

Board of Fire Commissioners

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

March 27, 2008 Workshop

Workshop began at 7:00 pm.

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

Special Guest: Jama Peacock-Birsett, M.D., District Physician

❖ Dr. Peacock:

- Noted she would appreciate the discretion from everyone in the room, as to what would be discussed;
- Gave a brief overview of what has been going in the last few months regarding the building she was in until recently;
- Very briefly discussed 105 Grange Road;
- Discussed offers she has received, feels she belongs in Greenfield;
- Discussed issue of upcoming firefighter physicals and worse case scenario of being in Wilton Medical Arts on July 1;
- Noted that almost 80 physicals last year were done in July;
- Honored to be the District physician and that she takes that commitment very seriously and asked the Board for patience regarding her current situation, and that physicals will be taken care of and done at the same caliber as last year.
- Hopes to be back in practice late April or early May.

Discussion held regarding the scheduling the physicals, whether they should be pushed to July again or have the physicals done at the firehouse. Dr. Peacock noted she could bring her equipment here, but would not be able to do the blood work, but she could accommodate anyone coming to her office at a later date to do the blood work. Commissioner Spackmann asked about people coming off injuries, and she noted she was seeing a firefighter tomorrow, and can do house calls for that, if necessary.

Dr. Peacock thanked the Board for their confidence in her as well as the opportunity to serve as District physician.

❖ Secretary Petkus:

- Previously handed out her monthly update, and had a few questions she needed answered from the Commissioners;
- Noted she had not gotten any paperwork from Co #4 for January and February, had previously spoken to Dean Deuel about it; he thought it was already sent in;
- Updated the LOSAP reference guide and would like to put a copy in the district bulletin board – if she does not hear anything from the Commissioners in a week she will go ahead and put copies on the bulletin boards;
- Noted she had several alarm forms that the number of signatures do not match the number tallied; there was a discrepancy between counting officers as

- firefighters - after brief discussion, it was determined that she should accept them as they are if the numbers tally correctly with the officers added;
- Reminded everyone to please sign legibly;
 - LENS program reports – they go to the Chief first and then he can give them to the Company A/C's;
 - Disciplinary guideline not completed and the Commissioners had set an end of April 30th deadline to hand out the District manuals – Commissioner B. Bishop to make sure the officers get a copy to review and Joyce to hold off on the manuals for now;
 - Internet has finally been installed at all four companies, although there is a problem at Co #2. Wire hanging from ceiling and box is sitting on shelf in meeting room as there is no outlet in the ceiling. A/C Davis to take care of it as he noted an electrician coming next week and was going to wire the projector stuff so he could take care of that at the same time;
 - Broken fire proof cabinet – in storage room, and is not fixable, would like to get rid of it. Town will probably take it or Gary Gibbins will;
 - Uniforms: Jill finally got the badges from Rosen's after 6 months; uniform shoes are in except for 1 pair. Called Rudnick's and alterations are done, just waiting for the new uniforms, still on schedule for the end of April. He would prefer to hold on to alterations and wait for the rest of the uniforms to come in and then do another fitting. Still does not even have a bill ready yet. It was decided to wait and do the fitting all at once.

❖ **P/A Howe:**

- Was able to find 2 other hose bridge systems; tabled for now;
- Monitor is in for Co #2 and Commissioner Waite is taking it tonight;
- Projector ordered this week and should be in in about 2-3 weeks;
- District Photographer equipment is in; she was supposed to be here tonight to pick it up; it was noted she has been sick. Have not heard about her camera being fixed as yet. Sign out sheet to be kept with equipment for when she comes to pick it up.

Commissioner B. Bishop:

- Previous talk about putting in a driveway for access off Middle Grove Road. Asked for four bids: Mike Chandler, Jon Davis, Steve Van Dyk and Dave Wardell, and only one came back from Dave Wardell for \$8200.00. There is a power pole in middle of where driveway would be. Commissioner Robarge to check with NYMO. Commissioner B. Bishop to get pole # for him. Brief discussion continued;
- ID tags: asked the Chief if he wanted to come up with any ideas or should he just do it? Chief said Commissioner B. Bishop could do it.

Commissioner Robarge:

- Going to Schenectady on Monday to look at Kohler generator;
- Co #1 building committee met and have some things they want to do to the building - will be bringing it to their monthly meeting in April and then back to the Commissioners;
- Brief discussion held regarding some concerns of one low bid for the generator installation.

Commissioner Waite:

- 282 may be done tomorrow;
- Ansel system completed, they will be back in 6 months and then in 1 year to check/change parts and take care of system. There will probably be a service charge for this;
- Crash bar in hall is broken. Needs to be replaced, and will cost about \$700.00. A/C Gibbins to check - he may have a spare crash bar for Co #2;
- Problem with 273; Chief has estimate from Nichols for \$4300.00. Gear box that runs pump is broken. Discussion continued including the possible creation of a pump maintenance program.

RESOLUTION #120 TO HAVE NICHOLS FIX GEAR BOX ON 273. MONEY TO COME OUT OF EQUIPMENT REPAIR.

MOTION: Spackmann

SECOND: B. Bishop

RESOLVED to have Nichols fix gear box on 273. Money to come out of Equipment Repair.

VOTE: All in favor, motion carried.

- When throttle went in 273 it was replaced; Commissioner Waite has the old throttle and he contacted Fire Research and they said to send it to them and it possibly could be rebuilt. He would like to get an estimate for them; Commissioners agreed to have it sent to get the estimate.

Commissioner Spackmann:

- Website modifications are going very well; Jill has updated a lot of stuff. Has pictures and needs to go over them with the Chief to see what should go on site.
- Gear: Fittings scheduled for the following dates: 4/15, 4/22 and 4/29. Joyce to put flyer with details in the District Bulletin Board.
- Newsletter draft: passed a draft around for everyone to see. Asked the Chief to get him a list of firefighters who are taking FF1 in April.
- Will cancel Maple Avenue Vonage contract on Saturday;
- Met with both Town Supervisors, they are very happy with the fire district. Supervisor Rowland shared his concerns regarding the ladder truck issue. They are happy that we send them the meeting minutes every month.
- Turned the meeting over to Dean Deuel, President at Maple Avenue, to talk about a fundraiser. President Deuel explained that Jack Nichols would like to hold a boxing tournament on June 14th at the fire house, which would also be a fundraiser for Maple Avenue. Part of the Saratoga Boxing league and is a qualifying event for the Empire games. A portable ring would be set up outside and the firefighters would help them with their advertisement book. The money from the ads and the tickets would be split 3 ways, Maple Avenue and the 2 boxing associations involved. They expect 200-600 people to attend. The league would take care of all parking problems, tents, chairs, ring and would also add the Greenfield Fire District to their insurance policy. Any money from concessions would be Maple Avenue's. Has not yet been brought to the company meeting. More discussion continued.

RESOLUTION #121 GIVING MAPLE AVENUE PERMISSION TO HOLD BOXING FUNDRAISER ON JUNE 14, 2008, CONTINGENT ON THE INSURANCE RIDER.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to give Maple Avenue permission to hold boxing fundraiser on June 14, 2008, contingent on the insurance rider.

VOTE: All in favor, motion carried.

- Renovations: Mr. Deuel explained that they are nearing the end of the first budget installment and asked for the second half of the budget for their building renovation. Upstairs is 75% complete and should finish that in the next month and then move to the downstairs area. Commissioner Spackmann explained that last year a proposal was presented to the Board. Discussion continued; Commissioner B. Bishop asked for the original proposal to review before approving anything. Discussion to continue at the April Commissioner's meeting.
- ❖ Brush truck cell phones: did we get one for 264? Lengthy discussion continued, including various phone usage, possible re-appropriation of phones and current plan we have. Currently there are 24 cell phones in the District, and use the cell phone more than the Direct Connect.

RESOLUTION #122 TO REPLACE THE PHONE FOR 264.

MOTION: Spackmann

SECOND: Robarge

RESOLVED to replace the phone for 264.

VOTE: All in favor, motion carried.

Commissioner Waite to also take a closer look at the current plan, cell phones and usage in the District.

- ❖ Andrea Mann's employee handbook: she had asked the Commissioners to review that handbook. Commissioner Spackmann asked that the Commissioners review the handbook for discussion at the monthly meeting. Joyce to get Commissioners Robarge and Waite paper copies.
- ❖ Restricted Duty Policy: take out on page 1, second paragraph that references form RFRD1. Joyce to update and hand out updated version to everyone. No changes to Access Card and Fob policy.
- ❖ Discussion on EL-261 and EL-293: Commissioner Bishop explained that he and Commissioner Waite met with the District truck committee and plan was to do turn in lease on both vehicles for a term of 10 years with the agreement that the ladder truck at Greenfield would not come up again for 15 years. It would be purchased at the end of the lease. For the aerial ladder truck, at the end of the lease a decision would be made whether to purchase it and keep it or sell it. The reasoning behind this was to get the trucks with the least impact on 2 factors: inflation and there are a few trucks available through Pierce with 2006 engines. They would also fall under the current NFPA regulations. Commissioner Spackmann had spreadsheet that was handed out to each Commissioner.

Lengthy discussion continued, including conversations regarding the following topics:

- Previous poor planning regarding the ladder truck that has demoralized district;
- Commissioner Bishop's conversation with Bill Young;
- Depleting the Equipment Reserve;
- LOSAP buy back;
- Downsizing current fleet;
- Public hearing;
- Different lease/purchase options;
- Truck procurement policy for all trucks and their impact on the District;
- Looking beyond the 10 year lease;
- Taking a closer look at the general budget and tweaking it where necessary;
- District truck committee to continue to work on future truck schedule;
- The need for everyone to get along and be on the same page regarding the future needs of the District.

The following decisions were made:

- Special workshop scheduled for Thursday, April 3, 2008 at Co #1 at 7 pm;
- Public hearing scheduled for Wednesday, April 9, 2008 at Co #1 from 6:30-7 pm
- Pass referendum at April Commissioners meeting.

RESOLUTION #123 TO GO INTO EXECUTIVE SESSION AT 9:10 PM REGARDING MATTERS LEADING TO THE EMPLOYMENT OF CURRAN ELECTRIC.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to go into executive session at 9:10 PM regarding matters leading to the employment of Curran Electric.

VOTE: All in favor, motion carried.

RESOLUTION #124 TO RECONVENE FROM EXECUTIVE SESSION AT 9:25 PM.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to reconvene from executive session at 9:25 PM.

VOTE: All in favor, motion carried.

Commissioner Spackmann asked if there were any other matters that needed to be discussed before adjourning.

- ❖ A/C Gibbins asked for permission to send firefighters Joseph Post and Richard Coonradt to fire police school in Scotia, beginning April 5th. The Chief noted there was nothing within the county.

RESOLUTION #125 GIVING FIREFIGHTERS JOSEPH POST AND RICHARD COONRADT PERMISSION TO ATTEND FIRE POLICE SCHOOL IN SCOTIA, BEGINNING APRIL 5, 2008.

MOTION: Robarge

SECOND: B. Bishop

RESOLVED to give firefighters Joseph Post and Richard Coonradt permission to attend fire police school in Scotia, beginning April 5, 2008.

VOTE: All in favor, motion carried.

A/C Gibbins noted the paperwork would be done; he was just waiting for permission from the Commissioners.

- ❖ A/C Gibbins also asked for the following forms to be printed up:
 - Carbon monoxide detector alarm
 - Checklist for carbon monoxide alarm
 - Uniform code fire notification

Change needs to be made on one of the forms before they can be printed up. Jill to make 1500 copies each, after the change is made.

RESOLUTION #126 GIVING THE PURCHASING AGENT PERMISSION TO PRINT 1500 COPIES OF EACH OF THE FORMS LISTED ABOVE.

MOTION: Spackmann

SECOND: Waite

RESOLVED to give the purchasing agent permission to print 1500 copies of each of the forms listed above.

VOTE: All in favor, motion carried.

- ❖ The Chief noted that Porters is going to be accepting a new member, Brandon Ray, and they would like to get him into the FF1 class that is beginning. 2nd A/C Davis noted the company will have no problem accepting him at their meeting. Discussion continued. The Commissioners asked Joyce to send in the arson check form and hopefully it will come back by the April 3rd workshop for the Commissioners to accept.
- ❖ A/C Ellsworth noted that Middle Grove will be having a meeting on April 1st at 7 pm regarding Lake Desolation roads; flyers were posted. Dwayne Hammond was able to get electric jaws for Co #3, has been worked on and serviced; Chief is aware, and would like the District to send thank you letter to Mr. Hammond and Chuck Pechtel. Commissioner B. Bishop to take care of it.

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

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

Workshop was adjourned at 9.35 pm.

Respectfully submitted,

Joyce A. Petkus
District Secretary