

# **Board of Fire Commissioners**

Greenfield Fire District  
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## **October 23, 2013 Commissioners Workshop**

Workshop began at 7:10 pm.

Present were: Commissioners Atwell, Barss, Chandler, Spackmann, Waite; Secretary Petkus, D/P Chouinard, Treasurer Perkins.

Please see sign in sheet for others in attendance.

1. Flag salute/moment of silence.
2. **Approve Minutes:** Approve September 25, 2013 Commissioner Workshop Minutes and October 15, 2013 Public Budget Hearing Minutes as written.

### **RESOLUTION #234 APPROVING THE SEPTEMBER 25, 2013 COMMISSIONER WORKSHOP MINUTES AND OCTOBER 15, 2013 PUBLIC BUDGET HEARING MINUTES AS WRITTEN.**

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve the September 25, 2013 Commissioner Workshop Minutes and October 15, 2013 Public Budget Hearing Minutes as written.

VOTE: All in favor; motion carried.

### **3. Secretary Update – Joyce Petkus**

- Winding down with budget and gearing up for elections.
- Read letter received from Tim Kemp requesting to be considered for the District EMS Coordinator in for 2014.
- Read letters received from Jack Sadousky and Rick Schwartzbeck requesting their names be placed on the ballot for the 2013 Commissioner Election in December.
- Received thank you letters from four home schooled children for participating in fire prevention day. Also received several emails that were forwarded to the fire prevention committee.
- Flu vaccinations posted on Firetracker and in bulletin boards; mass email will go out through Firetracker.
- She and Jill will not be in the office next Thursday and Friday as they will be attending the fire district conference at Honors Haven.
- Banquet preparations still moving forward.

#### **4. Purchasing Update – Jill Chouinard**

- Working on truck proposal for Co #3. Brief discussion regarding bidding process.
- Old car 26 is now M275, has been re-lettered.
- Lt. McEachron's new gear is still here to be picked up. Commissioner Barss asked D/C King to have Lt. McEachron get in touch with him.
- Lt. Murray is going to have his uniform jacket looked at by the seamstress.
- 4 uniforms went out for striping and have already come back.
- Joe from Red Truck Sales has someone potentially interested in the truck
- Garrison spoke to A/C Burwell in reference to the suction hose/coupling kit and has been ordered; Co #2 spreader was also delivered today.
- Bill Crawford has been in touch with D/C Middlebrook regarding pole barn light.
- Argo life vests ordered and delivered.
- Command kit vests ordered; 33 vests with 11 different titles; a kit will be in the Chief's vehicle, Co #1 and Co #4.
- Co #3 President requested 2 covers for A/C units. Approved by Board.
- Reminder that year end wish lists are due in writing by November 13<sup>th</sup> meeting.
- 2 gas meters down and are at AJ Vel being calibrated. Co #4 5 gas gas meter is up soon and will need to be calibrated once the others come back.
- Lot of gear went out today for repair. Claims adjuster is coming tomorrow to look at Sam Chandler's and Tom Chandler's damaged gear. Jay from Garrison pulled apart the gear earlier today and it does not look like it is repairable.
- Joe Post's and Adam Towers' gear pulled. Email notifications sent.
- Received phone call from Logan Frederick today regarding an out of state photo shoot she is doing and would like to use district gear. D/C Ellsworth questioned if the District name would be used. Discussion continued; conflicting information received and some answers needed. Commissioner Barss to handle.
- Not getting anywhere with VRS Sales regarding 284; Commissioner Atwell is going to handle it, will probably call KME to fix it. Brief discussion continued.
- Co #2 has a camera down, would like to borrow a camera from Co #1. Brief discussion; officers to work it out.

#### **5. Treasurer Update – Vanessa Perkins**

The Board then turned to 2014 budget discussion. Commissioner Spackmann explained that the Proposed Budget is at approximately 4%. They eliminated adding any money to the Health and Wellness Reserve, Radio Reserve and the EMS Reserve for the year, and Treasurer Perkins noted that in order to get closer to the 2% tax cap, another \$30,000 would need to be eliminated, getting it down to 2.07%. Suggestion made to eliminate \$15,000 each from the Building Reserve and Equipment Reserve, to which the Board agreed. Commissioner Spackmann then read the updated 2014 budget, totaling \$1,492,621.00, bringing it down to 2.07%. Treasurer Perkins also noted an additional \$200 has been added to Internet, lights and heating fuel was increased by \$10,000 and insurance increased by \$1,750.

**RESOLUTION #235 TO OVERRIDE THE 2% TAX CAP FOR BUDGET 2014 IN ACCORDANCE WITH NYS TAX CAP LAW.**

MOTION: Spackmann

SECOND: Atwell

RESOLVED to override the 2% tax cap for budget 2014 in accordance with NYS tax cap law.

VOTE: All in favor; motion carried.

## RESOLUTION #236 TO APPROVE THE 2014 PROPOSED BUDGET WITH CHANGES AS READ.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to approve the 2014 Proposed Budget with changes as read.

VOTE: All in favor, motion carried.

### 6. Commissioner Updates:

- **Jack Atwell**
  - Already spoke about VRS Sales; the truck will be fixed as quickly as possible.
  - Spoke to Co #1 regarding storage sheds; would like to leave them there until the springtime. Okay with the Board.
  - Was not able to make it down to the Dorothy Nolan fire prevention day, but heard some really good things. Greenfield School fire prevention went well too. Thanked the firefighters for the effort they put into it.
  - 2014 truck maintenance: spoke to Joe Ernst and set up a maintenance schedule as follows: heavy trucks will be serviced right after the first of the year and go in for wet service, then again in September for dry service. Medium duty trucks and rehab bus will go in once a year, and light duty vehicles, including Chiefs and MEDs will go locally as needed. D/C Ellsworth noted he would like to see Mr. Ernst adopt the truck committee's recommendation regarding paperwork, with folders for each truck. Brief discussion continued. Commissioner Barss questioned if anyone has spoken to the current mechanic about this change.
  
- **Darren Barss**
  - Noted that if you are going to drop equipment off at the district office, please label it so the Director of Purchasing knows where it came from and where it needs to go to.
  - Office building septic is in, leech field is going in next week, but they need to rent smaller equipment to get into that area, about \$280-300 for the day. Commissioner Spackmann noted they may have access to a free one. Brief discussion continued.
  - Some of them are dealing with a recent issue regarding Jill allegedly going into offices, phone call were made, got some answers that were not what was previously said, but wants to wait for the Chief to be present at next meeting.
  
- **Michael Chandler**
  - As Commissioner Barss noted, the septic tank is set in place, pipes are here, Town is going to draw stone off the District's account at Pallette's, looking at Tuesday to install.
  - Has been in contact with John Munter, left messages for Mike Munter. Brief

discussion; Commissioner Chandler to set up meeting with Munter at the November 13<sup>th</sup> meeting. Brief discussion continued.

- **Kenny Waite**
  - Has not yet talked to the guy about making the Maltese cross. Commissioner Spackmann noted that we should get prices, but the company that has the lifetime warranty on it should be reaching out to us to work something out. Does not make sense to switch sign companies. Brief discussion continued.
- **Richard Spackmann**
  - OSHA paperwork: Confirmed with the officers present that those who did not complete OSHA will have their access turned off. Brief discussion continued; Joyce to deactivate access.

#### **7. Reports of the Chief/Chief Officers:**

- **Chief Lant:**
  - Not present this evening.
- **Co #1:**
  - No one present this evening.
- **Co #2:**
  - Out on a call.
- **Co #3 D/C Ellsworth:**
  - Nothing at this time.
- **Co #4 D/C King:**
  - Haunted Hayride scheduled for October 31<sup>st</sup>.

#### **8. District Guideline Review:**

- Credit Card Policy: no changes made.
- Investment Policy: no changes made.
- Purchasing Policy: no changes made.
- Travel Policy: no changes made.

#### **9. District Projects:**

- Continued progress on office building.

#### **10. Special Topics of Discussion:**

- Recap that 284 is to be sold and replaced with MED.
- 281: Lt. Cumm did a very good job at putting the packet together. Commissioner Spackmann does not have a problem with the overall proposal, however if they are going to start buying that set/quantity of jaws, it goes back to the question of do we really need a heavy rescue in the district? Lengthy discussion continued; request made that discussion go back to the Truck committee and then include 263 in discussion at the November meeting.

- Officer qualifications: Commissioner Spackmann noted there has been a lot of confusion; the proposed changes from the officers have not yet been formally adopted by the Board as they are still with the by-law committee; the new qualifications will be in effect for 2015. Lengthy discussion continued regarding the timeline of qualifications, nomination committees are to use the current qualifications; vehicle extrication and Preparing for Command courses, Chief Lant trying to schedule vehicle extrication with Bob Day, what happens if officers do not have the requirements. Secretary Petkus requested that if the officers get her a list of names of those who need vehicle extrication, she will speak to Ed Tremblay about trying to get the course in the district. D/C Ellsworth questioned if the Board is going to allow those officers to move forward without the qualifications. Commissioner Chandler noted that the qualifications have been in place for a while and there comes a point in time when they are not going past the line in the sand. Commissioner Spackmann noted that this may not seem fair, but if the Chief is told there needs to be courses provided and there is money in the training account to do it and you have eight months to do it in, he does not understand why it can't be done. Commissioner Spackmann noted that it is not the Board that is letting them down, it is their Chief Officer. A/C Petkus suggested that if a curriculum is put together that the Board approves, then someone can be hired to teach it, although you will not get state credit for it. Commissioner Barss to take the lead on this with assistance from A/C Petkus. FF Nancy Waite also suggested that neighboring counties may be giving the needed courses as well. Commissioner Spackmann noted he would prefer to have it done in house, cater to our firefighters; we have the budget for it to make it as easy as possible on our firefighters to get the proper training. Commissioner Barss noted the Board is not responsible for this, Commissioner Chandler noted the Chief is personally working on it, but it is November and this goes on every year. Commissioner Barss noted his concern that we are going to punish officers because someone else dropped the ball. Commissioner Spackmann felt that the Chief will follow through but he understands people's concern that it is November and they are getting nervous. Next year the new requirements will go into effect that affect the Lieutenants, and it may mean there needs to be more training next year. Deadline for officers to complete requirements is April 1, 2014 in order to remain in office. Commissioner Spackmann pointed out that several months ago when he questioned the Chief on the new policy and how many officers this would affect, and the Chief noted that there were none to his knowledge, and yet this is clearly not the case. FF Nancy Waite noted that being on the by-law committee can be frustrating because as things are sent out for comment and discussion at company meetings, no one responds until they go into effect and then that is when people start yelling about it. Commissioner Spackmann noted his and Commissioner Chandler's frustration that every year we go through the same cycle that it is the Board's fault and it is not. D/C Ellsworth questioned if the Board would accept officers the first of the year, hoping that they get the necessary qualifications by the April 1<sup>st</sup> deadline? He also noted that in looking at the officer requirements and the membership, all the companies are in the same boat, there is really not a lot to choose from. Commissioner Chandler explained that this is exactly the reason why it is so important to get something established in house. It was also noted that the GFD has some of the most stringent officer requirements around, as well as the necessity to go through some state courses, and maybe the officers and the by-law committee need to

look at the requirements, keeping in mind that if pre-requisites are needed for state courses, the in house courses means nothing outside of the GFD. Commissioner Spackmann has received questions from some of the nomination committee members, and feels it is only reasonable to discuss any waivers before the election. The Board agreed that discussion on waivers should be made on a case by case basis, providing a deadline is made for completion of required courses. Received letter requesting waiver from firefighter from Co #2 regarding vehicle extrication. Lt. Cumm noted she does not have vehicle extrication either. Commissioner Atwell confirmed with the Chiefs present that they had no problem with the Board waiving a class for somebody. It was clarified that it is the responsibility of the person running for office to request any waivers from the Board. A/C Petkus noted in looking at the requirements, there are only 4 classes that can be taught in house; all the others must be taught at the state level. Secretary Petkus noted that regarding live fire, she is still waiting for the certificates and is currently working with Ed Tremblay to get them ASAP. Commissioner Barss restated again that the officer qualifications came from the officers through the by-law committee, not the Board of Fire Commissioners

**RESOLUTION #237 WAIVING THE VEHICLE EXTRICATION REQUIREMENT FOR DANIELLE CUMM TO RUN FOR OFFICE OF CAPTAIN AT CO #3; THE COMPLETION OF SAID COURSE OR EQUIVALENT TO BE COMPLETED BY APRIL 1, 2014.**

MOTION: Spackmann

SECOND: Waite

RESOLVED to waive the vehicle extrication requirement for Danielle Cumm to run for office of Captain at Co #3; the completion of said course or equivalent to be completed by April 1, 2014.

VOTE: All in favor; motion carried.

**RESOLUTION #238 WAIVING THE VEHICLE EXTRICATION REQUIREMENT FOR PHILIP RICHARDS TO RUN FOR OFFICE OF CAPTAIN AT CO #2; THE COMPLETION OF SAID COURSE OR EQUIVALENT TO BE COMPLETED BY APRIL 1, 2014.**

MOTION: Spackmann

SECOND: Chandler

RESOLVED to waive the vehicle extrication requirement for Philip Richards to run for office of Captain at Co #2; the completion of said course or equivalent to be completed by April 1, 2014.

VOTE: All in favor; motion carried.

- Treasurer Perkins noted that she had received an email regarding the invoice received from Sunnyside cap for the fire police vehicle. Commissioner Atwell noted that the cap has been installed and is going into service, and his feeling is that it is a fire police vehicle, not a shuttle bus or tow vehicle or whatever vehicle. The fire police have only one vehicle, all their equipment is in it, it should be the property of fire police not of the fire company. Commissioner Chandler

disagreed; they had a meeting with the Captain of fire police, Officers, Chiefs and truck committee, and they came up with some policies and procedures for the vehicle, and he is a firm believer that the Chief is in charge of the District equipment, and that is where that came from and it should not come from the Board. Commissioner Waite noted it does no good to have all the equipment in that truck and then there is a call and they can't use it. Commissioner Spackmann noted that this Board authorized this based on the recommendation of the truck committee and allocated funds for a new Chief's vehicle under a certain context that is now to a certain degree being changed. Commissioner Chandler disagreed and felt that it has not changed. Commissioner Spackmann explained that he is okay with it being used for training to a certain degree and potentially other things, but he is not okay with it potentially being ripped away from the fire police. Commissioner Chandler noted that he does not think anyone involved in the meeting would suggest that. Commissioner Atwell noted that if they feel they need a vehicle to go to class or another tow vehicle, then they should approach the District truck committee and bring it up to them. Commissioner Spackmann noted that when the Board approved it, they approved it for training use, but it does seem all of a sudden there is this new idea of needing a training vehicle and unfortunately it falls on the fire police. Fire Police Captain Bob Roxbury noted it was only Co #2 that has demanded use. D/C Ellsworth would like to see it tabled to the next meeting for discussion when the Chief is here so that everyone is in the same room and hears the same thing.

- Commissioner Spackmann explained that when the pickup was first purchased it was the wrong color to begin with, and now it has this white cap on it, and it looks obnoxious and a disaster. Brief discussion continued; to repaint is \$8000-10,000; another solution is to wrap it with vinyl or get price from Cornell's. Captain Bullard noted that the truck does look terrible, but be that as it may, that vehicle is on the road and potentially a blocking vehicle for our firefighters, and there are no lights on it. This is to be vetted through the truck committee to put together a package of what should be put on it and do it the right way.

## RESOLUTION #239 GIVING THE TREASURER PERMISSION TO PAY THE INVOICE RECEIVED FROM SUNNYSIDE CABS IN THE AMOUNT OF \$3,345.00.

MOTION: Spackmann

SECOND: Waite

RESOLVED to give the Treasurer permission to pay the invoice received from Sunnyside Cabs in the amount of \$3,345.00.

VOTE: All in favor; motion carried.

- Treasurer Perkins noted good news regarding the 2014 budget; the Board is currently at 2.07%, and she just did all the calculations, but it is under the tax cap because of the growth factor.
- Commissioner Barss questioned what the plans are for the old fire police van. D/C Ellsworth noted that the truck committee will talk about it again. Commissioner Spackmann noted that he personally feels the fire police could use another vehicle, it costs very little money, but it should go through the truck committee. Brief discussion continued.

RESOLUTION #240 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Spackmann

SECOND: Waite

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion made by Commissioner Atwell with a second from Commissioner Barss to adjourn the workshop at 8:55 PM. All in favor.

Respectfully submitted,

*Joyce A. Petkus*

Joyce A. Petkus  
District Secretary