

# **Board of Fire Commissioners**

Greenfield Fire District  
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The September 2011 Commissioners Meeting of the Greenfield Fire District was called to order at Company #1 by Chairman Richard Spackmann at 7:05 PM on September 14, 2011. The flag salute and moment of silence were recognized for departed members and our Troops overseas.

**Present:** Commissioners Atwell, Barss, Chandler, Spackmann, Waite; Secretary Petkus, Treasurer J. Bishop, D/P B. Bishop, Deputy Treasurer V. Perkins. Please see sign in sheet for others in attendance.

Chairman Spackmann proceeded with the bid opening for Co #3 roof replacement:

- Munter Enterprises, Middle Grove, NY: \$42,125.00 without new insulation.  
Insulation as needed, installed: \$2.25 sq. ft.  
Face insulation: \$3.00 sq. ft.
- S & L Roofing & Sheetmetal, Voorheesville, NY: \$102,553.00.  
Option 1: \$49,500.00  
Option 2: \$15.00 sq. ft.
- Titan Roofing, Albany, NY: \$142,600.00.

The Chairman noted that Commissioner Chandler would be reviewing the bids.

Secretary Petkus noted there was one correction to the September 7, 2011 Budget Meeting workshop; reference to apparatus 296 should be 266.

## **RESOLUTION #208 TO APPROVE THE AUGUST 10, 2011 COMMISSIONER MEETING MINUTES AS WRITTEN AND THE SEPTEMBER 7, 2011 BUDGET WORKSHOP MINUTES AS CORRECTED.**

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve the August 10, 2011 Commissioner Meeting Minutes as written and the September 7, 2011 Budget Workshop Minutes as corrected.

VOTE: All in favor, motion carried.

### **Chairman Spackmann asked for questions/comments regarding the abstract:**

Commissioner Chandler questioned the following claims:

- 11635: D/C Kenyon mileage; Treasurer Bishop noted a lot of mileage was due to the recent storms.
- 11645: Kenyon Truck Service: questioned bills regarding 272 seal, 283 and 284 tires. Brief discussion.

Commissioner Barss questioned the following:

- 11631: A/C Bogardus mileage: 2 months of mileage. Treasurer Bishop noted 40 miles was to go to Waterford to help out there. Brief discussion; Treasurer to submit to FEMA for reimbursement.
- 11644: Should be 2 tires, not 3.

Commissioner Atwell noted the following:

- 11576: Middlebrook's Plumbing. Treasurer Bishop noted it was all four stations.
- 11592: it is for the pediatric meter, to come out of the EMS account.
- 11597: For Co #4 not Co #1.
- 11650: 283 tires. Questioned why it ended up over \$5000, the other bid was then less. Treasurer read the invoice. Lengthy discussion continued; 2 tires were invoiced separately for FEMA claim, possible error on bill regarding balance fee of tires. D/P B. Bishop to call Adirondack Tire.

Claim #11645 for 283 and 284, and claim #11650 for Adirondack Tire to be withheld for payment until issues resolved.

**RESOLUTION # 209 TO PAY ABSTRACT #9, CLAIM #11573 THROUGH CLAIM #11651 EXCLUDING \$5,075.14 FROM CLAIM #11650 AND \$781.25 FROM CLAIM #11645, FROM THE GENERAL FUND, TOTALING \$96,819.01.**

A3410.1	\$ 7,777.08
A3410.2	53,586.22
A3410.4	34,835.03
A9030.8	620.68
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Total:	\$ 96,819.01

MOTION: Spackmann

SECOND: Atwell

RESOLVED to pay Abstract #9, claim #11573 through claim #11651 excluding \$5,075.14 from claim #11650 and \$781.25 from claim #11645, from the General Fund, totaling \$96,819.01.

VOTE: All in favor, motion carried.

Treasurer Bishop given permission to pay claims 11645 and 11650 once issues are resolved.

**RESOLUTION #210 TO PAY ABSTRACT #9, CLAIM #RR1101 FROM THE RADIO RESERVE FUND PER PREVIOUS PERMISSIVE REFERENDUM, TOTALING \$43,852.50**

R3400.0	\$ 43,852.50
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Total:	\$ 43,852.50

MOTION: Spackmann

SECOND: Waite

RESOLVED to pay Abstract #9, claim #RR1101 from the Radio Reserve Fund per previous referendum, totaling \$43,852.50

VOTE: All in favor, motion carried.

**RESOLUTION #211 TO PAY ABSTRACT #11, CLAIM #BR1135 THROUGH CLAIM #BR1136 FROM THE BUILDING RESERVE FUND PER PREVIOUS PERMISSIVE REFERENDUM, TOTALING \$19,764.97.**

R3400.0      \$ 19,764.97

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Total:            \$ 19,764.97

MOTION: Waite

SECOND: Atwell

RESOLVED to pay Abstract #211, claim #BR1135 through claim #BR1136 from the Building Reserve Fund per previous permissive referendum, totaling \$19,764.97

VOTE: All in favor, motion carried.

It was noted the flag pole still needs to be moved and the rest of the chips need to be put down.

**RESOLUTION #212 TO OVERRIDE THE TAX CAP LEVY FOR FISCAL YEAR 2012 IN ACCORDANCE WITH NEW YORK STATE'S RECENTLY ADOPTED TAX CAP LAW.**

MOTION: Spackmann

SECOND: Waite

RESOLVED to override the tax cap levy for fiscal year 2012 in accordance with New York State's recently adopted tax cap law.

VOTE: All in favor, motion carried.

Commissioner Spackmann noted that the annual Penflex service award fee is going to increase to \$5300; the Proposed Budget has \$5000 allotted. Suggested adding the \$300 before adopting the final budget.

**RESOLUTION #213 ADOPTING THE 2012 PROPOSED BUDGET AS ATTACHED.**

MOTION: Spackmann

SECOND: Chandler

RESOLVED to adopt the 2012 Proposed Budget as attached.

VOTE: All in favor, motion carried.

**RESOLUTION #214 APPROVING COMMISSIONER ATWELL TO ATTEND THE AFDCA FALL WORKSHOP AT WEST CRESCENT FIRE DEPARTMENT ON SEPTEMBER 17, 2011.**

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve Commissioner Atwell to attend the AFDCA Fall Workshop at West Crescent Fire Department on September 17, 2011.

VOTE: All in favor, motion carried.

**RESOLUTION #215 GIVING PERMISSION TO THE FOLLOWING PEOPLE TO ATTEND THE FIRE POLICE ASSOCIATION OF ALBANY COUNTY SEMINAR AT FULLER ROAD FIRE DEPARTMENT ON OCTOBER 1, 2011. PERMISSION ALSO FOR TREASURER TO CUT CHECK TO ASSOCIATION FOR \$35: NANCY**

**WAITE, KENNY WAITE, TOM MERRILLS, AARON CHANDLER, BOB ROXBURY, MARGARET ROXBURY, KEN CLEVELAND.**

MOTION: Spackmann

SECOND: Chandler

RESOLVED to give permission to the following people to attend the Fire Police Association of Albany County Seminar at Fuller Road Fire Department on October 1, 2011. Permission also for Treasurer to cut check to Association for \$35: Nancy Waite, Kenny Waite, Tom Merrills, Aaron Chandler, Bob Roxbury, Margaret Roxbury, Ken Cleveland.

VOTE: All in favor, motion carried.

**Correspondence: Secretary Petkus**

- Milton Fire Department is having their annual Haunted Hayrides and would like more people to be involved. Copies went to the Chief and each company.
- Due to a conflicting family function, no longer able to attend the Honors Haven Conference at the end of October; if someone wants to take her reservation please let her know ASAP and she will make the changes.

**Purchasing: D/P B. Bishop**

- SCBA inventories complete except for those officers who have mask/bottles/packs in their vehicles. Each truck is outfitted for the number of packs they are designed for; there are 9 packs currently in storage. If extras are needed the Deputy/Assistant Chiefs have packs in their vehicles as well.
- Slowly making his way through gear inventory; very laborious. All gear that is not currently being used is being laundered prior to being placed in storage.
- Working on cellular phone usage. Handed out a spreadsheet of usage over the last two years; currently have 23 phones in the District. Discussion continued, including usage of phones, costs associated with phones, pool of minutes, service area, contract expiration, possibly looking at another vendor.

**RESOLUTION #216 GIVING D/P B. BISHOP PERMISSION TO REDUCE THE CELL PHONES IN THE DISTRICT BY THIRTEEN.**

MOTION: Barss

SECOND: Chandler

RESOLVED to give D/P B. Bishop permission to reduce the cell phones in the District by thirteen.

VOTE: All in favor, motion carried.

**Applications for membership:**

**Greenfield Center Company #1:** None.

**Porter Corners Company #2:** None

**Middle Grove Company #3:** Clark Hayward, returning member, Christopher Northrop.

**Maple Avenue Company #4:** Christopher Courtois, junior firefighter.

**Requests for Change in Membership:**

**Greenfield Center Company #1:** Michael Richards, resignation.

**Porter Corners Company #2:** Kevin Charbonneau, resignation; Daniel Hughes, termination.

**Middle Grove Company #3:** Crissy Brooks, resignation, Deanna Roberts, termination.

**Maple Avenue Company #4:** None.

Secretary Petkus noted that Deanna Roberts was previously sent a letter regarding returning her pager; she apparently lost the pager and gave the pager charger to FF Joe Luse. Discussion continued regarding procedure to follow, possibly filing in small claims court, modification of the Pager Policy.

## **RESOLUTION #217 TO APPROVE ABOVE NEW MEMBERS AND CHANGES IN MEMBERSHIP.**

MOTION: Spackmann

SECOND: Waite

RESOLVED to approve above new members and changes in membership.

VOTE: All in favor, motion carried.

### **Grants:**

Captain Bullard is working on the Assistance to Firefighters Grant; deadline has been extended to September 23, 2011.

### **Report of the Chief: John Lant:**

- Everyone is aware of the tires, and 272 pump issues.
- 294 is back from Tioga County.
- Ed Powers, District resident, gave A/C Middlebrook a portable pump that he is no longer using. Thank you letter to be sent.
- There was no officers meeting this month so he does not have all the training. Scott Hickey was here last night to do 1<sup>st</sup> Due Operations. There will be hands on training on Sunday morning at the training center.
- Truck repairs:
  - Questioned the status of the exhaust on the rehab bus. D/C Kenyon noted he called and spoke to the boss. He will be calling them again tomorrow.
  - KME gave a list of all the repairs necessary to complete before beginning pump testing. They will send someone here to work on the apparatus if possible. List handed out to the Board. Tabled to the September workshop to give the Board time to review.
- Appreciates all the money the Board puts into training.
- On October 24<sup>th</sup> one truck is going to Stewart's and one to Home Depot for fire prevention.

### **Reports from Companies:**

#### **Company #1 – D/C Kenyon:**

- Thanked the Board for allowing Co #1 delegates go to KME for the pre-construction meeting. Should have a letter soon regarding the problems they have, none of them are major.
- Met with the Greenfield Elementary School Principal regarding fire prevention; it will be 10/14. Also meeting with the fire prevention committee.

## **RESOLUTION #218 APPROVING FIRE PREVENTION DAY FOR GREENFIELD ELEMENTARY SCHOOL ON OCTOBER 14, 2011.**

MOTION: Atwell

SECOND: Spackmann

RESOLVED to approve Fire Prevention Day for Greenfield Elementary School on October 14, 2011.

VOTE: All in favor, motion carried.

- Greenfield Elementary is having their Go Home Early Drill on October 19<sup>th</sup>; the kids will be bused to the firehouse.

**Company #2 – A/C Middlebrook:**

- Quiet.

**Company #3 – D/C Ellsworth:**

- Company EMS Coordinator G. Miller’s EMT certification expired. Clark Hayward to take over.
- Clarified that regarding their roof replacement, Munter was \$42,000, not \$142,000, and why such a big difference between the other bids. Commissioner Chandler noted he thought a lot had to do with greed.
- D/C Ellsworth will be on vacation next week; Captain Murray will be in charge.

**Company #4 – Captain Bullard:**

- “Rehab” lettering as previously discussed for rehab bus was \$40.00.

**Report of District EMS Coordinator – Tim Kemp:**

- CPR class this Saturday at Co #1 beginning at 9 AM.
- EMS class tomorrow evening here at Co #1. It was noted the Boy Scouts meet on Thursday as well, and so is the District Office Building Committee and By-Law committee. D/P Bishop suggested a central calendar for facility use including a Building Use Form. EMS class will be moved to Co #3.

**Planning Board:**

**\*For Town of Greenfield, Mike Chandler:**

- Nothing.

**\*For Town of Wilton, Gary Bullard:**

- Nothing.

**Reports of the Commissioners:**

**Commissioner Atwell:**

- Questioned servicing of the Hurst tools; D/P Bishop noted they were done this morning. Still waiting to hear from Garrison to schedule Co #1, 2, and 4 Holmatro tools.
- D/C Kenyon still working on 261 ladder rack.
- Questioned Milton Cat rates for the generator work; D/P Bishop noted the work was already done this morning as well.
- Noted the large air bottles on the Cascade system need to be hydro’d. Safair wanted \$800, J & R Welding would do it for \$20 per bottle but it was a 7-10 day turnaround, Tri-City wanted \$50 per unit with \$75 pick up fee and United Welding Supply is \$35 with testing done on Tuesdays with drop off on Monday and pick up on Wednesday. A/C Coffey has offered to drop them off and pick them up. Board agreed to allow Commissioner Atwell to get the work done.
- Dry hydrant pipe was returned today; D/P Bishop to order the new pipe.

**Commissioner Barss:**

- Questioned if the balance system for the gear is done; D/P Bishop noted that A/C Middlebrook’s gear is the only one left.

**Commissioner Chandler:**

- Nothing at this time.

### **Commissioner Waite:**

- Met with CAT this morning and he needs to call Charlie Pita; he needs to fuel the generator up differently because he tripped all the alarms, that is why the generator was not working. Will call Pita tomorrow.

### **Special Topics of Discussion:**

- Commissioner Spackmann noted there had been discussion last year regarding how to handle year end money; suggested that any items should be submitted in writing by November 15<sup>th</sup> with a money figure. D/P Bishop noted that the money needs to be encumbered, it cannot be a guestimate. D/T Perkins noted a PO also needs to be issued.
- Training Approval Policy: Secretary Petkus noted the Training Approval Policy has been on several agendas, she had revamped the policy based on how training has evolved, and has questions regarding Internet based courses, specifically NIMS, as well as initial and annual OSHA training. Lengthy discussion followed, with subsequent confirmations/decisions:
  - Confirmation regarding internet based training/course, including NIMS: completed training requisition form is required per the policy in order to receive LOSAP credit.
  - OSHA training: all initial and annual refresher OSHA training falls into the drill category. Secretary Petkus noted that the OSHA reference will need to be eliminated from the Training Approval Policy; Board to approve the changes at the September workshop.
- Physical & Fit Test Policy: Secretary Petkus noted that there had been discussion about changing the policy because although firefighters are supposed to complete their physicals between March 1<sup>st</sup> and May 31<sup>st</sup> of every year, they were required to have called prior to the end of April and at least have their physicals scheduled, but this has become very time consuming to both the District office and the Doctor's office to keep track of when firefighters called. Discussion going into physicals next year that all firefighters have that three month window to complete their physicals going and there would be no phone calls, which actually does not require a policy change.
- Captain Bullard presented to the Board, and briefly discussed, the list of deducts and add-ons to the new ER292, which has resulted in a credit of about \$500.00. Commissioner Atwell thanked the committee for getting this done. Commissioner Spackmann to sign off on the change orders as discussed.
- District EMS Coordinator Tim Kemp noted there are 2 firefighters who are taking the EMT-Basic class, and in order for them to do their clinical times at Saratoga Hospital, the hospital requires a record of their immunizations that needs to be signed off by a physician. Questioned if the Board would pay for immunizations if the firefighters do not have them. The District Secretary is checking with the District Physician regarding possibly reviewing and signing off on this, and if any fees would be involved. The District already provides hepatitis B, tetanus and annual flu for firefighters. Discussion continued what responsibility lies with the District, if any regarding providing all necessary immunizations if a firefighter cannot produce immunization records. Tabled until more research has been done by both Tim and Joyce.
- FF Jack King noted that in the process of redoing the by-laws the officers' qualifications were eliminated and moved to a policy. Created an officer qualification checklist which will hopefully simplify the process, and can be placed in the firefighter's personnel file for future use. Also in looking at Town Law, there are no nominations from the floor. Copies of the forms given to the Board. Commissioner Spackmann noted it would help the companies out during the company elections. Commissioner Atwell agreed and Commissioner Waite suggested adding the by-laws and the auxiliary to the Workshop agenda to work on. Joyce to make copies of Officer Qualification sheets for each company.

- Chief Lant noted earlier in the meeting they were talking about the Chiefs and taking back air packs, he feels they should keep the packs in the unlikely event there is a house fire with people trapped, they have the packs with them. Commissioner Spackmann respectfully disagreed, he does not think the Chiefs should have packs in their vehicles as it is dangerous for the exact reason the Chief specified.
- D/P Bishop noted that at the last workshop regarding SCBA masks, he had requested a final classification list; he has only received lists from Co #2 and Co #3 that were check lists of who should have masks, not the final classification lists. Brief discussion continued. Reminder to all companies to have the final classification lists from all four companies by the October meeting.

## RESOLUTION #219 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Waite

SECOND: Barss

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion was made by Commissioner Atwell with a second from Commissioner Chandler to adjourn the meeting at 9:10 PM. All in favor, meeting adjourned.

Respectfully submitted,

Joyce A. Petkus  
District Secretary