

# **Board of Fire Commissioners**

Greenfield Fire District

P.O. Box 103

Greenfield Center, NY 12833

(518) 893-0723

## **October 25, 2007 Workshop**

Workshop began at 7:05.

Present were: Commissioners King, Kugler, Robarge, Spackmann, Waite; Secretary Petkus and Purchasing Agent Howe.

Others in attendance were: A/C Gibbins, Ed Petkus, Mike LaGalles, Brian Bishop

Secretary Petkus had some things to go over with the Commissioners:

- Problem with the reservations for the Nevele has already been taken care of and she has received the corrected reservations. Penflex seminar is going to be held at 2 and 4 pm; she and Commissioner Kugler will be leaving at 1 pm to make the 4 pm seminar.
- Handed out the corrected September 27, 2007 to replace the other one.
- County radio/pager meeting at Corinth Fire House on November 15<sup>th</sup> at 7 pm. Meeting is for Commissioners/Chiefs only. Those going should meet at GFC at 6:30 to car pool.
- RBC Dain Rauscher sent a package to be signed, as they are switching from Ceridian over to Comerica as of January 1<sup>st</sup>. Joyce to meet with Don to fill out the forms.

## **RESOLUTION #194 TO SWITCH FROM CERIDIAN TO COMERCIA.**

MOTION: Kugler

SECOND: Robarge

RESOLVED to switch from Ceridian to Comerica.

VOTE: All in favor, motion carried.

- Everything is going smoothly with Tech II and internet/fax services over at MA. Middle Grove needs a new fax machine. Commissioner Spackmann suggested that we purchase the same one that MA has for continuity. P/A Howe to purchase fax for MG, money to come out of the computer account. All other faxes are currently working, replacements will be done as necessary. With MA fax switched over to Vonage, all phone lines are now ATT only, so she will call ATT to set up the 3 fax lines for PC, MG and district office, and call Vernon Brownell to do the interior work. ATT does not offer internet services, so we will have to go with Roadrunner in the other fire houses as well. She also requested that she would prefer to wait until January to move forward with getting the access system online. Commissioner Spackmann noted that we would then have to roll money over. It was agreed the money would be earmarked appropriately.

Physicals:

- She had a long meeting with Dr. Peacock regarding the physicals. The cost of the blood test increased from \$15 to \$25 and the cost of the EKG went from \$40 to \$45, although EKG's are not done yearly. Physicals will be done in April and May, and those who have not had physicals will be placed on the inactive list until they complete their physical. Commissioner King asked to see the list of those firefighters who have not had their physicals yet, and are they collecting points since they have been inactive.

Secretary Petkus gave the list to Commissioner King and noted that on January 1<sup>st</sup>, she will be looking at that. Dr. Peacock also agreed to schedule some Saturdays, but there are some stipulations: she will not open Saturday unless there are at least 20 firefighters scheduled, and they must be scheduled a month prior before she will coordinate staffing. She will also charge a \$25 fee per person if they do not come in, and if they cancel at the last minute and there are less than 20 firefighters she will not open. Commissioner Robarge asked who would be responsible for that no-show fee. It was agreed the firefighter will be responsible for paying that fee, not the District. The 2 Saturdays are April 5<sup>th</sup> and April 26<sup>th</sup>. She will start at 7 am. Commissioner Robarge asked if someone couldn't make it, couple they swap with somebody else. Secretary Petkus said that would be okay. She has already gotten the okay from Dr. Peacock, and confirmed with the Crossmans, the FIT testing for those 2 Saturdays, so a firefighter can come in on a Saturday, have their fasting blood test, physical and FIT test all done on the same day. She will also schedule 2 Tuesday nights for FIT tests as well. On April 5<sup>th</sup>, if the Commissioners okay it, she will offer the AMBA blood screening as well, which was offered for about \$35. The District could put \$25 toward the screening, the firefighter would just have to come up with the difference. It would not cost the District any more money to get the bloods done through AMBA, but the firefighter who wants to get the full blood work done would have to pay ahead of time. She will also open Wednesday and Thursday evening for firefighter physicals only as well, but the problem will be the fasting blood test. Dr. Peacock suggested that if a FF wants to schedule an evening appointment, they can either get their blood done on a morning prior to the physical, or if that can't be done she suggested trying to fast 8 hours prior to the appointment or have a very light lunch and fast for 6 hours. Firefighters who are away at college can schedule their physical when they return home. Anyone that needed a clearance this year, they will also need a clearance next year and will need to bring it in the day of the physical as there will be no grace period to get the proper paperwork. Dr. Peacock will be classifying firefighters at the time of their physical and they will have to sign off on that. Forms have been updated as well, and there will not be as many forms to fill out since Dr. Peacock has a record of them now. FIT testing at Harmony Corners went well, there were 10 that went.

- FIT tests: She has been talking about the FIT test with Commissioner Kugler and the Chief, and do we require District FIT tests, or they have had another FIT test, do we accept that? Discussion was held; it was agreed that yearly District Fit tests are required. There was also discussion regarding FIT tests and facial hair; Commissioner Spackmann noted that it was up to the officers to police the firefighters. Joyce noted that there is a letter that the Crossman's send about facial hair and FIT tests and it is hanging in the firehouses.
- Vaccinations were also discussed including tetanus, Hep B, PPD and flu shots. Joyce asked what her responsibility regarding this would be and possibly have a policy put in place that she could follow. A/C Gibbins asked about the Hep B serum at Wilton Medical Arts and did we ask for that serum? Secretary Petkus noted that she never knew anything about that, which is why a policy would be great to follow. She asked A/C Gibbins to if he wouldn't mind calling Wilton Medical Arts to get the Hep B serum. Anyone refusing to get the vaccinations would be required to sign a form relinquishing the District of any responsibility. Joyce and Gary to look for the form.
- Joyce also created a form in conjunction with the revised membership application explaining to the applicant where they would need to go for the physical. Included in that packet are the physical forms and parent guardian consent if they are under 18. A copy of that letter goes over to Dr. Peacock, who is under direct orders that she is not to make an appointment unless she has a copy of that letter that is signed by Joyce.

She also noted that 2 applicants from Porter Corners still have not scheduled their physicals to date.

- Dr. Peacock felt the classes (A,B,C,D) needed to be better defined and so they tried to come up with better classifications. Joyce noted there has been some discrepancy by what she has been told, what is in the by-laws and what is on the form. Discussion was held on the classifications; the Commissioners were okay with the way Joyce and Dr. Peacock did the classifications, but asked Joyce to meet with the Chief to finalize the classes. Ed Petkus asked how an officer is supposed to know what class every firefighter is; there was the discussion of the tag system and the officers were supposed to create a design that could possibly incorporate the classifications. Commissioner King also suggested possibly putting a symbol on the helmet. More discussion followed.
- Will begin working on the Commissioner election and the advertising. Issue regarding the ad and the election inspectors preparing the registers ahead of time. She will speak to Bill Young about it at the Nevele next week. Went to the Board of Elections yesterday with Andrea Mann in order to try to simplify the process with regard to records retention. The recommendation she has gotten is that there is no real need for the ballot machine. Also, in preparing the register, any person not living in the Fire District is supposed to have their name removed from the register. She will be checking with Bill Young on this well.
- After the Commissioners approve the budget she will deliver it to the towns, hopefully tomorrow. Commissioner Kugler noted that the budget needs to be to the Towns by November 7<sup>th</sup> and not the 20<sup>th</sup> because the Towns have to have their budget to the County by the 20<sup>th</sup>. She also asked if the Commissioners could approve the minutes to the public budget meeting.

## RESOLUTION #195 TO APPROVE THE MINUTES OF THE 2008 PROPOSED BUDGET PUBLIC HEARING.

MOTION: Robarge

SECOND: King

RESOLVED to approve the minutes of the 2008 proposed budget public hearing.

VOTE: All in favor, motion carried.

Commissioner Spackmann asked Joyce to post them; she will take care of it. Commissioner Kugler also noted that nobody showed up for any budget hearings in this area, the problem was down on Long island.

- Year End Close of Books Meeting in on Friday December 28<sup>th</sup> and the January Reorganization Meeting is January 2, 2008, both at 7 pm and Co #1.
- Commissioner Kugler offered to host the next Association of Fire Districts of the Capital Area meeting, sometime in May 2008. He is now also on the Board of the Directors.
- Just wanted to remind the Commissioners that Co #4 ladies auxiliary had given a copy of their proposed by-laws to the Commissioners for their review/approval.

Commissioner Kugler thought that maybe the Commissioners should create one set of by-laws that governs all four auxiliaries. Commissioner King suggested getting representatives from each of the auxiliaries. Commissioner Robarge proposed possibly setting up a District wide ladies auxiliary; Commissioner Kugler said that was what he was suggesting.

Commissioner Spackmann noted that the auxiliary are not utilized the way they used to be when back in the 80's there were many more structure fires than today. It seems they are

trying to become more bureaucratic and he is not entirely sure that Presidents, vice presidents, etc are needed for the 2 structure fires a year. Commissioner Waite said their auxiliary holds their breakfasts every year and are able to give a couple of grand to the firefighters. More discussion was held. Commissioner King felt that they are using the District facilities and that we should have some say in how they are organized.

## **RESOLUTION #196 TO FORM AN AUXILIARY BY-LAW COMMITTEE BY APRIL 1, 2008 IN ORDER TO CREATE DISTRICT WIDE AUXILIARY BY-LAWS.**

MOTION: Kugler

SECOND: King

RESOLVED to form an auxiliary by-law committee by April 1, 2008 in order to create District wide auxiliary by-laws.

VOTE: All in favor, motion carried.

Commissioner Waite has noticed, and it has been brought to his attention, and that every fire house ought to keep track of, who is throwing garbage into the dumpsters. He works right next door to MA and he sees firemen coming and throwing garbage into the dumpster and as far as he is concerned that is theft of services. Commissioner King asked if there has ever been an issue where the garbage has been left on the ground because the dumpster is full? More discussion was held.

He forgot to bring up the breakfasts for the next four weeks and would like a resolution:

## **RESOLUTION #197 ALLOWING PORTER CORNERS AUXILIARY TO HOST THEIR BREAKFASTS RETROACTIVE TO OCTOBER 21<sup>ST</sup>, AND ALSO INCLUDING OCTOBER 28<sup>TH</sup>, NOVEMBER 4<sup>TH</sup> AND NOVEMBER 11<sup>TH</sup>.**

MOTION: Kugler

SECOND: King

RESOLVED to allow Porter Corners auxiliary to host their breakfasts retroactive to October 21<sup>st</sup>, and also including October 28<sup>th</sup>, November 4<sup>th</sup> and November 11<sup>th</sup>.

VOTE: All in favor, motion carried.

Commissioner Spackmann noted that the ad announcing the website was in the Pennysaver last week. Internet and network installed at Maple Avenue and he will be configuring the content filter, which each station will have so no one can go to inappropriate sites. Vonage was completed today. Center for Security will be coming to install the locks at MA and PC next month and will look again at Co #1 door. More discussion followed. Commissioner Spackmann asked Jill to Scott at Center for Security and ask him when he comes to install MA lock readers, could he come and look at GFC again.

P/A Howe noted she has been looking at prices for the portable generators 3500 HP. In touch with B-Lan as they are at state contract. Commissioner Robarge thought they were going to get 5500 HP. She will call them tomorrow and correct that. Looking at Tractor Supply was suggested as well, as they may be cheaper than state contract, but you need to look at the same brand when comparing.

Commissioner Spackmann asked about the Oliver Merlyn grant and MG; Andrea is working on that with Jay. Jill has also been working on getting that taken care of as well, but the gentleman in charge of the grant is away for a few weeks. More discussion followed.

Received an overdue bill from Orkin for \$110.00 for Middle Grove.

## RESOLUTION #198 GIVING TREASURER PERMISSION TO PAY ORKIN BILL FOR MIDDLE GROVE FOR \$110.00.

MOTION: Kugler

SECOND: King

RESOLVED to give Treasurer permission to pay Orkin bill for Middle Grove for \$110.00.

VOTE: All in favor, motion carried.

The Commissioners then discussed the 2008 proposed budget and Commissioner Kugler asked if anyone had any changes they would like to see in the budget. A/C Gibbins asked why the fire prevention money was decreased. Discussion followed regarding the importance of the fire prevention program. Commissioner Kugler thought there needed to be some changes made to fire prevention for next year, there should be more involvement from the other companies and it should be a district wide fire prevention. A/G Gibbins noted he invites all the other companies to participate and he can't make people come to it if they don't want to. More lengthy discussion followed. A/C Gibbins was willing to give up some EMS money to put towards the fire prevention money and Commissioner Spackmann agreed that it would be best to take it out of EMS. It was agreed that \$2000.00 would be taken from the EMS account and moved to the fire prevention account.

There was an extremely lengthy discussion regarding the situation with the ladder truck 293, including:

- There is an estimate for approximately \$20,000.00 for labor alone to repair 293. Garrison feels they are not equipped to handle all the repairs and recommends it goes to LTI, who built the truck and has the facility and capability of repairing the truck. They do not know the cost of parts to fix the truck. It would probably be out of service 1-2 months. Garrison is making arrangements for an LTI rep to come and look at the truck to see if it should go to LTI.
- Discussion was also held on what account the money was going to be taken from for the repairs, possibly the Equipment Reserve Fund or the Building Reserve Fund and when the money would be moved.
- The decision was made to take \$50,000 out of the Equipment Reserve Fund and add a line item under the A400 account called Repairs to 293 and put \$50,000.00 there. The Equipment Reserve Fund was changed from \$230,000 to \$180,000.
- The problem with the electrical and lights and whether or not the truck should immediately be taken out of service or should the chief make the call.

## RESOLUTION #199 TO TAKE 293 OUT OF SERVICE IMMEDIATELY.

MOTION: Waite

SECOND: Robarge

RESOLVED to take 293 out of service immediately.

VOTE: All in favor, motion carried.

Commissioner Robarge at one point called the Chief on the Nextel and the Chief said he would have Dave look at it tomorrow and then make a decision. Motion was rescinded until Dave Kenyon looks at the truck, and then leave the decision of whether or not to take 293 out service to the Chief. It was also suggested that the truck be used for daytime service only if Dave can not immediately fix the problem with the lights.

- Commissioner Spackmann noted his concern about using the Equipment Reserve Fund as the catch all for everything and that next year there may be an issue with the radios. Lengthy discussion was held regarding what to do about the County radio system and the associated costs. Decision made that \$30,000 be taken from the Building Reserve fund and moved to the Radio Reserve Fund.

**RESOLUTION #200 TO APPROVE THE 2008 BUDGET WITH THE FOLLOWING CHANGES: TAKE \$2000.00 OUT OF THE EMS ACCOUNT AND MOVE IT TO THE FIRE PREVENTION ACCOUNT; TAKE \$50,000.00 OUT OF THE EQUIPMENT RESERVE FUND AND PUT IT INTO A NEW A400 ACCOUNT MARKED 'REPAIRS TO EL-293'; TAKE \$30,000.00 OUT OF THE BUILDING RESERVE FUND AND PUT IT INTO THE RADIO RESERVE FUND.**

MOTION: Kugler

SECOND: Waite

RESOLVED to approve the 2008 budget with the following changes: take \$2000.00 out of the EMS account and move it to the fire prevention account; take \$50,000.00 out of the Equipment Reserve Fund and put it into a new A400 account marked 'Repairs to EL-293'; take \$30,000.00 out of the Building Reserve Fund and put it into the Radio Reserve Fund.

VOTE: All in favor, motion carried.

Commissioner Kugler asked Commissioner Waite to check with Adirondack 2-Way because he had heard you can add a chip to the Minitors to switch from low band to hi band. P/A Howe said she had had a similar conversation with Albany Communications about that but it was kind of technical. More discussion followed including the cell towers and where they would be. Commissioner King noted that if hi band is 800 the chip would not work.

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

Workshop was adjourned at 9:40 pm.

Respectfully submitted,

Joyce A. Petkus  
District Secretary