

Board of Fire Commissioners

Greenfield Fire District
P.O. Box 103
Greenfield Center, NY 12833
(518) 893-0723
Fax: (518) 893-7006

March 27, 2013 Commissioners Workshop

Workshop began at 7:07 pm.

Present were: Commissioners Atwell, Barss, Chandler, Spackmann, Waite; Secretary Petkus, D/P Chouinard, Treasurer Bishop. Please see sign in sheet for others in attendance.

1. Flag salute/moment of silence recognized for departed members/troops overseas.
2. **Approve Minutes:** February 27, 2013 Commissioner Workshop Minutes

RESOLUTION #77 TO APPROVE THE FEBRUARY 27, 2013 COMMISSIONER WORKSHOP MINUTES AS WRITTEN.

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve the February 27, 2013 Commissioner Workshop Minutes as written.

VOTE: All in favor; motion carried.

3. Secretary Update – Joyce Petkus

- Reminder that vote for the creation of SCBA Reserve Fund is April 9th at Co #1.
- Pre-bid conference for district office building is the morning of April 9th as well.
- Updated permissions on Firetracker for 2013; officers please review.
- Co #3 bay door vs. 281; submit claim? Brief discussion, Joyce to call insurance carrier to find out about deductibles. Bay door at \$1200 and 281 needs estimate; D/C Ellsworth questioned if the remotes will be changed out so that they cannot open/close multiple doors; Jill noted it is in the quote and will cost \$90.
- Regarding the accident/incident forms and LDDS forms; thanked everyone for completing them and sending them in to the office; reminded everyone that they need to be faxed first to the District office before they go into the LOSAP box. Brief discussion.
- Questioned if a claim should be submitted for 297 based on the Incident/accident form received. Brief discussion; no claim to be submitted.
- 2012 LOSAP finalized and will be going to Penflex tomorrow after final forms signed. January and February 2013 completed; reminder that forms are once again not being completed correctly or are lying around the radio room for days. Firefighters are not being credited points because of this so please fill them out correctly and put them in the LOSAP boxes immediately.

- Office building Invitation to Bid to be published March 29 & 30, also on website.
- AFDCA Spring Workshop at West Crescent on 4/13; who is going, need to register/send in payment. Brief discussion, Joyce needs to know by April 1st.

RESOLUTION #78 GIVING TREASURER PERMISSION TO CUT CHECK FOR THOSE ATTENDING THE AFDCA SPRING WORKSHOP AT WEST CRESCENT ON APRIL 13, 2013.

MOTION: Spackmann

SECOND: Barss

RESOLVED to give Treasurer permission to cut check for those attending the AFDCA Spring Workshop at West Crescent on April 13, 2013.

VOTE: All in favor; motion carried.

- AFDSNY Annual Meeting/Workshop, Saratoga Springs April 18 – 20, 2013; who is attending; Joyce needs to complete registrations. Jill and Vanessa registered for the Treasurer workshop on April 18th. Please let Joyce know by next week.
- Reminder that FASNY Convention is in Albany this year August 20 – 23, 2013.
- Website is currently being updated.
- Defensive Driver underway, there are still some openings left.
- Reminder Scott Hickey training that the Chief scheduled is on May 12th, list received only from Co #1. Need lists before April Officers meeting to be added to the TRF for LOSAP credit. Chief Lant noted that the training is on Mother's Day and so the date may be changed, but he still needs the list of 24 people.
- Reminder that the lists for the Billy Goldfeder seminar need to be in by May 10th to be included on the TRF to get LOSAP credit; so please get them to Joyce, who will also get them to Captain Bullard.
- Commissioner Barss had previously asked her about the Utica sponsored free website training; she and Jill have done some research. Would like to sit down with anyone interested to show them. May be a bit advanced for the district but there are some basics that may be good for the district. Utica pays for the basic level, but will only work if everyone is going to use it.
- Quick reminder Co #3 and #4 are on the schedule for parking lot seal coating this year. Brief discussion; Commissioner Waite noted he wants them squeegeed this year. Added to May workshop for approval to go out to bid in June.

4. Purchasing Update – Jill Chouinard

- 5-gas gas meters ordered and should be received in about 3 weeks.
- No new update re: Chief's vehicle; currently with truck committee for specs.
- Gear order placed with Garrison, no delivery date set.
- Denied AFG grant. Should she move ahead with ordering a fit test machine? Brief discussion; Chief Lant requested 2 from each company to train on it; it was noted the company will train up to 6 people.

RESOLUTION #79 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO ORDER THE FIT TEST MACHINE AT A COST OF \$9,608.10.

MOTION: Atwell

SECOND: Barss

RESOLVED to give the Director of Purchasing permission to order the fit test machine at a cost of \$9,608.10.

VOTE: All in favor; motion carried.

- Uniforms: Rudnick's will be at Co #1 on the morning of Sunday, April 7th for firefighters to pick up their items. She will be sending out a reminder email to those who are to receive items; if anyone cannot make it, Jill will be holding the items at the office.
- Working on collar brass now, created spreadsheets to hand out tonight for each company. Please ask to see who already has collar brass. Would like them back by the April Commissioners meeting.
- What does the Board want to do with the snowmobile? Brief discussion. Commissioner Atwell to speak with Toby Middlebrook.
- Recruit NY is scheduled for April 27th and 28th. Heard some companies are interested in participating. Discussion continued.
- Commissioner Chandler received his new radio, identifier P276. Brief discussion; spare radio needs to be assigned to something before it can be programmed.
- Wayne from Albany Communications sent email regarding the repeaters, email forwarded to Commissioner Waite. Brief discussion.
- Batteries back for Co #4 thermal imaging cameras; given to Captain Bullard last night. Problem with 292 charger, VRS Sales came up today and took charger out of truck as they believe it is charger problem but did not have a spare for us.
- K12 saw at Spring Valley for repair.
- Two fire extinguishers from Co #2 are down; Tri-City to come tomorrow to repair.
- 2 pairs bunker pants out for repair, Stephanie Burwell and Aaron Deuel.
- There is a free NYS purchasing contractor seminar on May 15th in Albany she would like to attend. Added to May agenda for approval.
- A/C Burwell ordered NFPA 1403 Standard on Live Fire Training if anyone is interested.
- Co #1 notified her they are missing 3 bottles off the rescue truck; she looked at Co #4 and there were none. Brief discussion; Captain Reynolds noted those bottles have been gone for almost a year.
- Sonic wall renewals completed for all stations through Tech II.
- Generator maintenance moved to the fall.
- 273 ladder is being tested currently at Co #2 by Waterway.
- Captain Barss damaged SCBA mask has been replaced.
- When does the Board want hose testing completed? Brief discussion; D/C Middlebrook noted a Friday in July would be best.
- Co #4 lost haligan tool. Replacement cost is \$210, including shipping. \$250 insurance deductible. Brief discussion, Joyce to find out if the ladder and haligan would fall under the same claim as Co #3 bay door/281 issue.

D/C Ellsworth noted that Co #3 has 2 fire extinguishers as well that need to be refilled. Jill will pick them up in the morning.

5. Treasurer Update – Jean Bishop:

- Needs resolution approving payment for Defensive Driver as bills are received.

RESOLUTION #80 GIVING TREASURER PERMISSION TO PAY DEFENSIVE DRIVER BILLS RECEIVED FROM RICHARD SNYDER AS THEY ARE SUBMITTED.

MOTION: Spackmann

SECOND: Barss

RESOLVED to give Treasurer permission to pay Defensive Driver bills received from Richard Snyder as they are submitted.

VOTE: All in favor; motion carried.

6. Commissioner Updates:

- **Jack Atwell**

- Did not pump test 283, but it was never serviced. Brief discussion. 283 pump to be serviced. Chief Lant suggested that 282 also have the pump serviced.
- New 262 and 292 should be serviced/annual warranty work done.
- Received email regarding emergency vehicle driving simulator on June 5th.
- Received Join email from Doug Halterman; Commissioner Spackmann sent email asking where he lives and has not yet heard back.
- Safety Officer course April 8th. Chief Lant noted he would like to them attend.
- FFI class in Ballston Spa starting April 9th. Joyce noted that she has not heard who from Greenfield has gotten in yet, but that apparently that class was almost closed out anyway. Question arose about the probies who have not completed New Member Orientation, could they attend? Brief discussion, officers/mentors should get make up classes done for the probies ASAP.
- Last Tuesday night's NMO class during the snowstorm, only 1 probie showed up. Brief discussion; to push back orientation by one week. Joyce to re-work schedule and send it out to everyone.
- Had previously asked the by-law committee to get working on the active member/voting privilege change. FF Roxbury noted there will be a by-law committee meeting the night after the Commissioners April meeting. Commissioner Atwell noted they need to get moving on this otherwise he will vote to make it a policy and not a by-law.
- Auxiliary members: asked for updated lists to be eligible to take Defensive Driver, also noting that they receive equipment, access, not all have completed beneficiary cards. Brief discussion; Joyce noted that all companies have sent in updated lists except for Co #1. D/C Ellsworth noted that if the officers are not told which company auxiliaries are in question, they cannot deal with their auxiliaries. Discussion continued.

- **Darren Barss**

- Asked if a list was given regarding the supplies needed for painting Co #2 kitchen. Brief discussion, Bob Roxbury to work on it.

- **Mike Chandler**

- Spoke to Harold Hall the other day re: supplying meters to test the electricity at Co #2. He will be contacting Commissioner Atwell to coordinate.
- Spoke to Mike Munter about scheduling a meeting re: Co #3 roof issue. Will be getting back to Commissioner Chandler in the next week or two.

- **Ken Waite**

- Nothing at this time.

- **Richard Spackmann**
 - Nothing at this time.

7. Reports of the Chief/Chief Officers:

- **Chief Lant:**
 - Thanked Board for allowing members to attend Turning Stone conference.
 - Questioned what they are doing about radios for fire police. Commissioner Spackmann noted that according to Albany Communications, they cannot get repeaters for low band. Chief Lant noted that he received a letter from Greene County that they are operating on low band similar to ours and they need our permission. Suggested that maybe we sell some of our low band radios to them and buy some high band radios or walkie talkies for fire police.
 - Received a letter from a survey company on the fire stations. Brief discussion. Should be filled out; Commissioner Spackmann noted the Chief officers should take care of it. D/C King noted he received one for Co #4.
- **Co #1 D/C Davis:**
 - Outside lights are broken again. Commissioner Spackmann noted he would speak to Joyce about it tomorrow.
 - Did not know that the rescue was missing 3 bottles. Would like to get 3 bottles from Jill to replace. Jill noted she only has 30 minute bottles left.
 - Billy Coffey requested taking the 2nd portable as he runs EMS and uses his own truck a lot. Discussion continued including using a current portable vs. taking the portable from inventory. Chief Lant suggested he take one of the portables already at Co #1. New portable, if issued, would be P266. Jill to work with D/C Davis on issuing new portable to FF Coffey.
- **Co #2 D/C Middlebrook:**
 - Just received text from A/C Burwell that ladder passed testing, just had to change out some hardware.
 - Would like \$500 for the paint. Board requested they submit list for approval.
- **Co #3 D/C Ellsworth:**
 - He and Captain Derrick Barss will be working on the dry hydrant project. Couple of spots the owners had change of heart so they will need to look elsewhere. Problem with some of the current hydrants, may be that they are not in the flow of the water; they will work on that as well.
 - Requested that when the door openers are changed, to please change the radio room openers so that you can only open the doors, not stop or close.
 - Asked if the Board was going to be buying any more SCBA bottles. They need 45 minute bottles. Brief discussion; Jill to first look into how many bottles are going out of service.
- **Co #4 D/C King:**
 - FF Fink found his lost uniform jacket; Chris Courtois' pager is still lost.
 - Co #4 is going to have a coin drop on April 27th and a car wash on May 11th.

RESOLUTION #81 GIVING CO #4 PERMISSION TO HOLD A COIN DROP IN APRIL 27, 2013 AND A CAR WASH ON MAY 11, 2013.

MOTION: Spackmann
SECOND: Barss

RESOLVED to give Co #4 permission to hold a coin drop in April 27, 2013 and a car wash on May 11, 2013.

VOTE: All in favor; motion carried.

Joyce noted she will put the information on the website if D/C King gets her the details.

8. District Guideline Review:

- Membership Application Policy: no changes made.
- New Member Orientation Policy: no changes made.
- New Member Live Burn Policy: no changes made.

9. District Projects:

- Current Projects:
 - District Office Building: moving forward.
- Future Projects:
 - Co #3 pavilion
 - Co #1 radio room floor
 - Co #1 bathrooms

Above future projects on hold until decision made on district office building.

Commissioner Atwell also noted that Co #3 roof issue needs to be resolved first as well.

Moved to next month's agenda.

10. Special Topics of Discussion:

- Truck Committee Report: Previously given to Board to review. Highlights include:
 - Replace Chief's vehicle with Tahoe, approximately \$40,000.00. Current Chief's vehicle to go to Co #2 as a fire police vehicle/tow vehicle.
 - Sell 284 and replace with ¾ ton pickup for EMS/ice rescue.
 - Sell 282 at same time and replace with smaller engine/rescue.
 - Replace Co #4 brush truck with ¾ ton pickup utility vehicle, but this is still up for discussion.

Discussion continued regarding declaring 284 surplus to get moving on that, putting a cap on the back of the Chief's pickup for fire police, roughly \$4200.00, getting a price on a Chevy pickup, Co #3 forming a truck committee, looking at Wilton's specs from their recently purchased Chief's Tahoe, painting and re-lettering the current Chief's vehicle; D/C Ellsworth to get a price. Discussion also as to what to do with the current fire police van, including adding a third row of seats to transport 8 people, using it to deliver supplies/equipment around the district. D/C Ellsworth asked that when Frank's comes to look at 281, they should work up a price to paint the Chief's vehicle as well. Commissioner Spackmann noted that although these are great ideas, everyone must be aware that this will impact the Equipment Reserve fund for future replacement trucks. Chief Lant noted he is against painting the Chief's vehicle.

RESOLUTION #82 GIVING CO #3 PERMISSION TO FORM A TRUCK COMMITTEE.

MOTION: Chandler

SECOND: Spackmann

RESOLVED to give Co #3 permission to form a truck committee.

VOTE: All in favor; motion carried.

- Chief Lant questioned how many low band radios the district currently has; Jill noted she has a lot but is not sure of the exact number.
- Chief Lant noted that he would really prefer Joyce to fill out the surveys.
- Tim Kemp requested a key to the EMS filing cabinet, he never got one. Joyce to take care of it.

RESOLUTION #83 APPOINTING MICHAEL POTTER AS CO #3 2ND LIEUTENANT.

MOTION: Spackmann

SECOND: Chandler

RESOLVED to appoint Michael Potter as Co #3 2nd Lieutenant.

VOTE: All in favor; motion carried.

Lt. Potter was then sworn in by the Chairman of the Board.

- Commissioner Atwell thanked the Chief and others involved regarding their efforts with the ISO report, noting that no matter what the District does they cannot get their rating up.
- FF Roxbury noted that some time ago there was talk about the fire police captains getting portables installed in their vehicles. Asked if there was a possibility of getting the radios installed since the repeaters are a dead issue. If there is the changeover to high band, fire police will need 22 radios. Commissioner Spackmann noted it is unrealistic to mount radios in personal vehicles and then get rid of them again.

Motion made by Commissioner Barss with a second from Commissioner Waite to dispense with the reading of the minutes. All in favor.

Motion made by Commissioner Spackmann with a second from Commissioner Chandler to adjourn the workshop at 8:35 PM. All in favor.

Respectfully submitted,

Joyce A. Petkus

Joyce A. Petkus
District Secretary