

Board of Fire Commissioners

Greenfield Fire District
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The March 2014 Commissioners Workshop of the Greenfield Fire District was called to order at the District Office by Chairman Richard Spackmann at 7:08 PM on March 26, 2014.

Present were:

Commissioners Atwell, Barss, Chandler, Kugler, Spackmann; D/P Chouinard, D/T Thurman, Rachel Nardin. Excused: Secretary Petkus. Please see sign in sheet for others in attendance.

1. Flag salute/moment of silence for the Bishop Family.
2. **Approve Minutes:** February 26, 2014 Workshop Minutes.

RESOLUTION #74 APPROVING THE FEBRUARY 26, 2014 WORKSHOP MINUTES AS WRITTEN.

MOTION: Kugler

SECOND: Barss

RESOLVED to approve the February 26, 2014 Workshop Minutes as written.

VOTE: All in favor, motion carried.

3. Secretary Update – Joyce Petkus

- Not present this evening.

4. Purchasing Update – Jill Chouinard

- Work uniform meeting held on March 24th; Captain Jennings will be touching base with her with an update.
- Co #1 lights were looked at by Saratoga Electric & Generator. Fixtures outdated, must be replaced. Brief discussion continued; Commissioner Atwell to handle.
- King's Glass replaced 6 windows at Co #1. There is a 7th window that still needs to be done. Brief discussion.
- Yearly lawnmower servicing will be set up shortly with Nick's.
- Bottles will be hydro'ed sometime in April by Tri-City. Brief discussion.
- At Commissioner Chandler's request, hydrant wrenches were ordered.
- Tire gauge and hose reel for Co #4 ordered.
- Gas calibration equipment still has not arrived; will follow up.
- Last Friday the last 3 firefighters were fitted for gear. No final bill received, so not sure if new boots can be ordered.
- Probationary firefighters to be fitted for gear are from Co #1, Travis Hetrick will be in April 1st and Jeremy Martin, who is going to try to get in sometime this week.

- Still waiting for Jody Thew's pager; A/C Middlebrook is working on it.
- "Is There a Fire in You?" scheduled for April 26th; has only heard from Co #3 that they will be participating. D/C Davis noted that Co #1 and Captain Bullard noted that Co #4 will also be participating on that Saturday as well. If any props or posters are needed, please let her know ASAP.
- Annual SCBA pack testing completed by Tyler Fire; final report not yet received, but overall a great year and good job keeping packs clean and safe.
- Personal CO detectors came in and Commissioner Chandler and EMS coordinator Tim Kemp to hand out to each company.

D/C King questioned Commissioner Atwell about the gas meters; Commissioner Atwell noted he had approved them. D/P Chouinard noted they have not yet come in.

Chief Lant questioned the status of the radios; Commissioner Spackmann noted the radios have not been ordered yet. Commissioner Atwell noted he has called Pittsfield Communications. Discussion continued regarding the different models and no decision has been made as to which model to be purchased.

5. Treasurer Update – D/T Chris Thurman:

RESOLUTION #75 APPOINTING RACHEL NARDIN AS DISTRICT TREASURER.

MOTION: Spackmann

SECOND: Barss

RESOLVED to appoint Rachel Nardin as District Treasurer.

VOTE: All in favor, motion carried.

Commissioner Spackmann welcomed the new Treasurer to the organization.

- D/T Thurman noted payment needs to be approved for new M284.

RESOLUTION #76 AUTHORIZING TREASURER TO PAY INVOICE RECEIVED FOR NEW M284 TOTALING \$28,948.00. MONEY TO BE TAKEN FROM THE EQUIPMENT RESERVE FUND.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to authorize Treasurer to pay invoice received for new M284 totaling \$28,948.00. Money to be taken from the Equipment Reserve Fund.

VOTE: All in favor, motion carried.

6. Commissioner Updates:

- **Jack Atwell**
 - Truck maintenance going well. Brief discussion; old 284 to go for maintenance and hopefully next week they will start on Co #4 apparatus.
 - Light packages ordered for new M284 and fire police vehicle; LaRosa's to do installation when the lights come in. Fire police vehicle to be painted in the next two weeks. Would also like to get the radios out of old 284 and installed

in new 284 when the console comes in. Brief discussion continued. Commissioner Atwell asked for schematic for both the fire police vehicle and M284; D/C Ellsworth requested that John Frolish be called for the striping of new 284 as well.

- Trying to get all the prices together for 281; will speak to D/C Ellsworth more after the meeting. Discussion continued.

- **Darren Barss**

- Second class of New Member Orientation last night, going well, one member needs to make up the first class.
- Gear ordered; roughly about 8-9 sets.

- **Michael Chandler**

- Personal meters that were ordered are smaller than a pager and as soon as the tabs are pulled out of them, they are on for 2 years and then they get thrown away. He will be working with Tim and hopefully get them out to the companies fairly shortly.

- **Don Kugler**

- Depending on the weather, this Friday he and A/C Bogardus will be taking the ladder truck to Co #3 to remove the siren for repair.

- **Richard Spackmann**

- Nothing at this time.

7. Report of the Chief: John Lant

- Spoke to Kenny Cooper last week, he is going to do small vehicle EVOC.
- Rescuing Trapped Firefighters training scheduled for April; also Chem Lab training and Solar Panel training.
- Looking into having someone design an Officer training for the District.

8. Reports of the Companies:

- **Co #1: D/C Davis**

- Questioned if 262 is supposed to have a yearly paint report. Chief Lant noted it was taken care of. Brief discussion continued.
- Cutter is working good.

- **Co #2: A/C Middlebrook**

- Quiet.

- **Co #3 D/C Ellsworth:**

- Would like to take new M284 to the Turning Stone Conference.

RESOLUTION #77 GIVING D/C ELLSWORTH PERMISSION TO TAKE NEW M284 TO THE TURNING STONE LAW AND LEGISLATIVE CONFERENCE, MARCH 27 – 30, 2014.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to give D/C Ellsworth permission to take new M284 to the turning Stone Law and Legislative Conference, March 27 – 30, 2014.

VOTE: All in favor, motion carried.

- Asked if there is anything new regarding the roof. Commissioner Chandler noted he has spoken to Mr. Munter twice in the last few weeks; this is the time of year where we will have more trouble if it is a moisture issue, which he addressed at the company meeting last week. Now is the time to be really diligent regarding the paperwork part. Sensors are still in the roof.
- Co #3 ladies auxiliary are having their annual Easter egg hunt on April 12th.
- **Co #4 D/C King:**
 - Would like permission from the Board to approve moving forward with an out of District applicant, Liam DeGeorgio, who lives on Lincoln Avenue. Permission given to proceed.

9. EMS Report – Tim Kemp

- Not present this evening.

10. District Guideline Review:

- Credit Card Policy
- Investment Policy
- Purchasing Policy
- Travel Policy
- New Member Orientation Policy
- Firefighter Training and Officer Requirements Policy

RESOLUTION #78 APPROVING THE RECENTLY REVAMPED CREDIT CARD POLICY, INVESTMENT POLICY, PURCHASING POLICY, TRAVEL POLICY, NEW MEMBER ORIENTATION POLICY AND FIREFIGHTER TRAINING AND OFFICER REQUIREMENTS POLICY.

MOTION: Spackmann

SECOND: Barss

RESOLVED to approve the recently revamped Credit Card Policy, Investment Policy, Purchasing Policy, Travel Policy, New Member Orientation Policy and Firefighter Training and Officer Requirements Policy.

VOTE: All in favor, motion carried.

11. District Projects:

- Current:
 - District Office Building: Commissioner Spackmann noted that Bryan has been doing a good job, shelving in the records room has been completed, need to start the warehouse shelving. Need to purchase plywood to put on the walls prior to starting the shelving. Brief discussion continued; approximately 40 sheets will be needed.

RESOLUTION #79 AUTHORIZING THE PURCHASE OF PLYWOOD FOR THE BASEMENT WALLS AND GIVING BRYAN PERMISSION TO INSTALL THEM.

MOTION: Spackmann

SECOND: Kugler

RESOLVED to authorize the purchase of plywood for the basement walls and giving Bryan permission to install them.

VOTE: All in favor, motion carried.

Commissioner Spackmann noted that prior to Bryan starting the shelving, he will first need to confirm with the Board that it is okay to proceed.

- Co #3 roof: see above.
- Future:
 - Co #3 pavilion: no update.
 - Co #1 radio room floor: no update.
 - Co #1 and Co #2 bathrooms: no update.

12. Special Topics of Discussion:

- J & K Trucking Invoice: Several Board members have already spoken with Jon about this.

RESOLUTION #80 TO PAY THE INVOICE RECEIVED FROM J & K TRUCKING TOTALING \$2870.00.

MOTION: Atwell

SECOND: Barss

RESOLVED to pay the invoice received from J & K Trucking totaling \$2870.00.

VOTE: All in favor, motion carried.

- Commissioner Atwell noted the issue with Co #1 fire alarm, zone 1. Brief discussion.

RESOLUTION #81 APPROVING THE REPLACEMENT OF THE ZONE 1 SENSORS AT CO #1.

MOTION: Kugler

SECOND: Chandler

RESOLVED to approve the replacement of the Zone 1 sensors at Co #1.

VOTE: All in favor, motion carried.

- D/C Davis would like to get the floor taken care of at Co #1 and they are willing to pay for it if the money comes at year end. Cost is \$900.00. Brief discussion; the old floor will be peeled up. Commissioner Atwell noted if they want to wait, and hopefully at year end there will be money to reimburse them. Commissioner Spackmann noted that after it is installed, to please talk to the Board in reference to getting the new floors waxed and sealed.

- D/C Ellsworth noted they got a load of topsoil donated and would like to get fertilizer and grass seed. Brief discussion; D/C Ellsworth to contact Jill when the time comes.

RESOLUTION #82 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Spackmann

SECOND: Atwell

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion made by Commissioner Atwell with a second from Commissioner Barss to adjourn the workshop at 7:40 PM. All in favor.

Respectfully submitted,

Jill Chouinard

Jill Chouinard
Deputy Secretary