

Board of Fire Commissioners

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

February 28, 2008 Workshop

Workshop began at 7:00 pm.

Present were: Commissioners B. Bishop, Robarge, Spackmann, Secretary Petkus, Purchasing Agent Howe. Others in attendance: various officers and members of the Greenfield Fire District.

Special Guest: Andrea Mann, grant writer.

Acting Chairman Spackmann asked that since there were many things on the agenda to discuss and so many people present, to please raise your hand if you wanted to speak, and to keep the comments short.

❖ **Andrea Mann, grant writer:**

- Fire Investigator grant: Spoke to the trustee of the foundation and they really liked the application, but the decisions are coming out a little bit later;
- Ropes grant: Oliver Merlyn grant; Clark and Mike are getting together to talk about getting some training together first before going for that grant, there is time.
- Working with SEMS on a couple of AFG grants to get them outfitted with the proper equipment;
- Records cleaning out process is still going on; as soon as everything is taken care of at the District level, will talk with different companies about records requirement for fire calls and fire reports;
- R-U-OK program: county is not getting the response of the people who would need help in a major crisis, so the town is taking on the responsibility to try to identify those people who may need assistance, including mental health, ability issues, medical issues. Currently trying to identify what processes are going on in the town and work together. Noted that the town seeks guidance from the Board of Commissioners regarding the best way to coordinate with the District; the town would like to work with the fire department on this. Acting Chairman Spackmann suggested that they talk about it at the March Commissioners meeting. A/C Lant suggested he set up a meeting with himself, Duane and Andrea as to what they do in Wilton.
- Fitness grant: not feeling the magic on that one as usual; Commissioner Spackmann brought it up at the last Commissioners meeting to the officers if anyone had interest, to contact Andrea on that.

RESOLUTION #93 TO GO INTO EXECUTIVE SESSION CONCERNING A PERSONNEL ISSUE REGARDING FIREFIGHTER SAM LIVSEY AT 7:10 PM.

MOTION: B. Bishop
SECOND: Robarge

RESOLVED to go into executive session concerning a personnel issue regarding Firefighter Sam Livsey at 7:10 pm.

VOTE: All in favor, motion carried.

RESOLUTION #94 TO RECONVENE FROM EXECUTIVE SESSION AT 8:09 PM.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to reconvene from executive session at 8:09 pm.

VOTE: All in favor, motion carried.

RESOLUTION #95 TO TERMINATE FIREFIGHTER SAM LIVSEY'S SUSPENSION, EFFECTIVE MIDNIGHT FEBRUARY 28, 2008. A LETTER IS ALSO TO BE PLACED ON RECORD IN HIS FILE REGARDING DISCIPLINARY ACTIONS THAT OCCURRED.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to terminate Firefighter Sam Livsey's suspension, effective midnight February 28, 2008. A letter is also to be placed on record in his file regarding disciplinary actions that occurred.

VOTE: All in favor, motion carried.

❖ Secretary Petkus:

- By-laws and guidelines: copies of the four new guidelines have been made, but she would like to hold off on handing them out, as they are going to be working on a disciplinary policy, and she would like to incorporate that into the other four, and then make another round to each of the firehouses. In the meantime she will have the tabs made up. Asked the Commissioners what they wanted to do about those who have not yet received the District manual. After discussion, it was decided Joyce will go around one more time after the disciplinary policy is approved, and then a list to go to each A/C of who has not received the District Manual.
- Bulletin boards: Bulletin boards were received today, a week early. She will contact each company to make delivery and installment arrangements.
- Fire Police: there was an issue with an applicant from Greenfield Center, who went to Town Hall to get his oath for fire police even though he has not been accepted into membership yet, and the Chief did not sign the paperwork. Chief is holding the paperwork on him right now. Spoke to Mary Ann at Town Hall and she will not sign off on any fire police forms or administer the oath of office until the Chief first signs off on the forms.
- 2007 LOSAP: Gary Bullard brought the paperwork from 2007 for her to review, and she will work on it tomorrow and Monday.

❖ Purchasing Agent Howe:

- Quotes were given to Commissioner Spackmann for monitors for Co #2; state contract pricing is from Dell;
- Handed out audio visual quotes to the Commissioners – quotes for Co #4 and Co #1 were between \$4300-4500, prices had gone up last year; this year the quote was for \$8000, but that's with a lot of bells and whistles that Co #2

themselves want installed. Basic quote is \$4862.44, but she was advised last year to be prepared for the increased quote this year. More discussion continued.

- 18 foot ladder: Tyler fire won the bid on that and it will take from 2-6 weeks to receive.
- Has 2 phones for Co #1 that are not activated yet for 2 of their trucks. Will be back Tuesday to drop those off. Not sure if the Commissioners were going to be talking about a cell phone policy; just in the last month at least 3 phones were added. Has started looking at the minutes; currently we have 3200 minute share plan and we have been coming very close without adding the new phones.
- Six 2008 FASNY law books were ordered.

❖ **Reports from Commissioners:**

Commissioner B. Bishop:

- Reminder to everyone if they are interested in going to the River Rats hockey game can call him. Hockey game is 3/8 at 7 pm at the Glens Falls Civic Center. Secretary Petkus suggested that maybe an email can be sent out and then she will go around on Monday to check the LOSAP boxes for ticket orders. Will then coordinate car pools, possibly dinner beforehand.
- Lake Desolation issue: there are issues that need to be worked out, but for right now he wants to wait to see what Bill comes up with. Agrees with Tom, if there is a fire department working in the county that shouldn't be working in the county, he believes that is a county coordinator issue, not a Middle Grove or even Greenfield Fire District issue. Worried that they may have opened up the homeowners to more of a liability because some of them may have Lake Desolation listed with their insurance carrier. Thinks they put a little spotlight on themselves that may not be to the benefit of their organization.
- Still working with some folks at Lake Desolation regarding road issues. Jay suggested putting out flyers around the lake. Planning and Zoning Boards have been very supportive.
- Handed out a memo of mileage reimbursement schedule.

Commissioner Robarge: Think Spring!

Commissioner Spackmann:

- Spoke to Commissioner Waite, who could not be here tonight, about the hood, and it is being worked on Monday or sometime next week. Also, the furnace at Co #2 broke and Toby Middlebrook worked on it, installed some used parts until the new parts come in. Bill just came in today totaling: \$331.50.
- Gear: handed out some paperwork. This year may be a little rough. Would like to meet with the Assistant Chief's maybe next week. This year the Board took \$20,000 out of the gear account, and although \$100,000 looks like a lot of money it isn't when gear is costing about \$3500 a set. There was a lot of discussion about having to put that back at some point. He asked each A/C for a list of firefighters who do not have gear yet and prioritize them. He would also like the A/C's to look at other goals, possibly put money into the gear reserve, as currently there is no line item for gear repair. Previously they have used the money to purchase new gear, and there is no money left to repair gear that gets burned, torn or otherwise damaged due to line of service. The gear reserve can serve that function. Also fire police would like some appropriate gear. More discussion continued; currently the gear reserve has \$1100 in it. He proposes

that they take \$8900 out of this year's account and make it an even \$10,000 in the gear reserve. Some of the older gear is starting to show wear and tear. Gear meeting to be held on Wednesday March 12th at 6:30 pm at Co #1 before the Commissioners meeting. A/C Chandler asked if the new gear meets the new DOT specs that are coming in November. Jill to check on it.

- ❖ Identification Initiative: Lot of discussion lately about it, Brian agreed to be the Commissioner in charge of this initiative. Also an issue with fobs at Co #2 with A/C Davis and Kayla that Joyce needs clarification on. Joyce explained that she had recently gotten an email from Kayla Davis that she lost her access card and she's been using Jon's, which everyone knows you are not supposed to be using someone else's access, and the impression she got from this was that she might have lost her access a while ago. Granted, they are married, but everyone had to sign off when they received access that they understood not to give out the access to anyone else, as well as this being in the new access policy. So, she has just not answered Kayla's email. Commissioner Bishop felt there were two issues, one is that fact that the card was lost and nothing was ever said about it so that it could just be shut off right away; and there is something that you sign off not to give out access, but from time to time he let's his wife use the card if he is working down at the firehouse to meet him down there. Discussion continued; Secretary Petkus noted that Kayla is the President of the auxiliary over there and she certainly needs access, but the issue she has is with the borrowing of Jon's, who is to say that Jason can't lend it to his girlfriend and then why Tom can't give it to his daughter. Discussion continued. Commissioner's Bishop and Spackmann felt it is not a big issue that Kayla is borrowing Jon's access, but it is an issue that this was lost and not reported and in the meantime the fix was just to use her husband's. A/C Chandler to speak to Kayla and Joyce to email Kayla to stop in to the office and get a new one.
- ❖ District Photographer: does have mixed feelings about this as it is a substantial investment, but it is something he feels they should do. Need to document the good work the firemen do. Can distribute that information through the website. Feels there needs to be a return on investment. Commissioner B. Bishop thought there needed to be some means of approval before the pictures go on the website. Lengthy discussion continued; including issue of insurance and liability, and the requested items for purchase. Commissioner B. Bishop felt the only thing on the list that was excessive was the laptop computer; there are plenty of computers around the District. As far as pricing, the only thing that should be specked is the camera, and the Purchasing Agent does not need to buy all the equipment from the same place. Items will need to be inventoried, stickers placed on the equipment. The Chief also asked about purchasing a vest for her as well, identifying her as the District Photographer.

RESOLUTION #96 TO PURCHASE PHOTOGRAPHY ITEMS ON THE LIST PROVIDED, EXCLUDING THE LAPTOP AND ADDING A VEST WITH GFD PHOTOGRAPHER ON IT. MONEY TO COME OUT OF THE COMPUTER ACCOUNT.

MOTION: B. Bishop

SECOND: Robarge

RESOLVED to purchase photography items on the list provided, excluding the laptop and adding a vest with GFD Photographer on it. Money to come out of the computer account.

VOTE: All in favor, motion carried.

Secretary Petkus noted that a question came up about the District Photographer signing in on alarms and receiving credit for LOSAP calls, and that she is actually eligible to receive credit for the call as the District photographer. Secretary Petkus called and verified this with Penflex, and as long as she is an active and not social member, which she is not, and her priority is a firematic function then yes she can get points for LOSAP. If she is on scene as the District Photographer and help is needed, she is to stop and become firematic. Jill asked the Chief to have Alicia email her with the size vest she wants. The Chief also asked if Maple Avenue calls her can she put in for gas mileage. The Commissioners said yes.

- ❖ Porter Corners computer monitor: Discussion about the monitor that no longer works, was purchased three years ago, would like a flat screen.

RESOLUTION #97 GIVING PURCHASING AGENT PERMISSION TO SPEND UP TO \$250 ON A 20" MONITOR TO REPLACE THE MONITOR IN THE RADIO ROOM AT CO #2.

MOTION: Spackmann

SECOND: B. Bishop

RESOLVED to give purchasing agent permission to spend up to \$250 on a 20" monitor to replace the monitor in the radio room at Co #2.

VOTE: All in favor, motion carried.

- ❖ Review schedule of policies and procedures: Acting Chairmen Spackmann to set up review schedule of policies and procedures beginning next month.
- ❖ By-law committee: asked Commissioner B. Bishop about it. Commissioner B. Bishop would like to get this thing rolling. He and Commissioner Robarge will be the Commissioner representatives on the committee. They will schedule a meeting in March. There will also be 2 people from each company on the committee. Co #1, 2 and 3 already have their reps, not sure about Co #4.
- ❖ Permissible actions for firefighters on disability: there has been a lot of discussion but have not come to an official determination. His interpretation of the by-laws is that it is a little contradictory. Extremely lengthy discussion continued; it was decided that this subject would be turned over to the by-law committee.
- ❖ Fleet Pump Preventative Maintenance: The Chief gave Commissioner Spackmann a quote for \$500.00; there was continued discussion, it was recommended that it be done every 4-5 years.

RESOLUTION #98 GIVING THE CHIEF PERMISSION TO HAVE PUMP MAINTENANCE DONE ON ONE TRUCK FROM EACH STATION.

MOTION: Spackmann

SECOND: B. Bishop

RESOLVED to give the Chief permission to have pump maintenance done on one truck from each station.

VOTE: All in favor, motion carried.

RESOLUTION #99 TO GO INTO EXECUTIVE SESSION REGARDING POSSIBLE PENDING LEGAL ISSUE WITH THE STATE AT 9:35 PM.

MOTION: Spackmann

SECOND: Robarge

RESOLVED to go into executive session regarding possible pending legal issue with the State at 9:35 pm.

VOTE: All in favor, motion carried.

RESOLUTION #100 TO RECONVENE FROM EXECUTIVE SESSION AT 9:50 PM.

MOTION: Spackmann

SECOND: B. Bishop

RESOLVED to reconvene from executive session at 9:50 pm.

VOTE: All in favor, motion carried.

RESOLUTION # 101 GIVING PERMISSION FOR THE DISTRICT PERSONNEL TO ATTEND, AND THE TREASURER PAY FOR, THE TELECONFERENCE ON THURSDAY MARCH 13, 2008 AT ADIRONDACK COMMUNITY COLLEGE.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to give permission for the District personnel to attend, and the Treasurer pay for, the teleconference on Thursday, March 13, 2008 at Adirondack Community College.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Spackmann, with a second from Commissioner Robarge to dispense with the reading of the minutes. All in favor, motion carried.

Motion was made by Commissioner Spackmann with a second from Commissioner B. Bishop to adjourn the workshop. All in favor, motion carried.

Workshop was adjourned at 9:56 pm.

Respectfully submitted,

Joyce A. Petkus
District Secretary