissioner Spackmann questioned claim #11187; Adirondack Trust Insurance medical/dental; Treasurer J. Bishop noted it was for the District's group accident policy, and that is just how it is listed on the actual invoice.

D/C Ellsworth questioned claim #11182 for Bonesteel and the generator portion. Discussion continued.

## **RESOLUTION #85 TO PAY ABSTRACT #3, CLAIM #11103 THROUGH CLAIM #11187 FROM THE GENERAL FUND, EXCLUDING CLAIM #11182 FOR \$1,718.20, TOTALING \$48,724.16.**

A3410.1	\$ 6,631.25
A3410.2	4,034.06
A3410.4	31,631.81
A9030.8	519.44
A9055.8	198.60
A9060.8	198.60
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Total:	\$ 48,724.16

MOTION: Spackmann

SECOND: Atwell

RESOLVED: to pay Abstract #3, claim #11103 through claim #11187 from the General Fund, excluding claim #11182 for \$1,718.20, totaling \$48,724.16.

VOTE: All in favor, motion carried.

**RESOLUTION #86 TO PAY CLAIM #11182 FOR \$1,718.20 FROM BONESTEEL'S TRUCK REPAIR, EXCLUDING \$366.41, FOR A NEW TOTAL OF \$1,351.79.**

MOTION: Spackmann

SECOND: Barss

RESOLVED to pay claim #11182 for \$1,718.20 from Bonesteel's Truck Repair, excluding \$366.41, for a new total of \$1,351.79.

VOTE: All in favor, motion carried.

**RESOLUTION #87 TO PAY ABSTRACT #9, CLAIM #BR1110 THROUGH CLAIM #BR1113 FROM THE BUILDING RESERVE FUND, TOTALING \$19,984.39.**

MOTION: Spackmann

SECOND: Chandler

RESOLVED: to pay Abstract #9, claim #BR1110 through claim #BR1113 from the Building Reserve Fund, totaling \$19,984.39.

VOTE: All in favor, motion carried.

Treasurer J. Bishop noted she was contacted by Mike Goodspeed from Saratoga Auto Body in reference to three outstanding bills for the rehab bus, dated 11/20/10, 12/3/10 and 12/23/10, which she had never received, totaling \$238.56.

**RESOLUTION #88 GIVING TREASURER PERMISSION TO PAY ABOVE BILLS RECEIVED BY SARATOGA AUTO BODY TOTALING \$238.56.**

MOTION: Atwell

SECOND: Barss

RESOLVED to give Treasurer permission to pay above bills received by Saratoga Auto Body totaling \$238.56.

VOTE: All in favor, motion carried.

**Correspondence: Secretary Petkus**

- Received an email from Ed Tremblay today that both the Wildland Search & Rescue and Suppression classes are full. Waiting list has been started; does not look like he will be scheduling another Wildland Suppression class, but is trying to schedule another Search & Rescue class, but not until the end of summer or fall. All GFD members requesting to take above classes got in, except for one member from Co #3, but he just today got into one of the classes.
- 2010 District Manual updates: Brief discussion regarding shutting off access on those who did not show up to get their updates.

**RESOLUTION #89 SHUTTING OFF ACCESS ON THE FOLLOWING MEMBERS UNTIL THEY SIGN FOR THE 2010 DISTRICT MANUAL UPDATES: RUSS BURNETT, KYLE CLINTON, EVAN GAUTHIER, SAM LIVSEY, MIKE MONROE, OLIVER PHINNEY, JOSH VINCEK.**

MOTION: Spackmann

SECOND: Atwell

RESOLVED to shut off access on the following members until they sign for the 2010 District Manual updates: Russ Burnett, Kyle Clinton, Evan Gauthier, Sam Livsey, Mike Monroe, Oliver Phinney, Josh Vincek.

VOTE: All in favor, motion carried.

**RESOLUTION #90 TO EXTEND THE DEADLINE FOR RECEIVING THE 2010 DISTRICT MANUAL UPDATES TO JULY 1, 2011 FOR THOSE MEMBERS WHO ARE AWAY AT SCHOOL.**

MOTION: Spackmann

SECOND: Barss

RESOLVED to extend the deadline for receiving the 2010 District Manual updates to July 1, 2011 for those members who are away at school.

VOTE: All in favor, motion carried.

**RESOLUTION #91 GIVING THE FOLLOWING PEOPLE PERMISSION TO ATTEND THE FIRE DEPARTMENT LAW & MANAGEMENT CONFERENCE APRIL 1 – 3, 2011 AT TURNING STONE CASINO AND CONFERENCE CENTER: COMMISSIONERS SPACKMANN AND WAITE; SECRETARY J. PETKUS, TREASURER J. BISHOP, CHIEF LANT, D/C'S ELLSWORTH AND KING, A/C E. PETKUS, FF'S R. BISHOP AND N. WAITE. PERMISSION ALSO GRANTED TO USE DISTRICT VEHICLES CAR 26 AND CAR 280 TO ATTEND.**

MOTION: Spackmann

SECOND: Chandler

RESOLVED to give the following people permission to attend the Fire Department Law & Management Conference April 1 – 3, 2011 at Turning Stone Casino and Conference Center: Commissioners Spackmann and Waite; Secretary J. Petkus, Treasurer J. Bishop, Chief Lant, D/C's Ellsworth and King, A/C E. Petkus, FF's R. Bishop and N. Waite. Permission also granted to use District vehicles car 26 and car 280 to attend.

VOTE: All in favor, motion carried.

**RESOLUTION #92 GIVING TREASURER PERMISSION TO PAY JESSICA BULLARD FOR THE HOURS SHE WORKS THIS WEEK, AFTER REVIEW/APPROVAL BY SECRETARY PETKUS.**

MOTION: Spackmann

SECOND: Chandler

RESOLVED to give Treasurer permission to pay Jessica Bullard for the hours she works this week, after review/approval by Secretary Petkus.

VOTE: All in favor, motion carried.

### **Purchasing: D/P B. Bishop**

- Promethean board installed at Co #2, will coordinate with D/C Davis regarding training
- EMS Equipment ordered
- Purchasing System: only the Commissioner in charge of their particular accounts should be the one to approve those purchases. Also, there has been talk to get other people signed on to the purchasing system to make requests.
- Tables delivered to Co #4.
- Rescue blades delivered; Chief requested more for inventory purposes.
- Co #4 Kaspersky is going to expire; will take care of it on Friday. Also requested each company check their computers to see when Kaspersky is going to expire.
- Surplus items: difficult to create EBay account with setting up PayPal account, which requires credit card be linked to it. Brief discussion; including how the District would receive money for things that have been sold. Treasurer to look into creating new credit card account with a low limit, which can then be linked to PayPal and minimize any threat to the District. D/P B. Bishop to continue looking into it.
- Ordered replacement fax/copier/printer for Co #3 and copier/printer for Co #1.
- Has not heard anything on the radios or safety helmets.
- Sent email yesterday, has not heard back from Garrison regarding gear order.

### **Applications for membership:**

**Greenfield Center Company #1:** None.

**Porter Corners Company #2:** Brandon Ray, former Co #2 member.

**Middle Grove Company #3:** None.

**Maple Avenue Company #4:** Jacob Hepner.

### **Requests for Change in Membership:**

**Greenfield Center Company #1:** None.

**Porter Corners Company #2:** None.

**Middle Grove Company #3:** Heather Lantz, Amanda MacWhinnie and George Weingartner: notifications received that all three moved out of District but have requested to remain members.

**Maple Avenue Company #4:** None.

## **RESOLUTION #93 TO APPROVE ABOVE NEW MEMBERS AND CHANGES IN MEMBERSHIP.**

MOTION: Spackmann

SECOND: Atwell

RESOLVED to approve above new members and changes in membership.

VOTE: All in favor, motion carried.

### **Grants:** Captain Gary Bullard

- Not present.

### **Report of the Chief: John Lant:**

- Reported on various company/department training for the past month including OSHA, live burn with Rock City Falls, jaws drill with new saws. Also, he, D/C King, D/C Kenyon and A/C Bogardus attended the mall tabletop training in reference to emergency situations at the mall.
- Gave copy of NFPA guideline regarding replacement of apparatus tire replacement schedule. May need to add tire replacements as budget item for 2012

- Truck repairs:
  - 281 paint: bids received, HME needs confirmation from Frank's that the work has been scheduled. Brief discussion, including possibly sending copy of estimate reimbursement of warranty claim; D/P B. Bishop to handle, requesting that painting to happen in the spring if possible.
  - Tires should be ordered for 283; Brief discussion; D/C Ellsworth in charge of apparatus maintenance committee and will try to meet with them this week. Will try to get a list together to see who needs what regarding tires. Dave Kenyon to also order tires for 283.
  - 291 regulator repaired
  - 271 lights out on light tower. KME replaced tank level on rear, couple of other problems as well, might be another leak, 2 more valves bad, drain issue.
  - 295 brakes were locking up, probably just from sitting
  - 261 had some lights out
  - 273 had valve leaking
  - 282 generator taken off and sent out for repair
  - John Cameron here last week, went around to look at all the generators, should do everything at once, including pump test, service and the generators.

### **Reports from Companies:**

#### **Company #1 – D/C Kenyon:**

- Would like to do some minor alterations upstairs, clean up truck bay and get a proper storage room upstairs. Brief discussion; Commissioner Atwell to handle it.
- Would like to spruce up downstairs gear room bathroom, replace tile, toilet ring, put wall up in men's room and put in some shelves. Will probably cost less than \$300-400.

#### **Company #2 – D/C Davis:**

- Phone update: Discussion, possible mix up or miscommunication regarding contacting Vernon Brownell; D/P B. Bishop to purchase three new decent phones to see if that solves the problem. Also, rep from Tech II scheduled to go around to each firehouse to look into District wide phone system.
- Light out on front side of the building; Board meeting tomorrow to discuss Co #2 renovations.
- Would like to have the carpet shampooed before April, when the breakfasts begin. Tabled for discussion at tomorrow night's renovation meeting.

#### **Company #3 – D/C Ellsworth:**

- Questioned which Commissioner is in charge of the HVAC project; Commissioner Chandler noted it looks like he is and the study should be done by mid April.
- Questioned which Commissioner is taking over the NYSEERDA initiative. Brief discussion; Commissioner Atwell to handle.

#### **Company #4 – D/C King:**

- Bunkroom almost done, just need carpeting. Brief discussion.
- Working on the upstairs lounge.
- Rehab bus still in progress.

#### **Report of District EMS Coordinator – Tim Kemp:**

- Started EMS inventory last month, still needs to go to Co #4 on that.
- Ordered some supplies, including first response gear for A/C Coffey.
- Have discussed possibly getting some more defibrillators for the A/C's, waiting for quotes.
- Requested access to some rooms where EMS supplies and records are kept. Discussion continued; access not granted to supply room as it contains more than just EMS supplies.

Key locked in District office; he can see Joyce or Brian for access to the room. Joyce to also modify access so he can get into Records room and EMS records cabinet. D/P B. Bishop to make key for EMS file cabinet.

- Requested copy of monthly abstract; Treasurer J. Bishop to add District EMS Coordinator to email list to receive abstract.

### **Planning Board:**

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

- One project on Braim Road with one long shared driveway.

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

- Not present.

### **Reports of the Commissioners:**

#### **Commissioner Chandler:**

- Diesel pump: Town ordered, Board should have received copy of letter from the Town releasing the District of responsibility.
- Met with Phil regarding heat loss upstairs at Co #1; there is no insulation between the truck bay and roof. Cost is \$750, will pull metal off the wall, insulate and then put back.
- Heating system: start up should be this Friday. Next meeting will be punch list meeting. Ms. Palmatier noted that all the work done so far has been top notch.

#### **Commissioner Barss:**

- Co #2 would like mittens for the pump operators; would like to purchase two pair for each company. To coordinate with D/P B. Bishop and Jay Wilson.
- Pike poles are at Co #3. Received request for two 48" NYC style pike poles with pry bar for 273. Three to be ordered, out of operations account.
- FF Brownell from Co #1 needed new bunkers; Co #2 had a set. Okay to switch. She also needs a new uniform, the one she has is way too big now. D/P B. Bishop to handle.
- Co #3 President Miller sent email, snow is over window again and roof is leaking. FF R. Bishop noted he and some others removed the snow by hand, but it is covered it again. Cannot be done with equipment or will cause damage. Brief discussion; leaking roof is an ongoing issue; someone is supposed to look at it this year.

#### **Commissioner Atwell:**

- Questioned the replacement nozzles: D/P B. Bishop noted he did the research, broken handles can be replaced with 24 hour turnaround time. Cost of replacement handles are \$17. Brief discussion; D/P B. Bishop to order two handles, A/C Coffey to replace himself.
- Ladies auxiliary approached him and they could use some extra safety vests, there are some in storage. Would like to give five vests to each company auxiliary to keep with emergency supplies. Lengthy discussion continued including ongoing discussion from last year of making the auxiliary District members. Consensus among those present is to make auxiliary a classification of member, with one set of by-laws and adequate protection in the event of injury. Commissioner Spackmann noted the by-law committee will be meeting next month. Secretary Petkus noted her concern as to how making auxiliary a classification of member may affect Workers Compensation coverage. Further discussion/update tabled to May monthly meeting.
- Attended the Commissioner training and discussion arose as to split districts and the filing of Commissioner oaths. They were told they have to file oaths in both Towns. Brief discussion; Secretary Petkus to mail copies of oaths to Town of Wilton.
- Received new rating from ISO. Discussion continued; Secretary Petkus to contact ISO rep and try set up meeting on March 17<sup>th</sup> to discuss report.

**Commissioner Waite:**

- Not present.

**Commissioner Spackmann:**

- Received a call from the County today; they are trying to transition to the new CAD system, and needed individual districts for each company, which they are going to take off the web site and use. They may also be transitioning to a new Rip and Run system.
- Sale of Co #4 trailer: usually do a silent auction where people can submit sealed bids. Brief discussion regarding necessity of title and weighing it. Chief Lant to do a little research; tabled to March workshop.

**District Guideline Review (carried over from February Workshop)**

- Access Card and Fob Policy
- Lost/Damaged/Destroyed/Stolen Equipment Policy
- Membership Application Policy
- Physical and Fit Test Policy
- Training Approval Policy: tabled to March Workshop

No changes made to above policies, except Training Approval Policy tabled to March Workshop.

**Special Topics of Discussion:**

- Sale of old firehouse: Commissioner Spackmann noted it is going up for auction this Friday. The Board met and will not offer any bids at the auction, but they will be watching to see what happens. If purchased by a bank, may work with bank, as District has ongoing space issue.
- Rehab bus update: Lengthy and sometimes heated discussion continued, including the following points:
  - Chief Lant noted the price for lettering is \$540. Wheel covers is \$400.
  - Chief Lant noted last year \$10,000 was put toward 263; should take that money and use it for 282 generator and get the bus done and get it on the road.
  - Chief Lant noted he does not believe it needs a toilet, could be dangerous.
  - The Board does not want ballpark figures.
  - Lt. Ramsey noted he did not have a report, but the figures are now \$1500 less than what was asked for.
  - D/C Davis noted the District is paying someone to do purchasing and he should be getting prices. Commissioner Spackmann noted that Brian has been involved in the process, but just because there is District staff it does not mean we offload responsibility all the time; if an officer steps up to take care of something, we should be applauding that.
  - Lt. Ramsey noted they lost the awning and a whole bunch of other stuff trying to save money. Some things slated to be donated suddenly were not.
  - The Board asked a long time ago for a list with prices in writing and it was never done. D/C King was requested to speak to whoever is in charge of the project to get together a list of exactly what is left to be done with actual quotes, not estimates, to be presented to the Board at the March workshop.
- March 23, 2011 workshop moved to March 30<sup>th</sup> due to conflicting Pump Ops training. Location still at Co #3 beginning at 7:00 PM. Secretary Petkus to advertise change.

**RESOLUTION #94 ALLOWING CO #2 FIREHOUSE TO SERVE AS A REST STOP FOR THE TOUR DE CURE FUNDRAISER TO BE HELD ON JUNE 5, 2011.**

MOTION: Spackmann

SECOND: Barss

RESOLVED to allow Co #2 firehouse to serve as a rest stop for the Tour de Cure fundraiser to be held on June 5, 2011.

VOTE: All in favor, motion carried.

- Truck bids: Commissioner Spackmann asked if there were any comments regarding the bids to go out. Commissioner Atwell noted he wanted to see what the bids come in at, he knows about how much they can be budgeted for; if the trucks are over they are going to have to be cut or wait another year. Brief discussion continued, including the current amount in the Equipment Reserve Fund.

### RESOLUTION #95 TO ADVERTISE BID SPECS FOR CO #4 ENGINE/RESCUE AND CO #1 ENGINE/TANKER, WITH BID OPENING SET FOR THE APRIL 13, 2011 COMMISSIONERS MEETING.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to advertise bid specs for Co #4 engine/rescue and Co #1 engine/tanker, with bid opening set for the April 13, 2011 Commissioners meeting.

VOTE: All in favor, motion carried.

- Brief discussion regarding the port-o-potty behind Co #1, trailer donated to transport it, and the options within the District to transport it to fire scenes. Commissioners Atwell noted the trailer is gone; it was not in good shape when they got it. Chief Lant noted if they needed one they could make a phone call and have one delivered. D/C Kenyon to take care of having it removed.
- D/C Kenyon noted the buckled wall in the kitchen area. Brief discussion; Bill Reed looked at it, but has not gotten back to Commissioner Chandler yet. Secretary Petkus to coordinate with Commissioner Spackmann and then notify the insurance carrier.

### RESOLUTION #96 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Spackmann

SECOND: Barss

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Spackmann with a second from Commissioner Barss to adjourn the meeting at 9:18 PM. All in favor, meeting adjourned.

Respectfully submitted,

Joyce A. Petkus  
District Secretary