

Board of Fire Commissioners

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

May 22, 2013 Commissioners Workshop

Workshop began at 7:02 pm.

Present were: Commissioners Atwell, Barss, Chandler, Spackmann, Waite; Secretary Petkus, D/P Chouinard, Treasurer Bishop, D/T Perkins. Please see sign in sheet for others in attendance.

1. Flag salute/moment of silence recognized for departed members/troops overseas.

2. Awarding of District Office Building:

Also present, Jim Clarke, architect, and Shows Leary, Project Manager who noted that no heating bids were received, only general construction, electric and plumbing.

Presented the following options:

- Award three contracts tonight, combined total amount of \$742,910.00. Advantage to awarding tonight is that they can get started on the work right away. Re-bid out HVAC work, Mr. Clarke has re-written the heating specification and it is ready to go to Camelot at the end of the week for bidders to start picking up on Tuesday. Bids to be opened at the June 12th Commissioner meeting.
- Not award any contracts tonight, contracts state that they have to hold prices for 45 days, and wait for the heating bids to come in. The advantage to holding the bids tonight is that the Board will know the total price of the project. HVAC work is estimated to come in around \$64,000 with a \$10,000 allowance. If added to above bids, the total cost of the building comes in at \$805-815,000, which coincides with Mr. Clarke's original estimate.

Mr. Leary recommended the Board to consider awarding the 3 bids tonight as he is pretty confident the heating bids will not throw the whole project askew, but of course this is a gray area. Also noted the original contract completion date has been extended 2 weeks to October 15th so as not to put an unfair burden on heating contractor. One thing that may encourage the Board to award the bids tonight is the matter of the septic. Commissioner Chandler did a great job of getting most, if not all materials donated, but he would like to have consideration for the highway department. Mr. Leary reminded everyone that the highway department offered to install the septic in the Spring when things were a bit slower and paving hadn't really started, but by waiting to accept these bids we have put a bit of a burden on Walt and his crew by waiting longer. The septic was originally thought to take 1-2 days, but now it may take longer. Mr. Leary noted he has yet to speak with Walt about all this. The thought behind getting this all done sooner was that the soil being removed for the building would be dropped on top of the septic; if not, the highway department will have to dig deeper, and he has been trying to make this as easy on them as possible.

Mr. Clarke noted he called those that had picked up the heating specs, and the biggest issue associated with the initial bid was that the individual units were not sized in terms of BTU capacity and heating and cooling; that information has since been added to the documents, as well as re-zoned the building. Mr. Clarke noted it was not unreasonable to expect 2-3 HVAC bids with the re-worked specs. It was also noted that a pre-bid meeting is not necessary and there is no material impact on the other 3 contracts.

After more discussion the Board unanimously agreed to move ahead and award the 3 contracts tonight and re-bid the HVAC.

RESOLUTION #115 TO AWARD THE FOLLOWING CONTRACTS FOR THE DISTRICT OFFICE BUILDING PROJECT AS FOLLOWS:

- RIVERVIEW CONSTRUCTION ASSOCIATES: GENERAL CONTRACT IN THE AMOUNT OF \$588,800.00;
- J. MCBAIN ELECTRIC: ELECTRICAL CONTRACT IN THE AMOUNT OF \$97,646.00;
- MAZONE PLUMBING AND HEATING: PLUMBING CONTRACT IN THE AMOUNT OF \$56,464.00.

MOTION: Spackmann

SECOND: Waite

RESOLVED to award the following contracts for the District Office Building project as follows:

- Riverview Construction Associates: General contract in the amount of \$588,800.00;
- J. McBain Electric: electrical contract in the amount of \$97,646.00;
- Mazone Plumbing and Heating: plumbing contract in the amount of \$56,464.00.

VOTE: All in favor; motion carried.

Commissioner Atwell noted the rock wall and the trees that need to be removed; Mr. Leary noted there was the suggestion of the tree removal possibly being part of a training exercise, which would obviously save money. Brief discussion; any tree removal could be done in house rather than a change order. The rock wall could be moved with a bulldozer in house as well, or a change order to the general contractor.

RESOLUTION #116 GIVING THE SECRETARY PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND \$850,000.00 FROM THE BUILDING RESERVE FUND FOR THE DISTRICT OFFICE BUILDING PROJECT.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to give the Secretary permission to advertise a permissive referendum to withdraw and expend \$850,000.00 from the Building Reserve Fund for the District Office Building Project.

VOTE: All in favor; motion carried.

Mr. Leary noted that Joyce could now deliver the building permit application to the Town; Camelot will be sending the drawings directly.

3. Approve Minutes: April 24, 2013 Commissioner Workshop Minutes

**RESOLUTION #117 TO APPROVE THE APRIL 24, 2013
COMMISSIONER WORKSHOP MINUTES AS WRITTEN.**

MOTION: Spackmann

SECOND: Chandler

RESOLVED to approve the April 24, 2013 Commissioner Workshop Minutes as written.

VOTE: All in favor; motion carried.

4. Secretary Update – Joyce Petkus

- Winding down with annual physicals.
- Fit testing scheduled for June; there is a possible conflict with a training that the Chief wanted to schedule, once she receives confirmation from him she will make other arrangements.
- Fire 2013: still has tickets available if anyone is interested; those that have requested tickets, she will be delivering them sometime next week.
- Reminder that the Honors Haven conference is coming up in the fall; reservations start in June/July.
- Annual carpet cleaning of firehouses scheduled for May 29th. Commissioner Atwell noted that Co #2 has a breakfast on June 2nd, could their carpet cleaning be scheduled after that date? Joyce to make the necessary arrangements.
- Co #2 is doing a fundraiser in conjunction with Ninety Nine Restaurants; received permission to put coupon on Firetracker and District Website.

5. Purchasing Update – Jill Chouinard

- Asked if Co #4 turned over a gas meter to Co #3 yet; D/C King noted no.
- Chief's vehicle ordered. Has not heard back from rep. Brief discussion; Jill to follow up to make sure they got the order.
- Need approval to post the RFP's for seal coating and power washing.
- Gear should be here end of June, beginning of July.
- Started awarding the fire prevention grants; she has not heard anything on it yet.
- Collar brass, short sleeved blue shirts and a few extras have been ordered.
- Fit testing last night, everything went quite well; cards were made up today and reports done.
- Grave markers for Memorial Day still on back order.
- Has been doing some research with regard to gas meter in house calibration.
- Co #4 phones looked at by Tech II today; phone system was reset. Default ringer was changed to the radio room. Brief discussion continued.
- Co #2 and #4 lawn mowers still at Nicks, but should be ready by the end of the week or next Wednesday the latest.

6. Treasurer Update – Jean Bishop:

- Has a VISA bill that she did not include on the last abstract for refreshments for the last Defensive Driver class, total of \$52.42. Would like permission to pay it.

RESOLUTION #118 GIVING THE TREASURER PERMISSION TO PAY THE VISA BILL FOR DEFENSIVE DRIVER REFRESHMENTS TOTALING \$52.42.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to give the Treasurer permission to pay the VISA bill for Defensive Driver refreshments totaling \$52.42.

VOTE: All in favor; motion carried.

- The Board allotted \$120,000.00 for the annual LOSAP payment, but it came in at \$100,709.25. Asked what the Board would like to do. Brief discussion.

RESOLUTION #119 GIVING THE TREASURER PERMISSION TO MAKE 2012 LOSAP CONTRIBUTION OF \$110,000.00.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to give the Treasurer permission to make 2012 LOSAP contribution of \$110,000.00.

VOTE: All in favor; motion carried.

7. Commissioner Updates:

- **Ken Waite**
 - 271 is leaking real bad. Just came back from KME. D/C Middlebrook noted that it is leaking from either pump to tank or tank to pump and one of the lines going to the front bumper, draining out through the automatic drain in the lines. 283 also leaking. Brief discussion continued; 271 to be fixed, D/C Ellsworth noted 283 is fine right now.
- **Mike Chandler**
 - Spoke to John Munter today about Co #3 roof; there are several options. Also has a phone call in to Toby Middlebrook about a system to exchange the air to get moisture out of it. Commissioner Barss questioned if this is going to be covered under warranty; Commissioner Chandler noted it has nothing to do with the roof replacement; it is a moisture problem in the building. Mr. Munter had noted cold weather will be the worst. Discussion continued. Open the bay doors and the more air flow through the building the better it will be.
 - Asked about the Chief truck graphics; A/C Burwell noted he is waiting for the third option to come back.
 - Asked if Co #1 is missing something on their smooth bore nozzles because at the fire last night they just looked like they were missing the nozzle. Commissioner Atwell noted that is the way they are made; they have a short tip on them. Brief discussion continued; Jill to look into it. Suggestion made to standardize on nozzles.
- **Darren Barss**
 - Noted the bathrooms at Co #2 need updating, toilets are tipping and sinks are a mess. Brief discussion; added to Future Projects.
 - Need to replace some sheetrock in the kitchen.

- Going to the training center on June 2nd for thermal imaging training.
- Reminder that Co #2 coin drop is May 24th and May 25th.
- **Jack Atwell**
 - 291 still at KME for repairs. The air tanks for the air brakes corroded, need to be replaced. Suggestion made to see if Spartan will goodwill one to us. Pinion seals are leaking, input shaft that has a small leak and one exhaust elbow is gone. Getting a quote on all this.
 - Attended the Billy Goldfeder seminar last week; thought we should do this more often. Understands it is expensive, but it is one of the best seminars he has been to in a very long time. Brief discussion continued.
 - Chief's truck is currently having the transmission fixed; should hopefully be back by the end of the week.
 - All trucks have been pump serviced and should be ready for pump testing.
 - Saw the note about the July meeting with the Judge regarding the ongoing SCI lawsuit. Commissioner Spackmann noted that hopefully after that there will be some kind of movement on this issue.
 - Greenfield Elementary is having their annual 5K Dragon Run on June 15th and they need EMT's and fire police.

RESOLUTION #120 GIVING EMT'S AND FIRE POLICE PERMISSION TO ASSIST IN THE GREENFIELD ELEMENTARY SCHOOL 5K DRAGON RUN ON JUNE 15, 2013.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to give EMT's and fire police permission to assist in the Greenfield Elementary School 5K Dragon run on June 15, 2013.

VOTE: All in favor; motion carried.

- **Richard Spackmann**
 - Nothing at this time.

8. Reports of the Chief/Chief Officers:

- **Chief Lant:**
 - Not present this evening.
- **Co #1 A/C Kenyon:**
 - Lights are out on the back of the building. Joyce to call electrician.
 - Thanks to everyone for their help last night at the fire.
- **Co #2 D/C Middlebrook:**
 - Having issues with the computer in the radio room. Jill tried cleaning it up. Brief discussion; Jill to call Tech II to re-image, put XP back on it. Co #2 to make sure all data they need is backed up beforehand. Commissioner Spackmann noted they may need to start thinking about replacing computers.
- **Co #3 D/C Ellsworth:**
 - Firemen's room complete.
 - Still having problems with TWC, can we re-visit issue? Brief discussion, Jill to contact TWC.
 - County is working on the apron in front of the firehouse by truck bays, put in a new culvert.

- **Co #4 D/C King:**
 - Awesome job done at the fire last night.
 - Lights still out at Co #4; Commissioner Spackmann noted electrician was there today.

9. District Guideline Review:

- Code of Conduct Policy: no changes made.
- Code of Ethics Policy: no changes made.
- Meeting Conduct Policy: no changes made.

10. District Projects:

- Current Projects:
 - District Office Building: see above.
- Future Projects: currently on hold.
 - Co #3 pavilion
 - Co #1 radio room floor
 - Co #1 bathrooms

11. Special Topics of Discussion:

- Seal coating: Commissioner Waite noted he asked for it to be squeegeed. Discussion continued. D/C Ellsworth noted that whoever did Co #3 the last time did a horrible job. RFP to indicate machine squeegee or hand applied. D/C Ellsworth noted that the concrete is busted up in front of the pads; maybe Commissioner Chandler can look at it. Lengthy discussion continued, including what to do about the apron at Co #3. Commissioner Barss to speak to Fred in the morning, and have him contact Commissioner Chandler. Decision to also go with commercial grade coal tar sealant.
- Power washing RFP ready to go.
- By-law changes: Commissioner Waite noted they wanted to hold off another month. Brief discussion, including streamlining calculating active status points. To be moved to June workshop.
- Deputy Treasurer position: question raised whether to post internally or advertise. Joyce to contact Bill Young; if allowed, to be posted internally.
- 284: are we ready to advertise to sell? Discussion continued. Will need to have a mandatory referendum. Commissioner Spackmann to handle advertisement; \$90,000 asking price.
- Explorer Program: Commissioner Spackmann noted he does not think we need a formal explorer program like Wilton. Previously sent an email out about it and would like the officers to start thinking about it. Discussion continued. Commissioner Barss noted there should be a lot of limitations put on them. Commissioner Spackmann noted the limitations put on junior firefighters, and he is okay with putting the same limitations on the explorers, except they are not allowed to run calls. D/C Ellsworth noted the officers had previously had someone come in to speak about the explorer program, and they provided insurance as well. The problem is that everyone is busy and stretched to their limits, especially with the New Member Orientation program. Commissioner Atwell noted if there is not any interest in this, or we just don't have the manpower, it is not going to work. Captain Deuel agreed that they could be incorporated into Tuesday night drills. Treasurer Bishop questioned if this would

involve issuing gear, pagers, physicals etc. D/C Ellsworth noted that with the program they listened to, they did not get anything; they just came and learned about being a firefighter. He also noted he would not have a problem if it was on a Tuesday night, and by not giving them equipment, it gives them something to look forward to when they finally turn 16 and can join as a junior. Doing a program like this on a separate night, he just does not have the time for it. Commissioner Spackmann noted he thinks it is okay they get gear but not pagers. Commissioner Spackmann requested it be brought back to the companies to talk about as well as the by-law committee. A/C Burwell noted Co #2 voted on it last year and they just don't have the time or resources, they are already stretched thin with the mentor program right now. Added to the June workshop agenda for follow up.

- Captain Deuel noted FF Aaron Deuel lost a pager at Co #4; Commissioner Spackmann asked if the LDDS form was filled out; it was put in the LOSAP box. Joyce reminded everyone to please follow the directions on the form and fax it to the District office BEFORE placing it in the LOSAP box.
- FP Captain Bob Roxbury asked for permission for fire police to assist Ballston Spa at their parade on May 25th.

RESOLUTION #121 AUTHORIZING FIRE POLICE TO ASSIST AT THE BALLSTON SPA PARADE ON MAY 25, 2013.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to authorize fire police to assist at the Ballston Spa parade on May 25, 2013.

VOTE: All in favor; motion carried.

- Councilman Chandler noted there is going to be an open dedication for Jessup's Landing Ambulance on Saturday, May 25th from 10 am – 2 pm. To be placed on website and Face Book.
- Councilman Chandler also noted that the Town of Greenfield is currently working on getting information together for getting their own CON. Another public hearing date has not yet been set. Joyce confirmed that once she gets the information from the Councilman she will put it on the website and firehouse signs like the last time. Brief discussion continued.
- Lt. Chouinard requested permission to work with Jill to order the letters for the new sign at Co #4; the cost is \$1906.00 through Saratoga Sign Pro. Brief discussion continued; the Board to put \$11,000 toward the cost of the sign.

RESOLUTION #122 GIVING THE SECRETARY PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND \$11,000.00 FROM THE BUILDING RESERVE FUND TOWARD THE REPLACEMENT OF THE SIGN AT CO #4.

MOTION: Spackmann

SECOND: Barss

RESOLVED to give the Secretary permission to advertise a permissive referendum to withdraw and expend \$11,000.00 from the Building Reserve Fund toward the replacement of the sign at Co #4.

VOTE: All in favor; motion carried.

- Treasurer Bishop noted that Co #3 pavilion has been overlooked for years, it was always said that it would look funny if the Board spent money on a pavilion, but now the Board is spending \$11,000 on a sign; isn't the public going to say something about that?

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

Motion made by Commissioner Spackmann with a second from Commissioner Chandler to adjourn the workshop at 8:51 PM. All in favor.

Respectfully submitted,

Joyce A. Petkus

Joyce A. Petkus
District Secretary