

Board of Fire Commissioners

Greenfield Fire District
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April 28, 2009 Commissioners Workshop

Workshop began at 7:01 pm.

Present were: Commissioners B. Bishop, Kugler, Robarge, Spackmann, Waite, Secretary Petkus, P/A Chouinard; A/C's Gibbins, Davis, Captain Bullard, FF Nancy Waite.

1. Update: Captain Bullard gave brief update on old and new 293:

- Spoke with Keesville today, the Board had previously received a fax of their letter of intent; they are willing to pay \$75,000.00;
- They also have a command vehicle for sale for \$20-25,000.00 if we are interested. Their new Chief does not want it;
- Dave Kenyon is looking under the truck and getting everything ready;
- Keesville understands they have to wait for us now to do the mandatory stuff;
- Old 293 is currently out of service – there is no equipment on it as it was switched over to the new 293.
- New 293 coming along, they went and looked at it last Wednesday and put a lot of equipment on it;
- Only one issue regarding the compartment on the side of the aerial ladder for the chain saw – the aerial will need to be recertified after. Will cost \$1200.00 but there should be enough money to cover it, as there was a \$601.00 roll out tray that they didn't put in the truck and there is no reason the other \$600.00 can't come out of the \$12,000.00 allotment.
- Truck is at least another week away from being delivered.
- Brief discussion on the Commissioners possibly taking a ride down on a Saturday afternoon to look at the truck.

2. Proposal Opening: Maple Avenue Emergency Generator Installation:

- Saratoga Electric & Generator, Middle Grove, NY (COI included): \$11,892.00
- No other bids were received.

RESOLUTION #178 TO AWARD BID FOR THE INSTALLATION OF THE MAPLE AVENUE EMERGENCY GENERATOR TO SARATOGA ELECTRIC & GENERATOR FOR \$11,892.00.

MOTION: Robarge

SECOND: Spackmann

RESOLVED to award bid for the installation of the Maple Avenue Emergency Generator to Saratoga Electric & Generator for \$11,892.00.

VOTE: All in favor, motion carried.

3. Approve Minutes: March 24, 2009 Workshop Minutes

RESOLUTION #179 TO APPROVE THE MARCH 24, 2009 WORKSHOP MINUTES AS WRITTEN.

MOTION: Spackmann

SECOND: B. Bishop

RESOLVED to approve the March 24, 2009 Workshop minutes as written.

VOTE: All in favor, motion carried.

4. Secretary Update:

Secretary Petkus previously handed out her April update and noted the following:

- District Manual updates/signature sheets that were handed out in December have only been received back from Co #2 and Co #3, and would like to know what she should do. Commissioners noted to send out an email asking for the signature sheets back.
- Have created usernames and passwords for the general membership for Firetracker and have sealed in envelopes for each company to give out. Still have not completed entering in all information, will need a couple more months. She also has the Firetracker people working on creating the 2 beneficiary forms. Would like to re-organize personnel files as she updates the information into Firetracker and so will need some supplies. Cost about \$80.00. Permission given.
- Fit tests complete, all information regarding that has been entered into Firetracker.
- Received a list from Dr. Peacock's office of those members who have scheduled their physical appointments, but there are still close to 60 people who have not scheduled at all. Has a list prepared for the Chief and each assistant Chief of who had their physical or who has an appointment scheduled and briefly explained it. Brief discussion; members have until April 30th to call and schedule appointment, after that letters to be sent and signed by both the Chief and the Chairman of the Board.
- Reminder: AFDCA annual workshop on May 30th; 6 people scheduled to go.
- Schenectady Community College & Rotterdam Fire District #2 are hosting a lecture: *Building World Class Safety Culture in the Fire & Emergency Services*, on Wednesday, May 6, 2009 6:30 – 8:00 pm at Schenectady Community College. Lecturer is Donna Crossman of RPT Safety & Health and is based on the research she conducted last year. Commissioner Kugler and Joyce to attend. Also noted that she had spoken to Donna Crossman about it and she would be willing to come and discuss the findings specific to our district if we are interested. Joyce to talk to her about it and see if she could come to a workshop.

RESOLUTION #180 GIVING COMMISSIONER KUGLER AND SECRETARY PETKUS PERMISSION TO ATTEND BUILDING WORLD CLASS SAFETY CULTURE IN THE FIRE & EMERGENCY SERVICES, ON WEDNESDAY, MAY 6, 2009 6:30 – 8:00 PM AT SCHENECTADY COMMUNITY COLLEGE.

MOTION: Spackmann

SECOND: Robarge

RESOLVED to give Commissioner Kugler and Secretary Petkus permission to attend Building World Class Safety Culture in the Fire & Emergency Services, on Wednesday, May 6, 2009 6:30 – 8:00 pm at Schenectady Community College.

VOTE: All in favor, motion carried.

- FASNY will be holding its 137th Annual Convention in Niagara Falls, August 19-21, 2009. They encourage sending a delegate and alternate to represent the Fire District. Has the paperwork if anyone is interested in going.

- Just confirming with the Commissioners: she would to contact the District Photographer and have her start taking pictures of the current fleet so they can be framed and hung on the conference room wall. Brief discussion regarding handing some of the old pictures back on the wall and the rest going back to the companies if they are not going to be used. Joyce also noted that when she and Andrea were cleaning out records they found other photos; there are several boxes of photos currently in the storage room. Updated photos of each station to be taken as well. Brief discussion on the annual inspection in June and to coordinate taking pictures then. Date is currently set for June 14th, but that is the same weekend as the Fire Chief's show at Turning Stone. Date needs to be changed. FF Nancy Waite noted that they are booking graduation parties and she would like to see a date picked sooner rather than later so that they don't have to cancel parties. Brief discussion; Joyce to send email to each company to look at their calendars; Commissioners to pick date at next meeting.
- FASNY is looking for donations for the Fireman's Home Easter Appeal.
- Scheduled carpet cleaning for Co #1 and Co #4 for May 27th. Received PO from purchasing agent.
- Commissioner Spackmann clarified that if physical appointments have not been made by the April 30th deadline access will be turned off. Joyce will have final list by Friday morning. Email to go out to officers.
- Joyce also noted that FF Hickam's bills have all been paid by Provident, including the ambulance bill. Commissioner B. Bishop asked where we stood with FF McEachron Jr.; Joyce noted she still did not get any clearance paperwork on him from Dr. Peacock, and he hasn't scheduled his physical appointment yet, even though she sent the letter and explained the Firefighter Injury policy to him.

5. Purchasing Update:

- Foam ordered and it should be in any day now. Will call Commissioner Robarge as soon as she knows when it will be delivered.

6. Treasurer Update:

- Not present.

7. Commissioner Updates:

- **Brian Bishop:**
 - Will be coordinating with A/C Gibbins on the water softener salt. Noted that Mickey McGrath supposedly spoke to Toby Middlebrook on expanding the water softener at Co #3 but he does not know what the results are on that. Commissioner Kugler also spoke to Toby about it.

FF Roger Bechard presented the prices, as requested by the Commissioners, regarding the installation of the tile at Co #4. Prices ranged from \$2600.00 to \$7000.00:

- L & S Floor covering, Greenwich: \$2600.00
- Sherman Tile, Ballston Spa: \$7274.25
- Victor Politi: \$5997.00.
- Kevin Harris General Contractor, Corinth: \$3851.25

Mr. Bechard recommended L & S Floor Covering but he doesn't have \$1 million liability, only \$300,000.00. Discussion held; Mr. Bechard to ask if he will increase his insurance coverage to one million and submit an updated quote. Later in the meeting Mr. Bechard noted he had spoken with him; he will fax over certificate and revised quote in the morning.

RESOLUTION #181 GIVING L & S FLOOR COVERING PERMISSION TO INSTALL THE TILE AT CO #4, CONTINGENT ON RECEIVING A CERTIFICATE OF LIABILITY INSURANCE FOR \$1 MILLION IN COVERAGE, QUOTE NOT TO EXCEED \$3500.00.

MOTION: Robarge

SECOND: Spackmann

RESOLVED to give L & S Floor Covering permission to install the tile at Co #4, contingent on receiving a certificate of liability insurance for \$1 million in coverage, quote not to exceed \$3500.00

VOTE: All in favor, motion carried.

- **Don Kugler:**

- SCBA bottles: Still waiting for list from Co #1 before putting in an order. A/C Gibbins noted Justin is working on it right now.
- Has the 2 bar lights that came off the MED's stored in his barn since last fall. Would like to advertise in the firehouses first and give the firemen a chance to put in a bid. It was noted that the bar lights cannot be sold with red lights unless the person can prove they are a chief or an A/C; otherwise the lenses need to come out. Brief discussion; Jill to take pictures and email them to Joyce, who will then place the ad in the district bulletin boards. It was also discussed that Mike Chandler's light bar is stored at Co #2; A/C Davis noted he has it safely tucked away. Chairman Kugler noted that it should be given to the Purchasing Agent to keep track of it.

- **Tom Robarge:**

- Asked FF Bechard if he has heard anything on selling the old generator to the Lion's club; he has not as they did not have their board meeting yet.

- **Richard Spackmann:**

- Asked for an update regarding firefighters responding to alarms in personal vehicles. Commissioner Kugler explained that it does not matter the color of the lights, the firefighter's insurance is primary and our insurance is after that. He checked with the NYS Insurance department, department of audit and control and a couple of other insurance companies in NYS and that is the way the insurance is written for the whole state. A/C Davis noted that this was a topic brought up at a meeting in Charlton. He also noted he called his insurance, Geico, and all they asked was if he obeyed the speed limit, and if so, he was covered. Joyce also noted she had heard the rumor about having to go to a commercial insurance policy, and she had a conversation with Michele at Adirondack, and it is dependent upon the particular insurance company that a firefighter is covered by and how they underwrite the policies. Commissioner Kugler also noted that some people carry umbrella policies and that would come into play before our insurance carrier. He further explained that it is state law that your insurance company cannot charge you for an accident and they cannot increase your rates if the accident is in the line of duty.
- Fire Police radios: Spoke to Kenny about radios and purchasing gear for fire police. The concern was brought up that about 3 years ago radios were purchased but the 2nd round never happened. Commissioner Waite noted the second round did in fact happen. They are still 8 radios short district wide and maybe we should start addressing the problem because some of the radios are

25 years old and we should probably start flushing them out. Commissioner B. Bishop noted Co #3 has radios sitting on the window sill that never get used and those could possibly be utilized for fire police. Discussion continued regarding radios, including flushing out all old radios.

- **Ken Waite**

- CT Male: A/C Davis explained that they were supposed to bore 4 spots close to the firehouse, but instead they did 2 behind the firehouse, about 15 feet and 25 feet from the firehouse. He called Chris, who was supposed to call the company to have them come back and re-bore. Preliminary results on the 2 out back the soil doesn't look too bad. Surveyors were there and they are laying out the topographic spots. Joyce asked if the Commissioners received her email regarding CT Male and prevailing wage; brief discussion, they believe they are subject to prevailing wage, Joyce to check with Bill Young on that.

8. District Guideline Review:

- Chief Vehicle Policy: no changes; Commissioner Kugler suggested they give thought about what Gary Bullard brought up tonight. Brief discussion; Commissioner B. Bishop noted that the board has not budgeted for that type of vehicle, but if that is the path the board decides they want to go down in the future, his suggestion would be to start with replacement of the MED's and work with EMS to find out what kind of vehicle they would prefer, as he has heard more than once that the MED's are too small for the intended purpose, and then maybe turn the MED's into chief vehicles.
- Restricted Duty Policy: Joyce made changes to the form Dr. Peacock fills out on injured firefighters, then sent it to her for her approval, which she did. Commissioners Waite and Spackmann questioned the use of this form since they just approved the physical clearance form. Further discussion; Joyce to check with Dr. Peacock on both forms and get to the Board.

9. District Projects

- Current Projects
 - Discussion: Sale of 293 – Soonest possible date for vote is June 2, 2009. Need resolution for mandatory referendum.

RESOLUTION #182 TO ADVERTISE A MANDATORY REFERENDUM FOR A VOTE ON THE SALE OF EL-293 FOR A SUM NOT LESS THAN \$70,000.00.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to advertise a mandatory referendum for a vote on the sale of EL-293 for a sum not less than \$70,000.00.

VOTE: All in favor, motion carried.

- Discussion: doors automatically unlocking when alarm goes off – Further discussion; benefit does not warrant cost at this time. Tabled until new paging system in place.
- Discussion: Fit-5 suppression grenade follow up from March workshop – further discussion to be held during budget talks; tabled until August workshop.
- Discussion: Hepatitis vaccines - Discussion regarding timeframe of getting series of shots. Joyce noted that any hepatitis consent sheets she has been getting in have been going directly to A/C Gibbins as he needs to see them

before she gets them back to put in medical files. A/C Gibbins to have numbers ready for the Board at their May Commissioners meeting.

- Future
 - Discussion: Simplification of physical classes – July workshop

10. Special Topics of Discussion:

- Adirondack (Utica Mutual) Insurance – possible changes to policy, follow up discussion from insurance meeting 2/4/09. The Board felt there is sufficient coverage, other than possibly raising the umbrella policy from \$5 million to \$6 million. Premium would cost an additional \$662.00.

RESOLUTION #183 TO INCREASE CURRENT UMBRELLA POLICY COVERAGE TO \$6 MILLION AT A COST OF \$662.00.

MOTION: Kugler

SECOND: Spackmann

RESOLVED to increase current umbrella policy coverage to \$6 million at a cost of \$662.00.

VOTE: All in favor, motion carried.

Joyce to contact Michele at Adirondack Insurance and have it taken care of.

- Quotes from Dave Kenyon regarding the electronic transmissions; Dave not present.
- Certificates of Insurance – More discussion, including requiring anyone doing business with the fire district carry \$1 million liability, doing work on the premises.

RESOLUTION #184 REQUIRING ANYONE THAT DOES BUSINESS WITH THE GREENFIELD FIRE DISTRICT TO CARRY A MINIMUM OF \$1 MILLION IN LIABILITY INSURANCE; THIS REQUIREMENT APPLIES TO THOSE WHO DO WORK ON DISTRICT PREMISES.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to require anyone that does business with the Greenfield Fire District to carry a minimum of \$1 million in liability insurance; this requirement applies to those who do work on district premises.

VOTE: All in favor, motion carried.

- Discussion: Mike Chandler EMT refresher – Commissioner B. Bishop noted that he still does not know how much he has done up until this point, did he wait until the last minute or has he been trying to fulfill his requirement, and what precedent is this setting? A/C Gibbins explained that he has done just about everything but a couple of classes that he had to miss due to work. He then went and got 19 hours of credit on his own to try to make up the classes, but they would not allow those 19 hours to be credited toward the core courses he still needed. He noted that Mr. Chandler has proven himself to be a worthy EMT, he just ran out of time to complete the course. State is being very particular about paperwork; hopefully with Paul Felts doing the EMT program, this will not happen again.

RESOLUTION #185 GIVING MICHAEL CHANDLER PERMISSION TO ATTEND HUDSON VALLEY COMMUNITY COLLEGE TO COMPLETE HIS EMT RE-CERTIFICATION. COST IS \$275.00; TREASURER HAS

PERMISSION TO PAY FOR COURSE AND MONEY TO BE TAKEN OUT OF THE TRAINING ACCOUNT.

MOTION: Robarge

SECOND: Spackmann

RESOLVED to give Michael Chandler permission to attend Hudson Valley Community College to complete his EMT re-certification. Cost is \$275.00; Treasurer has permission to pay for course and money to be taken out of the training account.

VOTE: All in favor, motion carried.

P/A Chouinard noted there was no paperwork attached to the Training approval form for her to get Mr. Chandler signed up; A/C Gibbins noted he did not have him do any of the paperwork until they had this discussion.

- Miscellaneous topics:
 - A/C Gibbins noted that 261 is going for the front bumper repair on Monday. The Chief is out of town until late tonight and he has been authorized to take care of things in case something happens. 283 broke down at the fire scene tonight and Dave Kenyon had to have Matt's tow it back to the firehouse. Looks like it is a gasket in the water cooler; Dave will be looking at it tomorrow morning. Needs a load of topsoil and seed; has the boy scouts doing some clean up around the firehouse. Cost will be about \$500.00 - \$400.00 for the top soil and the rest for the seed. Co #1 also has 15 45-minute bottles going out of service.

RESOLUTION #186 GIVING \$500.00 TO A/C GIBBINS WITH PERMISSION TO PURCHASE TOP SOIL AND GRASS SEED FOR CO #1. MONEY TO COME OUT OF BUILDING MAINTENANCE.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to give \$500.00 to A/C Gibbins with permission to purchase top soil and grass seed for Co #1. Money to come out of building maintenance.

VOTE: All in favor, motion carried.

- A/C Davis would like someone to check the brackets on 273 to see if they need to be changed to hold the 45 minute bottles. Jill to have Rusty at MES get a hold of Commissioner Kugler. Commissioner Kugler noted Jay never got back to him on which truck has the 30 minute bottles.
- Commissioner Spackmann asked about the Rhino; A/C Davis noted he called Wildfire and has not received a call back and is still waiting for a quote; wants to put a water tank on the back. Commissioner Robarge noted that there have been quite a few recalls on the Rhinos as they flip over easy.
- A/C Gibbins noted that last week the Small Business Association put on a chain saw safety course that was very good. Opened their eyes on quite a few things they probably have not been doing. Need chaps, helmets, face shields, ear muffs. Chain saws with no chain brakes are to be taken out of service; need to make an SOG on that.
- A/C Davis asked about the by-law committee; Commissioner Waite noted at the last meeting that the changes were going back to the companies before they come to the Board.
- Commissioner Kugler noted an article in the Gazette about the rescue ropes deal, and the State is starting to look into everyone being compliant. A/C

Gibbins noted that as long as we are in the process of coming up with a master plan then they are covered. There is a ropes committee; Duane Bogardus and Jason Gibbins, and they are setting up a master plan. Commissioner Kugler asked if there was anything in writing yet; A/C Gibbins noted he would have to check with the committee on that.

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

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

Workshop session ended at 9:12 PM.

Respectfully submitted,

Joyce Petkus
District Secretary