

# **Board of Fire Commissioners**

Greenfield Fire District  
P.O. Box 103  
Greenfield Center, NY 12833

The October 2007 meeting of the Greenfield Fire District Board of Fire Commissioners was called to order at Company #3 by Chairman Kugler at 7:02 PM on October 10, 2007. The flag salute and a moment of silence were recognized for the departed.

## **Present were:**

**Commissioners:** King, Kugler, Robarge, Spackmann;  
Secretary Petkus, Treasurer Bishop, Purchasing Agent Howe;  
Chief McConkey; Assistant Chiefs G. Gibbins, Ellsworth, Lant; 2<sup>nd</sup> Assistant Chiefs Davis, Kemp.

Please see sign in sheet for others in attendance.

## **Chairman Kugler asked for any additions/corrections to the September 2007 minutes.**

### **RESOLUTION #180 TO ACCEPT THE SEPTEMBER 2007 MEETING MINUTES AS WRITTEN.**

MOTION: Spackmann

SECOND: King

RESOLVED to accept the September 2007 meeting minutes as written.

VOTE: All in favor, motion carried.

## **Chairman Kugler asked for questions/comments regarding the abstract.**

Commissioner Robarge said A/C Davis had brought to his attention that under claim #581 271 R & R Batteries for \$261.25 should be for 273.

Chairman Kugler asked A/C Gibbins about claim #549, the 3 GPS units. A/C Gibbins noted they were purchased for the 2 MED vehicles and 284.

### **RESOLUTION #181 TO PAY CLAIM #521 THROUGH CLAIM #581, TOTALING \$39,863.03.**

A3410.1	\$ 2,800.53
A3410.2	3,612.97
A3410.4	33,449.53
Total:	\$39,863.03

MOTION: Robarge

SECOND: Spackmann

RESOLVED to pay claim #521 through claim #581, totaling \$39,863.03.

VOTE: All in favor, motion carried.

**RESOLUTION #182 TO PAY CLAIM #9 THROUGH CLAIM #12 OUT OF THE BUILDING RESERVE FUND, TOTALING \$5,374.92 AS PER PERMISSIVE REFERENDUMS.**

MOTION: King

SECOND: Spackmann

RESOLVED to pay claim #9 through claim #12 out of the Building Reserve Fund, totaling \$5,374.92 as per permissive referendums.

VOTE: All in favor, motion carried.

**Correspondence:**

\*Previously handed out a notice to the Commissioners regarding the Association of Fire Districts of the Capital Area's next general meeting, to be held at Rock City Falls on Saturday, October 20, 2007 at 10 am, and needed to know who was going to attend so she could RSVP. Commissioners Kugler, Spackmann, Treasurer Bishop and Secretary Petkus to attend.

\*She read a letter dated October 10, 2007 from Brian Bishop announcing his intention to run for Commissioner at the December Commissioner's election. (Letter attached)

\*She then read a letter dated October 10, 2007, received from A/C Ellsworth regarding the failed ladder truck initiative and some of the controversy surrounding it. (Letter attached)

\*Handed out the revised new member application forms – do NOT use the old ones as they will no longer be accepted.

\*Handed out 2 copies of the final draft of the By-laws to each company A/C. Notifications have been posted or will be posted by tomorrow morning.

**Applications for membership:**

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

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

**Middle Grove Company #3:** Shawne T. Perkins, who is present at the meeting this evening.

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

**Changes in membership:**

**Greenfield Center Company #1:** Joseph Weaver, resignation. She noted that his access card and fob were previously handed in and thanked Co #1 for that.

**Porter Corners Company #2:** Katherine Natalie, voted off 6 month probation; Philip Richards, change from 16 and 17 year old to active firefighter.

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

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

**RESOLUTION #183 TO ACCEPT ABOVE NEW MEMBER AND CHANGES IN MEMBERSHIP.**

MOTION: Robarge

SECOND: Spackmann

RESOLVED to accept above new member and changes in membership.

VOTE: All in favor, motion carried.

Chairman Kugler had an application from Maple Avenue for Tom Murphy to get approval to continue the application process, as the prospective new member lives out of district, by Matt's Garage. He was a previous member for 4½ years at Clifton Park; he and Commissioner Spackmann have no problem going forward. Mr. Murphy works at Target and would be available daytime. Asked for permission for Co #4 to carry on with the process. It was asked if this should possibly be discussed in an executive session. There was some discussion; the application was given back to Co #4 to carry on with the process.

### **Purchasing:**

\*Handed out allotment reports. October 31<sup>st</sup> is the last day to get in final orders in. Thanked those who got their final orders in before the due date.

\*Some things are still on back order and as soon as she gets them in she will deliver them at Tuesday night training.

\*She and Commissioner Spackmann met with Jay from Garrison last night. 4 or 5 pairs of boots are on back order, but after that the gear order will wrapped up for the year. Mr. Bishop tested out a pair of boots and he seemed satisfied with them. A/C Ellsworth asked about the coat for FF Murray; it has not come in yet.

### **Grants – Andrea Mann:**

\*Co #3 sent a letter out asking permission to use the extra funds from the grant for the GPS's. She will call to see where we are with that as we have not heard back yet.

\*Co #2 and Co #4 are next in line for the Oliver B. Merlin grant, and she is willing to do the two grants at once.

\*Slowly working on the records retention stuff with Joyce. Treasurer Bishop added that she spoke to someone regarding shredding the records, and he is willing to come to Greenfield and shred everything for free, we just need to let him know when we are ready.

\*Working with Joyce as well on personnel files and the required federal and state postings to make sure we have all the proper posters, I9 forms, etc. Also put together a packet for new hires and a hiring checklist (attached). She is also going to get department of labor job descriptions, requirements and any related materials.

\*Gave the phone number to the District Secretary of Vanessa Perkins, who is a CPA and may be interested in the Deputy District Treasurer position. She would be willing to chip in and help out when necessary.

### **Reports from Companies:**

#### **Company #1 – A/C Gibbins:**

\*Still having problems with the door by the radio room. Secretary Petkus noted she had spent a day with Scott and that was one of the doors they looked at and that since that is the door they go through when there is a fire call, maybe they could try swipe, pause, push, pull and see how that works. A/C Gibbins noted that they have tried that and there is still a problem and the other night they had to go around to the side door to get in. More discussion followed. Commissioner Spackmann said he would speak with Scott

**Company #2 – 2<sup>nd</sup> A/C Jon Davis:**

\*Noted that A/C Chandler tried calling the floor guy several times and he has never shown up when he said he would. Asked if the Commissioners could do anything. Chairman Kugler asked if his Commissioner has done anything about it. Discussion followed, Chairman Kugler asked A/C Davis to get him the paperwork and he would look into it.

**Company #3 – A/C Jay Ellsworth:**

\* Bathroom floor and entrance hallway floor is under construction, and is moving along.

**Company #4 – A/C Lant:**

\*Apologized because he hasn't spoken to the Chief about this yet, but he no longer has time to serve on the Fire Advisory Board. Thought that maybe someone from Co #2 could serve on it, possibly someone a littler older with experience. Chairman Kugler suggested to the Chief that at the next Officer's meeting they iron that out, maybe he could even have someone by the next workshop scheduled at the end of October. Chairman Kugler thanked A/C Lant for all his work on the Fire Advisory Board.

\*Brought up the County radio system again, and that it is going forward. Chairman Kugler noted that he just got a letter from the Commissioners of Stillwater about getting together to discuss just that. He already called them to say they were interested in being involved. Brief discussion followed.

\*Got a list of the repairs needed on the ladder truck from Garrison and would like to see that list of repairs taken care of. The headlights still go off and on, still the problem with the wiring. Commissioner Spackmann asked the list to be updated with some pricing on it as well. The Chief to set that up.

\*This month FASNY is having seminars on fire service accidents and tanker rollovers, etc, but the seminars are not around here, the closest on the list is in Latham. He asked if there was any money left in the Chief's account, he felt that it is a very important seminar and maybe we could pay for it and have it right here. Chairman Kugler asked the Chief to work on that along with A/C Lant.

**Report of Chief McConkey:**

\*October 31 is ground ladder testing by Ladder Safety Testing at GFC beginning at 8 am.

**Report of EMS Coordinator Gary Gibbins:**

\*Handed out a letter (attached) on recommendations from our District Physician, Jama Peacock. He has some money left over in the EMS account and would like the Board to approve having all members of the Fire District get a flu shot, tetanus booster and Hepatitis B titer. The cost of the flu shot would be \$15 each and the Hep B titer \$5, with a total cost being around \$2000.00. Chairman Kugler noted that those members over 65 get the flu shot provided by the federal government, so that would save some money. Andrea Mann asked about tetanus shots and added that since we now have an immunization program in place she could go for fitness grants. Dr. Peacock also recommended the tetanus booster shot but it is \$25 each and there isn't enough money this year to take care of that, but at least we can start with the flu shot and the Hep B titer. Chairman Kugler thought that maybe it could be added as a line item to next year's budget. Commissioner Spackmann clarified that the plan is to offer it to all the members, but it doesn't mean everybody is going to take it. A/C Gibbins noted that anyone who refused to have the shots, there would be a place for them to sign off that they refused the shots. He explained that Dr. Peacock asked us to buy the serums ahead of time and she would store it for us, and she would be willing to go to each firehouse at their company meeting or Tuesday night training to give the immunizations.

## RESOLUTION #184 TO OFFER FLU SHOTS AND HEP B TITERS TO ALL MEMBERS, THROUGH THE DISTRICT PHYSICIAN, JAMA PEACOCK-BIRSETT, M.D.

MOTION: King

SECOND: Spackmann

RESOLVED to offer flu shots and Hep B titers to all members, through the District Physician, Jama Peacock-Birsett, M.D.

VOTE: All in favor, motion carried.

Secretary Petkus noted that she has a meeting with Dr. Peacock this Thursday to discuss the physicals for next year and fine tune them, and she would discuss this as well.

\*A/C Gibbins also asked permission to carry any left over money in the EMS account to put into an EMS Reserve account. Chairman Kugler said they would take that into consideration, but they may need that money for something else, and would decide that on December 31<sup>st</sup>. Commissioner Spackmann noted he had spoken to A/C Gibbins and that the request would also be coming in writing.

### **Planning Board:**

\*For Town of Greenfield, Mike Chandler: Not present.

\*For Town of Wilton, Gary Bullard: Aldi's got preliminary approval this month, should get final approval next month. Preliminary plan for a strip mall in front of the mall next to Price Chopper. Taylor Rental on Route 9, they are proposing a 500 sq ft addition on the back side of the building. Saratoga Hospital/Wilton Medical Arts have in the works a rear driveway, ambulance entrance on the north side. Turbine Services on Old Gick Road are putting on a 2500 sq foot addition. CVS has proposed a building on Route 9 by Dunkin Donuts and the bank.

Chairman Kugler noted that there was an email received about burn barrels and asked the Chief about it. The Chief noted there is no burn barrel law; Commissioner Robarge noted that if you go on the Town website it gives information about it. A/C Lant said he spoke to the ranger on Monday and the regulations are all changing. More discussion followed.

A/C Lant asked about the Fit tests and he has some people who need it and could we call the guy and see where he is giving them and possibly send our people there. He also suggested that maybe the doctor could be certified and we could buy her the machine and possibly do it all at once during the physicals. Commissioner Spackmann noted that that was not a bad idea. Secretary Petkus noted she would speak to Dr. Peacock at their meeting. More discussion followed. Chairman Kugler asked her to get in touch with the Crossman's and find out where they would be. He also asked A/C Gibbins how many he had that needed to be tested; he noted 2. A/C Lant thought he had 4 or 5 and A/C Ellsworth said he had 1. Secretary Petkus noted she scheduled an extra session just a few weeks ago and only 4 people bothered to show up. Commissioner Spackmann felt that the bottom line was that members needed to start taking more responsibility for their requirements. Chairman Kugler said to look into and if they don't make it they will have to wait until the spring.

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

**Commissioner Waite:** Not present this evening.

**Commissioner King:**

- \*Thanked everybody who worked on the anniversary party, it was very nice.
- \*Felt we really need to get on it about the radio system. Felt they have been a little remiss this year, including himself about this and getting other Boards of Fire Commissioners involved.
- \*Asked if there is enough Class A foam to get us through the rest of the year and into March?
- \*Thought the seal coating jobs at Co #2 and #4 looked pretty good, asked if they were satisfied with it.
- \*Regarding the letter from Maple Avenue in reference to the 5” diameter hose and the Stortz threads, would they consider going back and retro fitting the hydrants? A/C Lant working on it.
- \*He is not running for Commissioner as noted by Brian Bishop’s letter; it had become an issue back in February when he had a change in jobs.

**Commissioner Robarge:**

- \*Asked where we stood on the small portable generators? Chairman Kugler asked the purchasing agent if she had gotten prices; she noted that she did but she did not have them with her. Chairman Kugler noted it could be discussed at the workshop in the 22<sup>nd</sup>.

**Commissioner Spackmann:**

- \*Summarized the job done on the gear account than thanked everyone for sticking with it and getting it done, especially Jill.
- \*Thanked Joyce and Jill for helping out with the technology stuff. Moving forward with Time Warner and Tech II. The goal is to have the rest of the companies done by the end of the year as well.
- \*New printer is here for the access system, but there is no printer ribbon, but it is on order.
- \*Would like to use the Adirondack Trust grant money from last year to put an ad in the Pennysaver and Moneysaver. It would be a 5 x 5” ad advertising the website, and the cost to advertise for one week in each would be a total of \$235.50.

**RESOLUTION #185 TO ADVERTISE A 5 X 5” AD IN THE MONEYSAVER AND PENNYSAVER FOR \$235.50, TO COME FROM THE ADIRONDACK TRUST MONEY.**

MOTION: Spackmann

SECOND: Robarge

RESOLVED to advertise a 5 x 5” ad in the Moneysaver and Pennysaver for \$235.50, to come from the Adirondack Trust money.

VOTE: All in favor, motion carried.

- \*After subtracting the money for the ads from the Adirondack Trust grant money, he would like to use the rest towards modifications of the website, he had sent out an RFP last month. He got a quote back from MWH Designs. They did not quote each specification in the bid, but rather an hourly rate of \$75 per hour, and he would like to purchase and 18 hour block.

**RESOLUTION #186 TO CONTRACT WITH MWH DESIGN FOR ENHANCEMENTS TO THE WEBSITE, PURCHASING A BLOCK OF 18 HOURS AT \$75 PER HOUR.**

MOTION: Spackmann

SECOND: Robarge

RESOLVED to contract with MWH Design for enhancements to the website, purchasing a block of 18 hours at \$75 per hour.

VOTE: All in favor, motion carried.

\*Received a quote from Center for Security to add two doors to the Keri system on the pole barn at Porter Corners for \$3430.00. He also noted that Scott from Center for Security had had a conversation about running the conduit; Secretary Petkus noted that he had spoken with Captain Middlebrook; he confirmed this and added that they expected the conduit to be installed on Sunday. A/C Davis asked if they put a 4" conduit across that black top for the generator, would that be okay? Commissioner Robarge said he would have to speak to Harold Hall; FF Mike LaGalles noted you could run two 2". More discussion followed.

### **RESOLUTION #187 TO INSTALL THE ACCESS IN THE POLE BARN, THE MONEY TO BE TAKEN FROM THE ACCESS SYSTEM ACCOUNT.**

MOTION: Spackmann

SECOND: Robarge

RESOLVED to install the access in the pole barn, the money to be taken from the access system account.

VOTE: All in favor, motion carried.

\*Also asked to speak to Gary Bullard and Jay Ellsworth after the meeting.

### **Commissioner Kugler:**

\*Asked if we got all the rosters for each company auxiliary. Secretary Petkus noted she did get Co #1 roster, but she has not gotten the monthly updates from any company except Co #4. Secretary Petkus noted that each month an auxiliary roster from each company must be handed in; all auxiliary presidents were made aware of this.

### **RESOLUTION #188 TO ACCEPT THE NEW CONSTITUTION AND BY-LAWS, TO BE POSTED IN EACH FIREHOUSE FOR 60 DAYS AND RATIFIED BY THE BOARD AT THE DECEMBER COMMISSIONERS MEETING.**

MOTION: Kugler

SECOND: Spackmann

RESOLVED to accept the new Constitution and By-laws, to be posted in each firehouse for 60 days and ratified by the Board at the December Commissioners meeting.

VOTE: All in favor, motion carried.

Reminded everyone of the budget meeting on October 16<sup>th</sup> at Co #1 at 7 pm.

Captain Bullard said he had two things: He has the proposed By-law from the ladies auxiliary at Maple Avenue, and they would like the Board to review them. Secretary Petkus said she would make copies for each Commissioner; Chairman Kugler said that maybe by the next workshop they could address them. Captain Bullard also noted that last month he had handed in a request for proposal for the fan.

### **RESOLUTION #189 TO ALLOW MAPLE AVENUE TO PURCHASE THE FAN AS PER THE REQUEST FOR PROPOSAL GIVEN TO THE BOARD LAST MONTH, TO COME OUT OF CO #4 ALLOTMENT.**

MOTION: Kugler

SECOND: Spackmann

RESOLVED to allow Maple Avenue to purchase the fan as per the request for proposal given to the Board last month, to come out of Co #4 allotment.

VOTE: All in favor, motion carried.

### RESOLUTION #190 TO PURCHASE A HYDRANT GAUGE, TO COME OUT OF THE TRAINING ACCOUNT.

MOTION: Robarge

SECOND: Spackmann

RESOLVED to purchase a hydrant gauge, to come out of the training account.

VOTE: All in favor, motion carried.

### RESOLUTION #191 GIVING TREASURER PERMISSION TO PAY VARIOUS OTHER BILLS OUT OF THE GENERAL FUND, AS PER THE SHEET ATTACHED, TOTALING \$4,041.41.

MOTION: Kugler

SECOND: Spackmann

RESOLVED to give Treasurer permission to pay various other bills out of the general fund, as per the sheet attached, totaling \$4,156.79.

VOTE: All in favor, motion carried.

### RESOLUTION #192 GIVING TREASURER PERMISSION TO PAY \$88.63 TO CURTIS LUMBER FOR CO #2 POLE BARN, AND \$26.75 TO ALLERDICE FOR CO #4 RADIO ROOM, TO COME OUT OF THE BUILDING RESERVE FUND, PER PREVIOUS PERMISSIVE REFERENDUMS.

MOTION: Spackmann

SECOND: King

RESOLVED to give Treasurer permission to pay \$88.63 to Curtis Lumber for Co #2 pole barn, and \$26.75 to Allerdice for Co #4 radio room, to come out of the Building Reserve Fund, per previous permissive referendums.

VOTE: All in favor, motion carried.

Chairman Kugler noted to Captain Bullard that the insurance company wants to know why 291 has not been fixed yet, they are waiting for a report.

Commissioner Spackmann asked when we were going to get delivery of the replacement hose and nozzle. P/A Howe noted she had sent out an email to the Co #4 Assistant Chiefs and Captain Bullard that they should be delivered sometime tomorrow between 12-1, and she would leave work to meet them. A/C Lant said he would be around and he could meet them; P/A Howe said she would call him when she heard from them.

Chairman Kugler asked if anyone had anything else; FF Ron Bishop said they got a bill from Allerdice the other day for wire ties for approximately \$5.00 and he believes it was from Dave Kenyon when he was doing the wiring on 282, but it was charged on Middle Grove's account. P/A Howe asked for a copy of the bill, as she had just gone over all this with Allerdice and Mr. Kenyon was not on the list to charge at Allerdice.

## RESOLUTION #193 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Robarge

SECOND: Spackamnn

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Kugler with a second from Commissioner Spackmann to adjourn the meeting at 8:01 PM. All in favor, meeting adjourned.

Respectfully submitted,

Joyce A. Petkus  
District Secretary