

# ***Board of Fire Commissioners***

Greenfield Fire District  
P.O. Box 103  
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(518) 893-0723

## **September 25, 2008 Workshop**

Workshop began at 7:03 pm.

Present were: Commissioners B. Bishop, Kugler, Spackmann, Waite; Secretary Petkus, P/A Chouinard. Others in attendance: various officers of the district.

## **RESOLUTION #293 TO APPROVE THE MINUTES OF THE AUGUST 25, 2008 WORKSHOP.**

MOTION: Spackmann

SECOND: B. Bishop

RESOLVED to approve the minutes of the August 25, 2008 Workshop.

VOTE: All in favor, motion carried.

### **❖ Secretary Petkus:**

- Handed out September update and noted the following:
  - Need to check to make sure access/technology is on generator power at each firehouse. Commissioner B. Bishop noted everything at Co #3 is on generator; Joyce to check with A/C G. Gibbins regarding Co #1 and President Dean Deuel to check at Co #4 and get back to Joyce.
  - Handed out latest updates regarding District Manuals/SOGs/DMV LENS
  - Jill and Joyce to create picnic albums for each company
  - Commissioner election: Joyce/Jill to look for 2 more ballot boxes
  - DMV/LENS: Received list of members who took EVOC only from Co #2 – need to create an authorized drivers list. Lengthy discussion continued regarding members taking EVOC, waiving the requirement for certain people, members driving with EVOC also being pump operators, creating requirements to drive different district vehicles, training/practice for members on district vehicles, bringing in somebody to teach EVOC. There is an EVOC course being given at Jonesville October 4<sup>th</sup> and 5<sup>th</sup>. Joyce to get a list of approved drivers/pump operators from each company by the October Commissioners meeting.
  - Physicals/Fit test: Updated list handed out. Last fit test was this past Tuesday evening; no more members are scheduled for physicals as of this afternoon. Will need to do final reclassification; should have completed by October Commissioners meeting. Question from Chief regarding FF Bellantoni taking his Fit test through his work. Completed by RPT as well. Discussion continued; Joyce noted her concern who was going to remember when his Fit test expires. Commissioner B. Bishop noted FF Bellantoni needs to realize that if he doesn't take our Fit test and March comes around, we are not going to offer another one then he will have to wait until we offer fit tests or he gets another one through work. Firetracker software will hopefully take care of that problem. Any firefighter who has a fit test done outside the district needs to bring it to the Board for acceptance/approval.

## RESOLUTION #294 TO ACCEPT FIT TEST ON FIREFIGHTER MARK BELLANTONI.

MOTION: Kugler

SECOND: Waite

RESOLVED to accept Fit test on firefighter Mark Bellantoni.

VOTE: All in favor, motion carried.

- Any paperwork received regarding Nevele conference, please forward to Joyce.
- Creating email addresses: Joyce to send notice around to all the officers if they would like to use their current email address or Joyce will create email addresses.
- Uniforms are almost complete for the year. If there is any money left over, need to order badges. Would like to begin uniform fitting again this January and would like to move uniform fitting over to Middle Grove as that is where the entire uniform inventory is stored; Commissioners okayed it. Joyce to get list out to officers for next round.

### ❖ **Purchasing Agent Chouinard:**

- 15 pagers are in, software in as well, but not the cradle for the pagers. Co #2 car chargers are still on back order. Four-toned pagers are in and have been issued out except for Co #4. Chief to contact A/C Lant.
- Gear fitting at Co #3 was Tuesday night, 3 individuals were not there. Per the chief, gear was left with Jay Ellsworth and Ed Petkus. Co #4 gear fitting is next Tuesday.
- Fire police orders handed in tonight
- Gave Commissioner Spackmann a copy of the work order they use at her job
- SCBA bottles are in, has an apology letter from MES
- Still a little confused about Brinks and the speedy dry incident over by Lowe's. Also has paperwork for a drain cover. Brief discussion; commissioners advised Jill to call Farrell Oil to get a price on the speedy dry and also get a price on the drain cover, both bills to go to Brinks for payment. The Chief also noted that you cannot use speedy dry on state roads any more; you will need to call for a sander. Brief discussion continued.
- Scott masks: Commissioner Kugler and Jill to work on it together. Received a list only from Co #3, need lists from Co #1, 2 and 4. Brief discussion continued including a recall on certain masks. A/C Ellsworth noted that everyone needs to take a good look at the new masks, because if they are cracked it is probably in the same place. Co #4 President Dean Deuel noted Co #4 needs 2 mediums and 2 larges of the AV3000.

### ❖ **Treasurer J. Bishop:**

- Not present. Commissioner Kugler noted the audit reports came in and will be given out to each Commissioner by the next meeting.

### ❖ **Commissioner B. Bishop:**

- Access groups: Broke it down into 5 groups:
  1. Total Access: Commissioners, District Chief, District Staff
  2. Total access except for Commissioners and Chiefs office: 1<sup>st</sup> and 2<sup>nd</sup> assistant chiefs
  3. Full access to home company and main entrance to other companies: Firematic and company officers

4. Full access to home company except for offices or other designated areas and main entrance to other companies: firefighters and auxiliary
5. Exterior entrances of home company: probationary firefighters

He will print up a list, send them out to each company, Assistant Chiefs make a list of each member and which category they fall under. If they have members that do not fit the criteria, let him know where the change is needed.

- By-law committee met and there are a few proposed changes, will compile a list and email it to the Commissioners. Will be meeting once more before next Commissioners meeting regarding issue of living out of district for Chief and Assistant Chiefs. They also discussed adding category of Active Life Member and gave a list of questions to Joyce to call Bill Young for answers.
- Fire Tracker software: Asked at last meeting a list from each company of those who would be interested in training on the new software. Still waiting to hear from Co #1 and 2. A/C Davis added Shawn Willard to the list from Co #2. Training will probably be on a weekend.

❖ **Commissioner Spackmann:**

- County is transitioning to the new dispatch system, which should integrate nicely with Fire Tracker.

❖ **Commissioner Waite:**

- Called Phil Putnam about the soffit at the side entrance by the pole barn. A/C Davis said he spoke to him, the materials for the firehouse are in, he just needs to find the time to get over there. Will speak to him about the soffit as well.

❖ **Commissioner Kugler:**

- Wearing seatbelts on the trucks: they are required by our SOG's. Discussion, including Commissioner B. Bishop looking into seat belt extenders. A/C Ellsworth noted that the seat belt in 283 is not working. Should be covered under warranty. He also noted that some manufacturers may give you seat belt extenders free of charge, may just need to send request on letterhead.

❖ **Commissioner Robarge:**

- Not present.
- Generator service contracts: Joyce previously put copies in each Commissioner's mailbox. Discussion continued, including the need to do servicing each year or twice a year, doing the servicing in house, checking electrical system and purchasing meter to do load testing.
- Heating oil: brief discussion, not locking in this year as market is too volatile.

❖ **District Guidelines Review:**

- Discipline Policy: no change
- Employee Privacy Policy: no change
- DMV/LENS Policy: brief discussion, Chief McConkey stated if anyone wants to drive our apparatus, they need a NYS driver's license. No changes made to policy.
- Sexual Harassment Policy: no change
- Training Policy: Discussion included firefighters providing pertinent information with the training form, clarification of who is responsible for signing members up for courses, several changes made. There was some confusion regarding courses; commissioner Spackmann clarified that certain courses are approved at the beginning of the year: REMO, FASNY, state courses, FEMA. He further explained that if an approved course is held within the county and there is no fee involved, the

training officer signs off on it as well as the Chief. That gets submitted back at completion of the course, along with the course certificate, and they get LOSAP credit for that. Commissioner B. Bishop added that they also get VFBL coverage because it is in county. If it is out of county, they need the proper paperwork and a resolution by the Commissioners that includes names in order to be covered by VFBL and for any reimbursement. A/C Ellsworth pointed out that the problem sometimes is they do not get notified until the day before the class. More discussion continued, including writing a letter to Paul Lent. Once paperwork is all in order and PO assigned, Joyce and/or Jill to be responsible for calling firefighters and asking if they want to sign themselves up for course or they will do it for the firefighters. Further discussion when to make policy effective and distribution of any policies that have been revised, including posting revisions on the bulletin boards and then handing them out at the end of the year, including handing them out at the annual meeting in December.

## **RESOLUTION #295 TO REVISE TRAINING APPROVAL PROCEDURE WITH CHANGES DISCUSSED, EFFECTIVE 30 DAYS FROM DATE OF POSTING ON DISTRICT BULLETIN BOARDS.**

MOTION: B. Bishop

SECOND: Waite

RESOLVED to revise Training Approval Procedure with changes discussed effective 30 days from date of posting on district bulletin boards.

VOTE: All in favor, motion carried.

- Uniform Policy: Joyce noted a uniform had come back from a firefighter that needed to be dry cleaned and there was so much animal hair on it she woman would not pick it up except with a pencil. Uniforms are supposed to come back dry cleaned, but she and Jill have to take them to the dry cleaner before they can go back into inventory. Brief discussion continued; at the next uniform fitting in January any firefighter returning a uniform that does not fit will be required to return it dry cleaned before they will be fitted for a new uniform. Joyce to post this on next uniform notice. Commissioner B. Bishop also thought there should be some kind of stipulation in the uniform policy that if you have a uniform you are expected to wear it every once in a while, otherwise it will be returned to be given to someone else. More discussion continued including yearly station inspections to look at facilities, trucks and members in uniform. Commissioner b. Bishop volunteered to be in charge of it. Guideline to be modified to add that members are expected to wear their uniform to at least one event annually or the district may recall the uniform.

## **RESOLUTION #296 TO REVISE THE UNIFORM POLICY WITH CHANGE DISCUSSED ABOVE, TO BECOME EFFECTIVE JANUARY 1, 2009.**

MOTION: B. Bishop

SECOND: Spackmann

RESOLVED to revise the Uniform Policy with change discussed above, to become effective January 1, 2009.

VOTE: All in favor, motion carried.

❖ **Special Topics of Discussion:**

- FEMA Courses:

RESOLUTION #297 THAT FEMA COURSES APPEAR ON THE LIST OF APPROVED COURSES OF THE GREENFIELD FIRE DISTRICT IN ORDER TO RECEIVE CREDIT FOR LOSAP, RETROACTIVE TO JANUARY 1, 2008. ANY OUT OF COUNTY FEMA COURSES WILL STILL NEED PRIOR APPROVAL FROM THE BOARD OF FIRE COMMISSIONERS PRIOR TO THE START OF THE COURSE, IN ORDER TO BE COVERED UNDER VFBL AND TO RECEIVE REIMBURSEMENT. ANY FEES FOR THESE COURSES, IF APPLICABLE, TO COME OUT OF THE TRAINING ACCOUNT.

MOTION: Spackmann

SECOND: Waite

RESOLVED that FEMA courses appear on the list of approved courses of the Greenfield Fire District in order to receive credit for LOSAP, retroactive to January 1, 2008. Any out of county FEMA courses will still need prior approval from the Board of Fire Commissioners prior to the start of the course, in order to be covered under VFBL and to receive reimbursement. Any fees for these courses, if applicable, to come out of the training account.

VOTE: All in favor, motion carried.

Question arose as to FEMA courses taken by a particular firefighter, but it being a requirement for Firefighter I. Courses taken as part of Firefighter I are not eligible for separate credit.

- Fit testing for active fire police: Commissioner B. Bishop explained OSHA requirement as it pertains to active fire police. Joyce noted that she had not received from any companies a list of their active fire police, but Mr. Roxbury had dropped off his own list, which had 26 active fire police. More discussion, including physical classifications as it pertains to fire police, pack qualification and driving apparatus. It was decided active fire police can take Fit tests if they so choose, but they will also need a PFT as well.
- Purchasing/Inventory: tabled until the October 23<sup>rd</sup> workshop; Jill noted that right now she has an Access data base and everything over \$250.00 is put into it
- Chief's job description: tabled until the October 8<sup>th</sup> meeting to give the Commissioners time to review the packet handed out
- Seminar sponsored by Utica Mutual/Adirondack Insurance and hosted by GFD: tabled until October meeting to give Commissioner Spackmann and Co #4 President Dean Deuel Jr. time to speak to the membership at Co #4
- Employee handbook: tabled until October workshop
- 2009 proposed budget:

RESOLUTION #297A GIVING PERMISSION FOR THE FOLLOWING FIREFIGHTERS TO ATTEND THE FIRE COMBAT AND RULES OF ENGAGEMENT COURSE AT KINGSBURY FIRE DEPARTMENT IN WASHINGTON COUNTY ON OCTOBER 7, 2008: CURT BULLARD, DEAN DEUEL JR., JOHN KING, JOHN LANT.

MOTION: Spackmann

SECOND: B. Bishop

RESOLVED to give permission for the following firefighters to attend the Fire Combat and Rules of Engagement course at Kingsbury Fire Department in Washington County on October 7, 2008: Curt Bullard, Dean Deuel Jr., John King, John Lant.

VOTE: All in favor, motion carried.

## RESOLUTION #298 TO ADOPT THE 2009 PROPOSED BUDGET.

MOTION: Spackmann

SECOND: B. Bishop

RESOLVED to adopt the 2009 proposed budget.

VOTE: All in favor, motion carried.

## RESOLUTION #299 TO GO INTO EXECUTIVE SESSION WITH CHIEF MCCONKEY REGARDING DISCIPLINARY ISSUES AT 9:21 PM.

MOTION: B. Bishop

SECOND: Spackmann

RESOLVED to go into executive session with Chief McConkey regarding disciplinary issues at 9:21 pm.

VOTE: All in favor, motion carried.

## RESOLUTION #300 TO RECONVENE FROM EXECUTIVE SESSION AT 10:20 PM.

MOTION: B. Bishop

SECOND: Waite

RESOLVED to reconvene from executive session at 10:20 pm.

VOTE: All in favor, motion carried.

The following decisions were made, based on discussions in executive session:

- Chief McConkey to speak to Ben Jordan on Tuesday night and email update to the Commissioners for possible further action/firefighter's presence for executive session at the October meeting;
- Letter to be sent to John McEachron, Sr. regarding him getting on a truck for an alarm while still on inactive status;
- Letter to be sent to Mike Smith regarding him getting on a truck for an alarm while still on inactive status;
- Chief McConkey to notify A/C Chandler that the Commissioners will be meeting with A/C Chandler regarding a recent issue in an executive session at the October Commissioners meeting;
- Letter to be sent to Adam Towers requesting his presence at the October Commissioners meeting for executive session regarding him showing up to drill while still on inactive status;
- Chief McConkey to notify all Co #2 and Co #4 Assistant Chiefs and Captains to be present at the October Commissioners meeting for an executive session to discuss some recent issues.

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

Motion made by Commissioner B. Bishop, with a second from Commissioner Spackmann to adjourn the workshop. All in favor.

Workshop was adjourned at 10:22 PM.

Respectfully submitted,

Joyce A. Petkus  
District Secretary