

Board of Fire Commissioners

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

October 26, 2011 Commissioners Workshop

Workshop began at 7:02 pm.

Present were: Commissioners Atwell, Barss, Spackmann, Waite, Secretary Petkus, D/P B. Bishop, D/T V. Perkins. Please see sign in sheet for others in attendance. Flag salute/moment of silence recognized for departed members and troops overseas.

1. **Award RFP - 2011-2012 Fuel Oil:** D/P B. Bishop noted 5 proposals were submitted as follows, and some gave two options are there were no specifications in the RFP:

- CS Pita, Middle Grove:
 - Option 1: Prepay: \$3.399 per gallon
 - Option 2: 20¢ over Albany terminal rack price
- Buhrmaster, Scotia:
 - Option 1: 10¢ per gallon off daily retail price
 - Option 2: Cap price at \$3.999
- Charlton Oil, Charlton:
 - 40¢ over rack price
- Premier Fuels, Saratoga Springs:
 - 24.9¢ over rack price
- GA Bove, Mechanicville:
 - Fixed price of \$3.299 per gallon

Discussion continued regarding whether to go with fixed or rack price. Questions also arose regarding clarifying pre-pay, emergency services and delivery schedules especially for Co #1. It was noted that Pita has been delivering fuel for the firehouses and generators for a long time now, he has always been good to the Fire District, can call him to the fire scene if necessary to fill trucks, if the driver finds any issues he lets us know. Board agreed to lock in with Pita at \$3.399 per gallon.

2. **Approve Minutes:** September 28, 2011 Commissioner Workshop Minutes and October 18, 2011 Budget Hearing Minutes.

**RESOLUTION #235 APPROVING THE SEPTEMBER 28, 2011
COMMISSIONER WORKSHOP MINUTES AND OCTOBER 18, 2011
BUDGET HEARING MINUTES AS WRITTEN.**

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve the September 28, 2011 Commissioner Workshop Minutes and

October 18, 2011 Budget Hearing Minutes as written.

VOTE: All in favor, motion carried.

3. Secretary Update – Joyce Petkus:

- Electronic Signature Test: received only 6 responses total; 5 were electronically submitted. Recommended that the Board still move ahead with electronic signatures if they still want digital versions of policies/procedures/by-laws and leaving several hard copies in each of the firehouses.
- Data entry meeting was rescheduled to November 1st due to conflicting meeting.
- Hazmat class has been scheduled for 11/15 and 11/16 at Co #1.
- Requested permission to post Taylor's Heroes flyer in the firehouses and on website. Co #4 President Deuel also asked to place that information on the firehouse signboard. Permission granted.
- Has received inquiries regarding State certificates that members have still not received; she has been in contact with Ed Tremblay over the last several weeks trying to get the certificates. They should be forthcoming in the next few weeks.
- Picture scanning project for banquet: thanked those who sent in pictures, there are some really great pictures. Project moving ahead.
- Flu vaccinations: problem with flu vaccinations: when order was received by Dr. Peacock, they had shipped pediatric vaccinations. Dr. Peacock was at Co #3 and then went to Co #4 although they were not scheduled to try to make up for the missed night. Brief discussion; Joyce to set up another date for Co #4.

4. Purchasing Update – Brian Bishop:

- Gear inventory: taking longer than he anticipated so he does not have a report this evening. Gear that is in stations has been inventoried in Firetracker. Gear that is not in stations or in personal vehicles has not been inventoried yet. Suggested that if it is a spare set, it can be dropped off at Co #1 on Tuesday evening and he will make sure it is inventoried and delivered back to the proper station on Wednesday. New gear has been inventoried except for boots/helmets.
- Masks should be handed out beginning next week.
- Reminder that the requests for year end equipment is due to him; do not need to supply prices, he will look for prices.

5. Treasurer Update – D/T Perkins:

RESOLUTION #236 TO ADOPT THE 2012 PROPOSED BUDGET WITH THE CHANGE TO INCREASE THE SERVICE AWARD PROGRAM FEE FROM \$5,000.00 TO \$5,300.00 AS NOTED AT THE OCTOBER 18, 2011 PUBLIC BUDGET HEARING.

MOTION: Spackmann

SECOND: Waite

RESOLVED to adopt the 2012 Proposed Budget with the change to increase the Service Award Program Fee from \$5,000.00 to \$5,300.00 as noted at the October 18, 2011 Public Budget Hearing.

VOTE: All in favor, motion carried.

RESOLUTION #237 TO ACCEPT CS PITA'S FUEL OIL PROPOSAL.

MOTION: Waite

SECOND: Barss

RESOLVED to accept CS Pita's fuel oil proposal.

VOTE: All in favor, motion carried.

6. Commissioner Updates:

- **Jack Atwell**

- Co #3 roof: Munter and Toby Middlebrook have met regarding the furnace pipes. Toby ordered the parts, cost is \$2,100.00. Co #3 will be without heat for a day.
- Thermal imaging camera: requested update. Captain Bullard gave brief overview regarding the testing of 4 different cameras, Argus, Bullard, Drager, MSA. Argus did not perform very well, have dropped that as a consideration; the others have similar pros/cons. Now testing ISG camera. Trying to set up live burn and hoping to get a report ready for the November Commissioners meeting, if not, the workshop.
- EMS Pilot Program: requested report. Tim Kemp noted the Sunday extended class went very well, there were 9 that attended. Paul Felts will be at the District office tomorrow getting paperwork together.
- Access to firehouses: noted Brian has had some problems getting keys, asked for update. D/P Bishop noted he received 2 more keys this evening, still missing keys to 1 room, but apparently that is being dealt with.
- Monolith Solar presentation a couple of weeks ago. Received paperwork this evening, will be reviewing it. D/P Bishop noted that the paperwork is the lease option for 2 of the stations, although proposals are ready for all four stations; there is also the option of purchasing the system. Brief discussion continued; added to November workshop agenda.
- Co #1 and #4 hosting Halloween parties; Joyce/Brian to post info on website.
- Co #2 bail out system: requested update: A/C Middlebrook noted they are working on it, but it is not finished yet. Captain Burwell working on prices.
- Boy Scouts requested permission to use the back bay at Co #1 to sort their bottles for their bottle drive. Permission granted.
- Radios: are the mobiles in? Officers noted they are except for 1 at Co #1. Ending up with spare radios that were taken out of the Chiefs vehicles. Questioned if they should be stored. D/P Bishop to store them at this time until the Board decides it is time to sell them. D/P Bishop questioned what the radio plan is, does not want to surplus radios until a plan is in place.
- Dry hydrants: D/P Bishop noted everything has been ordered, pipe should be in soon. Other miscellaneous items are about one to two weeks out.
- Officer qualifications for elections: Explained that sheets have been created listing what requirements of each office; candidates should fill out the sheets. Noted if you are planning on running for office, you need to make sure you have the requirements to hold that office. D/C Ellsworth questioned if you have to have 50 points to run for office; D/P Bishop explained that there is a set formula in the by-laws showing the breakdown of points. Commissioner Spackmann noted that the by-laws are very explicit; you must be an active member to run for an office, both administrative and firematic. Section 1.1 of

the by-laws was referenced and reviewed in detail. Brief discussion continued regarding process; D/C Ellsworth questioned if the Board would offer consideration in January if officers do not have necessary qualifications and still run for office. Commissioner Spackmann polled each Board member individually; unanimous decision that the Board would not show consideration for those who don't have the proper requirements. Commissioner Spackmann also noted that throughout the course of this year the Chief and Board have been very proactive and spared no expense in offering the necessary courses *within* the District and the expectation is that the rules are not going to be bent, it would be a disservice to the people who have taken all the necessary courses to bypass them again, the sheets are available, and everyone knows what the rules are.

- **Darren Barss:**
 - Nothing at this time.
- **Michael Chandler:**
 - Not present.
- **Richard Spackmann:**
 - Nothing at this time.
- **Ken Waite:**
 - Nothing at this time.

7. Report of the Chief – John Lant

- Not present.

8. District Guideline Review:

- District Photographer Policy: no changes made.
- Investment Policy: no changes made.
- Pager Policy: D/P Bishop noted there had been previous discussion regarding firefighters losing pagers and possibly adding to the policy that firefighters bear part of the cost of replacing their lost pagers. Brief discussion followed; no changes made to the policy. Captain Deuel questioned if there was something we could do prohibiting junior firefighters from bringing their pagers to school. D/P Bishop noted section 11, number 7 of the by-laws, noting that fire district property is not allowed to be brought to school.

9. District Projects

- Current Projects:
 - District Office Building: This month's meeting was cancelled, meeting has been rescheduled for 11/17; Mr. Leary is available and will be present. Brief discussion continued.
 - Co #2 renovations update: Completed.
- Future Projects:
 - None

10. Special Topics of Discussion:

- Auxiliary Proposal: results from companies and auxiliaries as to their support of, or opposition to, auxiliary becoming a classification of active membership: received letters from Co #2, 3 and 4 auxiliaries, and all three voted against it. Nothing was received from Co #1 auxiliary. Jane Huestis, Co #1 auxiliary President noted that is because she did not receive any information until Monday as to what was going on so they could not vote on it. Those that she did speak to are against it and would leave the auxiliary rather than do that. D/C Kenyon noted Co #1 voted it down; A/C Middlebrook noted that 6 voted to move ahead, 5 abstained and 5 opposed; D/C Ellsworth noted Co #3 was a unanimous no; D/C King noted Co #4 was a no as well. Commissioner Atwell thanked all the membership for their input. Commissioner Waite felt the Board should start looking at an application for auxiliary to come before the Board so they can be checked out. Commissioner Spackmann noted there are still questions; one is procedural, the firefighters and Board do not know who is coming into the auxiliary, as well as insurance coverage and protection. Commissioner Spackmann thanked Nancy Waite for all her work and effort on this, and noted there are still questions that need to be addressed in the future. Board agreed no need to move on proposal.
- Captain Bullard noted the parts for the new ER are on order, the drawings are out on the production floor, preliminary pictures are due by the end of November.
- D/C Ellsworth asked to revisit Co #3 roof bids. He reviewed the 3 proposals and questioned if the Board reviewed them. Noted in the Munter bid there is nothing about warranty on labor and workmanship, what the roof is actually warranted for, nothing in the bid about removing the siren. The other two proposals have this information listed, including removal and reinstallation of the siren. Munter does not have anything regarding the thickness of the metal; the other two bids do. Commissioner Spackmann noted that when these questions were asked of Commissioner Chandler at the last meeting, he had noted the gauge is the same and he will warranty anything; D/C Ellsworth noted his concern that none of this is in writing. Discussion continued; Commissioner Spackmann encouraged D/C Ellsworth to speak to Commissioner Chandler directly. Commissioner Barss noted he will take care of this and have an answer for D/C Ellsworth tomorrow.

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

Motion made by Commissioner Barss with a second from Commissioner Atwell to adjourn the workshop at 8:10 PM. All in favor.

Respectfully submitted,

Joyce A Petkus
District Secretary