

EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
September 17, 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
1st Assistant Chief Scott Pike
President Kevin Kea
Firefighter Mike DeSantis
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 Russo, seconded by Commissioner Cullen and unanimously passed to accept the minutes from the August 20, 2007 meeting.

The following bid was received for the replacement of the overhead doors:

Adirondack Overhead Door Co.
10 South Western Avenue
Queensbury, NY 12804

Price to replace all sections on eight (8) doors per Raynor Specs	\$21,900
Price to replace rollers @ \$8.50 per roller, \$136 per door	1,088
To replace all eight (8) doors, tracks and hardware	\$26,500

The following bid was received for the snow plow contract for November 2007 through March 2008:

Outdoor Services
54 St Stephens Lane North
Glenville, NY 12302

Total cost of \$4750 (\$950 each month payable on the 15th of each month)
Snow removal would be \$75 an hour and the snow would be left on site.
Salting would be \$150 per time and would not include sidewalks.
Salting and sanding will be done as needed and will be requested by a designated member of your fire department.

Chief's report: see attached

Chief Briscoe asked permission of the Board to host the Firefighter I Course of EGFD starting in October. Dates are to be determined.

The chief has also asked to adjourn to executive session at the end of the Board meeting for the purpose of discussing personnel.

President's report: none

Station Manager's report: see attached

There have been some problems getting the furnace repair people to maintain our heating/air conditioning system in a timely manner. Arnold will make some calls to some heating/air conditioning maintenance companies to inquire whether they would be interested in servicing the district systems.

The refinishing of the apparatus floor will take place on October 22, 2007 by Key Equipment Company. A representative of Key Equipment will be presenting samples to the Board for final selection of the color for the finish and the stripes.

Correspondence:

Commissioner Martin reported that he had sent a letter of invitation to Steve Rowland of Butler Rowland Mays Architects and Kitt Bast of Bast Hatfield Construction and Michael Maguire to attend a meeting to be held on Tuesday, September 11, 2007 at the station to discuss the findings of Fred Booth on the roof project.

A letter was received from William Young including copies of correspondence from Tabner, Ryan and Keniry, LLP, attorneys for Butler Rowland Mays, LLP. in regards to the roof replacement project payment.

A memo was received from Association of Fire Districts of the Capital Area announcing the general meeting to be held on October 20, 2007 at 10:00 a.m. at the Milton Fire Department.

A certificate of liability insurance was received from Crisafulli Brothers Plumbing & Heating Contractors Inc.

A letter was received from Stillwater Fire District cancelling the scheduled Selected Legal Issues for the Volunteer Fire Service Course which was to be held on September 15, 2007. A check for \$25 was returned.

Treasurer Prescott stated that he had received a letter dated September 4, 2007 from the New York State Workers Compensation Board in regard to assessing a penalty for the district not having disability insurance coverage. The letter stated that based on new information received from the Disability Benefits Bureau the penalty has been rescinded.

A request was received from the New York State Retirement System requesting detailed wage information for the treasurer, Jeffrey Prescott. A Board member is required to sign off on a detailed report of the treasurer's month by month earnings which is due by September 26, 2007.

Use of Station

A request was received from the EGFD company for the use of the station for a bone marrow screening to be held on Saturday, November 10, 2007 10:00 a.m. to 3:00 p.m.

A request was received from Lori Pike for the use of the station for a baby shower to be held on November 4, 2007 at 2 p.m. A security deposit was received in the amount of \$100.

A request for the use of the station was received from the Geneseo State College Cross Country Team to hold a luncheon on Saturday, November 3, 2007 from 1:30 p.m. to 5:30 p.m.

Committee Reports

Building and Grounds: no report

Computer: no report

Equipment: no report

Finance and Budget:

Between the dates September 27 – October 1, 2007 we must post Notice of Budget Hearing on Fire District web-site and signboard and copy notice to be forwarded to the Town Clerk for posting on Town's website, bulleting board and sign board, if any. Notice must specify time and place of hearing TL Section 175-c.

Between the dates of October 4 – 11, 2007 we must publish Notice of Public Hearing on 2008 budget TL Section 105 (3).

October 11, 2007 is the last date to file proposed 2008 budget with Town Clerk TL Section. The town requested a tentative budget by the end of September and the treasurer will supply a copy of the tentative budget to the Town Comptroller.

October 16, 2007 is the Public Hearing on Budget TL Section 105 (3) to be held at 7:00 p.m.

Legal and Insurance

Commissioner Pohl stated that as per the request of the district's attorney William Young, she wrote a history of the events concerning the Notice of Claim which was served on the district by Dean Riggi, Attorney at Law, representing CD Landscape & Maintenance, LLC and the alleged outstanding bill owed by the district for the snow plow contract of 2006-2007. A hearing is scheduled for October and Mr. Young may be contacting the station manager, Arnold Briscoe and Commissioner Gerald Cullen with questions concerning this claim.

LOSAP

Commissioner Pohl stated that she had met with Bill Van Gorder, of Mang Insurance and John Saupp, the administrator of LOSAP for the district and the LOSAP program is complete and up-to-date.

Medical

Access Health has been administering the fit tests. Those requiring to take the test will be doing so on September 27, 2007.

Kevin Kea has been approved to return to full active firefighter duties.

Personnel: no report

Policies

A list of comments on the Substance Abuse Policy was received from firefighter Robert Berrian. The Board members were each given a copy for their review.

Apparatus

A request for the use of two pieces of apparatus was received from 2nd Assistant Chief John Saupp for the annual poster drive winners to be driven to Pashley School on a morning during the third week of October.

Roof

A meeting had been called for Tuesday, September 11, 2007 for a review of the roof. Steve Rowland of Butler Rowland Mays Architect, Kitt Bast of Bast Hatfield Construction, Michael Maguire and the consultant hired by the Board Fred Booth were the people contacted to attend this meeting. The architect failed to attend. Without the architect's participation, Commissioner Martin and Fred Booth agreed to meet with Bast Hatfield who would look at the roof, discuss what needed to be changed. Bast Hatfield has agreed to make all changes with the understanding that as soon as Fred Booth approved the final changes then Bast Hatfield would receive their final payment on the roof project.

Unfinished Business

A meeting was held on September 12, 2007 by Commissioners Chlopecki, Martin, Pohl and treasurer Jeffrey Prescott to review the proposals received to audit the district.

Treasurer Jeffrey Prescott reviewed all the proposals submitted (see attached) and presented the following recommendation to approve:

Bollam, Sheedy & Torani (BST) for a total cost of \$33,700

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to accept the Audit Proposal from Bollam, Sheedy & Torani (BST), 26 Computer Drive West, Albany, New York 12205 for the following reasons: complete RFP Compliance, multiple fire district references, audit team includes many with extensive fire district experience via Office of the State Comptroller's office, offers free mandatory commissioner training, clean peer review report, at the following rates; 2007-\$6,500, 2008-\$6,500, 2009-\$6,800, 2010-\$6,800, 2011-\$7,100 for a total of \$33,700.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to approve the final payment to Bast Hatfield in the amount of \$14,143.24 upon completion of the agreed upon work between Bast Hatfield and the approval of Fred Booth.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to accept the bid from Adirondack Overhead Door Co. for the replacement of the overhead doors in the amount of \$22,988 with the rollers, if the rollers are needed, pending the approval of the passing of the Building Reserve Permissive Referendum.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to go out for Permissive Referendum for the replacement of the overhead doors in the amount of \$25,000.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to accept the bid of Outdoor Services for the snow plowing contract for November, 2007 through March 2008 in the amount of \$4,750.

A discussion was held as to how to store the equipment presently in the fire station when the floor is refinished. The apparatus will have to be stored in back of the fire station. It was suggested that a security guard be hired for the hours of 6:00 pm. to 6:00 a.m. It was suggested that the district should rent a storage POD for the equipment.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to hire The Wackenhut Corp to guard the apparatus between the hours of 6:00 p.m. to 6:00 a.m. at a cost of \$18 an hour to start October 22, 2007, rent PODS and rent a floor jack.

New Business

An application for membership into the company was received from Michael Meier, 40 St. Stephens Lane, Scotia, NY. The police investigation has been received and it is negative.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to accept the company's request to host a bone marrow screening at the fire station on Saturday, November 10, 2007 from 10:00 a.m. to 3:00 p.m.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to approve the request of Lori Pike for the use of the station on Sunday, November 4, 2007 at 2:00 p.m. for a baby shower. A security deposit was received in the amount of \$100.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to reject the application of Geneseo State College Cross Country Team to hold a luncheon on Saturday, November 3, 2007 because it does not fall within the guidelines of the Station Use Policy. The security check will be returned.

1st Assistant Chief Scott Pike gave a presentation on recruiting seventeen year old firefighters into the company. The By-Laws committee would like to have the Board of Commissioners' response to this recommendation before they change the By-Laws of the company to accommodate allowing seventeen year old residents to become firefighters.

A workshop to discuss this recommendation will be held on Monday, October 1, 2007 at 7:00 p.m. at the fire station to discuss the pros and cons of allowing seventeen year old residents to become EGFD firefighters.

Scott Pike also expressed some concerns in regard to the entrance and exit pattern at the fire station.

A motion was made by Commissioner Russo, seconded by Commissioner Martin and unanimously passed to change the date of the regular October Board meeting to October 22, 2007 at 7:00 p.m. to conduct the business of the district. A notice will be sent to the Daily Gazette.

Commissioner Pohl stated that on Wednesday, September 19, 2007 at 4:00 pm. she has a scheduled meeting with our insurance agent William Van Gorder to discuss the information the district has received from the town on Workmen's Compensation. This information will be submitted to the district's three insurance carriers.

A request was received to purchase Kettlebells, which is exercise equipment, and would be used in the workout room at the fire station. Firefighter Cahill Butler would be available to provide the proper training for this equipment.

A motion was made by Commissioner Martin and seconded by Commissioner Chlopecki to purchase Kettlebells for the exercise room in the amount of \$194.96 plus shipping and handling. Commissioner Pohl and Commissioner Cullen voted yes. Commissioner Russo abstained. This purchase will be taken from A3410.467 Physicals and Tests.

A motion was made by Commissioner Russo, seconded by Commissioner Cullen and unanimously passed to allow Arnold Briscoe and Jack Frates to receive annual in-service training for Code Enforcement Officers at a cost of \$245 each 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 fire station for the Firefighter I Class dates to be determined.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to allow the use of two pieces of apparatus to transport the fire prevention poster winners to Pashley School on a date during the third week of October.

Treasurer report

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

From: A3410.402 Supplies	\$500	
To: A3410.403 Floors & Rubbish		\$500

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

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

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to approve Abstract #9 dated September 17, 2007 for item #269 through #299 in the amount of \$10,170.90 with the following changes amounts to be paid at the quoted amount; item #294 Tactical Fire for fifty (50) survivor lights \$2,288.65 versus \$2,488.65 and item # 296 Tyler Fire Equipment for ten (10) pairs extrication gloves \$216.79 versus \$226.79.

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to adjourn to executive session for the purpose of discussing personnel at 9:30 p.m.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to return to regular session at 9:40 p.m.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to approve the amount of \$25 be paid to L. Fort for the expenses incurred for the return of lost equipment.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to adjourn at 9:45 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary

