

# **Board of Fire Commissioners**

Greenfield Fire District  
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## **September 28, 2010 Commissioners Workshop**

Workshop began at 7:02 pm.

Present were: Commissioners B. Chouinard, Kugler, Robarge, Spackmann, Waite and Secretary Petkus; please see sign in sheet for others in attendance.

Flag salute and moment of silence recognized for departed members.

**1. Approve Minutes:** Approve the August 24, 2010 Workshop Minutes.

**RESOLUTION #253 TO APPROVE THE AUGUST 24, 2010 COMMISSIONER WORKSHOP MINUTES AS WRITTEN.**

MOTION: Kugler

SECOND: B. Chouinard

RESOLVED to approve the August 24, 2010 Commissioner Workshop minutes as written.

VOTE: All in favor, motion carried.

**2. Porter Corners firehouse Exterior Renovations Bid Opening:** Results as follows:

- LG White and Sons: \$270,500.00
- Bunkoff General Contractors: \$292,000.00
- Jersen Construction Group: \$289,000.00
- V & H Construction: \$270,000.00
- Munter Enterprises: \$235,000.00
- Mid-State Industries: \$238,317.00
- Rosch Brothers, Inc: \$204,800.00
- Eastern Building and Restoration: \$247,696.00
- Bishop Beaudry: \$266,600.00
- Stephen Miller General Contractor: \$240,600.00
- Hoosick Valley: \$358,300.00

Commissioner Kugler noted the bids would be going back to CT Male for their review and recommendation.

**3. Executive Sessions:**

**RESOLUTION #254 TO GO INTO EXECUTIVE SESSION AT 7:50 PM**

**PERTAINING TO A DISCIPLINARY ISSUE REGARDING FIREFIGHTER JACOB MIDDLETON.**

MOTION: Kugler

SECOND: Waite

RESOLVED to go into executive session at 7:50 PM pertaining to a disciplinary issue regarding Firefighter Jacob Middleton.

VOTE: All in favor, motion carried.

**RESOLUTION #255 TO RECONVENE FROM EXECUTIVE SESSION AT 8:04 PM.**

MOTION: Robarge

SECOND: B. Chouinard

RESOLVED to reconvene from executive session at 8:04 PM.

VOTE: All in favor, motion carried.

**RESOLUTION #256 IN THE MATTER PERTAINING TO A DISCIPLINARY ACTION REGARDING FIREFIGHTER JACOB MIDDLETON, FIREFIGHTER MIDDLETON WILL BE SUSPENDED FOR A PERIOD OF THIRTY (30) DAYS BEGINNING SEPTEMBER 28, 2010.**

MOTION: Kugler

SECOND: Spackmann

RESOLVED to in the matter pertaining to a disciplinary action regarding Firefighter Jacob Middleton, Firefighter Middleton will be suspended for a period of thirty (30) days beginning September 28, 2010.

VOTE: All in favor, motion carried.

**RESOLUTION #257 TO GO INTO EXECUTIVE SESSION AT 8:05 PM REGARDING A PREVIOUS DISCIPLINARY ACTION PERTAINING TO FIREFIGHTER JOSHUA FRIEDEL.**

MOTION: Kugler

SECOND: Spackmann

RESOLVED to go into executive session at 8:05 PM regarding a previous disciplinary action pertaining to Firefighter Joshua Friedel.

VOTE: All in favor, motion carried.

**RESOLUTION #258 TO RECONVENE FROM EXECUTIVE SESSION AT 8:10 PM.**

MOTION: Kugler

SECOND: Robarge

RESOLVED to reconvene from executive session at 8:10 PM.

VOTE: All in favor, motion carried.

**4. Clerk of the Works:**

- Lengthy discussion continued regarding hiring Shows Leary Project Management, LLC as Clerk of the Works for the Porter Corners firehouse exterior renovations project, and which one of the two options to go with. Commissioner Robarge questioned if it is really necessary that Mr. Leary work 30 hours vs. the 25 hours, and did anyone ask Mr. Leary which one was actually necessary for the project?

**RESOLUTION #259 TO APPROVE SHOWS LEARY PROJECT MANAGEMENT, LLC AS CLERK OF THE WORKS FOR THE PORTER CORNERS FIREHOUSE EXTERIOR RENOVATION PROJECT, OPTION 1 AT 30 HOURS PER WEEK FOR A TOTAL OF \$33,150.00.**

MOTION: B. Chouinard

SECOND: Waite

RESOLVED to approve Shows Leary Project Management, LLC as Clerk of the works for the Porter Corners firehouse exterior renovation project, Option 1 at 30 hours per week for a total of \$33,150.00.

VOTE: All in favor, motion carried.

**RESOLUTION #260 GIVING THE SECRETARY PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND \$300,000.00 FROM THE BUILDING RESERVE FUND FOR THE PORTER CORNERS EXTERIOR RENOVATIONS PROJECT.**

MOTION: Waite

SECOND: B. Chouinard

RESOLVED to give the Secretary permission to advertise a permissive referendum to withdraw and expend \$300,000.00 from the Building Reserve Fund for the Porter Corners Exterior Renovations project.

VOTE: All in favor, motion carried.

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

- Questioned what the Board would like to do regarding the 4 members who have not picked up their By-laws/Guidelines/SOG updates, as well as those members who still have not taken their physicals for 2010. Brief discussion, Chief Lant recommended sending letters.

**RESOLUTION #261 TO FOLLOW THE CHIEF'S RECOMMENDATION TO SEND LETTERS OF INTENTION TO THOSE MEMBERS, ASKING THEM TO GET BACK TO THE BOARD BY THE OCTOBER 26, 2010 WORKSHOP.**

MOTION: Spackmann

SECOND: Kugler

RESOLVED to follow the Chief's recommendation to send letters of intention to those members, asking them to get back to the Board by the October 26, 2010 workshop.

VOTE: All in favor, motion carried.

- Flu vaccines have been ordered but are not in yet, will keep everyone informed.
- AFDC Fall workshop on 10/16; she and Commissioner Kugler are the only ones going; is anyone else interested? Please let her know BEFORE the October 13<sup>th</sup> Commissioners meeting.
- Dean Deuel sent an email requesting that only certain people from Co #4 have access to the pantry. Brief discussion; Commissioner Spackmann to work with Joyce to create a new access group.

**6. Purchasing Update – Jill Chouinard:**

- Not present.

**7. Treasurer Update – Jean Bishop:**

- Not present.

**8. Commissioner Updates:**

- **Bryan Chouinard:**
  - HVAC update: Received a price quote from HA2F Consultants regarding the upgrades to the existing system at Co #1, including construction documents, specs for all equipment and components necessary, cost estimate, assist in bidding, reviewing contactor submittals, final inspection and project closeout. Fee is \$6,700.00. Lengthy, sometimes heated, discussion continued regarding whether or not to do the upgrades now or next year, concern that \$40,000.00 just for upgrades for this project is too expensive, spending instead \$85,000.00 for a whole new system. FF B. Bishop commented that the timeliness of some of this stuff is symptomatic of a volunteer Board; the problem is that everyone needs to make sure they have their homework done when they come to a meeting. It would save a lot of time if everyone came to the meetings prepared to discuss what is on the agenda; otherwise you just end up wasting everybody's time. Commissioner Robarge commented that he did his homework, he isn't wasting everyone's time and he is going to vote no because \$40,000.0 is too much. Commissioner Spackmann noted that Ms. Palmatier has only estimated that it will cost about \$40,000.00; the bids may come in at \$25,000.00.

**RESOLUTION #262 TO MOVE AHEAD WITH THE BID PROCESS FOR THE UPGRADES TO THE EXISTING HVAC SYSTEM AT THE GREENFIELD CENTER FIREHOUSE.**

MOTION: Spackmann

SECOND: B. Chouinard

RESOLVED to move ahead with the bid process for the upgrades to the existing HVAC system at the Greenfield Center firehouse.

VOTE: B. Chouinard, yes; Kugler, yes; Robarge, no; Spackmann, yes; Waite, yes.

Motion carried.

- **Tom Robarge:**

**RESOLUTION #263 TO APPROVE DIANE CZECHOWICZ, TIM KEMP, TOM MERRILLS AND JOE POST TO ATTEND THE HUDSON MOHAWK VOLUNTEER FIREFIGHTERS ASSOCIATION "BIENNIAL FIRE POLICE SEMINAR" IN RENSSELAER COUNTY ON 10/2/10.**

MOTION: Robarge

SECOND: Spackmann

RESOLVED to approve Diane Czechowicz, Tim Kemp, Tom Merrills and Joe Post, to attend the Hudson Mohawk Volunteer Firefighters Association "Biennial Fire Police Seminar" in Rensselaer County on 10/2/10.

VOTE: All in favor, motion carried.

- **Ken Waite:**
  - Received a phone call that Middle Grove hi band radios are in and he will be picking them up tomorrow. D/C Ellsworth reminded him that there should be a charger as well.
  
- **Richard Spackmann:**
  - Nothing at this time
  
- **Don Kugler:**
  - Nothing at this time

Fire Police Captain Jack Atwell thanked the Board for approval of the fire police seminar. Have been working on the fire police van, the new doors are on, stripped, bumpers are off, lights are re-mounted. Would like about \$600.00 for some repair work to be done on the truck.

**RESOLUTION #264 ALLOCATING UP TO \$1,000.00 FOR THE WORK TO BE DONE ON THE FIRE POLICE VAN.**

MOTION: Spackmann

SECOND: Waite

RESOLVED to allocate up to \$1,000.00 for the work to be done on the fire police van.

VOTE: All in favor, motion carried.

**9. Chief/Officers Updates:**

Chief Lant asked if the pipe has been ordered for the dry hydrants; Commissioner Kugler noted it is at the town garage. He will look into the rest of the equipment needed to complete the project.

Chief Lant asked to purchase a case of stabilizer. Brief discussion; the Chief to contact Dave Kenyon to purchase it.

Chief Lant suggested that maybe Joyce can send a simple email as to what the policy is when you are hurt on your job or here; Commissioner Spackmann to work with Joyce

on that.

Would like it to be policy that Joyce be the one to register all firefighters for all courses/trainings, that way all the proper paperwork will be in order. He knows there are people taking training now and he did not sign any forms, and it would be nice if he knew where his people were in case there was a serious alarm. Joyce noted that if the paperwork is not in order, they will not get LOSAP credit for it. Commissioner Spackmann noted that he understands where the Chief is coming from, but at some point it is the firefighter's responsibility to do this stuff. Joyce also noted that the newest version of the training requisition forms have a spot that the firefighter can check off if they have already registered, or if she needs to do it for them. She is just not sure the policy has been filtered down to the firefighters.

Commissioner Kugler explained that 292 is down at Milton Cat; they sent paperwork for 3 different options/cost to fix it:

- \$10,660.00 to fix only 1 cylinder with sleeve
- \$11,255.75 to put sleeve in all six cylinders
- \$12,000.00 to install rebuild engine, with 12 year warranty.

Lengthy discussion continued, including which option is the best option, if warranty is transferable, is the truck worth it, selling the vehicle as is or doing repairs and then selling it. Captain G. Bullard noted they have been talking about selling 2 trucks down at the Avenue and that Greenfield is getting their truck first, but in looking at the numbers, you can almost do both at the same time, sell all 3 trucks and purchase 2 new trucks for Co #1 and Co #4. Commissioner Spackmann noted that he can't argue with Captain Bullard's logic. Maybe this is the time to stop the bleeding, offloading trucks and help to downsize the fleet. It is something we need to talk about. George Habig, resident, noted from a taxpayer point of view, stop putting money into it. Commissioner Kugler to call Cat and see if they would hold the truck on their lot for 30 days, and give time to try to sell it. There is a website called GovDeals; D/C Ellsworth suggested putting 292 on the web site and see if it sells.

## **RESOLUTION #265 TO PUT 292 ON THE GOVDEALS WEB SITE FOR 30 DAYS AS SUGGESTED BY D/C ELLSWORTH.**

MOTION: Spackmann

SECOND: Waite

RESOLVED to put 292 on the GovDeals web site for 30 days as suggested by D/C Ellsworth.

VOTE: All in favor, motion carried.

### **10. District Guideline Review:**

- Computer Use Policy: No changes made.
- Internet Use Policy: No changes made.
- Firefighter Injury Policy: Joyce noted this policy was put on the agenda because she thought they would have had the changes from the by-law committee by now; tabled to October workshop.

### **11. District Projects**

- Current Projects:
  - None.
- Future Projects:
  - None.

**12. Special Topics of Discussion:**

- EMS: Paul Felts: Chief Lant noted that he and the officers recommend that Mr. Felts be hired to take care of EMS.

**RESOLUTION #266 TO HIRE PAUL FELTS PURSUANT TO THE OFFICERS RECOMMENDATION AND THE PROPOSAL SUBMITTED BY PAUL FELTS.**

MOTION: Spackmann

SECOND: Waite

RESOLVED to hire Paul Felts pursuant to the Officers recommendation and the proposal submitted by Paul Felts.

VOTE: All in favor, motion carried.

- By-Law committee Update: Committee chairman Jack King noted the reason he is here is because apparently the Board had some questions on the active members. He further noted that one of the issues the committee tried to address was to ensure that every firefighter had the ability to vote for the Chief at the December meeting, and they did not want to tie it to the LOSAP program. They came up with another system to address this. Commissioner Spackmann noted this was talked about several months ago, and at the time there were firefighters in attendance who questioned certain changes. At that time his suggestion was to take the proposed amendment for eligibility to vote and make that the definition of active status, and then under eligibility to vote, a simple statement that you have to be an active member to vote. The point made at that meeting, was that there are two different standards, one that you could be eligible to vote, but not be considered an active member, and vice versa. Firefighter B. Gibbins asked if you do not make your 50 points to be an active member, does that mean you are also ineligible to be a member. Mr. King noted the committee would put something together and bring it back to the Board. Commissioner Kugler noted they are running out of time for this year, and the reason for this was concern from last year's election. Mr. King noted looking back at last year, every company had people voting who would not meet that criteria.
- Streamlining meeting nights: All companies are in agreement. It was noted that Co #1 sent a letter that they would like to leave Thursday nights open for the Boy Scouts. Changes to meeting nights to begin January 2011. Commissioner Spackmann requested the Chairman write a letter to the boy Scouts letting them know the Board will steer away from Thursday night meetings; Joyce noted that the letter will be read at the October meeting.

**13. Special Reminders:**

- Ground ladder testing: Chief Lant noted that they will be starting October 21<sup>st</sup>.
- NY Fire & Security: dialer maintenance: Joyce to call Chris Jones.
- Tri-City Fire Extinguishers: Commissioner Kugler to call.



Firefighter Brian Bishop noted that Co #3 is having an open house on October 9<sup>th</sup> from 10 AM to 3 PM. Thanked the Board for the fire prevention materials.

**RESOLUTION #267 GIVING CO #3 PERMISSION TO HOST AN OPEN HOUSE ON SATURDAY OCTOBER 9, 2010.**

MOTION: Spackmann

SECOND: Kugler

RESOLVED to give Co #3 permission to host an open house on Saturday October 9, 2010.

VOTE: All in favor, motion carried.

A/C Middlebrook noted that Greenfield School approached him about bringing a fire truck over to the school for the fall festival on October 16<sup>th</sup>. It was noted if the Chief was okay with it, the Board was okay with it. Chief Lant noted he was okay with this as well.

Firefighter B. Gibbins asked if there was anything received from National Grid regarding energy assistance. Brief discussion continued; Firefighter B. Gibbins to handle the NYSERDA evaluation at Co #1.

Jack Atwell noted that Karen had asked him to ask the Board if there is any way they can get the fire prevention stuff to put the bags together for the school. Commissioner B. Chouinard noted he will be going through the shipments received for the fire prevention stuff after the meeting. Commissioner Spackmann noted, with all due respect to Mr. Atwell, there are 5 or 6 officers at Greenfield Center and a request like this should have been filtered through them to the Board.

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

Motion made by Commissioner B. Chouinard with a second from Commissioner Spackmann to adjourn the workshop at 9:23 PM. All in favor.

Respectfully submitted,

Joyce Petkus  
District Secretary