

Board of Fire Commissioners

Greenfield Fire District
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September 28, 2011 Commissioners Workshop

Workshop began at 7:08 pm.

Present were: Commissioners Atwell, Chandler, Spackmann, Waite, Secretary Petkus, D/P B. Bishop, please see sign in sheet for others in attendance.

Flag salute/moment of silence recognized for departed members and troops overseas.

1. **Approve Minutes:** August 24, 2011 Workshop Minutes.

RESOLUTION #220 APPROVING THE AUGUST 24, 2011 COMMISSIONER WORKSHOP MINUTES AS WRITTEN.

MOTION: Waite

SECOND: Chandler

RESOLVED to approve the August 24, 2011 Commissioner Workshop Minutes as written.

VOTE: All in favor, motion carried.

2. **Awarding of Bid: Co #3 Roof Replacement:**

Commissioner Chandler noted three bids had been received; Titan, Munter, S & L Roofing. He noted that Titan was really not per the spec of the bid. Munter and S&L were per spec with a difference of \$60,000 between the two. Munter is at \$42,000 and his recommendation is to go with them. D/C Ellsworth questioned the thickness and size of the metal. Commissioner Chandler noted that the roof that Munter bid is the same as the manufacturer of the building. Also confirmed that it will be standing seam with overlapped seam. D/C Ellsworth noted he had spoken to the elder Mr. Munter the other day who had said it was going to be crimped; Commissioner Chandler noted he is not exactly sure about that, but if John is involved and says that is what it is supposed to be, he will double check. Also confirmed it will be galvanized and the same color as the current roof. George Habig, resident, questioned the snow issue; it was noted it will be coming off in the same spots. Commissioner Chandler noted the only other issue is the furnace, but he has been in discussion with Toby this week, who recommend putting two 12" stacks near the peak. Going to the end wall is too far and will be ineffective. D/C Ellsworth confirmed that the stacks will be boxed in. This will be an extra charge in additional to the roof replacement. Brief discussion continued.

RESOLUTION #221 TO AWARD THE CO #3 ROOF REPLACEMENT BID TO MUNTER ENTERPRISES.

MOTION: Chandler

SECOND: Waite

RESOLVED to award the Co #3 roof replacement bid to Munter Enterprises.

VOTE: All in favor, motion carried.

3. Secretary Update – Joyce Petkus:

- Needs a couple of resolutions; regarding the Fire Police seminar, FF Post is already paid for, she will need to speak to the Treasurer to get a check for FF Ray to take with her on Saturday.

RESOLUTION #222 GIVING PERMISSION FOR THE FOLLOWING PEOPLE TO ATTEND THE FIRE POLICE ASSOCIATION OF ALBANY COUNTY SEMINAR AT FULLER ROAD FIRE DEPARTMENT ON OCTOBER 1, 2011: JOE POST, JULIE RAY.

MOTION: Waite

SECOND: Chandler

RESOLVED to give permission for the following people to attend the Fire Police Association of Albany County Seminar at Fuller Road Fire Department on October 1, 2011: Joe Post, Julie Ray.

VOTE: All in favor, motion carried.

RESOLUTION #223 GIVING PERMISSION FOR A/C BOGARDUS TO ATTEND THE FOLLOWING CONFERENCES: LIFESTAR 16TH ANNUAL SYMPOSIUM FOR TRAUMA CARE PROVIDERS, 10/5/11 AT ALBANY MARRIOTT IN ALBANY, COST OF \$70. BLS CORE FOR EMT CME REFRESHER #1, 10/14/11 AT MOHAWK AMBULANCE IN ALBANY, COST OF \$50. PERMISSION ALSO FOR TREASURER TO CUT CHECK FOR ABOVE COURSES AND MONEY TO COME OUT OF EMS ACCOUNT.

MOTION: Atwell

SECOND: Waite

RESOLVED to give permission for A/C Bogardus to attend the following conferences: Lifestar 16th Annual Symposium for Trauma Care Providers, 10/5/11 at Albany Marriott in Albany, cost of \$70. BLS Core for EMT CME Refresher #1, 10/14/11 at Mohawk Ambulance in Albany, cost of \$50. Permission also for Treasurer to cut check for above courses and money to come out of the EMS account.

VOTE: All in favor, motion carried.

- Two firefighters have signed up for the EMT Refresher Core Content Course in Ballston Spa, and there is apparently a tuition fee of \$250 per person that the District is required to pay by the end of October, but on the form there is a

notation regarding NYS reimbursement following completion of the program. Briefly spoke with District EMS Coordinator Kemp about this as well. Questioned who is ultimately responsible for seeking this reimbursement as this issue has never come to her before. Lengthy discussion continued regarding what has been done in the past, if payments were ever sent before, the District's CME program with Paul Felts, requirement that EMT's must complete 72 credits and the core content is only 36 credits. Paul can teach all 72 credits, but a person would have to attend all his classes, there would be no room for missing a class. D/C Ellsworth noted that a big reason Paul was appointed was to help with all this, prior to this the people in charge never did the paperwork. Joyce to forward copies of paperwork to Tim, who will coordinate with Paul Felts to seek reimbursement at the appropriate time. Commissioner Atwell noted his concern regarding paying for the District's pilot program at \$6000 a year, as well as paying for people going elsewhere for this program except if only once in a while. Commissioner Chandler noted that it is going take 2-3 years to get everybody up to snuff. Commissioner Spackmann noted his frustration in that the EMS program is starting to incur some significant costs that seem to be escalating, like the vaccinations.

- At the last meeting they spoke about the Immunization Assessment form required by Saratoga Hospital for EMT's to do their clinicals. Spoke to Dr. Peacock's office recently, they can do the TB testing/reading at a cost of \$25. For Dr. Peacock to review and complete the Immunization Assessment form required by Saratoga Hospital, the cost will be \$25. It will require the firefighter to make an appointment with her and bring all their immunization records. Based on information received from Saratoga County Health, they do have TB clinic hours at a cost of \$10, but the hours are extremely limited. Does the Board want to take on this added expense? Commissioner Spackmann noted that if a firefighter taking the EMT course needs this form completed and their personal physician can't take care of it, then he feels this District is obligated to take care of it; agreement from the Board.
- Electronic Signatures: had been previously discussed and she was to contact Firetracker. Has created a form through Adobe and will be testing it out through Firetracker on her own over the next few weeks.
- No one wanted her reservation to the Honors Haven Conference, so she sent out a cancellation request on Monday.
- FF Jack King created a District Fire Officer qualification form to streamline the upcoming elections, which she made a few changes to including certification at the bottom. Digital version has been posted on Firetracker for anyone to download, and made a few copies for each company this evening. Commissioner Atwell noted to avoid any problems similar to what happened last year, he would like one done for each person who is running this year.
- Regarding the SCBA lawsuit, the attorneys are in the Discovery phase, and will probably take a while.
- Commissioner Spackmann questioned why FF Ernst is highlighted in yellow on update; Secretary Petkus noted she had scheduled her physical, did not show up for it and did not reschedule. The three highlighted in gray have never even made appointments to get their annual physicals, but one is currently on inactive status and another is on military leave.

4. Purchasing Update – Brian Bishop:

- Handed out to the Board and Chief Officers the SCBA Pack inventory report. Contacted both MES and Tyler to get quotes on flow testing and annual maintenance. Noted the chart regarding the pack inventory on the apparatus, most packs are 2004 packs, there is no expiration date on packs, they just need to pass inspection. Currently 9 packs in storage. Brief discussion continued.
- Masks: has received 3 out of 4 companies that handed in their final physical classifications. Questioned how the Board would like masks distributed; what should the criteria be based on, experience, length of service, level of activity? Lengthy discussion continued; Brian authorized to make determination on how to distribute masks.
- Cell phones: Nextel phones have been reduced to 10 for the District. The bill has dropped some, and should drop more next billing cycle. Working on getting Commissioner Atwell a phone that works and will then update all phone numbers

5. Treasurer Update – Jean Bishop:

- Not present.

6. Commissioner Updates:

- **Jack Atwell**
 - Recently attended the AFDCA workshop; spoke to some people from other Districts who use solar power. Would like to have the gentleman come and speak about it. Brief discussion; Commissioner Spackmann noted his concern that this would be a big project that someone on the Board would have to be in charge of. Discussion continued; D/P Bishop to make arrangements for presentation at the October meeting.
 - Questioned hose testing; Chief Lant noted it has been completed.
 - Lion gear meeting: met with a representative on Monday, tentative agreement has been worked out, just waiting for final approval from Lion.
 - Lion's Club would like to have their annual Children's Halloween party at Co #1 again. Secretary Petkus noted she has already requested updated COI.

RESOLUTION #224 GIVING THE LION'S CLUB PERMISSION TO HOLD THEIR ANNUAL CHILDREN'S HALLOWEEN PARTY AT CO #1 ON SATURDAY OCTOBER 29, 2011.

MOTION: Atwell

SECOND: Waite

RESOLVED to give the Lion's Club permission to hold their annual children's Halloween party at Co #1 on Saturday October 29, 2011.

VOTE: All in favor, motion carried.

- Fire Schools: Talked recently with Joyce regarding notifications; she already forwards them to the Chief officers, but he has heard that word is not getting to the firefighters. Brief discussion; officers noted they are getting posted, but sometimes they are not getting to us until the last minute. Joyce noted that as a courtesy she is now trying to post them on Firetracker as well and the membership should be checking Firetracker every couple of days for

information. She will also try to send mass emails through Firetracker, but if a firefighter has not supplied her with an email address they are not going to get the notifications. D/C Kenyon noted he tried to get into the Chemical Suicide class; there should be one coming up soon in Ballston Spa which is closer than the other one.

- **Darren Barss:**
 - Not present.
- **Ken Waite:**
 - Only thing left is to move flag pole and a little work around the side.
- **Mike Chandler:**
 - Last meeting got into mileage, there are a lot of inconsistencies in the reports, including that mileage to and from the same place had different mileage listed, and regarding the recent storm every trip went from home to the scene and back to home, which he knows did not happen, people went from call to call or station to call. Wants to have the Chief discuss it with his officers and get everyone on the same page.

7. Report of the Chief – John Lant

- KME report of apparatus repairs prior to pump testing. Commissioner Spackmann noted the Chief gave out at last meeting a list of repairs for the Board to review. Amount is close to \$5000.00. Commissioner Atwell noted there are a lot of things that do not directly affect pump testing, like pump panel light bulbs missing. Discussion continued, including allowing the membership to complete some repairs. Commissioner Chandler noted to fix it all, Commissioner Waite agreed to fix everything but the lights, there are a lot of capable people who can fix them. D/P Bishop to get copy of KME list and to order certain parts for the membership to repair.

8. District Guideline Review:

- Computer Use Policy: no changes made.
- Internet Use Policy: no changes made.
- Resolution needed to formally approve Training Approval Policy changes as discussed at the September 14, 2011 Commissioners meeting.

RESOLUTION #225 ADOPTING THE TRAINING APPROVAL POLICY WITH CHANGES AS DISCUSSED AT THE SEPTEMBER 14, 2011 MEETING.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to adopt the Training Approval Policy with changes as discussed at the September 14, 2011 meeting.

VOTE: All in favor, motion carried.

9. District Projects

- Current Projects:
 - District Office Building: D/P Bishop noted the committee met with Tom Kinsella regarding the design/build process. Next meeting October 20th and will have generic list of needs regarding office/storage space. The companies design the building, the advantage that any changes necessary do not cost the District money because the companies own the design. The companies also may have ideas that we never thought of, and the process for awarding the bid is best value rather than lowest bid. Brief discussion continued.
- Future Projects:
 - Monolith Solar Panels: See above discussion.

10. Special Topics of Discussion:

- Extending Director of Purchasing hours at 40 hours per week through the end of the year. Brief discussion.

RESOLUTION #226 INCREASING THE DIRECTOR OF PURCHASING HOURS TO 40 PER WEEK FOR THE REMAINDER OF THE YEAR. COMMISSIONER SPACKMANN TO COORDINATE WITH THE TREASURER AS TO WHERE THE MONEY SHOULD COME FROM.

MOTION: Spackmann

SECOND: Waite

RESOLVED to increase the Director of Purchasing hours to 40 per week for the remainder of the year. Commissioner Spackmann to coordinate with the Treasurer as to where the money should come from.

VOTE: All in favor, motion carried.

- Fuel Oil: Steve from Charlie Pita Fuel was at Co #1 the other day to check the level of the tank, and noted that there is a design flaw in the tank and although the tank is a 500 gallon tank, it can only hold 400 gallons. It is about ½ full currently, but did not want to fill it up because the Board had not awarded the yearly bid. Brief discussion; D/P Bishop noted he will, based on last year's usage, call around to a couple of different vendors and check state contract. Added to October meeting agenda.
- By Law changes: Commissioner Spackmann questioned if the Board has had a chance to look them over. Commended the By-law committee on the work done. Commissioner Atwell questioned if the companies have also had a chance to look them over as well; FF Jack King noted they have and also to vote on each of the changes. Secretary Petkus noted they need to be posted for 30 days before the Board can vote on them and questioned who is responsible for posting them. Brief discussion continued. Commissioner Spackmann noted the process is a little weird. Secretary Petkus to post in all the firehouses.
- Auxiliary Proposal: Commissioner Spackmann noted there has been a lot of discussion and feeling about the proposal, the firemen have been vocal about it, and seemingly against it, for example, why should auxiliary be given LOSAP, it was intended for firefighters. Questioned how the Board felt. Lengthy discussion continued including the following:

- FF Jack King questioned if the companies have voted on it as well as the auxiliary, how many other auxiliaries in the State have done this? Is this the trend or are we setting precedent?
- Cost to the District; report states minimal cost outside of approximately \$4000 depending on equipment and physicals, but this is based on the assumption that they do not participate in LOSAP.
- Thanked FF Nancy Waite for all the work she did on the report.
- As active members, auxiliary would be able to participate in LOSAP unless they refuse it.
- Discussion regarding if the auxiliaries have had chance to review and vote on this; disagreement as to whether or not the auxiliary actually have.
- No representatives from company auxiliaries present this evening.
- Already classification of active membership as scene support; why create a new set of requirements if there already is that classification in place. If the auxiliary wish to become active members of the department, they can be incorporated into how the classification currently stands.
- LOSAP form already received where 2 auxiliary members signed for participating in a building committee meeting.
- Confusion between scene support member and just support member; auxiliary did not want to be classified as scene support, they chose support over other options of a name.
- Question of whether or not this will affect current ISO rating.
- Auxiliary currently have access to firehouses with no real controls in place, no formal application process, no updated rosters, they have been given vests, some have pagers, etc.
- Auxiliary an untapped resource.
- Group Accident Policy recently upgraded, but covers more than just the auxiliary.
- If auxiliary are to become active members, they will be covered under VFBL.
- If the ladies auxiliary are concerned about coverage, there are plenty of active female firefighters, they can join the fire department as regular members, same as the other ladies.
- Some programs designed for firemen, they put in a lot of hours and training, a lot is asked of them that is why the LOSAP program was put in place.
- Auxiliary have in the past noted they are not interested in the LOSAP.
- Scene support course is mainly a safety course.
- Question if the auxiliary would have voting rights as well.
- Potentially fairly easy mathematically to earn 50 LOSAP points without going to any calls. There are many ways to be an active member of the District.
- Still many variables and many questions at this point.

Further discussion tabled to give both the companies and auxiliaries time to vote on whether they support or oppose initiative. A letter to be sent to the Board by the October 26th workshop, or representatives to be present at the workshop to convey results of votes.

- Representatives from Co #1 recently went to KME for apparatus preconstruction meeting, with changes resulting in a credit of \$1566.00. Report given to Board with brief overview.

RESOLUTION #227 GIVING COMMISSIONERS UNTIL NEXT WEDNESDAY TO REVIEW REPORT AND THEN AFTER THAT GIVING COMMISSIONER ATWELL PERMISSION TO SIGN OFF ON CHANGES.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to give Commissioners until next Wednesday to review report and then after that giving Commissioner Atwell permission to sign off on changes.

VOTE: All in favor, motion carried.

- Chief Lant noted Mac Boston will be doing a coin drop fundraiser in front of Maple Avenue. No objection from the Board.
- 295 was inspected and needed brakes, which was done today, total cost \$356. Co #3 trucks had only minor things. Commissioner Chandler requested the Chief to coordinate with Justin on repairs.
- Rehab bus exhaust still not done. Town will be inspecting it.
- Co #4 siren is not working; repair may not be covered by the County. Pittsfield is coming to look at it. Will keep the Board posted.
- Investigator Tim Brown from the Sheriff's department would like a fob to the firehouses; Board approved and he is to go see Joyce for the fob.
- A/C Coffey questioned the hydro testing. Commissioner Atwell to coordinate with A/C Coffey.

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

Motion made by Commissioner Atwell with a second from Commissioner Chandler to adjourn the workshop at 9:14 PM. All in favor.

Respectfully submitted,

Joyce A Petkus
District Secretary