

Board of Fire Commissioners

Greenfield Fire District
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July 29, 2010 Commissioners Workshop

Workshop began at 7:02 pm.

Present were: Commissioners B. Chouinard, Kugler, Spackmann, Waite; Secretary Petkus, Treasurer J. Bishop; please see sign in sheet for others in attendance.

Flag salute and moment of silence recognized for departed members.

1. **Special Guest: Paul Felts**: Commissioner Spackmann noted that there has been a lot of discussion recently about the EMS program itself and some misinformation that has been circulated around. Mr. Felts present at the meeting this evening to talk about why it costs another \$150 to have them recertified, as well as some other things Mr. Felts would like to the Board to consider for next year. Mr. Felts thanked the Board for allowing him to be here this evening. Noted there is a lot of misinformation and rumors he has been hearing about that he wanted to clear up, which is why he contacted commissioner Spackmann in the first place. Mr. Felts explained EMT must complete 72 hours of training in a 3 year period. The way the program was originally set up was that he would come in and teach the classes and issue certificates for that class. When the EMT goes to recertify, the paperwork needs to be signed by a Certified Instructor Coordinator (CIC). He noted he was misinformed in that he was told there was a CIC on board with the fire district already and there was no need for him to get that CIC signature; he would just teach the classes and give out the certificates and everything would be handled in house by the Fire district and he would have no further involvement. About a year after he began several individuals came to him to ask him to have the CIC sign the paperwork, and of course he is going to want his money for his signature. Mr. Felts also noted that a CIC must maintain records and keep all trainings in hi possession in the event that there is an audit by the State, he has the proper paperwork. Mr. Felts noted he explained all this to then EMS Coordinator Gary Gibbins, who told him there was a CIC on board and all the Fire District wanted was him to come and teach the classes. Mr. felts also noted that NYS also reimburses each agency for EMT recert, so when the paperwork is submitted to the State they will reimburse the organization \$300 for each individual, of which \$150 goes to the CIC. He further noted that the district used to use Saratoga County for the EMS training and the money voucher from the State goes to Saratoga County EMS, not to the district. The money the Board could have received from the State to pay for him to teach the classes and to the CIC for the 3 recently recertified EMT's instead went to Saratoga

County. For the future, a letter would need to go to the State explaining that the money should now go to the District and not to Saratoga County. Mr. Felts further explained that the last 3 recerts he has done cost \$125 each to over see the program, sign the paperwork, make sure it is in order and then return it to the fire district to be submitted to the State; for \$150 he would be willing to do all the paperwork and voucher the State so the district gets reimbursed. The CIC he works with does a lot of this work with fire departments in the area and has a good rapport with the State, which was the original intent of how things were supposed to work out; unfortunately there was a breakdown in communication. Chief Lant asked if Mr. Felts would be on board next year and that maybe all correspondence should be sent to the Secretary as well. Commissioner Spackmann noted that what happens next year is still up in the air; he is aware that Joyce Eichorst was approached to teach the course as well. Discussion needs to happen in order to figure out how to proceed with the training program next year. Unfortunately what we are getting from Mr. Felts is different than what was told to the Board. Commissioner Spackmann also noted that if the program were to continue the way Mr. Felts described, it seems to be pretty reasonable; administrative overhead is taken care of for us and the District still retains \$150. Commissioner Kugler asked how many people need to be recertified this year; Mr. Felts noted he did not know as he has not really been included in that aspect, he just comes in and teaches the class. Chief Lant asked Mr. Felts if he has records of all the EMT's in the district; Mr. Felts noted he did not. Commissioner Kugler questioned if there are any outstanding bills; Mr. Felts noted that everything is current, the CIC is paid and the only thing that is outstanding is the CPR class that he taught just last week and has not yet submitted the bill. Mr. Felts explained that currently the way he is involved is that he speaks to the EMS Coordinator, who tells him what classes need to be taught. He then comes in teaches the class and leaves. He explained that he would be willing to play more of an administrative role and keep track of the EMT's and who needs to be recertified and when. FF B. Bishop noted that isn't that is the responsibility of the District EMS Coordinator now and why pay someone else to do what that person is supposed to be doing? Chief Lant commented that we may be better off having an outside taking care of this. Commissioner Spackmann noted that the expense isn't crazy and there is proper records collection and retention, and yes, we should have people who can step up and take on the responsibility but he does not believe we have people who are available to put the time in. Mr. Felts noted that as an outsider looking in there is a lot of responsibility that should fall on 1 person but is actually falling on multiple people and due to lack of communication between those people it has caused problems and felt that there are actually too many people involved. D/C Ellsworth noted that the new EMS coordinator may be a little overwhelmed and has had a lot on his plate this year, and it did not help that he did not get any help from the previous coordinator during the transition at the beginning of the year; a guy can't take over a job without sitting down with the previous person and learning the ways of everything. D/C Ellsworth noted that under the circumstances that Justin was probably not given any kind of paperwork. Chief Lant noted that what needs to be done is to make a plan and move forward. Commissioner Spackmann noted that this is an option that can be explored for next year and he would hope that the Chief

and other Coordinators would sit down and discuss and come up with a plan for next year. Commissioner Spackmann further noted that he wanted open discussion on why things happened the way they currently are, clear the air and give Mr. Felts and opportunity to tell his side of things because things do unfortunately get kind of twisted. Mr. Felts commented that he appreciated yesterday's conversation with Commissioner Spackmann as it did clear up a lot, as the way he has heard it was that he was going to be getting a letter stating that he screwed up and his services were no longer needed. Commissioner Spackmann and the rest of the Board clarified that there was never any discussion any such letter would be sent. Mr. Felts noted that as far as he knows there is no one that needs to be recertified for the remainder of this year. He also noted that the certificates he has issued and are signed by the CIC, and whether or not the board chooses to continue to have him teach the classes, those certificates are still valid and can be used towards recertification. Brief discussion regarding the copies going to the District office; it is the responsibility of the firefighter to get copies to the District office, procedure to stay the same until further notice. D/C Ellsworth noted that a while ago they were supposed to make copies of EMT certificates and get them to Joyce; Joyce noted if she got them she entered the information into Firetracker. The problem is that although the information is in Firetracker there is currently no way to pull out a report because neither the previous and current EMS coordinators have given her the info she has requested to have Firetracker create a report in the system. Further discussion tabled to the September workshop to give the Chief and EMS Coordinators time to decide how they want to move forward. Mr. Felts thanked the Board again for the opportunity to clear things up.

2. Parking Lot Sealcoating Bid Opening: Results as follows:

Adirondack Pavement Coatings, Inc:

- Greenfield Center: \$2,945.60
- Middle Grove: \$2,040.00
- Maple Avenue: \$3,040.00

Total: \$8,025.60

Black Dawg Sealcoat:

- Greenfield Center: spray app: \$3,232.19
hand app: \$3,510.16
- Middle Grove: spray app: \$2,642.16
hand app: \$2,845.12
- Maple Avenue: spray app: \$3,876.93
hand app: \$4,175.76

Spray application Total: \$9,751.28

Hand application Total: \$10,531.04

Luizzi Bros Sealcoating and Stripping:

- Greenfield Center: \$2,247.48 + \$784.00 options = \$3,031.48
- Middle Grove: \$1,598.10 + \$1001.00 options = \$2,599.10
- Maple Avenue: \$2,294.64 + \$951.00 options = \$3,245.64

Total: \$6,140.22/\$8,876.22

Malta Asphalt:

- Greenfield Center: \$3,875.00
- Middle Grove: \$3,150.00
- Maple Avenue: \$4,500.00

Total: \$11,525.00

Chairman Kugler noted the bids will be reviewed, bid to be awarded at the August 11, 2010 Commissioners meeting.

3. Approve Minutes: Approve the June 22, 2010 Workshop Minutes.

RESOLUTION #197 TO APPROVE THE JUNE 22, 2010 COMMISSIONER WORKSHOP MINUTES AS WRITTEN.

MOTION: Spackmann

SECOND: B. Chouinard

RESOLVED to approve the June 22, 2010 Commissioner Workshop minutes as written.

VOTE: All in favor, motion carried.

4. Secretary Update – Joyce Petkus:

- AFDCA announced their fall workshop will be 10/16 at West Sand Lake. No other information available at the moment.
- Registered herself, Commissioners Kugler, Spackmann and B. Chouinard for the AFDSNY Fall Conference at Honors Haven 10/28-10/30. Left message for Dean Deuel if he was still interested in going, he is not yet registered. D/C Ellsworth noted he would like to go to the conference and Joyce noted that A/C E. Petkus is interested in going as well. Joyce to register both of them.
- Registered Paul Coneski, Jay Ellsworth and Justin Burwell for the class in CT. Brief discussion, Chief Lant noted that D/C G. Gibbins is going; Joyce noted she will register him tomorrow.
- Has heard nothing regarding Clerk of the Works; Chief Lant to speak to Mark at Wilton and see if he knows of anybody; Commissioner B. Chouinard to look too.
- Noted that there is a lot of stuff coming up in the next few months so she made copies of the next two month's draft agendas for each Commissioner; please review and make sure she did not miss anything.
- Asked which date the Board would like Dave Meager to attend; the Board noted the August 24th workshop. Joyce to confirm with Mr. Meager.
- Received an email from Ed Tremblay regarding FFI class; Chief Lant to handle.
- Zach Dake received his physical, so his access was reinstated, but she did not realize until today that he still has not picked up his 2009 District Manual updates. Brief discussion, Captain Coffey to notify him that he needs to get his updates; access will be deactivated if he has not picked them up by August 11th Commissioner meeting. Commissioner Spackmann noted that if access is turned off, it means they are inactive and not just their fobs are shut off, it is more significant than that and that needs to be relayed.

- There are 6 people that would like to go to the fire police course on August 7th; it is \$10 per person to attend.

RESOLUTION #198 GIVING TREASURER PERMISSION TO CUT CHECK FOR \$60 FOR THE FIRE POLICE SEMINAR TO BE HELD AT BALLSTON LAKE FIRE DEPARTMENT ON AUGUST 7, 2010.

MOTION: Waite

SECOND: B. Chouinard

RESOLVED to give Treasurer permission to cut check for \$60 for the Fire Police seminar to be held at Ballston Lake Fire Department on August 7, 2010.

VOTE: All in favor, motion carried.

5. Purchasing Update – Jill Chouinard:

- Not present. Commissioner B. Chouinard noted that Jill would like to purchase 10 more pagers to stock up on depleted supply. Discussion regarding whether or not to purchase 15, where to take the money from as there is only \$3000 in the radio account. Question also regarding batteries for pagers; Jill to look into it.

RESOLUTION #199 GIVING PURCHASING AGENT PERMISSION TO PURCHASE PAGERS; ORDER NOT TO EXCEED \$5500.00. MONEY TO COME OUT OF RADIO ACCOUNT AND CABLE FOR CO #4 ACCOUNTS.

MOTION: Kugler

SECOND: Waite

RESOLVED to give Purchasing Agent permission to purchase pagers; order not to exceed \$5500.00. Money to come out of Radio account and Cable for Co #4 accounts.

VOTE: All in favor, motion carried.

6. Treasurer Update – Jean Bishop:

- Asked about the bill she has been holding for Dave Kenyon for \$137.50.

RESOLUTION #200 GIVING TREASURER PERMISSION TO PAY BILL RECEIVED FROM DAVE KENYON FOR WORK ON 261, TOTALING \$137.50.

MOTION: Kugler

SECOND: Waite

RESOLVED to give Treasurer permission to pay bill received from Dave Kenyon for work on 261, totaling \$137.50.

VOTE: All in favor, motion carried.

7. Commissioner Updates:

- **Bryan Chouinard:**
 - Regarding HVAC in all the firehouses except Co #4, for the consultant to

come through and perform a full review of the existing systems and make recommendations regarding repairs, upgrades, options, including design fee budget and rough construction cost budget, fee is \$10,650.00. Also includes a meeting with the Board of Fire Commissioners. Commissioner B. Chouinard noted that the consultant had pointed out that the duct work above the drop ceilings is not insulated and is therefore losing heat that way, and simply insulating them may make a significant difference especially in the District office. Brief discussion continued, including Co #1 being the priority, adding radiant heating in the floor at Co #3 when the floor is fixed, and a timeline as to when the report would be available in order to include in 2011 budget.

RESOLUTION #201 TO WITHDRAW AND EXPEND \$10,650.00 FROM THE BUILDING RESERVE FUND FOR HA2F CONSULTANTS IN ENGINEERING FOR MECHANICAL ENGINEERING SERVICES.

MOTION: B. Chouinard

SECOND: Spackmann

RESOLVED to withdraw and expend \$10,650.00 from the Building Reserve Fund for HA2F Consultants in Engineering for mechanical engineering services.

VOTE: All in favor, motion carried.

- **Richard Spackmann:**

- There has been discussion regarding moving meeting nights, concern with having workshops on drill night, trying to schedule committee meetings, etc. Suggested all company meetings are held the first week of the month, Commissioners meeting the 2nd Wednesday of the month, officers meeting the 3rd Wednesday, and workshops the 4th Wednesday. This leaves Tuesday nights strictly as drill nights and the rest of the month for committee and miscellaneous other meetings. Discussion continued; tabled to the August Commissioners meeting for further for discussion/decision.
- Suggested scheduling a budget meeting this month; brief discussion, meeting set for August 26, 2010 at 7:00 PM at Co #1.
- Began working on the fall newsletter, would like to get it out by mid-August. Needs help from the officers regarding information to be put in the newsletter, including FF1 graduates, new EMT's, new Chaplain, etc. Please get the information to him as soon as possible.
- Purchasing software: started writing a new system that should not cost any money, briefly explained how it will work, including ability to receive email updates. Will hopefully have a demonstration ready for next month.
- Future Plan committee: has fielded a lot of questions about this. Would like to set up separate meetings to address these concerns. Would like to set up agenda topics for each meeting and limit discussion to that particular topic, with some follow up from the previous meeting. More discussion, including who will be part of the committee; some individuals from the public had expressed their interest in being part of the committee. Commissioner Spackmann and Chief Lant both noted that no one has been to any other

meetings since that public meeting. FF B. Bishop noted that some of those people want to be part of the committee meetings and do not want to come to every Board meeting. Commissioner Spackmann noted he does not make a distinction; if someone wants to get involved, then you come and get involved, there are plenty of opportunities for people to address the Board. In his opinion, these will be public meetings, if people want to come and listen and he would hope the chairman would open the floor to public comments. More discussion, including possible publication of agendas on the web site prior to the meetings. Joyce given permission by the Board to post draft agendas on the Friday before the meeting; meetings set up and to be advertised for the following dates:

- September 16, 2010 at Co #1 at 7:00 PM
- October 18, 2010 at Co #3 at 7:00 PM
- November 18, 2010 at Co #4 at 7:00 PM.

- **Ken Waite:**

- Spoke to Maria, specs should be ready for August; she wants to attend the special meeting on August 12th. Commissioner Waite to confirm her attendance at the special meeting on August 12th.

8. District Guideline Review:

- Chief's Job Description: No changes made.
- Chief Vehicle Policy: No changes made.
- Communication Policy: No changes made.

9. District Projects

- Current Projects:
 - None.
- Future Projects:
 - None.

10. Special Topics of Discussion:

- Hose replacement: Captain G. Bullard to work with the Purchasing Agent on it.
- Damage to FF Sam Livsey's truck: Brief discussion, claim was ultimately paid after paperwork was submitted.
- Approval for course in CT: Brief discussion also on Bill Young's letter regarding proper procedure to go through OFPC regarding going outside the State for training.

RESOLUTION #202 GIVING PERMISSION TO ALLOW JUSTIN BURWELL, PAUL CONESKI, JAY ELLSWORTH AND GARY GIBBINS TO ATTEND THE TRAIN THE TRAINER SEMINAR IN SALEM, CT ON NOVEMBER 20 AND 21, 2010. PERMISSION ALSO GIVEN TO USE THE CHIEF'S VEHICLE AS TRANSPORTATION.

MOTION: Kugler

SECOND: Waite

RESOLVED to give permission to allow Justin Burwell, Paul Coneski, Jay Ellsworth and Gary Gibbins to attend the Train the Trainer Seminar in Salem, CT on November 20 and 21, 2010. Permission also given to use the Chief's vehicle as transportation.

VOTE: All in favor, motion carried.

- Fire Police supplies for van: Commissioner Waite noted they need a small amount of money to work on van. Fire Police Captain Atwell was originally told to contact a Commissioner to assist in getting the supplies. FF R. Bishop noted that allegedly Todd is going to paint it; paint donated by Spa Auto Body. Jack Atwell to get in touch with one of the Commissioners regarding supplies.

11. Special Reminders:

- Ladder Testing: Joyce put it on the agenda as a reminder that ground ladder testing is coming up.
- Hose Testing: Chief Lant already took care of it.
- Penflex: estimated amount to be put into the LOSAP fund for 2011 – brief discussion, Commissioner Kugler to call Penflex to get the figure for the budget. Added to August 26th budget meeting agenda.
- Employee Evaluations: Joyce noted she put that on there as a reminder because it seems every year we are doing employee evaluations later and later in the year and last year the Board was never able to complete the evaluations. Brief discussion including a cap of a maximum raise for employees in the budget, doing employee evaluations in December, spreading out employee evaluations over several months. Evaluations to be spread over September, October, November workshops.

12. Chief's Update:

- 262 down at KME.
- Beginning to work on the pumps, ball valves will need to be replaced.
- Saratoga Chrysler is having a big sale on August 7th and they need more room; asked to use the back parking lot at Co #4. Brief discussion; Board okayed use of parking lot as long as they send a Certificate of Insurance to the District office.
- Dry hydrants: moving ahead thanks to D/C Ellsworth; he has been working with Walt Barss.
- Last Friday he received a call that the 911 system was down; got all the stations manned. Spoke to Supervisor Rowland, who did not know anything about it. Also called Art Johnson, spoke to the deputy Supervisor regarding reverse 911, but no one anywhere seemed to know how to do it. No procedure in the County regarding something like this, suggested training several people on the reverse 911. Also, on Tuesday one of the towers went down and again there was no procedure in place for something like this. The Board may want to send a letter to both Town Supervisors. Chief Lant commented that fortunately nothing serious happened during either incident and the men should be commended for their efforts.

13. Miscellaneous:

- D/C Ellsworth noted that the combi tool came in today; he has a bill he will leave in the office, but there may be a discrepancy that he will call on tomorrow. Commissioner B. Chouinard asked him to hold the bill until it is settled.
- D/C Ellsworth has 2 firefighters that want to go to Montgomery County starting tomorrow for the FF1 – it is every day for 2 weeks. He will be going out there with them tomorrow evening. Questioned that FF McConchie was upgraded to Class B, which is exterior not interior and he is not sure what kind of certificate she will get.

RESOLUTION #203 GIVING AMANDA MACWHINNIE AND KESSIAH MCCONCHIE PERMISSION TO ATTEND FIREFIGHTER I IN MONTGOMERY COUNTY.

MOTION: Spackmann

SECOND: Waite

RESOLVED to give Amanda MacWhinnie and Kessiah McConchie permission to attend Firefighter I in Montgomery County.

VOTE: All in favor, motion carried.

- D/C Ellsworth has 4 people taking the EMS course starting in September; they are all signed up with Joyce Eichorst at the County.
- D/C Ellsworth handed in a sheet showing the striping of 280 to clean it up. Brief discussion; added to the August meeting agenda to give Board time to review.
- D/C Ellsworth noted that last year it was talked about, would like the Board to consider, budgeting money for next year for Co #2 and Co #3 to receive some Fire Prevention money. Co #3 will be up at Stewart's on Saturday and he does not get much from the other companies and usually it is only pencils and rulers. Brief discussion continued.
- D/C Ellsworth noted regarding the dry hydrants, Walt took care of the spot directly across from Co #2 old firehouse with concrete barriers and dammed it up and took care of the road problem as well. He did a real nice job at that spot. Only waterhole right now is on Daketown Road, spoke to Derrick Barss and they are going to try to get down there today and clear it out. Will be looking at a couple of other spots as well. Brief discussion continued; Commissioner B. Chouinard noted he has some prices regarding dry hydrants.
- D/C Ellsworth noted he and the Chief were at Providence last Thursday. Chief Lant noted that he thinks Co #3 is going to be very active helping Providence as he recommended they go up to 24/7 with them. Would like his hi-band radio programmed with Providence; they have their own radio system. Co #3 would like some hi-band portable radios in order to communicate with Providence as they do not use low band. Discussion regarding ICOM's, getting at least four JMapco books for the trucks. D/C Ellsworth also noted that Greenfield will be called for the rescue truck for Barkersville; no one's bottles, packs or radios are the same. FAST team to come from Rock City. More discussion continued regarding apparatus coming out of surrounding districts and manpower issues.

RESOLUTION #204 TO PURCHASE FIVE ICOM HI BAND PORTABLE RADIOS, REPROGRAM THE CHIEF'S VEHICLE MOBILE HI BAND RADIO, PURCHASE ONE SINGLE CHARGER FOR THE CHIEF'S RADIO AND ONE FIVE BANK CHARGER. MONEY TO COME OUT OF THE RADIO ACCOUNT.

MOTION: Kugler

SECOND: Spackmann

RESOLVED to purchase five ICOM hi band portable radios, reprogram the Chief's vehicle mobile hi band radio, purchase one single charger for the Chief's radio and one five bank charger. Money to come out of the Radio Account.

VOTE: All in favor, motion carried.

- D/C King noted that Co #4 EMS now has a new thing where they have a guy on duty from 6 PM - 6 AM and they take the MED vehicle home with them. Would like approval to cover them. They are required to stay within the District. Commissioner Spackmann noted he is in favor of this but questioned the necessity of having to make a resolution if the officers feel it is necessary to perform the duties of the Greenfield Fire District. Brief discussion continued regarding insurance coverage point of view. Due to manpower issue, they are also going to be starting up a duty crew for the engine from 10 PM to 6 AM, will keep the Board posted.

RESOLUTION #205 GIVING CO #4 EMT'S PERMISSION TO TAKE THE MED VEHICLE WHEN THEY ARE ON CALL.

MOTION: Kugler

SECOND: Spackmann

RESOLVED to give Co #4 EMT's permission to take the MED vehicle when they are on call.

VOTE: All in favor, motion carried.

- Captain Coffey noted he spoke to someone regarding the energy star program and has some information regarding revamping the lighting system. Brief discussion; Commissioner B. Chouinard took the information.

RESOLUTION #206 GIVING COMMISSIONER B. CHOUINARD PERMISSION TO SPEARHEAD THE NYSERTA INITIATIVE.

MOTION: Spackmann

SECOND: Kugler

RESOLVED to give Commissioner B. Chouinard permission to spearhead the NYSERTA Initiative.

VOTE: All in favor, motion carried.

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

Motion made by Commissioner Waite with a second from Commissioner Spackmann to adjourn the workshop at 9:30 PM. All in favor.

Respectfully submitted,

Joyce Petkus
District Secretary