

EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONERS MEETING
August 20, 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
2nd Assistant Chief and Statistician John Saupp
Firefighter Ross Thornhill
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 Cullen, seconded by Commissioner Martin and unanimously passed to accept the amended minutes from the July 16, 2007 Board meeting.

The following bids were submitted for proposal to provide audit services for the fiscal year of 2007:

Bryans & Gramuglia CPAs, LLC
Pine West Plaza, Building 1, Washington Ave Ext
Albany, New York 12205

Total bid is \$5,500

Paul Andrew Vosteen, JD, CPA
PO Box 901 319 East Main Street
Johnstown, New York 12095

Total bid is \$4,400

Slocum DeAngelus Associates PC
1598 Union Street
Schenectady, New York 12309

Total bid is \$7,950

Bollam, Sheedy, Torani & Co, LLP
26 Computer Drive West
Albany, New York 12205

Total bid is \$6,500 first two years
\$6,800 next year
\$7,100 next year

It was noted that Teal Becker & Chiaramonte CPAs PC could not bid as they are not independent.

Chief's report: see attached

President's report: no report

Station Manager's report: see attached

There are numerous leaks in the heating and cooling system. Roland J. Downs was contacted and they will make recommendations for the repairs and provide an estimate for the repairs.

It is the recommendation of the station manager that the Board go out for bids for the service contract on the heating and cooling systems. Our service contract with Rowland J. Downs runs from September to August at a cost of \$1235 per year.

The station manager submitted specifications for sectional overhead door replacement. If approved a legal notice will be placed in the Daily Gazette for bids for the replacement of the overhead doors.

Correspondence:

A letter was received from Peter Russo stating that he will not be running for another term as a commissioner for the district.

The treasurer reported that he had received a letter from the State of New York Workers Compensation Board stating that the district does not have disability insurance coverage and they are imposing a penalty. We do have coverage and have thirty days to appeal these accusations. The treasurer will contact the Compensation Board and provide the information necessary to clear up this misunderstanding.

A letter was received from William Young, the district's attorney, thanking the Board for the July 16, 2007 meeting and enclosing a copy of the schedule for the upcoming Association of Fire Districts Annual Workshop in November at the Nevele.

An announcement was received in regard to required training for newly appointed fire commissioners to be held at Thomas Corners Fire Department on Saturday, September 22, 2007.

A letter was received from the Town of Glenville regarding the emergency management exercise which will take place on Saturday, September 15, 2007.

The district secretary was served a Notice of Claim from the office of Dean Riggi, Attorney at Law in regards to a claim by CD Landscape & Maintenance, LLC.

LOSAP

John Saupp and Commissioner Pohl met with the district's insurance agent William Van Gorder in order for John to be brought up to date as to the requirements of the administrator of the LOSAP program.

John stated that he will be submitting all of the information to VFIS to get all of the 2006 records up to date.

The Board will meet in executive session at the conclusion of the Board meeting to discuss compensation for the administrator of the LOSAP program.

The treasurer stated that the Board has been notified by the New York State Tax and Finance in regards to fuel purchased with government credit cards on or after September 1, 2007. The district has a credit card account with Hess which means the district will have to pay the sales and excise tax on our purchases and the treasurer will then have to file refund claims to get taxes reimbursed. There is legislation proposed to exempt taxes from government credit cards.

Committee Reports

Buildings & Grounds

Commissioner Cullen and the station manager are working on the water drainage problem in the front corner of the fire station.

Commissioner Chlopecki suggested that the grout in the restrooms should be cleaned and sealed.

Computers

Ross Thornhill gave a presentation on the existing computer system in the fire station and recommendations on how we can improve the efficiency of the system. Some recommendations were to install a port switch, a wireless access point, copier network panel and a back up device.

The fire district computer is over taxed and needs more memory. The hard drive is too small and needs to be replaced. The computer in the district office needs to be replaced and put in the recreation room or used just for district files. The computer in the recreation room needs to be disposed of.

Finance and Budget

The budget committee met and worked on the preliminary budget for the year 2008. (see attached).

Equipment

Commissioner Chlopecki reported that the pick up truck was ordered on August 13, 2007. Delivery to the dealer will be to in sixteen to twenty weeks.

Apparatus

Arnold Briscoe reported that he and some firefighters went to an Tyler Equipment to look at a piece of apparatus and check out the cab. Arnold has drafted specifications for the new truck and distributed it to all involved for their review and recommendations. Arnold would like to have everything in order to go out for bids in September.

Legal and Insurance

There will be a teleconference held on September 6, 2007 for Fire District Management.

There will be a training course for commissioners held at Thomas Corners Fire Station on September 22, 2007.

Commissioner Pohl will be attending upon approval of the Board, Selected Legal Issues for Volunteer Fire Service on September 14 and September 15, 2007 at cost of \$25.

Medical

Commissioner Pohl has contacted Dr. Christopher Buff in regards to firefighter Kevin Kea. There has not been any response to Dr. Buff from Kevin Kea's doctor. With the approval of the Board, Chief Briscoe will write a letter to firefighter Kea and address the situation.

Personnel: no report

Policy

A copy of the Substance Abuse policy needs to be given to each member and an acknowledgement should be signed and returned to the district secretary to be filed in their personnel file.

A copy of the Substance Abuse policy was sent to the town comptroller.

Use of Station: no report

Roof:

Commissioner Martin is scheduling a meeting with the architect, the builder and Fred Booth, our consultant, and the Board to complete the roof replacement. Any recommendations and conclusions that are reached can not violate the original contract.

Unfinished Business

Audit

The treasurer, Jeffrey Prescott, will review the four proposals received and opened at this meeting and review their quotes to make sure they meet the requirements.

A meeting has been scheduled for September 12, 2007 at 7:00 p.m. to review the proposals.

Floor

Commissioner Cullen will contact Key Equipment, 20 Countryman Road, Voohersville, NY to set up a date to have the apparatus floor refinished.

It was the decision of the Board to make a form letter that can be sent to all persons or companies submitting bids and proposals to inform them if they have awarded the bid or not.

Jack Erckman recommended that the snow blower be taken to All Seasons Equipment for an estimate for repairs if they exceed \$125.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to have All Seasons Equipment repair the snow blower not to exceed a cost of \$125. If the repairs are to be more, receive an estimate. The costs will be taken from A3410.401 Grounds & Building.

New Business

Commissioner Pohl stated that the district has been served with a Notice of Claim from Dean Riggi, Attorney at Law, in regards to CD Landscape & Maintenance, LLC and an alleged outstanding bill owed by the district. Commissioner Pohl contacted the districts attorney, William Young, and he requested a copy of the snowplowing contract and any correspondence that had been sent to CD Landscape & Maintenance, LLC during the course of the snowplowing season be forwarded to his office.

Commissioner Pohl must write a brief history of the events leading up to this claim. It was ascertained that the light pole was hit on the week of February 14, 2007 and the pole was removed due to safety reasons.

Commissioner Pohl has met with the district's insurance agent, William Van Gorder, to discuss Workmens Compensation and Mr. Van Gorder will submit some quotes from companies that provide this service so that the district can make a decision as to whether to have their own coverage or stay with the Town of Glenville.

The Association of Fire Districts Annual Education Conference and Vendor Expo will take place at the Nevele Grande Hotel in Ellenville, New York on November 1 through November 4, 2007. The district secretary will send in the reservations for those who will be attending.

The pick up truck that is on order will not be available until December 2007 or January 2008 for plowing so it is the decision of the Board to go out for snowplowing bids for the upcoming season.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to go out for bids for snowplowing for the 2007 – 2008 season. A legal notice will be placed in the Daily Gazette.

As chairman of the East Glenville Fire Company by-laws committee, Jeffrey Prescott stated that there are some by-laws changes being considered by the company that impact the Board of Fire Commissioners.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to pay a \$100 application fee to the NYS Dept. of Health-Clinical Laboratory Evaluation program for a glucose blood testing program for EMS emergencies to be taken from A3410.204 EMS Supply/Equipment.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to approve Access Health Systems to administer the required fit tests to all interior and exterior air pack wearing firefighters at a cost of \$25 per firefighter to be taken from A3410.202 SCBA Test/Repair.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to purchase 6 Motorola HT1000 type batteries with smart charger, 1 Kenwood Portable type battery and additional pager batteries at an estimated cost of \$550 to be taken out of A3410.206 Radios/Alarms.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to purchase warning lights for 236 from ACM for costs not to exceed \$1500 to be taken from A3410.210.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Russo and unanimously passed for the purchase of the communication system for the apparatus room in the amount of \$2,929 to be reimbursed through a state grant.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to purchase four sets of lighted traffic cones at a cost of \$130 each, not including shipping, to be taken from A3410.208 Safety Equipment.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to purchase 300 ft of 2 1/2" hose at a cost of \$811.80 plus shipping to be taken out of A3410.201 Hose/Nozzle.

A motion was made by Commissioner Russo, seconded by Commissioner Martin and unanimously passed to purchase ten pairs of extrication gloves at a cost of \$210.00 to be taken from A3410.203 Protective Clothing.

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to reimburse Arnold Briscoe expenses in the amount of \$505.63 for attending the Fire Instructor I class at the NY State Academy of Fire Science subject to audit to be taken from A3410.441 Seminars and Membership.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to allow Commissioner Pohl to attend a class at the NYS Academy of Fire Science on Selected Legal Issues for Volunteer Fire Service on September 14 and September 15, 2007 at a cost of \$25 to be taken from A3410.441 Seminars and Membership.

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to go for bids for replacement of the overhead doors. A legal notice will be sent to the Daily Gazette.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed for the following budget change:

From: A3410.203 Protective Clothing	\$1500
To: A3410.210 Miscellaneous	\$1500

Treasurer's report

The bank reconciliation statements for July 2007 were available for the Board to review.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to approve Abstract #8 dated August 20, 2007 for item #231 through item #268 in the amount of \$13,499.95.

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

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to adjourn to executive session for the purpose of compensation for the LOSAP administrator at 10:40 p.m.

A discussion was held in regards to compensation for the LOSAP administrator.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to go to regular session at 10:45 p.m.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to compensate the LOSAP administrator \$50 a month or \$600 a year.

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to adjourn at 10:46 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary