

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
February 20, 2017

Present: Commissioner Beth Larson
Commissioner Brian De La Fleur
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
Commissioner Michael Petroski
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
2nd Assistant Chief Rich Carr

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.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and passed to approve the amended minutes of the January 16, 2017 Board minutes. Commissioners Larson, Pohl, Petroski and Cullen voted yes. Commissioner De La Fleur abstained.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and passed to approve the minutes of the Executive Session held on January 16, 2007. Commissioners Larson, Pohl, Petroski and Cullen voted yes. Commissioner De La Fleur abstained.

Chief's Report: see attached (Rich Carr)

Chief Carr recognized Kevin Weber and Shawn Primett for cutting back the snow piled out by the road, Jeffrey Prescott and Bob Moore for digging out the fire hydrant and Gerald Cullen for digging out access to the dumpster during the recent snow storm.

President's Report: no report

Treasurer's Report: see attached (Jeffrey Prescott)

On Abstract #2, voucher #67 in the amount of \$226 is a charge for lift shocks for 238 and 239 from Vander Mole Fire Apparatus. The lift shocks that we received were the wrong ones so they had to be reordered. It was the Board's decision to leave the item on the abstract and wait to see what the price is for the correct lift shocks.

The next item on the abstract up for review is voucher #66, the repair of the outriggers on 236 for a total of \$8,846.00 to Vander Molen Fire Apparatus. The District's budget for truck

repairs for the year is \$17,500. Treasurer Jeffrey Prescott recommended to the Board that they make an emergency expenditure from the Repair Reserve Account and therefore the Board must pass a resolution to make the emergency expenditure from the Repair Reserve and have it pass by a minimum 2/3 affirmative vote of the Board. If the expenditure is taken from the reserve account, a minimum of 50% of the cost (\$4,423) must be budgeted in the 2018 budget to replenish the fund and the second 50% must be restored in the 2019 budget. However, if we have excess general funds available at the end of 2017, we have the ability to transfer the excess to replenish the repair reserve early if we so choose and not have to impact the 2019 budget year.

A motion for Resolution was made by Commissioner Larson, seconded by Commissioner De La Fleur and unanimously passed to approve to make an emergency expenditure from the Repair Reserve Fund in the amount of \$8,846.00 for the repairs on 236.

A motion for Resolution was made by Commissioner Larson, seconded by Commissioner De La Fleur and unanimously passed to approve the following budget amendments;

To appropriate assigned unappropriated fund balance (Reserved for Encumbrances as follows:0

To:	A3410.400	Buildings & Grounds	<u>\$1,500.00</u>
	Sub Account A3410.401	Buildings & Grounds	
	A5095	Appropriated Fund Balance	<u>\$1,500.00</u>
		For Station Use Automated External Defibrillator	
To:	A3410.440	Training and Membership	<u>\$1,259.00</u>
	Sub Account A3410.441	Training Seminars	
To:	A5095	Appropriated Fund Balance	<u>\$1,259.00</u>
		For new Projector w/LAM for training room	
To:	A3410.200	Equipment	<u>\$1,115.00</u>
	Sub Account A3410.207	Rescue Equipment	
To:	A5095	Appropriated Fund Balance	<u>\$1,115.00</u>
		For Streamlight Scene Light & 10 Poly Tac Flashlights	
To:	A3410.200	Equipment	<u>\$144.00</u>
	Sub Account A3410.201	Hoses and Nozzles	
To:	A5095	Appropriated Fund Balance	<u>\$144.00</u>
		For 10 Brush Fire Brooms	
To:	A3410.200	Equipment	<u>\$347.00</u>
	Sub Account A3410.201	Hoses and Nozzles	
To:	A5095	Appropriated Fund Balance	<u>\$347.00</u>
		For Gated Wye	

To:	A3410.200	Equipment	<u>\$229.00</u>
		Sub Account A3410.206 Radios	
To:	A5095	Appropriated Fund Balance	<u>\$229.00</u>
		For three portable radio holders	
To:	A3410.401	Buildings & Grounds	<u>\$2,596.00</u>
		Sub Account A3410.401 Buildings & Grounds	
To:	A5095	Appropriated Fund Balance	<u>\$2,596.00</u>
		For Sprinkler system repairs & five year inspection	
To:	A3410.460	Miscellaneous	<u>\$3,040.00</u>
		Sub Account A3410.461A Software – LOSAP	
To:	A5095	Appropriated Fund Balance	<u>\$3,040.00</u>
		For the cost of new LOSAP Software	
To:	A3410.440	Training	<u>\$601.79</u>
		Sub Account A3410.441 Seminars	
To:	A5095	Appropriated Fund Balance	<u>\$607.79</u>
		For the cost of dry erase board & white boards	
To:	A3410.200	Purchase Equipment	<u>\$199.99</u>
		Sub Account A3410.207 Rescue Equipment	
To:	A5095	Appropriated Fund Balance	<u>\$199.99</u>
		For the cost of the 50” Brow light for the UTV	
To:	A3410.200	Purchase Equipment	<u>\$320.00</u>
		Sub Account A3410.208 Safety Equipment	
To:	A5095	Appropriated Fund Balance	<u>\$320.00</u>
		For the cost of the Traffic Safety Cones	

Adjustment to Fund Balances related to the above:

From:	A915	Assigned Unappropriated Fund Balance	<u>\$11,352.58</u>
To;	A5095	Appropriated Fund Balance	<u>\$11,352.58</u>
		To reverse the 2016 encumbrances related to the above	

The independent auditor, Bryans & Gramuglia will be at the fire station on March 1, 2017 to begin the preliminary work on the audit. Treasurer Jeffrey Prescott will be available for any questions that may arise and he requested any and all commissioners to stop and introduce themselves.

An engagement letter must be signed by the chairman of the board and the treasurer which states that Bryans & Gramuglia will be auditing the books.

The completed annual update document was made available by the treasurer for the Board to review. It will be sent to the New York State Comptroller's office on February 24 as it is due by February 28, 2017.

A motion was made by Commissioner De La Fleur, seconded by Commissioner Petroski and unanimously passed to approve the treasurer's report as presented to the Board on this day February 20, 2017.

A motion for Resolution was made by Commissioner Pohl, seconded by Commissioner De La Fleur and unanimously passed to pay Abstract #2 dated February 20, 2017 for voucher #35 through voucher #74 in the amount of \$231,023.68.

A motion was made by Commissioner Pohl, seconded by Commissioner Petroski and unanimously passed to approve payment to Target Solutions for training in the amount of \$3,577.40 to be taken from account A3410.441 Seminars & Membership.

A motion was made by Commissioner Larson, seconded by Commissioner De La Fleur and unanimously passed to approve payment to Galls for dress uniform parts in the amount of \$384.96 to be taken from account A3410.462 Dress Uniforms.

The bank statements for the month of January 2017 were reconciled by the deputy treasurer and presented to the Board for approval.

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

Communications

The 2017 Annual Meeting for the Association of Fire Districts will be held at the Desmond in Albany, NY on April 20-22.

The Association of Fire Districts of the Capital Area, Inc. will hold a meeting at the Saratoga Casino Hotel on March 11, 2017 for the installation of new officers.

Commissioner Pohl stated that she had received a communication from McNeal & Company regarding a survey that the insurance company would like to conduct at our fire department.

Committee Reports

Purchasing (Com. Cullen)

Miscellaneous purchases have been made for the district.

Buildings & Grounds (Com. Cullen)

The hose testing will be done in the month of May with area departments participating at the same time. The nozzles, ladders and hose will be tested at this time.

Equipment (Com. Petroski)

There was an issue with the siren on 235 and it has been repaired.

Finance & Budget (Com. Pohl)

The district's attorney was contacted for a General Release to be signed by those people who will receive payouts from the LOSAP changes that were approved at the elections held in December of 2016.

Medical (Com. Pohl)

Commissioner Pohl will be contacting Dr. Christopher Buff's office to set up the annual physicals for the firefighters in March and April.

Legal & Insurance (Com. Pohl)

Jeff Briggs of Mang Insurance inquired about vin numbers on a couple of pieces of apparatus. Commissioner Cullen emailed the information.

The treasurer reported that the district should be receiving a refund from State Insurance Fund for Workers Compensation that was pay for a full-time employee whom no longer works for the district.

Computer (Com. De La Fleur)

The software has been received for the district statistician and is up and running.

Personnel (Com. Larson)

Commissioner Larson has requested to adjourn to Executive Session following the Board meeting.

Policies (Com. De La Fleur)

A motion was made by Commissioner Pohl, seconded by Commissioner De La Fleur and unanimously passed the approve the following changes to the East Glenville Fire District #3 Credit Card Usage Policy on this date February 20, 2017;

As the Board of Fire Commissioners has approved the issuance of credit cards to each of the following personnel; Commissioner Suzanne Pohl (credit limit \$2,500), Commissioner Gerald Cullen (credit limit \$2,500), Captain Clem Schimikowski (credit limit \$2,000), Chief Andrew Pohl (credit limit \$2,000) and Treasurer Jeffrey Prescott (credit limit \$1,000) the Board of Commissioners wishes to establish the following policy governing the use of the District issued credit cards:

1. Credit cards issued by the fire **district personnel** will be used only for Fire District Business.

4. The personnel who receive credit cards will be reviewed each year.

Apparatus (Com. Petroski)

All service and repairs to apparatus is covered under the Chief's Report.

Use of Station: no report (Com. Larson)

Accident Review Board: no report (Com. Larson)

LOSAP

As per the changes that were voted on in the December elections, the persons involved in the payout have been contacted. At the time of this meeting, there are two people that have not handed in their paperwork.

Unfinished Business - none

New Business

The secretary reported that she has reviewed all the personnel files for the firefighters and has found some discrepancies which were given to Commissioner Larson for her to follow up on. There were no clearance letters from Dr. Buff for the years 2015 and 2016 in the files.

The district treasurer, Jeffrey Prescott and the district secretary/records retention officer, Elaine Erckman, met on Saturday, February 4, 2017 and destroyed those records that could be destroyed for the year ending 12/31/2009.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to adjourn to Executive Session at 8:15 pm for the purpose of discussing personnel.

Respectfully submitted,

Elaine Erckman
District Secretary

