

# **Board of Fire Commissioners**

Greenfield Fire District  
P.O. Box 103  
Greenfield Center, NY 12833

The December 2007 meeting of the Greenfield Fire District Board of Fire Commissioners was called to order at Company #1 by Chairman Kugler at 7:10 PM on December 12, 2007. The flag salute and a moment of silence were recognized for the departed.

## **Present were:**

**Commissioners:** King, Kugler, Robarge, Spackmann, Waite; Secretary Petkus, Treasurer Bishop, Purchasing Agent Howe;

Please see sign in sheet for others in attendance.

Chairman Kugler announced special guest Dan Pemrick, who is here speaking on behalf of the Town Board in reference to a special needs subcommittee of the office of Emergency Management. He explained at length that they are trying to identify people with special needs in each county, so the county can appropriately plan for these special needs citizens and emergency shelter situations. He has been asked to investigate the special needs citizens and felt there was no better place to start than with those who provide so many services to the Town. He is currently the person to organize people who are willing to assist in this any way they can, to gather information and ideas, possibly volunteer, to make this worthwhile and how to make it work within this town. He handed to Secretary Petkus copies of the R. U. OK? flyer from Clifton Park and would like to come back to further discuss, possibly with a smaller group. Andrea Mann volunteered her help. Chairman Kugler noted that Wilton's was up and running, and that A/C Lant would know more about it; A/C Lant added more information to the discussion and Chairman Kugler asked him to get some copies of Wilton's program. Secretary Petkus to create a list of anybody that may have some information on this program or possibly volunteer, and get that list to Mr. Pemrick. Chairman Kugler asked the Chief to make an announcement at the next officer's meeting to see if anyone would be interested in giving Mr. Pemrick a hand. A/C Lant noted that this would have to be a Town responsibility, as during emergencies the firefighters are already busy doing the job that they do. A/C Lant also to get in touch with Mr. Pemrick.

## **Chairman Kugler then asked for any additions/corrections to the November 2007 minutes.**

Secretary Petkus noted that a few weeks ago she had made a correction and sent out the replacement page. A/C Gibbins asked why they don't get a copy of the workshops sent to them as well. Secretary Petkus noted they have been going directly on the website. A/C Davis said he never got a copy of the November minutes; Secretary Petkus noted he could either download them from the website or she will make another copy for him. A/C Davis asked for a copy, which will be sent along with the December minutes.

## **RESOLUTION #219 TO ACCEPT THE NOVEMBER 2007 MEETING MINUTES AS WRITTEN.**

MOTION: King

SECOND: Spackmann  
RESOLVED to accept the November 2007 meeting minutes as written.  
VOTE: All in favor, motion carried.

**Chairman Kugler asked for questions/comments regarding the abstract.**

**RESOLUTION #220 TO PAY CLAIM #688 THROUGH CLAIM #739, TOTALING \$24,654.29.**

A3410.1	\$ 2,590.16
A3410.2	4,599.56
A3410.4	17,464.57
Total:	\$ 24,654.29

MOTION: Waite  
SECOND: Spackmann  
RESOLVED to pay claim #688 through claim #739, totaling \$24,654.29.  
VOTE: All in favor, motion carried.

A/C Gary Gibbins asked regarding claim #709 Fallsview Hotel/Convention if the Commissioners got the President's suites at the Nevele conference, as when they have to go to Montour Falls they have to share a room. Commissioner Spackmann explained that the cost was not just for the rooms but included the food costs and the conference fees as well. Treasurer Bishop noted it was an all inclusive package deal. Chairman Kugler asked him if he had a problem with it. A/C Gibbins noted he just wanted clarification.

**RESOLUTION #221 TO PAY CLAIM #740 THROUGH CLAIM #751, TOTALING \$7,172.78.**

A3410.2	\$ 2,212.25
A3410.4	4,960.53
Total:	\$ 7,172.78

MOTION: Robarge  
SECOND: King  
RESOLVED to pay claim #740 through claim #751, totaling \$7,172.78.  
VOTE: All in favor, motion carried.

**RESOLUTION #222 TO PAY CLAIM #15 AND CLAIM #16 FROM THE BUILDING RESERVE FUND, TOTALING \$972.80 PER PREVIOUS PERMISSIVE REFERENDUM.**

R3400.0	\$972.80
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MOTION: Spackmann  
SECOND: Robarge  
RESOLVED to pay Claim #15 and Claim #16 from the Building Reserve Fund, totaling \$972.80 per previous permissive referendum.  
VOTE: All in favor, motion carried.

## **Correspondence:**

\*Handed out a sheet that has all the phone and fax numbers for all four companies, with correction to Porter Corners mailing address.

\*Received a letter and gave copies to the Commissioners, Chief and 1<sup>st</sup> A/C's that the Town of Greenfield is having the Presidential primary on Tuesday February 5, 2008. She will remind everyone as we get closer to that date.

\*RPT Safety and Health Services, Donna Crossman will be doing research concerning safety culture and it's impact on firefighter performance. Copies were given to the Commissioners and the Chief. Letter from Ed Tremblay was also enclosed noting that he is aware of this. Mrs. Crossman would like to contact firefighters and ask questions – it would be completely voluntary.

## **RESOLUTION #223 TO ASSIST DONNA CROSSMAN FROM RPT SAFETY AND HEALTH TO SURVEY GREENFIELD FIREFIGHTERS, IF THEY SO CHOOSE, FOR HER RESEARCH.**

MOTION: Kugler

SECOND: King

RESOLVED to assist Donna Crossman from RPT Safety and Health to survey Greenfield firefighters, if they so choose, for her research.

VOTE: All in favor, motion carried.

\*Revised the membership application, and has now put the revision date on the bottom. Please use the 11/07 revision; please return the old applications to her and she will get you the updated ones. Also, completed membership applications no longer go to the district office, they must go directly to the Chief first.

## **Purchasing:**

\*Received a bill from Porter Corners for some insulation supply materials, for \$1,100.00, to come out of their building fund.

## **RESOLUTION #224 to pay \$1,100.00 to Munter Enterprises for insulation for Porter Corners pole barn.**

MOTION: Waite

SECOND: Spackmann

RESOLVED to pay \$1,100.00 to Munter Enterprises for insulation for Porter Corners pole barn.

VOTE: All in favor, motion carried.

Commissioner King asked if this building was going to be heated or cold storage?  
Commissioner Waite noted it was going to be cold storage as of now but they are trying to get some insulation in. Commissioner King asked what the intent is down the road; Commissioner Waite answered it was to heat it. Commissioner King then asked if sooner or later are we going to heat everyone else's garages as well? He also added that this was brought before the Board for a pole barn and cold storage and now it is being insulated and heated. A/C Davis explained that they were thinking that they would bring the trailer back and if it was full of ice and snow that it could be melted off and not ruin the equipment. Commissioner King noted that if you wanted to insulate and heat it, you should have come back to the Board to talk about it because who is going to pay the heat bill? A/C Davis noted they hadn't got that far

yet. Commissioner Spackmann noted that there was somewhat of a lack of foresight in planning for the pole barn, and that there were changes made on the fly since construction was started that was not part of the original plan including the budget. More discussion was held.

\*Received a voucher from Kevin Greenwood for \$275.00 for reimbursement of an EMT course at Hudson Valley Community College; no receipts attached or a course completion certificate. Chairman Kugler asked A/C Lant about it; he noted he left the certificate in the file and thought there was a receipt attached. Chairman Kugler said there was no bill, just a student registration, and in talking with the Chief there was a screw up from the beginning on that, and asked the Chief if that was correct. The Chief agreed and asked if they got a receipt would they pay the bill? Commissioner King said he would make a motion that when we get the receipt and the course completion certificate we pay the bill; Commissioner Waite seconded the motion. Commissioner Spackmann asked for discussion on this first. He then noted that there needs to be much more attention to procedure in the future as it is a pretty simple training form to sign off on. Commissioner Robarge asked if the course was available in the County; A/C Lant noted that FF Greenwood works nights. More discussion followed. Chairman Kugler noted that in the future procedure must be followed and then we won't run into these problems.

## **RESOLUTION #225 TO REIMBURSE KEVIN GREENWOOD \$275.00 FOR THE EMT COURSE AT HUDSON VALLEY COMMUNITY COLLEGE.**

MOTION: King

SECOND: Waite

RESOLVED to reimburse Kevin Greenwood \$275.00 for the EMT Course at Hudson Valley Community College.

VOTE: All in favor, motion carried.

\*Has a PO that A/C Ellsworth would like signed for about \$730.00 for parts for the jaws, does not include labor. This is part of the Oliver Merlyn grant. Short discussion followed.

\*Portable generators were delivered this evening, but before they go out how would they like them inventoried? She has the serial numbers but asked about putting something on them identifying them as Greenfield Fire District Property. Two each to go to Co #1 and #4, and one each to go to Co #2 and #3. Short discussion followed; it was noted these are to be used for emergency purposes to help residents and not to go on the backs of the fire trucks.

Commissioner Spackmann also felt that there should be some sort of sticker on the generators that they were received through a grant from Senator Farley.

## **RESOLUTION #226 TO PUT STICKERS ON THE PORTABLE GENERATORS ACKNOWLEDGING THEY WERE PURCHASED THROUGH A GRANT FROM SENATOR HUGH FARLEY.**

MOTION: Spackmann

SECOND: Kugler

RESOLVED to put stickers on the portable generators acknowledging they were purchased through a grant from Senator Hugh Farley.

VOTE: All in favor, motion carried.

**Grants – Andrea Mann:**

\*Handed out update on current grants and projects review, as well as some report data from the 2005 Homeland Security Grants. She then went through the information regarding the Homeland Security grant and the difficulties with applying for, and receiving the grants. She noted that fitness programs come under operations and safety and there is the opportunity to put together a great fitness program for the fire district if you want that. Some of the companies have gone out and purchased equipment and are doing some renovations already and if there is more interest please let her know as she feels she could write a great grant for that. She also noted vehicle acquisition is a big thing with the ladder truck, but those are not well funded.

**Applications for membership:**

**Greenfield Center Company #1:** None.

**Porter Corners Company #2:** None.

**Middle Grove Company #3:** None.

**Maple Avenue Company #4:** Thomas Murphy.

Secretary Petkus noted he had his physical and the arson check was received back, but no driver license check was done because she won't be able to do that until we are in the LENS program, which won't be until January sometime, as Adirondack Trust Insurance can no longer do our driver license checks any more. Commissioner King asked if we participated in the LENS program; Secretary Petkus noted that she had started working last January or February on it, but was not a priority because Adirondack Trust was doing it, but since they can no longer do it, she had contacted LES last week and got the information to apply online. She noted the initial bulk of work will be getting everyone's driver license entered and she will have more time to do that in January and February when she goes full time.

**RESOLUTION #227 TO ACCEPT NEW MEMBER THOMAS MURPHY.**

MOTION: Waite

SECOND: King

RESOLVED to accept new member Thomas Murphy.

VOTE: All in favor, motion carried.

**Changes in membership:**

**Greenfield Center Company #1:** None.

**Porter Corners Company #2:** None.

**Middle Grove Company #3:** None.

**Maple Avenue Company #4:** None.

## **Reports from Companies:**

### **Company #1 – A/C Gibbins:**

\*Nothing to report.

### **Company #2 – 2<sup>nd</sup> A/C Davis:**

\*Two workshops ago the Board asked him to find out about a painter for the trucks. He contacted Frank's and they are coming up Tuesday December 18<sup>th</sup> at 8:00 pm to Greenfield Center. Affected trucks are to be there by 7:30 pm. The Chief noted he would be there.

\*Taking the skid unit off the brush truck for the winter.

### **Company #3 – A/C Jay Ellsworth:**

\*Nothing to report.

### **Company #4 – A/C Lant:**

\*Thought that it would be a good idea for Dan Pemrick and the Councilman from Wilton to speak to each other; he will coordinate that.

### **Report of Chief McConkey:**

\*Regarding the valves for the airbags that were donated, he believed P/A Howe had the prices for the valves. She noted you need to buy the valves in lots of 10. Cost would be about \$2,200.00. Commissioner Robarge noted the money could come out of the training account to purchase them as well as the cost of repairing the two thermal imaging cameras.

**RESOLUTION #228 TO PURCHASE TEN VALVES FOR THE AIRBAGS FOR \$2200.00, AND TO REPAIR THE TWO THERMAL IMAGING CAMERAS. MONEY TO COME FROM THE TRAINING ACCOUNT.**

MOTION: Kugler

SECOND: King

RESOLVED to purchase ten valves for the airbags for \$2200.00, and to repair the two thermal imaging cameras. Money to come from the training account.

VOTE: All in favor, motion carried.

\*Asked if the hoses for the jaws for Co #3 were ordered. P/A Howe noted she has ordered them and the money is to come out of the training account.

\*Tim Ashworth and Garrison are coming on Monday at 1 pm to take a look at the ladder truck at Maple Avenue. John Lant, John King and Dave Kenyon to be there.

### **Report of EMS Coordinator Gary Gibbins:**

\*Submitted a letter requesting that the money still remaining in the 2007 EMS Account be transferred to the EMS Reserve Account for next year to purchase the new RAD 57's in the future. Treasurer Bishop said there was currently approximately \$4,000.00 in the EMS account. Discussion continued. It was noted the Board would decide at the Year End meeting on the 28<sup>th</sup>.

### **Planning Board:**

\*For Town of Greenfield, Mike Chandler: not present.

\*For Town of Wilton, Gary Bullard: not present.

## **Reports of the Commissioners:**

### **Commissioner Waite:**

\*Nothing to report.

### **Commissioner King:**

\*Noticed at looking over the pamphlet he got last week at some of the so called policies and this week he got one that is called procedures, and we have a red book called guidelines and shouldn't we be using the same terminology for all this stuff? Discussion was held as to what to call them.

\*In reviewing Mr. Young's letter dated November 27<sup>th</sup>, he noted in resolution #188 that the Board accepted the new Constitution and By-laws, which he assumed of the fire department. Commissioner King continued to read the rest of the paragraph from Mr. Young's letter, where he notes that approval of a fire department's by-laws is not required by the Board of Fire Commissioners. Commissioner King asked if we drafted those by-laws; Commissioner Spackmann noted we did, and he may have some confusion between the District by-laws and the company by-laws. There was further discussion; Commissioner King noted that apparently we are not clear in our minutes and Mr. Young is confused, and the only by-laws he thought they talked about were District by-laws, so how could he be confused talking about company by-laws? Secretary Petkus noted Mr. Young was probably confused because when she wrote the resolution she probably did not specify District by-laws, and he then had to make an assumption. More discussion continued.

A/C Ellsworth noted that Commissioner King was right, that they were not drawn up by the officers, but they reviewed them after they got them from the Commissioners. A/C Davis noted that if they are to be drawn up by the firemen, then that needs to come back. Commissioner Spackmann explained that they are clear on that and that they did exactly what they were supposed to do regarding the District By-laws; and that they are approved by the Board. Company by-laws are a separate entity.

### **Commissioner Robarge:**

\*After the bills for the valves and the repair lines have been made, the last \$460 can be taken out of the rescue account.

\*Generators are here, P/A Howe has the serial numbers. Discussion was held about possibly engraving them for identification purposes.

### **Commissioner Kugler:**

\*Need to look over the list of policies and procedures to send down to the attorney to look over; there are some that need to be adjusted:

Access Card and Fob Policy: Need to make a decision as to whether just the auxiliary officers or all the auxiliary members receive access. Commissioner Waite noted it should be the entire auxiliary. Commissioner King agreed but asked if we got any feedback from the auxiliary as to what they would like? Discussion was held; Commissioners Spackmann and Robarge also agreed on all auxiliary members.

Commissioner King asked if we are going to call all these guidelines? Commissioner Spackmann agreed that we need to be consistent and Chairman Kugler said they can make a resolution for all the changes at the end. Commissioner King then noted that they should say standard operating guidelines and be put in a book. Commissioner Spackmann said he envisioned a separate book for non-firematic operational policy as opposed to firematic policy. Chairman Kugler noted that everyone will sign off that they received this packet. There was

also discussion regarding a new member signing off on the policies and who would give it to the new member. It was decided they would say District Guidelines.

Membership Application Policy: Should SOG's be added to the list of materials to be given to a new member? All agreed that it should be added.

Purchasing Policy: Under funding requests, should the amount be increased to \$2500.00? There was some discussion: Commissioners Waite and King said it should be \$1500.00, Commissioner Spackmann felt it should be higher than \$1500.00. After discussion it was agreed on \$1500.00.

Training Approval Policy: This was a new policy just added; Chairmen Kugler read the policy. Chief McConkey asked for clarification regarding if this is for training that has a fee, or do they need to fill them out if the training does not cost money as well? Commissioner King asked how this affects EMS? It was decided that under #2 there would be clarification for EMS courses and the District EMS Coordinator would also have to sign off on it. Under Policy section a line should be added that this form only applies to courses that incur fees or expenses. Under #5 proof of payment was added if firefighter was seeking reimbursement.

A/C Ellsworth noted that there may be an issue with getting a certificate because at the officer's meeting, Mr. Tremblay had said he is way behind because he does not have any certificates and he may be over a year catching up. Both Treasurer Bishop and Secretary Petkus noted that may be an issue with LOSAP because the certificate says how many hours the course was.

**RESOLUTION #229 TO ACCEPT THE ABOVE CHANGES AND SEND THEM TO THE ATTORNEY FOR HIS REVIEW SO WE CAN HAVE THEM BACK FOR THE ORGANIZATIONAL MEETING ON JANUARY 2, 2008.**

MOTION: Spackmann

SECOND: Robarge

Commissioner King moved for all of them except for the Chief's vehicle as he does not like the whole policy as it is a knee jerk reaction to a previous incident. Commissioner Spackmann noted that the policy was originally drafted a year ago. Commissioner King noted it was the first time he saw it. Commissioner Spackmann explained that parts of it came from the Fire Chief Officers Guide. Commissioner King said he had no problem with the other policies but he doesn't like that one at all; Commissioner Waite agreed. Commissioner Spackmann noted he spoke to the Chief about it and he agreed that there should be no smoking in the vehicle and he does not drive it to Albany and back, and he chose not to do it because he felt it was an abuse of privilege. Chairman Kugler noted that the Chief read the policy and he did not have any problem with it; the Chief noted he did not read all the policy. Commissioner King noted he did not like #7, that the Chief waives the right to press trespassing charges against any district personnel who are present on such property to take possession of said vehicle. He then noted that without getting into a previous incident that it is definitely from the previous incident. Secretary Petkus added that was a suggestion from the attorney after a discussion. Commissioner King then clarified that this policy was from a combination of recommendations from the attorney and the manual that we drew it from. Commissioner Spackmann noted he did not think it was excessive or disrespectful to the Chief at all otherwise he would not support it. After some discussion Chairman Kugler asked what the Board wanted to do; Commissioner Waite said he wanted to hold that one out, Commissioner Robarge said it didn't matter to him.



Commissioner King also noted he was against the truck going to training conferences as well. Commissioner Spackmann clarified that Commissioner King was referring to #8, regarding a resolution by the Board to modify the use of the chief's vehicle as deemed necessary. Commissioner Spackmann asked Commissioner King that even if the Chief was to go to a conference as the Chief, he didn't think that was appropriate use? Both Commissioners King and Waite said no. There was more discussion regarding this between both the Commissioners and officers. Commissioner King also asked if we had this specific policy for all the other vehicles that we have in the district as it seems funny that this policy surfaces shortly after the incident. Commissioner Spackmann disagreed, as he spoke to the Chief a year ago about this policy when they bought the Chief's truck. More discussion continued; the Board agreed to take out #7 and #8.

**RESOLUTION #229 TO ACCEPT THE ABOVE DISTRICT GUIDELINE CHANGES AND SEND THEM TO THE ATTORNEY FOR HIS REVIEW SO WE CAN HAVE THEM BACK FOR THE ORGANIZATIONAL MEETING ON JANUARY 2, 2008.**

MOTION: Spackmann

SECOND: Robarge

RESOLVED to accept the above District Guideline changes and send them to the attorney for his review so we can have them back for the organizational meeting on January 2, 2008.

VOTE: All in favor, motion carried.

A/C Gibbins asked if he has the right to call the District lawyer to ask him some legal information that we need. Chairman Kugler asked him pertaining to what? A/C Gibbins said the fire district. Chairman Kugler said he didn't have a problem with it, but it was noted that we have to pay for it. Secretary Petkus added she had had a previous conversation with Mr. Young and he would prefer if it any questions came through one particular person so he didn't have 160 firefighters calling him. Commissioner Spackmann added that if there are any legal concerns it should be brought up to the Board. A/C Gibbins asked again if he could personally call the attorney, because he would like clarification as he reads the law and would like clarification on it, and he's supposed to be up on this as a lawyer so he wants to get clarification on it. A/C Lant noted if any body should have the right it should be the chief; the Chief noted he has been on the phone with the Comptroller and he could call them. A/C Ellsworth added that maybe it's a legal thing between an officer and the Board and maybe he wants clarification on that. Commissioner Spackmann said even still the Board should be made aware of it. The Commissioners agreed they had no problem with the Chief speaking with Mr. Young.

A/C Lant thanked Commissioner King for all his hard work he put in for us; he's going to be missed.

Chairman Kugler announced that the Close of Books meeting is December 28<sup>th</sup> at 7 pm at Co #1. A/C Davis asked if they could keep in the back of the heads the light bar for Co #2.

Treasurer Bishop asked for a resolution to pay the Election Inspectors for the Election.

**RESOLUTION #230 GIVING THE TREASURER PERMISSION TO PAY THE ELECTION INSPECTORS FROM THE COMMISSIONERS ELECTION.**

MOTION: Kugler

SECOND: Robarge

RESOLVED to give the Treasurer permission to pay the election inspectors from the Commissioners election.

VOTE: All in favor, motion carried.

**Commissioner Spackmann:**

\*Has three invoices from Vernon Brownell for the work he did at Co #1 for \$130.50, #2 for \$151.00 and #3 for \$556.40 that he would like paid. Commissioner Spackmann asked Secretary Petkus to explain the mess that was found at Middle Grove.

She explained that wires have to be paired with certain colored wires and none of them had been paired correctly, which was causing a lot of internal problems like clicking and static on the lines. Mr. Brownell also found lines that were apparently running nowhere, then he would find pairs of eight wires and that there would be four just sticking out doing nothing and going nowhere. Also if there was a certain jack that needed to be fixed, if was in a line with other jacks and one of them was not working, the whole line would not work. He recommends not using the jack behind the microwave oven at all. She also noted that Ron Bishop was there as well and saw what Mr. Brownell was dealing with. Mr. Brownell also had his daughter helping with the wiring and did not charge us for all the hours he put in to correct the wiring problems. He will be going to Florida for a few months, but his two daughters also do this type of work and we can contact them if there is a problem.

**RESOLUTION #231 TO GIVE TREASURER PERMISSION TO PAY THE BILLS RECEIVED FROM VERNON BROWNELL.**

MOTION: Spackmann

SECOND: Waite

RESOLVED to give Treasurer permission to pay the bills received from Vernon Brownell.

VOTE: All in favor, motion carried.

**RESOLUTION #232 TO DISPENSE WITH THE READING OF THE MINUTES.**

MOTION: Kugler

SECOND: Robarge

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Kugler with a second from Commissioner Spackmann to adjourn the meeting at 8:40 PM. All in favor, meeting adjourned.

Respectfully submitted,

Joyce A. Petkus  
District Secretary