

EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONERS MEETING
April 16, 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

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

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to accept the amended minutes from the March 19, 2007 Board meeting.

Chief's report: no report

President's report:

President Kevin Kea reported that Cahill Butler was voted in as a member of the East Glenville Fire Company at the April 9, 2007 meeting. Pending approval of the Board, he will be contacted to make arrangements to have his physical. He could then be sworn in at the May 14, 2007 Company meeting.

Kevin Kea requested approval of the Board for the use of fire apparatus at the following parades:

Scotia Memorial Parade	May, 2007
Burnt Hills Flag Day Parade	June 14, 2007
Charlton Founders Day Parade	June 3, 2007
Berkley Square block party	June, 2007
HVVFA Parade	June 2007
HMVFA Parade	July 2007
Alplaus Parade	July 4, 2007
Christmas Parade	November, 2007

The vehicle availability will be at the discretion of the senior firematic officer at the time of request.

Kevin Kea is also requesting the use of the station on Saturday, May 19, 2007 from 6:00 a.m. to 3:00 p.m. for a Red Cross blood drive of which Kevin will be the host.

The East Glenville Community Church Day Care is requesting a CPR refresher class in April or May.

The East Glenville Fire Company is having a showing of the restored 1937 Sanford fire truck on Friday, May 18, 2007 at 7:00 p.m. Neighboring fire companies have been invited.

Lifeline Screening Radiology has requested the use of the station for a community stroke and vascular disease screening.

Station manager: no report

Correspondence:

A letter dated March 22, 2007 was sent to Collins Mechanical LLC enclosing a check for the balance owed on the roofing project and also the acceptance of the change order to move the sensor closer to the floor at a cost of \$950 upon completion of the work.

A flyer was received in regards to the Essentials of OSHA Compliance workshop to be held in June 2007.

An invitation was received from Charlton Fire Department to participate in their Founders Day Parade to be held on June 3, 2007.

A certificate of Worker's Compensation was received for Bast Hatfield.

An application for membership was received from Michael Boisclair. The application is posted on the board in the apparatus room to be voted on by the company in May.

Jeffrey Prescott received a letter from the New York State Workers Compensation Bureau acknowledging the district's voluntary New York State disability insurance coverage for our station manager and part time person.

Committee reports

Building and Grounds

There are still numerous leaks in the roof of the fire station.

Commissioner Pohl questioned why the two file cabinets that belonged to the ladies auxiliary were moved to the storage area. One file cabinet became locked and there is no key to gain entry. Commissioner Cullen will look into opening the file cabinet.

Computer: no report
Communications: no report

Equipment:

Commissioner Chlopecki reported that the contracts for the state have been awarded and he will present the specifications to the Board for a truck that is capable of plowing the grounds of the fire station.

Finance and Budget: no report

Legal and Insurance: no report

LOSAP: no report

Medical:

A total of thirty firefighters received their annual physicals with Dr. Christopher Buff. There are still a few members left that have not had their physicals.

Personnel:

A discussion was held in regards to the agreement for the comp time for the job of station manager. The agreement started from the first of the year. There is a carryover from 2006 of twelve and half hours and twenty-seven hours up to February 25, 2007. This time will be taken in time off not in pay and for every hour worked he will be credited at a rate of one and a half the time worked.

The Board also decided to comply a list of repairs to be presented to the station manager that need to be done including; installing faucet in kitchen, fix salter, fix snow blower and also contacting Adirondack Overhead door for repair of safety switch.
Policies:

The Code of Ethics policy was handed out at the April 9, 2007 company meeting, but there was a small number of members present. A cover letter will be written to accompany the policy and placed in all the member's lockers. Also the Motor Vehicle Record Policy was given to the drivers who attended the company meeting. There are still some drivers who have not received and returned their signed release form. The Board will contact the statistician, John Saupp or Scott Pike, who maintains a database of all the firefighters to have them keep a record of the signed release forms.

Commissioner Pohl stated that the Board should look into a substance abuse policy. Commissioner Cullen will do some research and present a policy to the Board for their review.

The Board would like to have a procedure policy in place in regards to the swearing in of new members into the company.

Use of Station:

Keith and Jo-An Palmer have requested the use of the meeting room and kitchen for a baby shower to be held on Saturday, June 9, 2007 from 1:00 pm. to 4 p.m.

Life Line Screening Radiology has requested the use of the station for a community stroke and vascular disease screening.

A request for the use of the station was received by Kevin Kea for a blood drive to be held on Saturday, May 19, 2007 from 6:00 a.m. to 3 p.m.

Roof:

The roof still leaks. The Board has met with the district's attorney Robert Van Vranken in January, February, March and has been contacted as late as April 16, 2007. To date there has not been any contact from the attorney. Commissioner Martin received a phone call from Steven Rowland, the architect, and Mike McQuire from Bast Hatfield requesting a returned call. Commissioner Martin has tried to contact the attorney for advice as to how to handle these calls and has not received any call from attorney Van Vranken.

The district would like to call Mark Breslin of Turner Construction for some advice as to how to handle the roof replacement situation.

Commissioner Martin received a message for a return call to Todd Bilinski from an insurance company in regard to the replacement of the damaged overhead doors.

There is a safety switch on one of the overhead doors that is not working and needs to be replaced. Adirondack Overhead door will be contacted to do the repair.

Unfinished Business:

A bill was received from CD Landscape and Maintenance Service LLC for salting and relocation of snow in the amount of \$8,150. As per the Board of Commissioner meeting held on January 22, 2007 a letter was sent to CD Landscape and Maintenance Service LLC with their bill advising same not to do any salting without the request to do so and to document the person requesting the salting on their bill.

A copy of the letter that was sent in January will be sent requesting a new bill with just the relocation of snow in the amount of \$2,250.

Commissioner Chlopecki will look into the state contracts that are available for the purchase of a new pick up truck with the capability of plowing snow.

New Business:

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to accept the membership of Cahill Butler into the East Glenville Fire Company who resides outside the district.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to allow the fire company to use fire apparatus at the following parades: Scotia Memorial Day Parade, May, 2007; Burnt Hills Flag Day Parade, June 14, 2007; HVVFA Parade in June; Charlton Founders Day Parade, June 3, 2007; Berkley Square block party in June; HMFVA Parade in July; Alplaus Parade on July 4, 2007 and the Schenectady Christmas Parade in November. The vehicle availability will be at the discretion of the senior firematic officer at the time of request.

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to allow the use of the station for a Red Cross Blood Drive to be held on Saturday, May 19, 2007 from 6:00 a.m. to 3 p.m. Kevin Kea will be the host

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to allow the use of the meeting room and kitchen by Keith and Jo-An Palmer for a baby shower on Saturday, June 9, 2007 from 1 p.m. to 4 p.m.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to deny the use of the station by Life Line Screening Radiology based on the understanding that it is a for profit organization.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed for East Glenville Community Church Daycare to received CPR refresher in April or May at East Glenville fire station as long as it does not conflict with any currently scheduled event. Kevin Kea will be the host.

A discussion was held in regards to contacting William Young who has a background in the fire service and requesting the paperwork to retain him as the attorney for the district. A letter will be sent to the present district's attorney Robert Van Vranken by Chairwomen of the Board Suzanne Pohl putting him on notice that if he does not wish to give the district service in a timely manner, that we are seeking the services of another attorney.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to pay Abstract #4 dated April 16, 2007 for item # 102 through item # 131; excluding item #112 to CD Landscape in the amount of \$2,250, for a total of \$12,324.81.

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

Treasurer's report: see attached

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

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to hold the May Board of Commissioner meeting on Tuesday, May 22, 2007. Notification will be made to the Daily Gazette.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to award the station manager, Arnold Briscoe, 62 ¼ hours comp time based on 41 ½ hours regular time from 2006 to February 25, 2007.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to adjourn at 9:37 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary

