

# **Board of Fire Commissioners**

Greenfield Fire District  
P.O. Box 103  
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(518) 893-0723

## **May 22, 2008 Workshop**

Workshop began at 7:05 pm.

Present were: Commissioners B. Bishop, Kugler, Robarge, Spackmann, Waite; Secretary Petkus, Treasurer J. Bishop, Purchasing Agent Howe. Others in attendance: various officers and members of the Greenfield Fire District.

### **RESOLUTION #173 TO APPROVE THE MINUTES OF THE APRIL 17, 2008 SPECIAL MEETING WITH BILL YOUNG WITH CORRECTIONS.**

MOTION: Kugler

SECOND: B. Bishop

RESOLVED to approve the minutes of the April 17, 2008 special meeting with Bill Young with corrections.

VOTE: All in favor, motion carried.

### **RESOLUTION #174 TO APPROVE THE MINUTES OF THE APRIL 24, 2008 WORKSHOP.**

MOTION: B. Bishop

SECOND: Waite

RESOLVED to approve the minutes of the April 24, 2008 Workshop.

VOTE: All in favor, motion carried.

### **RESOLUTION #175 TO APPROVE THE MINUTES OF THE APRIL 30, 2008 SPECIAL MEETING.**

MOTION: B. Bishop

SECOND: Waite

RESOLVED to approve the minutes of the April 30, 2008 special meeting.

VOTE: All in favor, motion carried.

#### **❖ Secretary Petkus:**

- Handed out her update, with some questions:
  - Has been receiving the LOSAP sheets and has some questions regarding them; for example work details were either not signed or not signed by an officer, or only 1 person did the work detail and they also signed off to receive credit as well as signing off on the bottom; receiving paperwork 3 weeks later, even though she has been there at least twice to pick up paperwork – a pick up log is kept, names of FF from other companies listed at bottom, but they are not signatures; no start/end times. Would like to put out a memo on this. Commissioner B. Bishop brought up the issue of not

having an officer present to sign off on an alarm; Secretary Petkus noted at the bottom of that particular form it says signature of officer in charge or senior firefighter. Permission given to send out a memo with reminders.

- Other issue brought to her attention was for example if there is a meeting, can someone sign the sheet and get credit for the meeting if they show up 5 minutes before the end of the meeting? Lengthy discussion continued, including firefighters policing each other, officers crossing off names of people who show up late, sign in and should not get credit, setting a time limit to sign in. Decision made to have officers police their members.
- Access system: Would like to have each company responsible for taking member pictures and email to her, and she will make up access card and gear tags. Joyce to send out a memo to officers.
- Technology: would like to create email addresses for officers as another tool for communication. Commissioner B. Bishop had a concern that if email addresses were shared between officers, we would not always know who was sending emails. Suggested assigning email to each member. Discussion continued including having those email addressed forwarded to another email address if the person wanted it set up that way. Decision was made to start with officer accounts; Commissioner Spackmann and Joyce to coordinate.
- Uniforms: Alternates will be receiving uniforms, the order is in. Some people have not picked up their uniforms; they will be going back to the uniform storage room at Co #3. Previously sent out an email looking for extra badges and have not gotten any answers back. If there is money left, would like to go and order more badges, especially hat badges, and firefighter breast badges. Will wait until final bill from Rudnick's to see if there is any money left to order more badges. Would also like to purchase a door saddle so as not to trip over the new carpet that was installed in the uniform room. Permission given.
- District Picnic: would like to call around to Target, Wal-Mart, Price Chopper, Stewart's, etc to ask for donations to alleviate some of the cost of the picnic.
- Received confirmation that there is another software demonstration with FireTracker Software on Friday, May 30<sup>th</sup> at 8 pm.
- Received a letter from Curtis Lumber regarding David Hurd that he completed training for bloodborne pathogens. Discussion continued as to whether he, or any member, needs to take it through the District or not. EMS Coordinator G. Gibbins noted that they are a little different and if you accept one you have to accept all.

## **RESOLUTION #176 TO PRESENT ANY REQUEST TO ACCEPT OUTSIDE BLOODBORNE PATHOGEN TRAINING TO THE DISTRICT EMS COORDINATOR FOR REVIEW AND ACCEPTANCE.**

MOTION: Kugler

SECOND: B. Bishop

RESOLVED to present any request to accept outside bloodborne pathogen training to the District EMS coordinator for review and acceptance.

VOTE: All in favor, motion carried.

## **RESOLUTION #177 TO GO INTO EXECUTIVE SESSION AT 7:38 PM REGARDING POTENTIAL LITIGATION.**

MOTION: Spackmann

SECOND: Kugler

RESOLVED to go into executive session at 7:38 PM regarding potential litigation.  
VOTE: All in favor, motion carried.

## RESOLUTION #178 TO RECONVENE FROM EXECUTIVE SESSION AT 7:45 PM.

MOTION: Robarge

SECOND: Spackmann

RESOLVED to reconvene from executive session at 7:45 PM.

VOTE: All in favor, motion carried.

### ❖ **Purchasing Agent Howe:**

- Gear has been ordered and hopefully will be here mid-August.
- Garrison only gave 20 tickets for the Chief's show. Secretary Petkus noted Saturn software gave 60 tickets and Penflex gave 50 tickets. P/A Howe even received 5 tickets from a vendor she ordered from and she didn't even ask for them.
- Would like to have a bill paid for Chief's supply for \$56.95 for Co #3 – on VISA card.
- AJ Vel, \$254.00 to fix Co #1 gas meter. Originally gave wrong amount. A/C Gibbins noted this was the second meter that had to be repaired.

## RESOLUTION #179 TO PAY ABOVE BILLS PRESENTED BY THE PURCHASING AGENT.

MOTION: Waite

SECOND: B. Bishop

RESOLVED to pay above bills presented by the Purchasing agent.

VOTE: All in favor, motion carried.

Commissioner B. Bishop asked if the invoices and paperwork are being done when the purchase is being made or are we waiting for the bill to come to make the vouchers. P/A Howe clarified that the PO's are being done when the purchase is made and when the statement comes in the vouchers are being done, along with the other bills. PO is complete before VISA is charged.

Commissioner Robarge noted that Dave Kenyon had called him and needed a credit card to pick up parts for the brush truck that was damaged at the Hadley-Luzerne fire, so he called down to the Ford dealer at Exit 15 and gave them his number so Davie could pick it up the same day and repair it. Discussion regarding submitting bill to Hadley-Luzerne under mutual aid; Dennis has the chief's name.

A/C Gibbins asked about the 2007 Allerdice bill that Co #1 keeps getting. P/A Howe noted she is working on it with Patty at Allerdice and she does not know what it is for. We are not being charged a late fee. Also working on the multiple accounts that are set up there was well.

### ❖ **Treasurer J. Bishop:**

- Would like Penflex bill for \$1542.00 paid. It is part of payment for the year. Commissioner Kugler spoke to Tony Hill at Penflex and it looks like total bill for the year is going to be about \$3850.00, which includes GASB for the federal audit.
- Penflex is also going to have to do another packet for the auditors, for an additional \$500-1000.00.

## RESOLUTION #180 GIVING TREASURER PERMISSION TO PAY PENFLEX BILL FOR \$1542.00.

MOTION: Waite

SECOND: B. Bishop

RESOLVED to give Treasurer permission to pay Penflex bill for \$1542.00.

VOTE: All in favor, motion carried.

### ❖ Commissioner B. Bishop:

- Has been playing phone tag with Mike Wilbur of Emergency Vehicle Response, the truck consultant. He would like, in anticipation of getting in touch with Mike, to know what the scope is of what the consultant should be looking at in the District. Commissioner Kugler heard that Tom Shand, who works for Seagraves, may be a little biased, but Mike Wilbur may do it on his own. Captain Bullard also mentioned that he may have other names of consultants and Commissioner Spackmann emailed another consultant, who emailed back that the timetable we are looking at is pretty tight. The August timetable may be a little tight and may have to be moved. Secretary Petkus noted that Bill Young wanted the Commissioners to know that he highly recommends having a consultant come in to evaluate the needs of the district. Discussion continued regarding what the consultant should be looking at, including key areas and different types of construction the consultant would need to look at, what their recommendation would be regarding aerial devices, and as a second part of what their advice would be for long range planning for the rest of the apparatus in the District. Commissioner Robarge asked if the Board was prepared to follow the advice of the consultant. Lengthy discussion continued including receiving not only a recommendation from the consultant, but his reasoning why and how he came to those recommendations. Commissioner B. Bishop noted that what he has heard so far during the discussion is that so far he has heard three individuals that have spoken that they are not necessarily going to follow the recommendation of the truck consultant, and if that is the case, why bother with the consultant? FF LaGalles felt the Board was losing their objectivity; the board has a fiduciary responsibility to the taxpayers and what benefit is there to the taxpayer in spending this money – will it have any impact at all on ISO ratings or their insurance rates? Captain Bullard pointed out that they did miss one recommendation of the last consultant, who recommended that the truck respond to all structure fires in the District and do a running report on why or why not the truck was useful at that particular call, and he feels we missed the boat on doing that. There was also brief discussion on what makes the consultant an expert on aerial devices, he is from NYC and collapse zones and setbacks down there don't mean a thing, they use the trucks as tools only. After more discussion, Commissioner Kugler polled the Board as to whether or not they would follow the recommendation of the truck consultant. Commissioner Spackmann said maybe, it depends on what we have them study as he does have some concerns; Commissioner Waite said yes we should have the consultants and back what they say; Commissioner B. Bishop said yes he would support the recommendation of the consultant; Commissioner Robarge said he does not feel it is a bad idea to get the consultant, but no, he does not want to be bound by their recommendation; Commissioner Kugler agreed that they should have them come in and he would go along with their recommendation too. Commissioner Spackmann added that he would be willing to go along with the report in full, if we had solid input to what they are going to be looking at and that they do their homework. Commissioner B. Bishop said from the beginning that we definitely have to have justification for their decision. A/C Ellsworth asked if the

assistant chiefs could have copy of the old report; Commissioner Spackmann will email the report to Joyce and she will forward it on. He also said he didn't think any Commissioners should be going around with the consultant putting in their two cents, and neither should the Chief or any assistant chief. The consultant should be given instructions and then come back to the Board with a report. Captain Bullard agreed. Discussion continued as to what relevant information the consultant may need to make a recommendation; this new report needs to be much more comprehensive than the last report done back in 2001. Commissioner B. Bishop noted he would like to set up a workshop before the next meeting and anyone who has any questions or concerns regarding the ladder trucks can forward it to Commissioner Bishop and at the workshop go through that list, do a little brainstorming and compile a list of exactly what they want from the consultant. Commissioner Spackmann was a little concerned that all this may not fall into the timeline they originally set. Joyce to email out the officers and let them know, meeting will be held right after the June commissioners meeting.

## RESOLUTION #181 GIVING COMMISSIONER B. BISHOP PERMISSION TO USE THE DISTRICT CREDIT CARD TO PURCHASE A PALLET OF SALT FOR CO #3.

MOTION: Robarge

SECOND: Waite

RESOLVED to give Commissioner B. Bishop permission to use the District credit card to purchase a pallet of salt for Co #3.

VOTE: All in favor, motion carried.

### ❖ Commissioner Robarge:

- Last year he got three quotes for the water softener for Co #1 and then we never did it. If we are going to do it, he will be glad to go through it again but he doesn't want to do it for his health. The three quotes he received last year were as follows:

- North Country Water systems: \$4200.00
- Culligan: \$4877.00
- Aqua Science: had 2 options: utilize existing tank: \$1775.00  
2 new tanks: \$2175.00

Commissioner Robarge to call and get new quotes.

- Middle Grove's generator to be here at the end of June. Transfer switch is at Co #3. Mike LaGalles has been very helpful – thanks. Also got 2 prices so far to unload the generator, Allerdice and Biondi Rigging. Brief discussion continued; he will continue to work on it.
- Previously discussed about getting a handyman for Co #1. Talked to Joe Jarvis and Greenfield, would like to contract with him to do some building improvements. A/C Gibbins added that he also put in his name. Commissioner Kugler noted there had been some problems with Joe Jarvis previously. More discussion continued, including the Code of Ethics, workers compensation, VFBL, etc., and getting a list together of what needs to be done and put it out to bid.

### ❖ Commissioner Spackmann:

- Met with Scott from Center for Security and went around to all four firehouses. Focusing on some interior doors, Co #3 garage, internet modules. Additional future goals were also discussed to help plan for next year's budget, including having the doors open when the alarms go off. Scott gave a very preliminary quote of about \$200 per station to have the doors open when the alarm goes off. Will be putting a proposal together for the Commissioners to look at. Joyce added that once the

doors are done, there is going to have to be different levels of access, and the Commissioners may want to start thinking about that. It was noted the access system to Co #3 garage cannot share conduit, need ¾" conduit and no 110 can run through it. It was not specified how far away from another line it needs to be; A/C Gibbins noted it should be at least a foot. Brief discussion continued.

- Extra newsletters here. Dropped off about 150 at Prestwick Chase. Going to ask the Chief to speak to Gary Dake about dropping the remaining ones off at the Stewart's shops in the District and some can go to each company.

❖ **Commissioner Waite:**

- LOSAP question from earlier in the meeting: Understands that we need to police our own, but are we going to go with 15 minutes. Commissioner B. Bishop felt that if the meeting was a 2 hour meeting, you still have missed a lot of the meeting. After discussion, it was agreed that a person needs to be present at a meeting for at least half the time in order to receive credit.

**RESOLUTION #182 THAT IN ORDER TO RECEIVE CREDIT UNDER LOSAP FOR ANY MEETINGS, A FIREFIGHTER MUST BE PRESENT FOR AT LEAST 50% OF THE MEETING.**

MOTION: Kugler

SECOND: Waite

RESOLVED that in order to receive credit under LOSAP for any meetings, a firefighter must be present for at least 50% of the meeting.

VOTE: All in favor, motion carried.

- Mike Chandler's radio: he had it up to Adirondack three times and every time he goes to talk on the radio fire control asks what he says. Commissioner Spackmann was just on a call with him and it seemed to work. A/C Gibbins said the problem is not the radio, it is with fire control, they don't pay attention all the time.

❖ **Commissioner Kugler:**

- SOG's – had their meeting on Monday night, he believes they were pretty much worked out. Dennis has to straighten out a few items with Joyce but other than that they are done. Jill offered to type them up; Joyce noted if there were a lot of changes she would ask for Jill's help. Apparently there are only three changes.

❖ **Special Topics of Discussion:**

- District Guidelines Review: Joyce noted a couple of changes that needed to be made to the Membership Application Policy, taking out any reference to drivers licenses. No issues with the Meeting Conduct Policy, Pregnant Firefighter Policy and Training Policy.

**RESOLUTION #183 TO REVISE THE MEMBERSHIP APPLICATION POLICY WITH ABOVE CHANGES.**

MOTION: B. Bishop

SECOND: Waite

RESOLVED to revise the Membership Application Policy with above changes.

VOTE: All in favor, motion carried.

Secretary Petkus noted the District manuals are being held up by the Disciplinary Policy not yet being approved, and the Commissioners had originally given an end of April deadline for everyone to receive them. Commissioner B. Bishop proposed that the Board accept the Disciplinary Policy as submitted, and then if we need to go back and revamp something, we make the changes then. Joyce noted she would put it on the review schedule toward the end of the year. Have been waiting for the officers to look them over and give input; A/C Gibbins noted they were only given it the night before the officers meeting. After discussion regarding involving the Board of Directors in the disciplinary process, Secretary Petkus was instructed to take out any reference to the Board of Directors. July Commissioners meeting is the deadline for all members to receive the District Manual.

## RESOLUTION #184 TO ACCEPT THE DISCIPLINARY POLICY WITH CHANGES.

MOTION: B. Bishop

SECOND: Spackmann

RESOLVED to accept the Disciplinary Policy with changes.

VOTE: All in favor, motion carried.

- Exxon/Mobil statement: Treasurer noted that she has already received some slips for this month that are not signed, and also does not receive all the receipts to match up to statement - reminder that all slips MUST be signed and turned in. Commissioner Spackmann spoke to Captain Bullard and A/C Lant today about it. If gas receipts continue to be received with no signature, they will be required to go to the Town garage to fuel up.
- Light duty issue/guideline: tabled until the June workshop.
- District Picnic: Scheduled for Saturday August 16<sup>th</sup> at O.B. Beyer Park (by Brookhaven Golf Course) on Alpine Meadows Road. Discussion held about how to pay for picnic. Commissioner B. Bishop thought that maybe each company could donate a couple of hundred dollars to the cause. District cannot pay for picnic; there was some concern about Joyce asking around for donations. A/C Gibbins thought that Co #1 would donate, but he would need to check with the membership; A/C Ellsworth felt Co #3 would certainly donate; Captain Bullard said no, he did not believe Co #4 would donate, but that is not his personal feeling. Commissioner Waite said he would need to ask over at Co #2. Decision made to ask each company to donate \$200.00 for the picnic; Commissioner B. Bishop to take care of that as well as creating a flyer to post on the District bulletin board.
- Life blankets:

## RESOLUTION #185 TO PURCHASE THE LIFE BLANKETS.

MOTION: B. Bishop

SECOND: Spackmann

RESOLVED to purchase the life blankets.

VOTE: All in favor, motion carried.

- Deputy Treasurer: tabled until June workshop.
- Ashley Irish membership issue: A/C Chandler not present to discuss. Tabled until June Commissioners meeting.
- Employee handbook: tabled to June workshop.
- 2009 budget: Reminder for Commissioners to start thinking about it. Treasurer J. Bishop reminded the Commissioners to look at the treasurer's report, there is only

\$3000.00 left in the Repairs to Apparatus account and a little over \$1000.00 left in the telephone account. Brief mention about looking at getting rid of the phones that are not being used.

- Secretary Petkus to be on vacation the week of the July 28<sup>th</sup>.
- Power pole on Middle Grove Road by Co #3 to be moved at no charge to the District. A/C Ellsworth would like permission to start clearing the area, some hard wood in there, once the power pole is removed. He contacted four people himself and only received one bid back. Discussion about advertising the bid in the paper. Commissioner Robarge and Co #3 to draw up specs of what is to be done.

## RESOLUTION #186 TO ADVERTISE TO ACCEPT PROPOSALS FOR LAND CLEARING AND INSTALLATION OF A ROADWAY FOR CO #3.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to advertise to accept proposals for land clearing and installation of a roadway for Co #3.

VOTE: All in favor, motion carried.

Firefighter Mike Lagalles asked if there is a right of way there and the person who holds the right of way has the right to remove those trees. Commissioner Robarge said they would hire someone to cut the trees and move them to a particular spot. Mr. Lagalles noted the deeded right of way is in his name and has the right to the wood; he could take the trees down himself. He also has a spot where the stumps could go too. Joyce to check with Bill Young on this.

Motion was made by Commissioner Spackmann, with a second from Commissioner B. Bishop to dispense with the reading of the minutes. All in favor, motion carried.

Motion was made by Commissioner B. Bishop with a second from Commissioner Waite to adjourn the workshop. All in favor, motion carried.

Workshop was adjourned at 10:00 pm.

Respectfully submitted,

Joyce A. Petkus  
District Secretary