

EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
June 18, 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 Chairwoman of the Board Suzanne Pohl at 7:30 p.m.

A motion was made by Commissioner Martin and seconded by Commissioner Russo to approve the amended minutes from the May 22, 2007 Board meeting. Commissioner Cullen and Commissioner Pohl approved the minutes and Commissioner Chlopecki abstained.

Chief's report: see attached

President:

Richard Carr was voted in at the June 11, 2007 company meeting.

A discussion was held at the fire company meeting and there will be rules and regulations put in place as to the use of the 1937 Sanford fire truck.

President Kea requested a change in the Alcoholic Beverage Policy for the September company picnic so that wine and beer can be taken to the pavilion.

Station Manager: see attached

Correspondence:

A proposal was received from Industrial Appraisal Company to do the independent audit required by New York State.

A letter was received from William Young enclosing a copy of a contract for legal services dated April 24, 2007.

A letter was received from Meghan Deltry regarding a proposal of legal services.

A thank you letter was sent to Meghan Deltry for her interest in becoming the district's attorney.

A letter was sent to William Young informing him that he was chosen to be the district's attorney.

A letter was sent to Robert Van Vranken thanking him for his past service and informing him that we would no longer need his legal service.

A letter was received from Robert Van Vranken offering his assistance in the future as far as use and storage of our district files already at his office

An Emergency Services Insurance Program Risk Reduction Report and Plan for EGFD 2007 was received.

Committee reports:

Building and Grounds: no report

Computers and Communications:

Commissioner Cullen provided the Board with a revised inventory list of the computers, equipment and programs.

Treasurer Prescott reported that there was a problem with the computer in the district office and the ability to run the Quick Books software to do the bank reconciliations for the month of May. It was the decision of the Board to have the district computer tech, Ross Thornhill, advise the Board as to whether a server should be installed.

Equipment:

Commissioner Chlopecki and Martin went to Morris Ford and spoke to the sales manager in regards to the specifications for a pickup truck. A discussion was held as whether the district wants to purchase a utility truck or a snow plowing truck or a combination of both trucks. It was decided that more research was needed in regards to the warranty on the vehicle and also check to see what is available at another dealership. A Ford truck is what is available on State Contract. \$40,000 has been budgeted for the purchase of a new pickup truck.

Finance and Budget:

Commissioner Martin stated that the preliminary meetings will be starting for the process of compiling a budget for 2008. The first meeting will be with the treasurer and there will also be a meeting with the chief and station manager so that he can present his list of monetary expenses for the coming year. A preliminary budget must be ready by September so that the budget can be presented at a public meeting in October.

Legal and Insurance:

Commissioner Russo reported that he faxed the LOSAP program information to Bill VanGorder and asked for a report of any additions or corrections. To date no additions or corrections have been received. Bill VanGorder will forward this information to VFIS.

Treasurer Prescott stated that he has sent the district's attorney William Young all of our Bond Anticipation Note paperwork for him to start working up the new Note document.

Commissioner Pohl stated that she had sent a letter to Meghan Deltry and informed her that the Board had chosen another legal firm to represent the district.

A letter was sent to William Young informing him that the district had approved him to represent the fire district, along with the district's check for the retainer fee of \$750 and a signed copy of the Contract for Legal Services.

A letter was also sent to Robert VanVranken stating that the district had chosen William Young to be the district's legal counsel. Mr. VanVranken has stated that he will continue to store the district files that he already has at his office and would be willing to share any information he has with William Young. It was the decision of the Board to contact William Young, inform him of the correspondence received from Robert VanVranken and ask him how he would like to address this issue.

LOSAP

John Saupp has not contacted anyone on the Board to date concerning the request of the Board to have him become the chairperson of the LOSAP program.

Medical:

Cahill Butler and Sue Peterson have had their physical with Dr. Buff. Kevin Kea has dropped off his paperwork to Dr. Buff, but to date has not received any information concerning same.

Personnel: no report

Policies:

A copy of the Code of Ethics policy was sent to the town comptroller at the Town of Glenville.

Commissioner Pohl distributed the Code of Ethics policy with a letter of explanation to those members present at the June 11, 2007 company meeting and put the letter and policy in the lockers of those who were not present. The acknowledgment form needs to be signed and returned to the secretary of the Board. The members of the Board of Commissioners who are not firefighters need to also sign the form.

A discussion was held regarding the Sexual Harassment policy and whether it needs to be an annual requirement. Commissioner Pohl will check to see if there is a DVD available and then there can be a couple of training sessions set up for all members.

A draft of the Substance Abuse policy has been given to the Board to be reviewed at the July Board meeting.

Use of Station:

A letter was received from the East Glenville Ladies auxiliary requesting the use of the meeting room and kitchen on Wednesday, September 12, 2007 for a Glenville Auxiliary Association meeting. There will be approximately 35 to 40 people present.

A request for the use of the meeting room was received from Caldwell Bankers for Saturday, June 30, 2007 from 10 a.m. to 12 p.m. for 20 to 30 people.

A request was received for the use of the picnic area on Saturday, July 28, 2007 for a family reunion by Michael Lamb.

Roof:

As per the May 22, 2007 Board meeting, Commissioner Martin contacted Mark Breslin, Vice-President and General Manager of Turner Construction via telephone and email in regards to the district's request of have an associate of his come and assess the problems with the roof replacement construction. To date there has not been a response.

Station Manager, Arnold Briscoe, contacted Mike Mcquire of Bast Hatfield and made arrangements to have his personnel perform the roof repairs. The plan was to flood the roof, find the leaks and repair the leaks as they were found. A few leaks were found and repaired. At this time it is the plan to wait until there is a substantial rain to see if any more problems arise.

Unfinished Business:

Commissioner Pohl presented a copy of an old letterhead she found that had been printed for the district.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to contact the electrician and order the light pole for the back parking lot.

Treasurer Jeff Prescott stated a point of order that a resolution needs to be made to create a line item to spend the insurance money received in the amount of \$13, 832.32 to replace the light pole.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to create a line item A3410.408 for the light pole replacement in the amount of \$13,832.32 which is the amount of the insurance check received.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed approve the expenditure of the down payment on the light pole at the time the order is placed.

Pending List:

1. Procedure for bringing new members; no report.
2. Collins Mechanical needs to move sensor for ventilator system; Commissioner Martin is working with Mark Breslin to complete this work.
3. Roof repairs; on going.
4. Replacement of light pole; light will be ordered, takes up to five weeks for delivery. Motion has been passed and approved to contact electrician to order pole and also approved to provide down payment if necessary.
5. Fill out paper work to retain Bill Young; signed contract and retainer have been sent to Bill Young.
6. Bids for refinishing the floor in apparatus room; legal notice has been placed in Daily Gazette, some people have contacted the station manager for information and the bid will awarded on June 28, 2007.
7. Contract to purchase pickup truck; contact will be made with other dealerships for more information.
8. District letterhead is still pending; using letterhead that is in place.
9. Mold problem at firehouse; two contractors have contacted Commissioner Russo to analyze the problem.
10. Salt spreader needs to be fixed; will be replaced.
11. Snowblower needs to be repaired; repairs are in process.
12. Purchase and install siding to repair the face of the soffit on the garage; working on it.

13. Substance Abuse policy; will be reviewed at July Board meeting.
14. Bids for audit; copy has been presented to Board for review. Revision of medical form for Dr. Buff; working on.
15. LOSAP program chairperson; need to contact John Saupp.
16. Outstanding snow plow bill; working on.
17. Water line near garage; will dig up and repair.

A discussion was held in regards to the final payment to CD Landscape and Maintenance. The total bill due is \$3,430.00. It was the recommendation of Commissioner Cullen to delete the depreciated value of the light pole which is \$1,213.68 for a total remittance of \$2,216.32. A letter of explanation needs to be written and sent with the check.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to approve the payment of \$2,216.32 to CD Landscape and Maintenance with a letter of explanation as to the amount of the payment.

A motion was made by Commissioner Russo, seconded by Commissioner Martin and unanimously passed to have F. E. Parker and Associates do the testing for the mold problem at a cost not to exceed \$1,000 to be taken from A3410.401 Grounds & Buildings.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to make the following budget change;

From: A3410.401 Building and Grounds	\$200
To: A3410.401a Snowplowing	\$200

Commissioner Pohl reported that she has received a report for Emergency Services Insurance Program; Risk Reduction Report and Plan for EGFD 2007. A list of recommendations was included. (see attached)

Commissioner Martin presented a draft of a request for proposals for professional auditing services. The members of the Board will review the draft and a final document will be presented at the July Board meeting.

Treasurer Jeff Prescott reported that he has sent the paper work to the district's attorney William Young for the refinancing of our Bond Anticipation Note (BAN). The district borrowed \$270,000 for the removal and replacement of the fire station roof over a five-year period from Pioneer Savings Bank. The balance due to Pioneer Savings Bank is \$167,745.55 which is the total amount of our outstanding BAN plus interest. Four financial institutions have been contacted for quotes. (see attached) The institution that will be awarded the BAN will be decided after William Young has reviewed all the documents and given the Board his recommendation.

The awarding of the BAN will be placed on the agenda of the June 28, 2007 meeting along with the opening of the bids for the refinishing the apparatus floor. An announcement of the meeting will be sent to The Daily Gazette.

New Business:

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to accept the membership of Richard Carr of 2 Catalina Drive, Glenville, New York into East Glenville Fire Company pending upon passing a physical.

A motion was made by Commissioner Russo, seconded by Commissioner Cullen and unanimously passed to change the Alcohol Beverage Policy to allow the use of beer and wine at the pavilion for the September family picnic.

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to allow the use of the station to host the NYS Rescue Technician class on the following dates; July 31, August 2,4,7,9 and 11.

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed allow firefighter Kevin Weber to attend the New England Conference and to reimburse him expenses as may be necessary to be taken from A3410.441 Seminars and Membership.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to allow the use of the meeting room and kitchen to the East Glenville Ladies Auxiliary for a Glenville Association meeting to be held on Wednesday, September 12, 2007.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to reject the use of the station by Caldwell Banker for a meeting to be held on Saturday, June 30, 2007.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to reject the use of the pavilion by Michael Lamb for a family reunion to be held on Saturday, July 28, 2007.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to return the deposit check in the amount of \$125 to Keith Palmer for his use of the station for a baby shower held on Saturday, June 9, 2007.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to purchase two 6 foot FDNY style steel Roof Hooks @ \$83.00 each plus shipping to be taken from A3410.207 Rescue Equipment.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to purchase one – one piece Halligan 30” Pro bar @ \$174.00 each plus shipping to be taken from A3410.207 Rescue Equipment.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to purchase one Akron Mercury Quick Attack Monitor w/stacked tips, bracket @ \$2,114.00 plus shipping to be taken from A3410.201 Hose/Nozzle.

Treasurer report: see attached

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

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to approve the bills on Abstract #6 dated June 18, 2007 item #172 through item #199 in the amount of \$97,870.73.

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

Respectfully submitted,

Elaine Erckman
District Secretary

