

Board of Fire Commissioners

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

October 23, 2008 Workshop

Workshop began at 7:00 pm.

Present were: Commissioners B. Bishop, Kugler, Robarge, Spackmann, Waite; Secretary Petkus, P/A Chouinard. Others in attendance: various officers and members of the district.

Chairman Kugler started the meeting by explaining that the Commissioners and officers would be going into the truck bay for a demonstration of the low angle rope rescue by Capt. Jason Gibbins.

RESOLUTION #326 TO APPROVE THE MINUTES OF THE SEPTEMBER 25, 2008 WORKSHOP.

MOTION: B. Bishop

SECOND: Waite

RESOLVED to approve the minutes of the September 25, 2008 Workshop.

VOTE: All in favor, motion carried.

RESOLUTION #327 TO APPROVE THE MINUTES OF THE 2009 PROPOSED BUDGET HEARING WHICH WAS HELD ON OCTOBER 21, 2008.

MOTION: B. Bishop

SECOND: Spackmann

RESOLVED to approve the minutes of the 2009 Proposed Budget Hearing which was held on October 21, 2008.

VOTE: All in favor, motion carried.

RESOLUTION #328 TO GO INTO EXECUTIVE SESSION CONCERNING A DISCIPLINARY ISSUE REGARDING FIREFIGHTER ADAM TOWERS AT 7:21 PM.

MOTION: B. Bishop

SECOND: Spackmann

RESOLVED to go into executive session concerning a disciplinary issue regarding firefighter Adam Towers at 7:21 pm.

VOTE: All in favor, motion carried.

RESOLUTION #329 TO RECONVENE FROM EXECUTIVE SESSION AT 7:30 PM.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to reconvene from executive session at 7:30 pm.

VOTE: All in favor, motion carried.

RESOLUTION #330 TO GO INTO EXECUTIVE SESSION CONCERNING A DISCIPLINARY ISSUE REGARDING FIREFIGHTER BEN JORDAN AT 7:30 PM.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to go into executive session concerning a disciplinary issue regarding firefighter Ben Jordan at 7:30 pm.

VOTE: All in favor, motion carried.

RESOLUTION #331 TO RECONVENE FROM EXECUTIVE SESSION AT 7:42 PM.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to reconvene from executive session at 7:42 pm.

VOTE: All in favor, motion carried.

RESOLUTION #332 TO GO INTO EXECUTIVE SESSION CONCERNING A PERSONNEL ISSUE REGARDING FIREFIGHTER BRIAN GIBBINS AT 7:42 PM.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to go into executive session concerning a personnel issue regarding firefighter Brian Gibbins at 7:42 pm.

VOTE: All in favor, motion carried.

RESOLUTION #333 TO RECONVENE FROM EXECUTIVE SESSION AT 7:55 PM.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to reconvene from executive session at 7:55 pm.

VOTE: All in favor, motion carried.

RESOLUTION #334 TO SEND LETTERS TO FIREFIGHTERS ADAM TOWERS AND BEN JORDAN; COPIES TO BE PLACED IN PERSONNEL FILES.

MOTION: Kugler

SECOND: B. Bishop

RESOLVED to send letters to firefighters Adam Towers and Ben Jordan; copies to be placed in personnel files.

VOTE: All in favor, motion carried.

RESOLUTION #335 NOT TO REMOVE DISCIPLINARY LETTER DATED NOVEMBER 14, 2006 FROM FIREFIGHTER BRIAN GIBBINS' PERSONNEL FILE.

MOTION: Kugler

SECOND: Waite

RESOLVED not to remove disciplinary letter dated November 14, 2006 from firefighter Brian Gibbins' personnel file.

VOTE: Waite, yes; Kugler, yes; Robarge, yes; Spackmann, no, B. Bishop, abstained.
Motion carried.

❖ **Secretary Petkus Update:**

- Handed out October update and noted the following:
 - Broke out election districts for each firehouse and noted that Greenfield election district #4 should vote at Maple Avenue, not Greenfield Center. Brief discussion continued. Also need a resolution for more ballot clerks.

RESOLUTION #336 DESIGNATING PETER CZECHOWICZ AND DIANE CZECHOWICZ AS ELECTION INSPECTORS FOR 2008.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to designate Peter Czechowicz and Diane Czechowicz as Election Inspectors for 2008.

VOTE: All in favor, motion carried.

- Had a meeting with MaryAnn Johnson, Greenfield Town clerk regarding concerns our members had with setting up for elections at the firehouses. Brief discussion; Joyce to send letter to Co #1, 2 and 3 Presidents. Things will change next year with the change over to new voting machines.
- Need resolution for Ed Petkus to attend the Nevele conference in November.

RESOLUTION #337 GIVING CAPTAIN ED PETKUS PERMISSION TO ATTEND THE NEVELE CONFERENCE NOVEMBER 6-9, 2008.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to give Captain Ed Petkus permission to attend the Nevele conference November 6-9, 2008.

VOTE: All in favor, motion carried.

- Utica Mutual workshop that will be held at Co #4 in November – Dave Meagher will be bringing doughnuts and cookies, but would like someone to help serve coffee and food at the beginning around 6:30 pm; A/C Lant to take care of it.
- Asked about the following dates: Year End Close of Books, scheduled for December 29th; Reorganization meeting, scheduled for January 5, 2009;
- Think about scheduling workshops for 2009, if any changes need to be made;
- Handed out email address forms to each company; forms due back to Joyce by the November Commissioners meeting;
- Niagara County VFA hosting FASNY Conference in August 2009 and would like us to advertise; Commissioners to think about it.
- Apparatus repair form: suggestion given to her to update it, but she does not want to do it if the officers don't want to change it; Commissioners advised her to give it to the Chief for discussion with the officers and see if they may have any recommendations.
- Uniform fitting has been scheduled for February 8, 2009 at Co #3; there is a decent amount of inventory in stock.
- Steve Hickam: may be receiving a bill due to an issue during his physical, worker's compensation will not pay and would not forward bill to the office.

Firefighter will be receiving bill. Secretary advised to contact Firefighter Hickam to let him know about this and when bills come in to submit it to District office.

RESOLUTION #338 TO PAY BILLS WHEN RECEIVED FROM STEVE HICKAM REGARDING ISSUE DURING PHYSICALS.

MOTION: B. Bishop

SECOND: Waite

RESOLVED to pay bills when received from Steve Hickam regarding issue during physicals.

VOTE: All in favor, motion carried.

❖ Purchasing Agent Chouinard Update:

- Everyone is getting their year end stuff together;
- Has a problem with fire police and has been in touch with Commissioner Waite; Commissioner B. Bishop noted Mr. Roxbury had some issues going on and as soon as that was alleviated he would contact her regarding the boot deal. Brief discussion regarding the boots continued.

❖ Treasurer J. Bishop Update:

- Not present.

RESOLUTION #339 TO ADOPT THE 2009 PROPOSED BUDGET.

MOTION: Spackmann

SECOND: B. Bishop

RESOLVED to adopt the 2009 Proposed Budget.

VOTE: B. Bishop, yes; Kugler, yes; Spackmann, yes; Waite, yes; Robarge, no.

Motion carried.

Commissioner Robarge noted that he felt the taxes should not have been raised, at least this year, in light of LOSAP and good graces of the taxpayers.

RESOLUTION #340 TO GIVE NANCY WAITE PERMISSION TO ATTEND THE ICS-300 COURSE AT GREENWICH FIRE DEPARTMENT IN WASHINGTON COUNTY ON NOVEMBER 15, 2008.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to give Nancy Waite permission to attend the ICS-300 course at Greenwich fire department in Washington County on November 15, 2008.

VOTE: All in favor, motion carried.

❖ Commissioner B. Bishop:

- Received an email regarding reflective vests for people working on roadways. Brief discussion continued, including breakaway vests, vests with Velcro, vests Co #4 uses that are DOT approved and purchased at Safety Warehouse. A/C Ellsworth noted they need to meet 207 standards. Discussion also regarding reimbursing Maple Avenue for the ones they already purchased. President Deuel was asked to forward the receipt to the office. Chief to coordinate with Assistant Chiefs, and then the Purchasing Agent, as to the type of reflective vests they want.

RESOLUTION #341 GIVING PERMISSION FOR THE PURCHASING AGENT TO RESEARCH/ORDER REFLECTIVE VESTS.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to give permission for the Purchasing Agent to research/order reflective vests.

VOTE: All in favor, motion carried.

❖ Commissioner Robarge:

- Fuel – asked if the Board wanted to start automatic delivery of fuel from Charlie Pita every two weeks; Board agreed. Commissioner Kugler noted that a former firefighter purchased an oil company, Premier Oil, and would like to give us some prices. Brief discussion continued.
- Would like to award the Porter Corners generator and installation:

RESOLUTION #342 TO AWARD THE COMPANY #2 GENERATOR BID TO MILTON CAT, FOR \$22,450.00.

MOTION: Robarge

SECOND: Waite

RESOLVED to award the Company #2 generator bid to Milton CAT, for \$22,450.00.

VOTE: All in favor, motion carried.

- Commissioner Robarge noted that the electrical work will be inspected and Saratoga Electric and Generator suggested we do it. They installed the generator for Charlie Pita, with no problems. They will be pouring the slab as well. Commissioner Robarge noted he was not aware of this until after the bid process, but that if Co #2 is going to pave between the two buildings, then maybe the wiring should be put in hard pipe, not conduit, and he spoke to John at Saratoga Electric and Generator, who said it would be approximately another \$400 to do that but he would be happy to do it if we wanted.

RESOLUTION #343 TO AWARD THE COMPANY #2 GENERATOR INSTALLATION BID TO SARATOGA ELECTRIC AND GENERATOR, FOR \$2364.00, AND AN ADDITIONAL \$450.00 FOR THE RIGID PIPE.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to award the Company #2 generator installation bid to Saratoga Electric and Generator, for \$2364.00 and an additional \$450.00 for the rigid pipe.

VOTE: All in favor, motion carried.

❖ Commissioner Waite:

- Rope rescue course: wanted it to be know that that guy couldn't stress enough when they say amato carabiner, he could not stress that one enough and the size ropes too.
- Wants anybody in any of the companies, if they have any paperwork of the fire district to get it back in the firehouses; Bob Roxbury had all kinds of paperwork for the fire police and when that tree went through his house Porters lost everything. He was asked a dozen times to bring that to the firehouse and he never did. Commissioner Spackmann asked if it was a district issue or a company issue;

Commissioner B. Bishop noted that we can say that for District records, but the company records are at the mercy of the company.

RESOLUTION #344 REQUIRING ALL RECORDS TO BE KEPT IN THE FIREHOUSES.

MOTION: Waite

SECOND: Spackmann

RESOLVED to require all records to be kept in the firehouses.

VOTE: All in favor, motion carried.

❖ Commissioner Spackmann:

- Purchasing Policy and 3 quote requirement: Commissioner Waite brought up last meeting about purchasing services. Got a quote from Curran Electric to take care of the technology/generator stuff, but there was discussion about having to get 3 quotes for that. More discussion continued, including possibly creating a policy for services. Further discussion tabled to the November workshop; in the meantime Secretary Petkus to call Curran Electric to get the work at Co #4 taken care of.

❖ District Guidelines Review:

- Harassment and Discrimination Policy
- Internet Use Policy
- Investment Policy

No changes made to above policies.

❖ Special Topics of Discussion:

- Purchasing/Inventory – no discussion necessary at this time;
- Abstract posting on website: Commissioner Robarge noted at one point it was discussed and he originally did not have a problem with it, but in thinking about it since then, he is not in favor of it. Bill Young has in the past not recommended it, but the Secretary has not yet heard back from him on it. Commissioner Waite noted he also was not in favor of it. Commissioner B. Bishop noted concerns should have been brought up at the meeting at Porter Corners. More discussion continued.

RESOLUTION #345 TO POST THE ABSTRACT ON THE DISTRICT WEBSITE UPON THEIR APPROVAL AT EACH MEETING BY THE BOARD OF FIRE COMMISSIONERS.

MOTION: B. Bishop

SECOND: Spackmann

RESOLVED to post the abstract on the District website upon their approval at each meeting by the Board of Fire Commissioners.

VOTE: B. Bishop, yes; Spackmann, yes; Kugler, no; Robarge, no; Waite, no.

Motion not carried.

A/C Ellsworth asked that their change in decision be brought up at the next Commissioners meeting.

- EVOC: Secretary Petkus noted she still has not gotten Co #4 EVOC list; A/C Lant will take care of it. Commissioner Kugler asked the Chief his opinion on this. The

Chief noted he was not sure, he does not see how you can make some guys who have been driving for a while, stop driving and tell them to take the EVOC course, he is talking about the MED's. He thinks there should be an equivalent course for those guys to take. CEVO (Coaching Emergency Vehicle Operators) suggested; Chief to check into it. Approved driver's list will then need to be apparatus specific. A/C G. Gibbins noted that just because you have EVOC does not mean you can drive the apparatus, there are other qualifications. More discussion continued; including keeping it status quo for now, Chief to look into other courses for MED's, and officers to look into it with regard to updating SOG's.

- Chief's job description: Commissioner Waite asked why are we trying to put another description on when it is right in the state law? Commissioner B. Bishop noted that there are things that are part of the Chief's job description that aren't covered by that state law; there are things that as a District and as a Board that we would like to have addressed by our Chief's that are not covered in that law, which basically talks about when the alarm goes off and not all the other stuff. Commissioner Spackmann noted a by-law recommendation to erase the requirement for officers to submit minutes from the officers meetings, which he believes in conjunction with that idea they were going to have monthly reports from the Chief that identify things from the officers meeting. One of the biggest things about the job description is a monthly report about truck repairs. Commissioner B. Bishop noted it needs to be a written requirement that certain things are expected of anyone who becomes Chief of this district. He also noted, no offense to Dennis, but month after month when the Chief is asked if he has anything to report, 8 out of 10 months there is nothing. How can we be one of the largest districts in the entire county and there's nothing to report? The Chief explained he felt it was what the officers were there for and he didn't really think there was a reason to report to the Commissioners unless there was a problem. More discussion continued regarding issues with truck repairs, A/C Ellsworth noted there should be a different type of repair order, and explained how the process could work. Brief discussion also regarding availability of truck manuals. Commissioner B. Bishop also spoke about the requirement of minutes of the officers meetings to be given to the Board being removed from the by-laws because it has not been done in practice, and the Board hearing nothing that comes out of those meetings other than usually negative stuff, although he is sure there is more than just negative stuff that comes out of those meetings, and that would be the kind of stuff that he would like to hear from a Chief. The goal is to increase communication between the Board and the officers. There is a difference between what is in the fire law book and what we need as a person who is the head administrator of this District. Like it or not, being the Chief of the District, there is a firematic side of it and an administrative side. Commissioner Robarge agreed with Commissioner B. Bishop, that we do need a Chief's job description. A/C Lant added that it may be time to start paying the Chief. Vote regarding the Chief's job description to be placed on the November 12, 2008 Commissioner meeting agenda.
- 2nd Assistant Chief for each company: Chief McConkey noted that his recommendation is if the Board is going to keep them, then they need to have them in all four companies. More discussion continued; Commissioner Kugler went around the room, asking each commissioner and officers present their opinion on keeping the 2nd A/C's. Specific discussion regarding whether or not Co #1 should have a 2nd A/C; A/C G. Gibbins noted it comes up for vote every year and it is always voted down. Commissioner B. Bishop felt that it should be offered at all four companies, and if it cannot be filled then the position just remains vacant. Commissioner Robarge was concerned there may be too many white hats.

Commissioners agreed to keep the current 2nd A/C's for Co 1,2,3, as there is certainly enough paperwork to delegate and there is the potential for great teamwork. More discussion continued including possibility of needing a by-law change; issue to go back to by-law committee for clarification.

- Employee Performance Reviews: Board to meet with each employee, will need ½ hour each. Meetings with Jill and Joyce on November 20th, prior to workshop, meeting with Jean just before the December 10th Commissioners meeting.
- Employee handbook: tabled to November workshop.
- A/C G. Gibbins asked the Board to approve the purchase of a RAD-57 from the EMS account. Has not yet received an exact quote from the rep, should be about \$4000.00. Still have some supplies outstanding as well. Would like any left over money placed in the EMS Reserve account.
- Joyce reminded everyone that the November workshop is the 3rd Thursday because the 4th Thursday is Thanksgiving.
- Commissioner Spackmann said he was approached and it was discussed about LOSAP points at a recent coin drop at Co #1 and some people felt they did not get the correct amount of points. Discussion continued regarding signing the sheets, explanation that they receive 1 point for every 2 hours they are there and whether or not the times people were there were written down. A/C Gibbins noted that everybody listed on that sheet for Friday was there from noon until 7 pm, and he then made another sheet out for Saturday where they started at 8 am until 4 pm. Secretary Petkus noted that nobody wrote down any times on those sheets; A/C G. Gibbins explained that his name is at the end of that sheet and he is taking responsibility for everybody's name on that sheet that they were there from the beginning to the end. More discussion; Commissioners decided that unless a person specifically writes down the times they were there, the secretary is to assume that they were there from beginning to end and should award points appropriately and it is the responsibility of the person who signed off on the sheet to make sure the times are done properly. Secretary Petkus asked what happens if the person signing off is not there for the whole time.

Motion made by Commissioner B. Bishop, with a second from Commissioner Robarge to adjourn the workshop. All in favor.

Workshop was adjourned at 9:35 PM.

Respectfully submitted,

Joyce A. Petkus
District Secretary