EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
March 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 and Station Manager Arnold Briscoe
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 Cullen and unanimously passed to accept the amended minutes from the February 19, 2007 Board meeting.

Chief's report: see attached

President's report: no report

Station Manager: see attached

Arnold Briscoe will prepare specifications to go out for bids for refinishing the floor in the apparatus room to be presented to the Board at the April meeting.

Correspondence

The Building System Service Agreement for 2007 was received from Alarm & Suppression, Inc.

Literature was received from Teal Becker & Chiaramonte CPA's PC soliciting the district for the opportunity to do the audit.

A request to purchase a New York State Employees wage poster was received.

A training video titled "Violence Intervention" was received from MacNeil and Company.

There will be a TIPS program presented at Thomas Corners Fire Department on Saturday, March 24, 2007 from 8 a.m. to 1 p.m.

A proposal was received from Ross Thornhill to be the computer consultant for the district.

A letter was sent to the district attorney Robert Van Vranken in regards to the ongoing roof replacement.

Committee Reports

Building and Grounds: no report

Equipment:

Commissioner Chlopecki reported that the state contracts are still not available for the purchase of the pickup truck.

Finance and Budget: no report

Legal and Insurance:

Commissioner Russo reported that a meeting was held on Thursday, March 15, 2007 at EGFD with Bill Van Gorder of Mang Insurance, Kathreen Sibol of VFIS, Commissioner Alexander Chlopecki and firefighter James Pennie in regards to the LOSAP program. The change to our LOSAP program in regards to the Defined Benefit Service Award was voted on and approved by the residents at the annual district elections held in December 2006. The information obtained at this meeting will be reviewed by the commissioners and discussed at the next board meeting.

LOSAP:

A report was presented to the commissioners in regard to the LOSAP program including a time line of all discussions, documents and motions. There was a question in regards to the number of drills and meetings that a firefighter must attend to qualify for LOSAP points. On January 21, 1991 a discussion was held and a motion passed to require 10 drills, 6 meetings and 1 fund drive.

Use of Station: no report

Medical:

The annual physicals have been scheduled with Dr. Christopher Buff on Tuesday, March 20, Saturday, March 24 and Tuesday, March 27, 2007. Medical history papers have been placed in the firefighter's lockers.

Personnel:

The personnel committee met with the station manager, Arnold Briscoe, for an annual employee performance evaluation. The evaluation has been signed by Arnold and returned to the commissioners to be placed in his personnel file.

The new time card is in use for the station manager and the part time maintenance employee.

Computer:

Commissioner Cullen presented an inventory of all the computers, copiers, software and available passwords.

Policies:

Commissioner Cullen presented a Code of Ethics to the board for approval. An acknowledgement which will be signed by each firefighter was also presented.

Roof: see attached

Commissioner Martin reported that he had met with the district's attorney Robert Van Vranken in regards to the roof replacement problems. To date the board has not been contacted by Robert Van Vranken in regards to any action on this letter.

The board made the decision to pay the bill for Collins Mechanical in the amount of $4,248.70 for work that has been completed and have them come and move the nitrogen dioxide detector. Upon completion of this work, the board will pay the $950 cost for this move.

Unfinished Business

Pending Business:

The inventory of the computer equipment has been completed.

The Code of Ethics was approved by the Board as of this date March 19, 2007.

The creation of a district letterhead is still pending.

The president of the company is working on a process for swearing in new members.

The LOSAP program has been reviewed and the question of the number of drills and meetings has been addressed.

Ross Thornhill has submitted a proposal as a computer consultant for the district.

Unfinished Business

Commissioner Pohl reported that a meeting was held with the Board and Dave Mitchell, director of special education at Ballston Spa School, in regards to the acceptance of Christopher Buck as a member of the East Glenville Fire Company.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to accept the application of Christopher Buck into East Glenville Fire Company as an exterior brown tag firefighter.

President Kevin Kea will contact Christopher Buck and invite him to the April 9, 2007 Company meeting.

A motion was made by Commissioner Russo, seconded by Commissioner Chlopecki and unanimously passed to accept the Code of Ethics as presented to East Glenville Fire District #3.

Policy manuals will be updated for the communications room, recreation room and the commissioner's room and a copy of the policy will be permanently posted in the apparatus room.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to pay Collins Mechanical the amount of $3,308.70 for work that has been completed.

A letter will accompany the check for the payment of the Collins Mechanical invoice stating that the district would like them to move the nitrogen dioxide detector at a cost of $950 which will be paid upon completion.

New Business

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to amend the Motor Vehicle Record (MVR) Policy to remove the requirement for the social security number on the Disclosure and Release form.

Commissioner Russo stated that he will contact a company that he had previously spoke with in regard to the mold problem in the fire station and have them present their findings and recommendations at the April Board meeting.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to approve the contract of Ross Thornhill as a computer consultant for the district at a cost of $75 per hour to be billed in increments of one-half hour.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to renew the fire alarm system contract with Alarm & Suppression, Inc. with two inspections at $300 each for a total cost of $600.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to approve the payment to FDNY firefighter Scott Hickey $150 as a presenter at the scheduled chief's drill to be held on Thursday, April 19, 2007 to be taken from A3410.441 Seminars and Membership

A motion was made by Commissioner Russo, seconded by Commissioner Martin and unanimously passed to approve the signing of a contract with Susan Lombardi of Community Development Resources, LLC as a grant writer for the district at a cost of $325 upon signing of the contract and $65 per hour for services rendered on a project-by-project basis during the 2007 contract period with the bill submitted before the third Monday of the month.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to approve the fee of $25 for each commissioner to attend the training seminar for commissioners at Thomas Corners Fire Department on May 19, 2007 to be taken from A3410.463 Conventions and Membership.

A copy of the Annual Employee Performance Evaluation was presented to each Board member for their review to be discussed at the April Board meeting.

A motion for Resolution was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to pay Abstract #3 dated March 19, 2007 for items #73 through #101 in the amount of $16,012.06. Item #94 to Mang Insurance Agency for the increase coverage for the 1937 fire truck will be submitted to the fire company for reimbursement.

The bank reconciliation statements for February 2007 were available for the Board's review.

Treasurer Jeffrey Prescott reported that he contacted George Phillips, the comptroller, in regards to the tax rates for the year. East Glenville Fire District #3 is the third cheapest taxed rate at $1.21 with Alplaus' rate is 93.5 cents, Glenville Hills is $1.14, Thomas Corners at $1.25, Beukendaal at $1.33, West Glenville $1.60 and District #4 at $2.40.

The annual report has been filed by electronic filing with the comptroller's office and the Town of Glenville by March 1, 2007 as required by state law and a receipt was received that the report was received.

As per the minutes of the February 19, 2007 Commissioner meeting whereas it was stated that the Hartford Insurance Company whom we have our coverage with in regards to the NYS Disability Insurance for the station manager and the part-time maintenance employee, an application form must be submitted with a copy of the Resolution by the governing body. The secretary, Elaine Erckman, will sign the letter on official district letterhead to the New York State Worker's Compensation Board stating that we are requesting the voluntary disability coverage.

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 Chlopecki, seconded by Commissioner Martin and unanimously passed to adjourn at 9:40 p.m.

Respectfully submitted,

Elaine Erckman