

EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
July 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
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, seconded by Commissioner Cullen and unanimously passed to approve the amended minutes from the June 18, 2007 Board meeting.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to approve the minutes of the special board meeting held on June 28, 2007.

Chief's report: see attached

President's report:

A letter was received from Kevin Kea informing the Board that firefighter Leslie Stokoe will now be known as Leslie Greenough and this change will be reflected in her records.

Station Manger: see attached

Correspondence:

A letter was received from Frank Clair of Alarm & Suppression, Inc. dated June 18, 2007 disclosing that he is the owner of the alarm company that has the service contract for the district's fire alarm system and is notifying the Board in compliance with the Code of Ethics Policy as Frank is an East Glenville firefighter.

A letter was received from Christopher Bonitatibus of 1st National Bank of Scotia requested the opportunity to discuss their products and services with the members of the Board.

A letter was received from Glenville Hills Fire Department thanking East Glenville for donating two digital read blood pressure cuffs.

A letter was received from William Young thanking the Board for sending him a copy of the minutes from the June 18 meeting and also to thank treasurer Jeffrey Prescott for the handling of our recent BAN.

Reservation forms were received for the upcoming Association of Fire Districts of the State of New York annual workshop to be held at the Nevele Grande Hotel in Ellenville on November 1 through November 4, 2007.

Committee Reports

Building and Grounds:

A discussion was held in regards to the finishing of the apparatus floor. As per the June 28, 2007 special meeting, five bids were received. A workshop was held to discuss the bids received. It was the recommendation to the Board to award the bid to Key Equipment, 20 Countryman Road, Voohersville, New York for a cost of \$27,465.00.

Arnold Briscoe reported that he took the cover off the manhole cover in front of the station and discovered the problem with the carbon canister. The top of the canister is cracked and therefore ordered two more carbon canisters.

Computers and Communications:

A report was received by Ross Thornhill in regards to the computer network at the fire station. He will be asked to present his recommendations at the August Board meeting.

Equipment:

Commissioner Chlopecki reported that he had been in contact with Van Bortel Ford in regards to the purchase of a pickup truck. The truck will be a diesel, four door cab, full size box, with a plow prep package and salter. The total cost of the truck would \$35,255.00 with a charge of \$380 for delivery.

It was the decision of the Board to request a formal price from Van Bortel Ford.

Finance and Budget:

Commissioner Martin reported that the first budget meeting was held and the preparation of the budget for 2008 is progressing. A second meeting will be held on August 15, 2007 at 7 p.m.

Jackie McChesney submitted her comments for July 2006 through May 2007 Operational Review. (see attached) The Board commended treasurer Jeffrey Prescott for a job well done.

Legal and Insurance: no report

LOSAP:

Commissioner Russo and Arnold Briscoe have contacted John Saupp to inquire as to whether he would be the chairman of the LOSAP program. John Saupp is interested in the position and Commissioner Pohl will contact him to review the guidelines of the position.

Medical:

Commissioner Pohl stated that a report has been received from Dr. Christopher Buff that firefighters Christopher Buck and David Costello received a Hepatitis B shot.

Personnel: no report

Policies:

The Substance Abuse Policy will be presented to the Board under unfinished business.

There are still some outstanding firefighters who have not signed and returned the acknowledgement for the Code of Ethics Policy.

Use of Station: no report

Roof:

Commissioner Martin and Arnold Briscoe met with Fred Booth on the recommendation of Mark Breslin to evaluate the roof problems. Mr. Booth presented a number of points and suggested that a meeting be set up to discuss these problems with the architect and the builder. Commissioner Martin will contact Mark Breslin to set up the meeting.

The signed Bond Anticipation Note (BAN) for the roof replacement was presented to the Vice President of Municipal Banking at Pioneer Savings Bank.

Unfinished Business:

Commissioner Pohl has contacted the station manager in regards to the Emergency Services Insurance Program; Risk Reduction Report and Plan which was received from ESIP. Arnold Briscoe has submitted documentation to Commissioner Pohl proving that the fan and exhaust system in the kitchen and the sprinkler system have been serviced.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to accept the East Glenville Fire District #3 Substance Abuse Policy dated July 16, 2007. A copy of this policy will be submitted to the town comptroller signed by a commissioner and the district secretary.

A copy of the Substance Abuse Policy and an acknowledgement form will be given to all officers, district employees and company volunteer firefighters to be signed and returned to the district secretary.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to accept the bid from Key Equipment in the amount of \$27,465 for one color with stripes contingent upon the passage of the Permissive Referendum dated July 28, 2007.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to go out for bid for East Glenville Fire District #3 Request for Proposals for Professional Auditing Services for the fiscal year ending December 31, 2007 for a contemplated five-year contract. The bids should be received by the August 20, 2007 Board meeting at 7 p.m. A legal notice will be sent to the Daily Gazette.

New Business:

Commissioner Russo stated that he sent a letter to F.E. Parker and Associates to requesting testing for the mold problem at the fire station and to contact the station manager for an appointment for their review. To date there has not been any contact by F.E. Parker. Commissioner Russo will contact some more testing companies.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to allow the use of the pavilion and grounds at the back of the fire station on September 9, 2007 from 2 p.m. through 4 p.m. for the Community Appreciation picnic.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to allow Arnold Briscoe to attend the NYS Fire Instructor I class at the NYS Fire Academy July 22 through July 27, 2007 and grant permission to drive 239 to and from the academy.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to approve the purchase of fifty (50) personal firefighter LED lights at a cost of \$45.00 each plus shipping to be taken from A3410.207 Rescue Equipment.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to approve the purchase of five (5) fire police flashlights at a cost of \$29.95 each plus shipping to be taken from A3410.208 Safety Equipment.

Pending List:

1. Procedure for bringing in new members- no report.
2. Collins Mechanical needs to move sensor for ventilator system – contacted electrician and waiting for Mark Breslin.
3. Roof repairs – ongoing.
4. Replacement of light pole – pole has been ordered.
5. Contract to purchase pickup truck – working on.
6. Mold problem at firehouse – working on.
7. Snowblower needs to be repaired – will be done before winter.
8. Purchase and install siding to repair the face of the soffit of the garage – done.
9. Substance abuse policy – approved as of this meeting.
10. Bids for audit – going out for bids.
11. Revision of medical form for Dr. Buff – working on.
12. LOSAP program chairperson – will check with John Saupp.
13. Outstanding snow plow bill – check has been sent and cashed.

A motion was made by Commissioner Russo, seconded by Commissioner Cullen and unanimously passed to submit the paperwork to purchase a 2008 diesel Ford pickup truck with plow prep package and salter from Van Bortel Ford not to exceed \$37,000.

It was the decision of the Board to table the participation of the annual fireman's association meeting at the Nevele in November pending receiving a list of seminars that will be available.

Treasurer Jeffrey Prescott reported that with William Young's recommendation the paperwork for the preparation of the Bond Anticipation Note (BAN) was submitted to attorney Robert Van Vranken. It is Jeffrey Prescott's suggestion that the district use Robert Van Vranken for the duration of the bond.

Treasurer's report: see attached

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

A motion was made by Commissioner Martin and seconded by Commissioner Chlopecki to accept the treasurer's report. Commissioner Pohl and Commissioner Cullen voted in the affirmative. Commissioner Russo was absent.

A discussion was held in regards to item #221 to Kevin Weber for expenses for the N.E. Chief's show in the amount of \$196.17. The mileage to Springfield, Mass. is 216 miles round trip. The standard mileage rate is 48.5 cents per mile for a total of \$104.76. The item #221 will be amended to reflect the amount of \$154.94. Also item #219 to Hess Fleet Card for fuel purchased should be \$534.84.

A motion for resolution was made by Commissioner Martin and seconded by Commissioner Chlopecki to approve Abstract #7- item #200 through item #230 dated July 16, 2007 in the amount of \$73,691.44. Commissioner Pohl and Cullen voted in the affirmative. Commissioner Russo was absent.

A motion was made by Commissioner Cullen and seconded by Commissioner Martin to adjourn at 9:35 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary