

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
January 16, 2017

Present: Commissioner Beth Larson
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
Commissioner Michael Petroski
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Statistician John Saupp
Chief Andrew Pohl
Captain Clem Schimikowski
Vice President George Budesheim

The meeting was called to order by the Chairman of the Board Gerald Cullen at 7:00 pm followed by the Pledge of Allegiance to the Flag.

Statistician John Saupp presented the East Glenville Service Awards Recipients report. All qualified members have a yes next to their name, while those marked no did not obtain the required 50 points. The report will be posted for 30 days for examination so any inquires or appeals can be addressed. The deadline for the report to be filed with the district LOSAP provider is February 15, 2017.

The new fire reporting software program has been received and will be operational soon. Firehouse software will be meeting with EGFD staff on Wednesday, January 18, 2017.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the amended minutes of the December 19, 2016 Board meeting.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the amended minutes of the January 1, 2017 Special Board meeting.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the minutes for the Organizational Meeting held on January 4, 2017.

Chief's report: see attached (Andrew Pohl)

EGFD answered 979 alarms in the year 2016. Len Provost was the top responder answering 727 calls for the year 2016. The top responders who answered the 74 calls in December were L. Prevost, G. Cullen, C. Schimikowski, R. Thornhill, M. Boisclair, W. Bunn and A. Martin.

President's report: see attached (George Budesheim)

Treasurer's report: (Jeffrey Prescott)

A discussion was held regarding the NYS Disability Insurance coverage provided to employees of the district. This insurance is not a required coverage and provides very limited benefits. Treasurer Jeffrey Prescott recommends that this insurance be cancelled.

The Chief has expressed interest in allowing Captain Schimikowski to retain a credit card for the purpose of purchasing various goods throughout the year and between meetings with the approval of the Chief. If the Board approves allowing Captain Schimikowski to retain a card, the Credit Card Use Policy will have to be amended.

With the major repairs being done on the ladder truck 236, the district may need to declare an emergency and use the Repair Reserve Fund to pay for the unusual high costs of the repair work that is being performed.

The Fund Balance calculation has been made on an unaudited basis. As of this meeting, the unassigned (unrestricted) fund balance as of 12/31/16 is \$58,085. This equates to 6.63% of the ensuing year's budget appropriations. This is within the 6-8% requirement of the policy, thus it seems that we will be in compliance with the Fund Balance policy as of 12/31/2016.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the Treasurer's Report as presented to the Board.

A motion for Resolution was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to pay Abstract #1 dated January 16, 2017 for voucher #1 through voucher #34 in the amount of \$138,495.51.

The bank statements for the month of December 2016 were reconciled by the deputy treasurer and presented to the Board for approval.

The bills for the month of January 2017 were reconciled by Commissioner Cullen and presented to the Board for approval.

Communications

The required legal notice announcing the Commissioners meetings for the year was sent to the Daily Gazette. A list of the Board members was also included in the notice.

A letter was received from McNeil & Co. thanking the district for renewing our insurance policy for the year 2017 and making EGFD aware of the E-Learning training sessions that are available for the district.

A letter was received from Paul Tonko, Member of Congress, to notify the district that FEMA will be accepting applications for Assistance to Firefighters Staffing. This letter does not apply to EGFD as it is for career firefighters.

Notification was received from the Association of Fire Districts of the State of New York of the upcoming Commissioner Training at the Wilton Fire Department on March 4, 2017 at a cost of \$125 each. Commissioner Petroski and Commissioner De La Fleur will need to complete the training session.

A membership application was received from the Fire Association of the Capital Area stating that our dues must be paid in the amount of \$150.

Committee Reports

Purchasing (Com. Cullen)

Miscellaneous purchases were made during the month for the fire district.

Building and Grounds (Com. Cullen)

SRI Fire Sprinkler, LLC has made all the repairs that were deficient. The five-year inspection was also completed.

The salter has been repaired.

The sink in the kitchen has been repaired.

Equipment (Com. Petroski)

An apparatus and equipment report is included in the chief's report.

Finance and Budget: no report (Com. Pohl)

Medical: no report (Com. Pohl)

Legal and Insurance (Com. Pohl)

Commissioner Pohl has been in contact with the district's attorney, William Young, in regards to the necessary waiver that will be need to be signed by those personnel affected by the recent LOSAP settlement. The forms for VFIS will also need to be completed.

The secretary is working on a request from William Van Gorder of Mang Insurance. He would like a list of all firefighters, their birth dates and classification.

Computer

Two lap tops with a docking station, Windows software, CD drive and monitor have all been received and are up and running. The chief's will need a software package for their computer.

Personnel: no report (Com. Larson)

Policies: no report

Apparatus (Com. Petroski)

An apparatus and equipment report is included in the chief's report.

Use of Station (Com. Larson)

Chief Pohl requested the use of the meeting room by the Office of Fire Prevention Control Peace Officer Training for January 17 through January 20, 2017.

1st Assistant Chief Ross Thornhill requested the use of the meeting room for the Town Chiefs meeting to take place on Thursday, January 26, 2017.

Accident Review Board: no report (Com. Larson)

Unfinished Business

Commissioner Larson would like to thank those firefighters and personnel who showed the prekindergarten class from Burnt Hills United Methodist Church the apparatus and fire station.

New Business

A motion was made by Commissioner Pohl, seconded by Commissioner Petroski and unanimously passed to cancel the NYS Disability Insurance coverage at EGFD.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the following personnel retain EGFD credit cards;

Commissioner Susanne Pohl	\$2,500
Commissioner Gerald Cullen	\$2,500
Captain Clem Schimikowski	\$2,000
Chief Andrew Pohl	\$2,000
Treasurer Jeffrey Prescott	\$1,000

This change will be written into the Use of Credit Cards Policy.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the purchase of Microsoft software for the Chief's computer in the amount of \$400 to be taken from account A3410.461 Computer.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve Kevin Kea, Dominic Famularo and Shawn Primett as hosts for events at the fire station for the year 2017.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve Commissioner Petroski and Commissioner De La Fleur to attend the commissioners training session in the amount of \$125 each at a date to be determined and to be taken from account A3410.463 Conventions/Membership.

A motion was made by Commissioner Larson, seconded by Commissioner Petroski and unanimously passed to approve the payment of the dues in the amount of \$150 to the Association of Fire Districts of the Capital Area for the year 2017 to be taken from account A3410.463 Conventions/Membership.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to adjourn at 9:03 pm.

Respectfully submitted,

Elaine Erckman
District Secretary