EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
February 19, 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
Chief Arnold Briscoe
1st Assistant Chief Scott Pike
2nd Assistant Chief John Saupp
President Kevin Kea
Firefighter Jack Erckman

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

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to accept the amended minutes from the January 22, 2007 Board meeting.

Chief's report: see attached

Commissioner Pohl commended the fire company and ladies auxiliary of East Glenville and the ladies auxiliary of Burnt Hills Fire Department for their contribution to the recent major emergency calls.

President's report

David Costello was sworn in as an East Glenville firefighter at the February 12, 2007 company meeting.

Dominic Famularo is going to be looking for competitive quotes for insurance for the Sanford fire truck. Mang Insurance has quoted a price of $832 a year for $50,000 worth of coverage.

Commissioner Pohl has requested that a written policy be presented to the Board for the process of swearing in new members in the fire company. President Kevin Kea will draft a policy for processing new members.

Station Manager: see attached

Arnold Briscoe reported that we have experienced some leaks in the roof over the meeting room in two separate areas and would like to know who he should contact. It was the Board's decision to contact both the roofing contractor, S & L Roofing and also the general contractor Bast Hatfield.

1st Assistant Chief

Scott Pike stated that the chiefs and a few members of the fire company are going to being working on a recruitment drive for new members for the company. The members are looking for the support of the Board. There has been $500 put in the budget for this purpose. Commissioner Martin offered to work with this committee on recruitment.

Chief Pike announced that Albany firefighter Theodore Abriel died in the line of duty on this date February 19, 2007.

Statistician

John Saupp will present his report on the LOSAP program.

Correspondence

A Certificate/Cancellation of Insurance was received from First Rehabilitation Life Insurance Company of America for the State of New York Workers' Compensation Board. The district has never used this insurance company as an insurance carrier.

There will be a teleconference held at Niskayuna High School on March 8, 2007 on Fire District Accountability.

A request was received from Dan Moffett to retract his request for reimbursement for an EMT class he took at Schenectady County Community College. Dan was reimbursed from New York State.

A letter was received from the Schenectady County Office of the Board of Elections requesting the use of the station for the primary election to be held on Tuesday, September 11, 2007 from 11:30 a.m. to 9:45 p.m. and for the general election on Tuesday, November 6, 2007 from 5:30 a.m. to 9:45 p.m.

A letter and form were received from the Office of the New York State Controller's office requesting an update of our current members of the Board for their records.

An announcement of the Association of Fire Districts of the State of New York 64th Annual Meeting was received. The meeting will be held in Lake Placid May 5, 2007 through May 9, 2007.

Committee Reports

LOSAP

There will be a meeting on Monday, February 26, 2007 at 3:30 pm at EGFD with Bill Van Gorder of Mang Insurance and Kathreen Sibol of VFIS to discuss LOSAP and EGFD.

John Saupp reported that the LOSAP program report has been posted and there have not been any appeals brought to his attention.

The Board would like to revisit the LOSAP program in regards to the requirements of the firefighters.

Building and Grounds

The snow removal contractor hit the light pole in the parking lot while plowing. Significant damage was done to the pole and it is likely that we will need to replace the pole.

There have been some leaks in the roof over the meeting room in two separate areas. The general contractor and the roofing contractor will be contacted in regards to this problem.

Computers

Commissioner Martin and Commissioner Cullen are working on securing the passwords to access the computer programs and also locating the software.

Commissioner Martin has contacted Ross Thornhill in regards to submitting a proposal to become the computer person for the district.

Equipment: no report

Finance and Budget: no report

Legal and Insurance

Chief Briscoe, 1st Assistant Chief Pike and Commissioner Pohl met with the representative from ESIP who does the loss control inspection on Sunday, February 18, 2007. To date we have not received a report.

Jeffrey Prescott reported that he had been contacted by the Hartford Insurance Company whom we have our coverage with in regards to the NYS Disability Insurance Coverage that the district provides for the station manager and the part-time maintenance employee. Jeff was informed that we had never notified the Workmen's Compensation Board from the State of New York that we were going to be offering voluntary coverage. An application form was faxed to the Board and then sent back to Jeff stating that Board policy requires municipalities to attach a Resolution by the governing body to the application.

A Resolution must be passed by the Board and submitted on official stationery of the municipality and it must clearly indicate that the governing body has approved the application for voluntary coverage as well as clearly stating exactly the class or classes of employees which are going to be covered.

Commissioner Pohl stated that there is a video available titled "Violence in the Workplace". This would be helpful to firefighters dealing with violence at an emergency scene.

The LENS program has been changed so that social security numbers are no longer necessary to receive information concerning a firefighters driving history.

Personnel

The Board will meet with the station manager, Arnold Briscoe, to review his job description. The meeting will take place on Wednesday, February 21, 2007 at 3:00 p.m.

Policies

Commissioner Russo presented a draft of the Code of Ethics for the Board's review to be voted on the March Board meeting.

Medical

A letter was received from Diane Clarke, RN, Nurse Practice Manger of Scotia-Glenville Family Medicine stating that per Dr. Christopher Buff as a professional courtesy there will be no charge to the district for the ten flu shots that were administered on January 11, 2007.

A sign up sheet will be posted for the annual physicals which will take place the end of March or the first week in April.

David Costello and Christopher Buck have not been cleared as interior firefighters. They have been cleared as Class C firefighters.

Roof

Commissioner Martin reported that the Board has received a number of change orders to be signed and it is Al Martin's recommendation that we do not sign them until they have been reviewed by the district's attorney, Robert Van Vranken.

To date Robert Van Vranken has not contacted the architect Steven Rowland in regards to the problems with the roof replacement project.

Arnold Briscoe will take pictures of the most recent damages due to the roof leaking and send them along with a letter to the architect, the contractor and the district's attorney.

Commissioner Martin will contact Robert Van Vranken and arrange a meeting with the Board as to the legal action that can be taken in regards to the roof.

It is the decision of the Board that if Robert Van Vranken does not address these legal issues in a timely manner, that the Board will be contacting William Young, Esq. who is the attorney for the New York State Association of Fire Districts to see if he would be interested in becoming the attorney for the district in this matter.

Use of Station

A request was received from the Scotia-Glenville Pipe Band to use the pavilion area on Wednesday evenings, June 20 through August 29, 2007 from 6 p.m. to 9 p.m.

Kevin Kea will be reimbursed $100 for the use of the station for a bowling banquet for the Burnt Hills Ballston Lake High School Bowling Team to be held on Tuesday, February 27, 2007. Kevin Kea will be the host, hence the fee is $100.

Communications

Leonard Communications had a representative install the paging speakers within the building. We are still awaiting the main component for the system which is due at the end of March.

The phone system representative has installed a memory backup card for power outages to help save the memory of the system. It was suggested that we purchase a good power surge protector.

Unfinished Business

A motion for Resolution was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to accept the LOSAP program report as presented and posted for the year 2006.

Commissioner Pohl reported that she had been in contact with Christopher Buck the potential candidate for membership in the company and explained to him that the Board had agreed to table his approval at the January Board meeting until the Board had a chance to meet with him. A meeting will be set up with any commissioner who would like to be present and Dave Mitchell, the head of special education at Ballston Spa High School. This meeting will give the Board a better insight as to what Christopher is expecting out of the fire service and what the district and company is expecting of him. Commissioner Pohl as of this date has not been able to contact William Young, Esq. in regards to any legal issues that may be involved. After this meeting takes place, the company will be notified whether or not he has been approved.

As a "point of order" Commissioner Martin stated that there can not be a vote taken at this meeting. A vote can take place at the March 19, 2007 Board meeting.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen to refund the $100 deposit check that was received for the use of the station by the Capitaland Chorus on February 6, 2007. Firefighter Martin was the host of the event, hence the $100 deposit versus $125. Commissioner Russo and Commissioner Pohl voted yes and Commissioner Martin abstained.

Pending Business

Commissioner Martin and Commissioner Cullen are working on an inventory of the computer software and also obtaining the passwords for the programs.

Commissioner Russo presented a draft of Code of Ethics Policy for the Board's review.

Commissioner Martin is still working on the district letterhead.

New Business

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to renew the chief's membership with the International Association of Fire Chiefs at a cost of $170 for the year to be taken from A3410.444 Membership Dues.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to allow firefighter Leslie Stokoe to attend the Fire Police Seminar at the NYS Fire Academy on March 17, 2007 at a cost of $57.00 plus miscellaneous expenses to be taken from A3410.441 Seminars & Membership.

A motion was made by Commissioner Russo, seconded by Commissioner Chloplecki and unanimously passed to purchase an updated cross reference directory for the radio room at a cost of $186.80 to be taken from A3410.468 Miscellaneous.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to allow the use of the classroom for EGFD CPR instructors to teach the staff of Dr. Christopher Buff CPR/First Aid/Defib recertification on the evenings of March 13 and March 21, 2007.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to allow the use of the station by the Schenectady County Training Coordinator to host a NYS Firefighter I course starting in April through June.

A motion was made by Commissioner Russo, seconded by Commissioner Cullen and unanimously passed to allow the use of the station by the Schenectady County Board of Elections for the primary election on Tuesday, September 11, 2007 11:30 a.m. to 9:45 p.m. and for the general election on Tuesday, November 6, 2007 5:30 a.m. to 9:45 p.m.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to allow the Scotia-Glenville Pipe Band the use of the pavilion on Wednesday evenings June 20 through August 29, 2007 from 6 p.m. to 9 p.m. with the stipulation that there may be some conflict that they would have to work around.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed that the Board allow the Chief to use his discretion to take apparatus to the funeral of Albany Firefighter Theodore Abriel on Saturday, February 24, 2007.

A motion for Resolution was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to allow Pioneer Savings Bank to become a district depository bank.

A motion for Resolution was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to provide voluntary NYS Disability coverage for a select group of employees Class 9026.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to purchase the software upgrade for Quick Books 2007 at a cost not to exceed $200 to be taken from A3410.461 Computer.

Commissioner Russo reported that a meeting was held at the Schenectady Community College in regards to the construction of the training center. There has been a delay in the purchase of a lease agreement for the property.

Commissioner Martin reported that the Glenville Association of Commissioners met and the discussion was related to Workmen’s Compensation and how the town calculates the portions for each municipality.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to pay Abstract #2 dated February 19, 2007 for item# 34 through item #72 in the amount of $138,379.15.

The bank reconciliation statements for January 2007 are available for the Board's review.

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

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

Respectfully submitted,

Elaine Erckman
District Secretary