

Board of Fire Commissioners

Greenfield Fire District
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August 29, 2012 Commissioners Budget Workshop

Budget workshop began at 7:05 pm.

Present were: Commissioners Atwell, Spackmann, Waite, and later, Commissioner Chandler; Secretary Petkus, D/P Chouinard, Treasurer J. Bishop. Excused: Commissioner Barss.

Please see sign in sheet for others in attendance.

Budget workshop called to order by Chairman Spackmann with a flag salute and a moment of silence for departed members and troops overseas.

Also present, Shows Leary, Project Manager for the District Office Building project, and James Clarke from Laberge Group, for discussion/award bid for architectural services.

Mr. Leary gave a brief overview of his review of the four bids received. Found one item that added to the price of the bid from Laberge Group, they excluded price for site visits. Additional \$6,250 for 5 site visits and attendance at planning board meetings, bringing their original bid from \$19,800 to \$26,050.00. They are still the lowest bid by \$10,000.00. Sent the other bidders letters thanking them, then checked Laberge's references, noting their ability to work with modular construction as well as the public works sector, specifically fire and emergency services.

Other items noted by Mr. Leary are as follows:

- District is responsible for bid process once Laberge provides all the necessary documents, with the intention of giving local, smaller contractors the ability to bid as well, rather than excluding them.
- District is responsible for printing documents as necessary.
- Sub service investigation of the septic field: need to dig around the entrance to the septic. Discussion continued, D/C Middlebrook to speak to Walt Barss and get back to Joyce.
- Jerry McKenna was able to provide copies of site and septic; to go to Mr. Clarke tonight.
- Recommended the Board should have a contingency in budget in case there are architectural changes made by the District.
- Specials testing costs will be absorbed by the District.
- Mr. Leary's costs associated with this project.

Discussion also continued regarding timeline; planning board target date of October 12th, application process, discussion regarding pouring footings and foundation and coordinating with potential modular building, coordination of various bids, length of time of the project

RESOLUTION #177 TO AWARD BID FOR ARCHITECTURAL DESIGN SERVICES FOR THE PROPOSED DISTRICT OFFICE BUILDING TO LABERGE GROUP.

MOTION: Waite
 SECOND: Atwell
 RESOLVED to award bid for Architectural Design Services for the proposed District Office Building to Laberge Group.
 VOTE: All in favor, motion carried.

RESOLUTION #178 GIVING THE DISTRICT SECRETARY PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND \$27,000.00 FROM THE BUILDING RESERVE FUND FOR ARCHITECTURAL DESIGN SERVICES PROVIDED BY LABERGE GROUP FOR THE PROPOSED DISTRICT OFFICE BUILDING.

MOTION: Spackmann
 SECOND: Waite
 RESOLVED to give the District Secretary permission to advertise a permissive referendum to withdraw and expend \$27,000.00 from the Building Reserve Fund for Architectural Design Services provided by Laberge Group for the proposed District Office Building.
 VOTE: All in favor, motion carried.

RESOLUTION #179 APPROVING THE AUGUST 23, 2012 SPECIAL MEETING MINUTES AS WRITTEN.

MOTION: Spackmann
 SECOND: Waite
 RESOLVED to approve the August 23, 2012 Special Meeting Minutes as written.
 VOTE: All in favor, motion carried.

Discussion then turned to the 2013 proposed budget, including the following:

| Account A-400 | Budgeted | Increase | Decrease | Balance |
|-------------------------|-----------|----------|----------|-----------|
| Aerial Inspection | 1,100.00 | | | 1,100.00 |
| Annual Meetings, Drills | 4,000.00 | | | 4,000.00 |
| Audit | 7,500.00 | | | 7,500.00 |
| Cemetery, Flags | 1,500.00 | | | 1,500.00 |
| Co. # 1 | 500.00 | | | 500.00 |
| Co. # 2 | 500.00 | | | 500.00 |
| Co. # 3 | 500.00 | | | 500.00 |
| Co. # 4 | 500.00 | | | 500.00 |
| Contingency | 5,000.00 | | | 5,000.00 |
| Convention | 6,000.00 | | | 6,000.00 |
| Cotterell Hydrant | | 2,500.00 | | 2,500.00 |
| Defensive Driving | | 3,000.00 | | 3,000.00 |
| Dry Hydrants | 1,000.00 | | | 1,000.00 |
| Dues, Legal Fees | 8,000.00 | 1,000.00 | | 9,000.00 |
| EMS Training | 6,000.00 | | | 6,000.00 |
| Fire Prevention | 10,000.00 | | | 10,000.00 |

| | | | | |
|---|--------------|-----------|-----------|------------|
| Fire Training | 15,000.00 | | 3,000.00 | 12,000.00 |
| Fit Test Service Account | 4,000.00 | 6,500.00 | 0.00 | 10,500.00 |
| Gas & Diesel | 35,000.00 | 5,000.00 | | 40,000.00 |
| Generator Service | 3,000.00 | | | 3,000.00 |
| Installation Inspection | 15,000.00 | 3,000.00 | | 18,000.00 |
| Insurance | 65,000.00 | | | 65,000.00 |
| Internet Access | 5,000.00 | | | 5,000.00 |
| Inventory Equipment | 1,000.00 | | | 1,000.00 |
| Lights and Heating Fuel | 65,000.00 | | | 65,000.00 |
| Maintenance Supplies | | | | 0.00 |
| Newsletter | 2,000.00 | 3,000.00 | | 5,000.00 |
| Office & Maintenance Supplies | 3,000.00 | 1,000.00 | | 4,000.00 |
| Operations | 20,000.00 | | | 20,000.00 |
| Other | 4,000.00 | | | 4,000.00 |
| Phones Bills | 18,000.00 | | 4,000.00 | 14,000.00 |
| Physicals | 30,000.00 | | | 30,000.00 |
| Printing of SOG's & By-Laws | 1,500.00 | | | 1,500.00 |
| Pump & Hose Testing | 13,500.00 | | | 13,500.00 |
| Repairs to Apparatus | 90,000.00 | | 20,000.00 | 70,000.00 |
| Repairs to Equip. Repairs, Building Maintenance | 20,000.00 | 10,000.00 | | 30,000.00 |
| | 25,000.00 | 5,000.00 | | 30,000.00 |
| Seal Coating 3 & 4 | 6,000.00 | | | 6,000.00 |
| Service Award Program Fee | 5,300.00 | | | 5,300.00 |
| Vaccinations | 3,000.00 | | | 3,000.00 |
| Website | 1,000.00 | | | 1,000.00 |
| | \$502,400.00 | | | 515,400.00 |

| Account A-200 | Budgeted | Increase | Decrease | |
|-----------------|-----------|-----------|-----------|-----------|
| Chief Account | 1,000.00 | | | 1,000.00 |
| Computers | 3,500.00 | | | 3,500.00 |
| E.M.S. | 9,000.00 | | | 9,000.00 |
| Fire Police | 2,500.00 | | | 2,500.00 |
| Hazmat | 4,000.00 | | | 4,000.00 |
| Pagers | 3,000.00 | | | 3,000.00 |
| Personnal Gear | 50,000.00 | 25,000.00 | | 75,000.00 |
| Radios | 4,000.00 | | | 4,000.00 |
| Rescue | 6,000.00 | | | 6,000.00 |
| SCBA | 40,000.00 | | 30,000.00 | 10,000.00 |
| Security System | 2,000.00 | | | 2,000.00 |
| Uniforms | 10,000.00 | 2,000.00 | | 12,000.00 |
| SCBA Packs | | 30,000.00 | | 30,000.00 |

| | | | |
|------------------------------|----------------|------------|--------------|
| | 135,000.00 | | 162,000.00 |
| .100 Personal Services | | | |
| Purchasing Agent | 41,662.00 | | 38,110.00 |
| Secretary | 45,320.00 | 1,360.00 | 46,680.00 |
| Treasurer | 12,051.00 | 362.00 | 12,413.00 |
| | 99,033.00 | | 97,203.00 |
| | | | |
| A9030.8 Social Security | 6,500.00 | | 7,436.00 |
| A9040.8 Accident Ins. | 5,800.00 | | 5,800.00 |
| A9050.8 Unemployment Ins. | 2,000.00 | | 2,000.00 |
| | 14,300.00 | | 15,236.00 |
| | | | |
| Reserves | | | |
| EMS | 5,000.00 | | 5,000.00 |
| Building Reserve | 150,000.00 | 150,000.00 | 300,000.00 |
| Equipment Reserve | 350,000.00 | 150,000.00 | 200,000.00 |
| Radio Reserve | 4,000.00 | | 4,000.00 |
| Ladder Truck Reserve | 50,000.00 | | 50,000.00 |
| Service Award Program(LOSAP) | 115,000.00 | | 115,000.00 |
| | 674,000.00 | | 674,000.00 |
| | | | |
| Total Budget | \$1,424,733.00 | | 1,463,839.00 |

Commissioner Chandler to get in touch with Commissioner Costanzo at Rock City regarding the water hydrant situation at Cottrell paper. Joyce noted that the 2013 proposed budget needs to be adopted by September 25th and the workshop falls on the following day, so the Board currently only has the September 12th meeting for further budget discussion. Also clarified that any resolution to override the tax cap must be done after the budget hearing and prior to adoption of the final budget.

Commissioner Spackmann noted that the tax rate was \$1.02, the same as last year although the budget went up approximately 2.74%.

Commissioner Waite noted he would like Orkin to receive access to the firehouse. Brief discussion, Joyce noted she would make up an access card, have them contact her to make arrangements to sign for the access. Jill to also have Orkin go to Middle Grove.

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

Motion made by Commissioner Spackmann with a second from Commissioner Atwell to adjourn the workshop at 9:19: PM. All in favor.

Respectfully submitted,

Joyce A. Petkus

Joyce A. Petkus
District Secretary