

Board of Fire Commissioners

Greenfield Fire District
P.O. Box 103
Greenfield Center, NY 12833

Workshop – January 31, 2007

Present were: Commissioners King, Robarge, Spackmann, Waite; Secretary Petkus, A/C Jay Ellsworth and FF Michael LaGalles.

Acting Chairman Spackmann opened the workshop 7:35 pm.

The following issues were discussed:

1. Generator: Commissioner Robarge would like at the February Commissioners meeting to have the secretary advertise bid invitations for 100K generator. At the same time he would like to advertise that the District is accepting proposals for the installation of said generator, which will include the pad. Mike's been helping him on this. Can't put the generator out front, as Mr. McKenna said per Town code it must be 75 foot from the road. Discussion was held when to hold the bid opening.

The following decisions were made:

- Resolution to be passed that the Secretary should advertise for bids for a 100K generator. At the same time she will also request separately, proposals for installation of the generator and the pad.
 - Bid opening will be on February 27, 2007 at 7 pm at Co #1.
 - Generator will be placed in the original area previously discussed out back.
2. Garrison: Commissioner Waite spoke with Chet and Chet would like to meet with the Commissioners sometime after the 20th to talk about the new truck. Paperwork for the new truck should also be sent directly to the office within a week.

The following decisions were made:

- Commissioner Waite to coordinate meeting with Chet on February 27th after the bid opening.
 - Joyce to get title for new truck after paperwork comes in from Garrison.
3. Gear: Commissioner Spackmann noted there is an outstanding bill for gear for \$14,860.00 from Garrison. Commissioner Spackmann had spoken to Dave Bader several times before he left Garrison regarding any outstanding bills and was told everything was okay. In December Jill had called those vendors the District had done business with to make sure there were no outstanding bills, and Garrison was in fact contacted. They told her everything was fine. Then this outstanding bill arrived in January, even though the invoice was from September. Commissioner Spackmann met with Dave Bader in October or November, and they sat down to compare invoices and make sure everything was delivered, except for the boots issue, which is finally being resolved, and everything was accounted for. Dave left the company and transitioned our account to a new guy named Jay Wilson. Commissioner Spackmann sent Chet and Jay Wilson an email, asking them to investigate it at their end, as

the Commissioner had done it as his end and everything matched up, and get back to him regarding their findings. Treasurer Bishop noted that she doesn't remember getting any invoices for the helmets or the Nomex hoods. Discussion followed. Commissioner King noted that Middle Grove had asked for extra helmets but have never received them. Extra boots and helmets were part of the original quote and everything was delivered. Commissioner Spackmann noted that he and Treasurer Bishop had worked on it so it was all part of one bill and one resolution.

The following decisions were made:

- Commissioners to wait until Garrison replies to Commissioner Spackmann's email.
 - No more gear will be ordered until this is resolved.
4. 271: The guy from Georgia who offered \$60,000.00 for the truck, had a meeting with his company, but because of finances they are no longer interested. Commissioner Spackmann got a call from Tim Ashworth yesterday and said there was another guy from N. Dakota interested in it. He is having a meeting with his fire company next Monday and apparently the finances are there and they are very interested in the truck. Hopefully he will be calling to set up a meeting to come and see the truck.

The following decisions were made:

- Commissioner Spackmann to keep the Board posted on the developments.
5. Purchasing: Jill handed out a copy of what the new PO's are going to look like. There were just a few minor changes made. Copy attached. Should be back from the printer by Friday. She also created an allotment sheet that she would like to hand out at the Commissioners monthly meetings that will hopefully help the A/C's keep better track of their allotment money. They also get a similar report from the Treasurer, which they can now compare for any discrepancies. Commissioner Robarge asked about the allotment overages for the year. Jill noted that Co #4 was over by about \$140 and Co #2 was over by about \$300. Commissioner Robarge noted if they were over their allotments it was supposed to be doubled and taken out of their allotments for the following year. Commissioner Spackmann noted they were not exactly overages but should have come out of different allotments. Further discussion followed. Commissioner Spackmann created a purchasing handbook that would hopefully help to alleviate any confusion regarding purchasing. Commissioners also discussed possibility changing the allotment cutoff date from November 30th to October 31st, and each company possibly creating a spending plan at the beginning of each year. Detailed, lengthy discussion followed including discussion of, and changes to, the purchasing handbook.

The following decisions were made:

- Jill to hand out to 1st A/C's allotment reports for each company at monthly Commissioners meetings.
- Allotment cutoff date changed from November 30th to October 31st.
- Commissioner Spackmann to update changes made to the purchasing handbook and email to Joyce.
- Joyce to email out purchasing handbook to the Chief and A/C's and ask them to please review it and be ready for discussion at the February Officers meeting, along with the 30 day proposal.

6. Auditor: Don emailed Joyce about contacting the auditor and making an appointment for April. Commissioner Spackmann felt that Jean should take control of the audit and get in touch with George Persons. Jean wanted to get the audit started as soon as possible. Jill noted that Mr. Persons was on vacation till next week. Joyce noted that by the time Jean contacted Mr. Persons and got an appointment with him it would probably be March anyway and there would probably be preliminary stuff to get done and then Don would be back by April 1st. Discussion followed, including Don passing a resolution appointing the auditor. Joyce looked and could not find it. Jill thought it was made at the December 29, 2006 year end meeting, they had a workshop in the December 18th, but Joyce could not find it. The Commissioners, Jean and Jay Ellsworth all remembered the discussion on it, but Joyce could not find the resolution to it.

The following decisions were made:

- Joyce will email Don and let him know Jean is going to handle the audit and the Board agreed.
 - Jean to call George Person and get started on the audit ASAP.
 - Joyce to listen to the December 29, 2006 Commissioner meeting and try to find the resolution appointing the auditor.
7. Cellular phones: Jill cancelled the rest of the Cingular phones, ordered 2 Nextels for Middle Grove. Jean will monitor the bills, although she noted that they were back to normal. Jill also noted that the Avenue never got back to her and she canceled the 2 Cingular phones, but no one knows what truck they were on. There had been no usage on those phones in a very long time anyway. Discussion followed as to how many phones were in the District. Joyce noted Jon Davis didn't have a District cell, but Commissioner King said that Mike Chandler had one. Commissioner Waite said he would find out if Mike Chandler gave Jon Davis the District cell and get the phone number to Joyce. Joyce asked if we had a list of all the phone numbers. Jill said she had a list. Jill to get the list to Joyce. Jill also noted that Greenfield's rescue vehicle also has a phone that is used as a mobile fax machine, but Nextel does not currently have the capability. Commissioner Spackmann noted it was not an issue at the moment.

The following decisions were made:

- Commissioner Waite to find out if Mike Chandler gave the Nextel to Jon Davis and get the number to Joyce.
 - Jill to get a list of the Nextel numbers to Joyce
 - Jean to keep an eye on the bill.
8. Ladder truck: Commissioner Spackmann wants to sit down with Maple Avenue tomorrow night to talk about the initiative itself and the benefit of going out for it in November instead of this spring. Reassessments are going on in the Town of Greenfield and he thinks the political focus is going to come off us. We should focus on the budget. Commissioners Waite and King can not make the meeting tomorrow night. Commissioner Robarge said he could probably make it. Commissioner King still felt that we need all the other companies involved in order to make it fly. Commissioner Spackmann wants to have Maple Avenue pick some committee members. Commissioner King still felt that you need to get all the other companies involved in order to make it fly. Discussion continued including looking into a newer used versus a brand new truck.

The following decisions were made:

- Commissioners who are available will meet with Maple Avenue tomorrow night at 7 pm.
- Maple Avenue will recommend 6 candidates to be on the committee and the Board will pick 3 of those.
- Meetings regarding the ladder truck will begin in March.

9. Miscellaneous:

- Discussion came up about what is allowed to be discussed at a workshop. Joyce noted that per Bill Young, as long as the statement “**and any other such business as shall come before the Board**” is noted in the legal ad, then the Board can discuss other matters besides what is specifically stated in the ad.
- A/C Ellsworth asked about the headset on 284 that they talked about in the last year. He spoke to a guy down at the Chief’s show who said Adirondack 2 Way deals with David Clark and to get a hold of them, because they make a noise canceling headset, and they are the only ones that make it. Commissioner Waite will look into it and get back to Jay. Also would like to get the back door changed over to the access system as everyone has fobs. Also asked when the auxiliary will be getting access cards. Secretary Petkus noted she had emailed all the Presidents of the auxiliary and no one has gotten back to her except Co #4 auxiliary. Jay also to take the one of the bank chargers that are in the Commissioners office.
- Lastly, Jay went to the Town Board meeting regarding zoning, and it was a very heated and very well attended meeting. What came out of that is that the people were very unhappy that they are not informed of the meetings and had no idea what was going on. The Greenfield website was fine, but they thought there should also be a mailer, which they said was totally out of the question because they could not afford it. People also complained about the Gazette because the Gazette does not deliver to everyone in the area. Joyce noted that the minimum to advertise in only 1 day and she currently advertises for either 2 or 3 days, so maybe she could advertise 1 day in the Gazette and 1 day in the Saratogian, and it wouldn’t cost the District any more money, but get into 2 papers instead. Commissioner Spackmann thought is was a great suggestion but the end result is going to be the same. People do not read the legal section. Commissioner King added that at least we have taken that step. Commissioner Waite stated that Vischer Ferry just passed a vote for a new station; they only did the minimum advertising and only 3 people showed up to the public meeting. Brief discussion continued.
- Commissioner Waite explained that the truck inspections are complete and went a lot smoother since they were done after the 1st of the year. He was very happy with the process and would recommend we continue business with them. The guy found a cracked drum on Greenfield’s rescue, but Dave Kenyon took care of it right away. Commissioner Waite will contact him next year when inspections are due again.
- Joyce informed everyone she had stopped by LC Insurance and Dick Snyder is on vacation till mid March. He does contact the office regularly, so she left her information and is waiting to hear from him. Will keep everyone posted.
- LOSAP 2006 is complete and Joyce just needs the Commissioners to sign off on them. She will then post them for 30 days in each firehouse. Jean got her the final numbers for alarms for 2006. For 2007 the numbers are as follows:
Co #1 33 calls; Co #2 19 calls; Co #3 17 calls

Co #4 84 (not 99 as she has originally stated) calls She will have the calls sheet printed up for everyone and get them out to everyone at the February Commissioners meeting. There were a few issues regarding paperwork, but none of it affected the points in a negative way. Overall everyone did a great job getting the points done. Little bit of an organization problem with Maple Avenue, but Joyce has offered to organize it for them so that all they have to do is file the paperwork in the right place and that should make things a lot easier for them. Got the impression Gary Bullard was a little annoyed because she said their record keeping was atrocious, but she is willing to do the work to organize them. Asked if it was okay that she may have to spend a little bit of money to get them organized. Commissioner Spackmann said to take care of it, follow the purchasing procedures we just talked about and he will sign off on it.

- Regarding the access system, Joyce has downloaded all the pictures Jill took and is going to start making the access cards. Only 30 people who have fobs did not have their pictures taken and hopefully this will be taken care of when she hands out the cards. She just needed to sit down after the meeting quickly with Commissioner Spackmann and Jill to go over a few quick things. The goal is to hand out signs at the February Commissioners meeting of when she will be available to start handing out the access cards and hopefully be done by the end of February. She also spoke with A/C Murray yesterday and he asked for an extra set of ID tags for those who work at the Town garage and have a second set of gear. He will get her the names and she will make the other set of tags. Jill offered to help make the cards if Joyce couldn't (Thanks Jill!).

Workshop meeting adjourned at 9:30 pm.

Respectfully Submitted,

Joyce Petkus
District Secretary