

EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONERS MEETING
May 22, 2007

Present: Commissioner Peter Russo
Commissioner Albert Martin
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
2nd Assistant Chief John Saupp
Firefighter Jack Erckman

The meeting was called to order by the Chairwoman 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 April 16, 2007 Board meeting.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to accept the amended minutes from the April 30, 2007 Board meeting.

Chief's report: see attached

President: no report

Station Manager: see attached

Correspondence:

A memorandum was received from 1st Assistant Chief Scott Pike regarding who should be responsible for filing signed authorization forms for district policies in personnel records. The district secretary will file the forms in personnel files.

A request to purchase the Federal and State Labor requirements posters was received.

A letter was received from the County of Schenectady Office of the Board of Elections dated May 1, 2007 stating that the East Glenville Fire Department station will no longer be used as a polling site for elections.

Committee Reports

Building and Grounds: no report

Computer and Communications:

The inventory of the computer software and passwords was given to the secretary to be filed.

Equipment: no report

Finance and Budget:

Commissioners Martin and Cullen attended a workshop held at Thomas Corners fire station on Saturday, May 19, 2007. The process for producing our budget will begin soon and we will hold a public hearing on the third Tuesday of October. The budget is due on November 20, 2007.

Commissioner Martin presented a draft of Request For Proposals for Professional Auditing Services to the board for their review. It is planned to go out for bids for the proposals in June.

Medical:

Commissioner Pohl presented a draft of a medical form received from Dr. Christopher Buff for the Board's review. This form will be used for the firefighter's annual physicals and will be returned to the Board to be filed in firefighter's personnel files.

Firefighter's Sue Peterson and Kevin Kea have yet to have their physical.

Personnel: no report

Use of Station:

A request was received for the use of the meeting room and grounds for a 30th birthday party for Saturday, June 30, 2007 by a family located in Ballston Lake.

Legal and Insurance:

Commissioner Russo reported to the Board that due to the amount of work required to keep up with the LOSAP program he would like to have someone more familiar with the fire department take over the program.

The Board presented this proposal to the statistician, John Saupp, for his consideration and an increase in pay. John will report to the Board at the June meeting if he is interested in handling the LOSAP program.

Policies:

Commissioner Pohl will be passing out the Code of Ethics to those firefighters who have not yet received the policy. The signed acknowledgements will be filed in the firefighter's personnel file.

The district secretary will send a copy of East Glenville Fire District #3 Code of Ethics policy to the comptroller at the Town of Glenville by June 15, 2007.

Commissioner Cullen presented a draft of a Substance Abuse policy for the Board's review.

Roof:

Commissioner Martin reported that he has been in contact with Mark Breslin, an independent consultant and Vice-President and General Manager of Turner Construction in regards to the ongoing problems with the leaking roof. Mr. Breslin has an associate who would be willing to inspect the roof and give the district recommendations as to how to finalize the repair of the roof for a price of approximately \$200.

Mark Breslin also offered to expedite with Collins Mechanical the move of the ventilation sensor in the apparatus room.

Unfinished Business:

A discussion was held by the Board in regards to the payment of the plowing bill by CD Landscape and Maintenance dated May 2, 2007. The salting on January 14, January 15 and March 2 are acceptable charges and will be paid. The remaining charges for salting are not acceptable because CD Landscape & Maintenance was not specifically requested by East Glenville Fire District #3 to salt on these dates, therefore there is no need to pay such charges. The charges totaling \$2,250.00 for loader work performed on February 18 and 19, 2007 are acceptable charges and will be paid. These charges amount to a total of \$3,430.00.

The Board has received a report from the insurance company of CD Landscape and Maintenance for the light pole that was damaged this past winter. The replacement value of the pole is \$15,046.00. The depreciated value of the light pole is \$1,213.68, thus Farm Family Casualty Insurance Company sent the district a check dated April 26, 2007 and the check was received by the treasurer, Jeffrey Prescott, in the amount of \$13,832.32 at the May 22, 2007 meeting. Also damaged this past plowing season was a water pipe. An estimate will have to be received as to the repair of the water pipe.

It was the decision of the Board to table the payment of the bill until the June Board meeting. Payment will be \$3430.00 less the \$1,213.68 difference for the replacement of the light pole and also the cost of repairing the water pipe.

The district has decided to go out for bids for the resurfacing of the apparatus room floor. A legal notice will be sent to the Daily Gazette outlining the specifications of the bids and a special meeting will be held on Thursday, June 28, 2007 at 7 p.m. to read the bids.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to request bids for the resurfacing of the apparatus floor. The notice of such bids will be placed in the Daily Gazette and a special meeting will be held on Thursday, June 28, 2007 at 7 p.m. to read the bids.

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to approve the purchase of the State and Federal Labor Posters in the amount of \$59.50.

Commissioner Pohl presented information to the Board in regards to obtaining a retainer for a district lawyer. Three perspective lawyers have been contacted as follows: Meghan Deltry of Berger, DuCharme, Harp & Clark, LLP, William Young of Wein, Young, Fenton & Kelsey, P.C. and Robert Van Vranken, Esq.

After reviewing the options of each proposal, it was the recommendation of the Board to retain William Young at a cost of \$750 per year, with the retainer to be paid on or before May 15, 2007; \$265.00 an hour for legal counsel, prepare contracts and legal memorandum and \$150.00 for travel time. If the district's needs exceed the retainer fee, additional monies must be paid by December 15th.

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to retain William Young of Wein, Young, Fenton & Kelsey, P.C. as East Glenville Fire District #3 attorney.

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to have Mark Breslin's associate inspect and present recommendations for the repair of the roof at a cost of no more than \$500.

Treasurer Jeffrey Prescott reported that he has received and installed the Quick Books software for 2007.

Commissioner Russo has contacted three companies in regards to the mold situation at the fire station. A letter has been received with from one of the companies contacted and Commissioner Russo will report at the June Board meeting.

New Business:

An application has been received from Michael E. Boisclair for membership in East Glenville fire company. Mr. Boisclair was voted into the department at the May 14, 2007 company meeting.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to approve the membership of Michael E. Boisclair in East Glenville Fire Company.

Use of Station:

It was the recommendation of the Board not to approve the use of the station for a 30th birthday party to be held on June 30, 2007.

A motion was made by Commissioner Russo, seconded by Commissioner Martin and unanimously passed not to approve the use of the station for a 30th birthday party to be held on June 30, 2007 as the requesting family lives outside the district.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to purchase two ball intake valves for E231 and E235 at a cost of \$933.00 each to be taken from A3410.201 Hose/Nozzle with the stipulation that a second quote is obtained before purchase. (This was researched and found to be written as such in the August 21, 2006 Board meeting minutes.)

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to purchase two adapters, 4" Storz x 2-1/2" NST male @ \$91.75 each to be taken from A3410.201 Hose/Nozzle.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to purchase one basket strainer at a cost of \$150 to be taken from A3410.201 Hose/Nozzle.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to allow Chief Arnold Briscoe to attend the Fire-Rescue International Conference held at Atlanta, Georgia in August at a cost of approximately \$2,500 to be taken from A3410.441 Seminars and Membership with a full report to be presented to the Board of Commissioners and the Fire Company.

A motion was made by Commissioner Russo, seconded by Commissioner Martin and unanimously passed to allow firefighters and officers to attend the New York State Association of Fire Chiefs Annual Conference Expo to be held at Lake George, New York in June at costs not to exceed \$300 to be taken from A3410.441 Seminars and Membership. The cost for any Board members attending will be taken from A3410.463 Conventions/Membership. A list of those attending must be submitted to the treasurer.

Treasurer's report:

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

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to pay Abstract #5 dated May 22, 2007 item #132 through item #171 in the amount of \$9,960.37.

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 to adjourn at 9:55 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary