

EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
January 22, 2007

Present: Commissioner Peter Russo
Commissioner Albert Martin
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
Commissioner Alexander Chlopecki
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
President Kevin Kea
Lt. Joe Duchane
Firefighter Jack Erckman
Firefighter Ross Thornhill

The meeting was called to order by Chairwomen of the Board Suzanne Pohl at 7:30 p.m.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to accept the amended minutes from the December 18, 2006 Board meeting.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to accept the amended minutes from the Organizational Meeting held on January 4, 2007.

The following committee appointments were announced by Chairwomen of the Board Suzanne Pohl for the year 2007:

Grounds & Building	Chairman G. Cullen, A. Chlopecki
Legal & Insurance	Chairman P. Russo, S. Pohl
Computer & Communications	Chairman G. Cullen, A. Chlopecki
Finance & Budget	Chairman A. Martin, G. Cullen
Medical	Chairwomen S. Pohl, A. Martin
Policies	Chairman P. Russo, S. Pohl, G. Cullen A. Martin, A. Chlopecki
LOSAP	Chairman P. Russo, G. Cullen
Equipment	Chairman A. Chlopecki, S. Pohl, G. Cullen A. Martin, P. Russo
Use of Station	Chairman A. Martin, P. Russo
Personnel	Chairman A. Chlopecki, S. Pohl, G. Cullen A. Martin, P. Russo
Roof	Chairman A. Martin, S. Pohl, G. Cullen A. Chlopecki, P. Russo

The acting chairman of the Board will be Commissioner Chlopecki and the acting secretary will be Commissioner Martin.

Chief's report – no report

1st Assistant Chief's report – no report

2nd Assistant Chief's report - no report

President's report

A letter was received from the vice-president of the fire company Burt Parker requesting permission to purchase dress uniforms for Bill Lamb, Ross Thornhill, Tracey Andrew and Eric Fogg at a standard fit price of \$348 each and \$378 each for a big/tall fit.

At the January 8, 2007 company meeting two new members were voted on and the applications of David Costello and Christopher Buck were presented to the Board for their approval.

A discussion was held as to when the new applicant is informed that they are accepted into the company so they can schedule the required physical to become a firefighter. The Board will devise a policy to be followed for new applicants.

President Kevin Kea announced that he will be contacting the Red Cross and will be scheduling blood drives and CPR classes at the fire station to be hosted by himself or he will find a host.

Kevin Kea requested that the Board meet in executive session to discuss personnel.

Station Manager – no report

Use of Station

President Kevin Kea has requested the use of the station on Saturday, February 24, 2007 at 6:00 p.m. for a social event.

A motion was made by Commissioner Russo, seconded by Commissioner Cullen and unanimously passed to allow the use of the station on Saturday, February 24, 2007 at 6:00 p.m. for a social event.

A request for the use of the meeting room at the station was received from Connie Martin on Tuesday, February 6, 2007 to practice singing by the Capitaland Chorus.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and passed to allow the use of the meeting room at the station by the Capitaland Chorus on Tuesday, February 6, 2007. Commissioners Russo and Pohl voted yes and Commissioner Martin abstained.

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to move to executive session at 7:55 p.m. for the purpose of discussing personnel.

Correspondence

A letter was received from the Association of Fire Districts of the State of New York, Inc. including a ballot for the Board to cast its vote for the position of Director. It was the decision of the Board to cast their vote for Norman Petricca from Glenville No. 7 Fire District.

A letter was received from Jim Tedesco thanking the Board for their letter of support for the centralized dispatch.

Commissioner Martin received a letter from Michael MaGuire of Bast Hatfield in regards to sharing the cost of the damages to the overhead doors. The district's share of the cost of damages would be \$15,757.50.

A notice was received regarding an upcoming teleconference which will be held on March 8, 2007 at 6:30 p.m. The topic will be Fire District accountability.

Committee Reports

Building & Grounds

A question was brought up concerning the salting of the fire station. Salting is to be done only upon request. Salting took place on December 8, 2006 without anyone requesting it to be done. It was the decision of the Board to pay this bill and notify CD Landscape and Maintenance Service LLC in their bill that all future salting must be requested and to put the name of the person requesting the salting on his bill.

Legal & Insurance

A discussion was held in regards to the Workman's Compensation. Jeff Prescott and Peter Russo had made some inquiries into obtaining insurance rates from insurance companies that carry Workman's Compensation.

Commissioner Pohl reported that the premium for the 1937 Sanford fire truck is \$669. The company owns the truck and the district is leasing it from the company for a dollar so that it can be included in the district's insurance coverage. The fire company will be billed \$669 for the payment of the premium.

Computer & Communications

Commissioner Chlopecki reported that during a power outage there was a problem with the telephone system. A circuit card is necessary to restore programming when there is a power outage at a cost of \$105 plus one hour of labor.

A quote has been received for the alerting system for the fire station which would activate when there is a call to notify personnel in the station that there is a call. Commissioner Chlopecki has contacted Leonard Communications Inc. and Wells Communication Service Inc. The following quotes were received:

Leonard Communications Inc.
1382 Crane Street
Schenectady, NY 12303 \$2,587.00
This quote included equipment and installation.

Wells Communication Service Inc.
221 N Greenbush Road
Troy, NY 12180 \$1,408.04
This quote was only for the labor to install the system and
did not include the price of the equipment.

Finance & Budget – no report

Medical

Dr. Christopher Buff of Scotia-Glenville Family Medicine was at the fire station on Thursday, January 11, 2007 and administered flu shots to approximately 10 firefighters.

Policies

Commissioner Russo presented a list of suggestions for the Board to consider including creating a monthly newsletter from the Board, a member of the Board attending the company meetings, suggestions for recruiting new members and a schedule for rotating the position of chairman of the Board.

It was suggested by Commissioner Chlopecki that a policy be written in regards to the proper procedure to fill out a time card and the use of compensatory time.

LOSAP

A report for the 2006 LOSAP data was received from statistician John Saupp. This report will be posted for thirty (30) days to give members an opportunity to contest the points as presented in the report.

Equipment – no report

Use of Station

There is a request for the use of the station on Saturday, February 24, 2007 for a social event to be put on by the company.

There is a request for the use of the station on February 6, 2007 by the Capitaland Chorus to practice singing. Firefighter Martin will host the event therefore the check received was for \$100 rather than the usual \$125.

Personnel

The personnel committee will meet to review the station manager's job requirements.

Roof

Commissioner Martin reported that he received a call from Steven Rowland the architect for the roof replacement who would like to finalize the project. Albert Martin informed him that the Board is not willing to write any checks because the ventilator systems is still not working properly, the roof still leaks and we have not had an electrical inspection in the apparatus room.

It was the decision of the Board for Commissioner Martin to send a letter to Collins Mechanical and also Steven Rowland and inform them that unless something is done by Monday, February 12, 2007 the district will be hiring someone else to fix the problems and they will be billed for the repairs. Commissioner Martin will contact the district's attorney Robert Van Vranken and inquire as to whether or not this is how the Board should handle the situation.

Unfinished Business

The secretary presented a list of issues that are still pending with the Board. They are as follows:

At the January 16, 2006 board meeting it was approved by the Board that an inventory of the computer software be created and a log of all the passwords to access the programs be put in a secured cabinet.

Commissioners Martin, Chlopecki and Cullen will look into whether this has been achieved and report back to the Board at the February meeting.

At the August 21, September 18, October 23 and December 18, 2006 Board meetings there was to be a Code of Ethics presented to the Board for approval.

Commissioner Russo will present a Code of Ethics to the Board at the February meeting.

At the August 21, 2006 Board meeting it was decided to design a new letterhead.

Commissioner Martin presented a suggestion for a district letterhead and suggested that he would email it to the members of the Board. The district will purchase bond paper for those who prefer to use this paper for correspondence.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to accept the letterhead as presented to be the district letterhead.

New Business

Secretary Elaine Erckman reported that she met with treasurer Jeffrey Prescott on January 7, 2007 for the purpose of the disposition of records that could be destroyed for the year 1999.

Treasurer Jeffrey Prescott presented the concept of direct deposit per the request of an employee of the district. The cost of this procedure is \$340 per year. It was the decision of the Board not to institute direct deposit for employee's paychecks.

Two applications for membership into the fire company were received for the Board's approval. They are Christopher Buck and David Costello.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to table the application of Christopher Buck.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to accept David Costello of 37 Woodruff Drive, Scotia, NY as a member of the East Glenville Fire Company.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to approve the purchase of four (4) dress uniforms from Rosen's Uniforms for a complete uniform at a standard fit price of \$348 and \$378 for big/tall fit to be taken from A3410.462 Dress Uniforms.

. A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to approve the purchase of the backup restore card for the telephone system at a cost of \$105 and one hour of labor to be taken from A3410.485 Telephone & Alarm.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to purchase the fire station alerting system from Leonard Communications Inc. 1382 Crane Street, Schenectady, NY 12303 for a total cost of \$2,587.00 which includes installation to be taken from A3410.406 Miscellaneous.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to establish the Capitalization Policy as any individual items that the district acquires in excess of \$10,000 will be considered an asset and any items under \$10,000 will be an expense.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to approve the use of on-line reporting for the New York State Retirement report which must be done once a month.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to reimburse the station use check in the amount of \$125 to the Boy Scouts of America for January 11, 2007.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to reimburse the deposit in the amount of \$100.00 for the use of the station by Kevin Kea.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed:

BE IT RESOLVED to pay Abstract #1 dated January 15, 2007 for items #1 through #33 in the amount of \$79,031.62.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed:

BE IT RESOLVED to pay Reserve Abstract #1 dated January 15, 2007 to Haight Fire Equipment Supply in the amount of \$1,413.50.

The treasurer would like it noted that most of the checks for the January Abstract are dated January 15, 2007. The January 15th Board meeting was postponed until January 22, 2007. These checks were held until the bills and did not release them until after they were approved by the Board.

Treasurer's report

The treasurer recalled the treasurer's report and the statement of the receipts and disbursements for 2006 which were submitted at the Organizational meeting on January 4, 2007 as there was a deposit that was not recorded. A revised treasurer's report and statement of receipts and disbursements for 2006 were submitted to the secretary to be included in the Organizational meeting minutes.

The bank reconciliation statements for December 2006 are available for the Board's review.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to approve the treasurer's report.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to adjourn at 10:20 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary

EAST GLENVILLE FIRE DISTRICT #3
EXECUTIVE BOARD MEETING
January 22, 2007

Present: Commissioner Peter Russo
Commissioner Albert Martin
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
Commissioner Alexander Chlopecki
District Secretary Elaine Erckman
President Kevin Kea

The executive board meeting was called to order at 7:55 p.m. for the purpose of discussing personnel.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to return to regular session at 8:10 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary