

# **Board of Fire Commissioners**

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

## **November 23, 2010 Commissioners Workshop**

Workshop began at 7:02 pm.

Present were: Commissioners Chouinard, Kugler, Robarge, Waite, Secretary Petkus, Treasurer J. Bishop and IPA Brian Bishop; please see sign in sheet for others in attendance.

Flag salute and moment of silence recognized for departed members and our veteran overseas.

1. **Approve Minutes:** Approve the October 26, 2010 Workshop Minutes.

### **RESOLUTION #330 TO APPROVE THE OCTOBER 26, 2010 COMMISSIONER WORKSHOP MINUTES AS WRITTEN.**

MOTION: Waite

SECOND: Chouinard

RESOLVED to approve the October 26, 2010 Commissioner Workshop Minutes as written.

VOTE: All in favor, motion carried.

2. **Secretary Update – Joyce Petkus:**

- Received the following correspondence:
  - Received a letter from Darren Barss requesting his name be placed on the ballot at the Annual Election for the two year term;
  - Received a letter from Donald Kugler requesting his name be placed on the ballot at the Annual Election for the two year term;
  - Received a letter from Bryan Chouinard requesting his name be placed on the ballot at the Annual Election for the five year term.
- 2011 approved budget has been filed with the towns.
- Ballot clerks arranged for the annual election, request sent in to the County Board of Elections. Would like to have someone at each firehouse in case the clerks has any questions; Co #1, Commissioner Robarge; Co #2, Commissioner Waite; Co #3 Treasurer J. Bishop and IPA B. Bishop; Co #4, Secretary Petkus.
- LOSAP is almost complete through October 31<sup>st</sup>; there seems to still be a glitch in the program that was supposed to be corrected but has not, they are still working on it, so if the Board passes the active status recommendation, there will not be any problem getting the lists done.

- Questions regarding the fire back on October 28<sup>th</sup> and the potential late filing of the insurance claim, and the firefighter allegedly injured on November 7<sup>th</sup> and the email she received from Saratoga County Self Insurance. Not sure what to do with either of them. Noted that the Chief had called her to tell her there might be an injury, and he had told both the injured firefighter and his A/C that if there in fact was an injury, they needed to call the office and notify Joyce; she assumed there was no injury as no one ever called her. Brief discussion; until the injury is reported to the district office, there is nothing to do. Joyce also noted that she received a call from the adjuster assigned to the October 28<sup>th</sup> loss and had to fax over the call sheet, but the missing Halligan tool was not listed on Co #2's sheet and so she did not fax that over. A/C Middlebrook noted that Gary said he put it on his; Joyce noted he did not. The adjuster also asked if a police report was filed and she needs the list of prices, but she is not sure the claim will be honored because it was filed late. Brief discussion; D/C G. Gibbins working on getting prices. Joyce to hold claim until she hears more on it.

### **3. Purchasing Update – Brian Bishop:**

- Outstanding orders:
  - Co #3 and 4 gloves backordered.
  - Co #1 requested a vent saw from Nick's Little Engine Shop, but is currently unavailable. Notified D/C G. Gibbins and he is apparently working on it; does the Board want to put a deadline on it or add that to the amount of carry over for next year?
  - Still waiting for more EMS bags from Moore Medical.
- 6" strainer pipe ordered.
- Co #2 forestry hose: sent an email to the Board asking how much should be ordered; never received a response back and no amount of hose was specified in previous minutes. A/C Middlebrook noted 700 feet to replace what was lost.
- Co #2 requested another task force nozzle but that is on hold until he finds out the estimate on the smartboard. He and A/C Middlebrook met with the company rep and are waiting for the quote.
- Waiting for the fog fluid ordered for the Chief.
- Will be picking up some 8' light bulbs for Co #4.
- Ordered a quantity of belt clips for the pagers.
- 5 gallons of gear cleaner detergent is here, each company can take theirs tonight or he will deliver them tomorrow.
- Pager inventories: Received Co #3 list and has entered them into Firetracker. Received Co #1 and Co #2 pager inventories, and confirmed that 2 spare pagers were to be kept at each firehouse and the rest to go back into inventory; in looking at Co #1 and Co #2, there are at least 4 or 5 pagers listed as unassigned or returned. Brief discussion; it was agreed that 2 pagers are to be kept as spares and the rest to go back into inventory; he will keep the Board posted.
- Gear: Two gear orders completed and another fitting next week at Co #4. Some coats need alterations.

### **4. Treasurer Update – Jean Bishop:**

- Nothing at this time.

## 5. Commissioner Updates:

- **Bryan Chouinard:**

- Requested resolution for \$6700 for HA2F; IPA B. Bishop noted the resolution was made at the Future Plan Committee meeting last week. Commissioner Robarge noted that he does not think resolutions should be made at the Future Plan Committee meeting; we already have regular meetings and workshops each month, especially if they are coming out of reserve funds.
- Has specs done for Co #1 HVAC and ready to go out to bid. Invitation to bid is ready except for a couple of corrections.

### RESOLUTION #331 GIVING COMMISSIONER CHOUINARD PERMISSION TO HANDLE THE ADVERTISEMENTS OF THE HVAC BID FOR CO #1 IN THE GAZETTE AND THE TIMES UNION.

MOTION: Kugler

SECOND: Waite

RESOLVED to give Commissioner Chouinard permission to handle the advertisements of the HVAC bid for Co #1 in the Gazette and the Times Union.

VOTE: All in favor, motion carried.

- **Tom Robarge:**

- Spoke with a gentleman from National Grid, went to Co #1 and Co #2 and looked at replacing all the light fixtures. For Co #1, it will cost about \$6900 with estimated cost to the District about \$4602 and National Grid about \$2300.00. Estimated annual savings would be about \$713 and 6415.24 KW hours. Co #2 will cost about \$2,534 with a cost to the District of about \$1259 and National Grid about \$1275. Approximate annual savings would be about \$537 and about 1400 KW hours. They went to Co #3 and Co #4 tonight and he will have that report soon.

- **Ken Waite:**

- Nothing at this time.

- **Richard Spackmann:**

- Not present. Commissioner Kugler noted he had wanted to discuss gear washers and spoke on his behalf. Washers cost about \$435 each after the \$100 STAR energy rebate. IPA B. Bishop noted he had spoken with Commissioner Spackmann and they thought the washers could be delivered to Co #3 if it is okay with D/C Ellsworth; he noted he was okay with it.

### RESOLUTION #332 GIVING COMMISSIONER SPACKMANN PERMISSION TO PURCHASE FOUR GEAR WASHERS.

MOTION: Waite

SECOND: Robarge

RESOLVED to give Commissioner Spackmann permission to purchase four gear washers.

VOTE: All in favor, motion carried

- Commissioner Spackmann and the Chief got together to figure how many radios need to be purchased, right now they feel they will need 16, and the approximate cost of each radio is \$1400. Commissioner Kugler noted he had spoken to him and Commissioner Waite earlier and suggested we purchase 30 radios due to bulk pricing at a cost of about \$45,000.00, to come out of the radio reserve. Will be purchasing radios with other districts to save money.

**RESOLUTION #333 GIVING THE SECRETARY PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND \$45,000.00 FROM THE RADIO RESERVE FUND FOR THE PURCHASE OF PORTABLE RADIOS.**

MOTION: Kugler

SECOND: Robarge

RESOLVED to give the Secretary permission to advertise a permissive referendum to withdraw and expend \$45,000.00 from the Radio Reserve fund for the purchase of portable radios.

VOTE: All in favor, motion carried.

- **Don Kugler:**
  - Nothing at this time.

**9. District Guideline Review:**

- Credit Card Policy: No changes made.
- Travel Policy: No changes made.

**11. District Projects**

- Current Projects:
  - Co #2 renovations: Commissioner Waite noted he gave a copy to each Commissioner regarding the fuel tank; there is no power and no heater. Mr. Leary suggested having Toby Middlebrook to do it. Commissioner Robarge noted he heard the foundation is still leaking even after the sealing. It was noted that it is probably running down the siding. Brief discussion continued.
- Future Projects:
  - None.

**12. Special Topics of Discussion:**

- Office space issue: More needed with hiring Purchasing Agent. Commissioner Chouinard noted that apparently Commissioner Spackmann had spoken to Chief Lant and he is comfortable giving up his office for the time being for the new purchasing agent. Feels this is the way to go until we decide what we really want to do.
- Pager policy: IPA B. Bishop questioned the policy regarding pagers for members on leave; should they be returning pagers? Commissioner Chouinard noted that in the by-laws they are to turn in everything including gear, pager and uniform. It was clarified that it is any kind of leave; medical leave they are coming back. He

also questioned life members noting that apparently Randy Davis still has a pager, he is life-inactive. Discussion continued regarding the accuracy of the pager inventories.

- Adult pneumonia and tetanus/pertussis booster offer: Joyce noted that Dr. Peacock has received a supply of the vaccines and can offer it to the firefighters for an administration fee of \$5, was not sure if the District is interested in this offer, or if not, the firefighters could still receive them and be responsible for the \$5. Joyce noted that the adult pneumonia is not recommended for everyone. Brief discussion; Joyce will create a flyer to post in each firehouse.

**RESOLUTION #334 APPROVING FIREFIGHTERS TO RECEIVE THE ADULT PNEUMONIA AND TETANUS/PERTUSSIS BOOSTER VACCINATIONS SUPPLIED BY GREENFIELD COUNTRY MEDICINE IF THEY SO CHOOSE, THE ADMINISTRATIVE COST OF \$5.00 EACH VACCINE TO BE BILLED DIRECTLY TO THE FIRE DISTRICT.**

MOTION: Kugler

SECOND: Chouinard

RESOLVED to approve firefighters to receive the adult pneumonia and tetanus/pertussis booster vaccinations supplied by Greenfield Country Medicine if they so choose, the administrative cost of \$5.00 each vaccine to be billed directly to the Fire District.

VOTE: All in favor, motion carried.

- Formation of exploratory committee for office building construction: Commissioner Kugler noted we do not have room and something needs to be done. IPA B. Bishop noted this was discussed at the Future Plan Committee meeting last week, to possibly form an exploratory committee to look into space currently available in the District and maybe better utilize some of that space and possibly look at additional office and storage space. Commissioner Kugler suggested the Board and one representative from each company be involved in the committee. Further discussion tabled to December meeting.
- George Habig questioned where the October 18, 2010 Future Plan Committee meeting minutes are; Joyce apologized noting she forgot to download them to the website and will do so tomorrow.
- Jack King presented the following proposed by-law changes:
  - Amended qualifications for Chief, Deputy and Assistant Chiefs
  - Amendment to Fire Police
  - Amendment to District Chaplain
  - Amendments dealing mostly with injury, workers compensation, etc to be moved out of the by-laws and into the Firefighter Injury Policy
  - Change in definition of active member.Commissioner Robarge noted it should be put on the agenda for December's meeting so that the Board has time to review the amendments. Commissioner Kugler noted if they are not passed this evening they will not be effective for December's Chief's election. Mr. King noted it still has to sit for 30 days before it becomes effective. Brief and sometimes heated discussion continued; Commissioner Chouinard noted that since it has to sit 30 days, we may as well

- do it at the next meeting.
- D/C Ellsworth noted that this past weekend four of them went to a training course in CT and it would have been easier if they could have taken a District credit card instead of trying to collect receipts from four different people to submit to the District for payment. Discussion continued including using vouchers, creating a travel fund, federal policy; Treasurer J. Bishop to look into it. Joyce noted the credit card policy would then need to be amended.
  - A/C Middlebrook noted Toby Middlebrook will be installing the drain at Co #2 for the gear washer.
  - Fire Police Captain Jack Atwell reminded the Board that the fire police would be participating in Ballston Spa's Christmas parade on December 3<sup>rd</sup>; previously approved by resolution.
  - Co #1 Captain Bill Coffey noted the phones at Co #1 are not working again. It was noted there was discussion about this at a previous meeting. Joyce to call Vernon Brownell.

**RESOLUTION #335 TO GO INTO EXECUTIVE SESSION AT 8:10 PM IN REFERENCE TO THE PURCHASING AGENT/DEPUTY SECRETARY POSITION.**

MOTION: Kugler

SECOND: Robarge

RESOLVED to go into executive session at 8:10 PM in reference to the Purchasing Agent/Deputy Secretary position.

VOTE: All in favor, motion carried.

**RESOLUTION #336 TO RECONVENE FROM EXECUTIVE SESSION AT 8:25 PM.**

MOTION: Kugler

SECOND: Chouinard

RESOLVED to reconvene from executive session at 8:25 PM.

VOTE: All in favor, motion carried.

**RESOLUTION #337 TO APPOINT BRIAN BISHOP AS PURCHASING AGENT/DEPUTY SECRETARY EFFECTIVE NOVEMBER 29, 2010.**

MOTION: Kugler

SECOND: Waite

RESOLVED to appoint Brian Bishop as Purchasing Agent/Deputy Secretary effective November 29, 2010.

VOTE: All in favor, motion carried.

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

Motion made by Commissioner Chouinard with a second from Commissioner Waite to

adjourn the workshop at 8:25 PM. All in favor.

Respectfully submitted,

Joyce Petkus  
District Secretary