

EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
October 22, 2007

Present: 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
Firefighter Ross Thornhill

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 Cullen and unanimously passed to accept the amended minutes from the September 17, 2007 meeting.

Chief's report: see attached

Chief Briscoe requested the use of the chief's vehicle to attend the Workshop Training Program for Fire District Officers to be held at the Nevele Hotel in Ellenville, NY November 1 through 4, 2007. Chief Briscoe also asked permission for the chief's vehicle to attend the training academy November 7 through 9, 2007.

President's report

President Kea reported that Michael Meier of 40 St. Stephens Lane, Scotia, NY was voted into the fire department at the October 15th company meeting. Kevin Kea will notify him to contact Dr. Buff for his physical.

Station Manager: see report

Correspondence:

Commissioner Martin received a letter from Frederic Booth, consultant of the roof replacement project outlining his findings and recommendations for the repair of the roof.

A letter was received from the office of William Young regarding the notice of hearing concerning allegations by CD Landscape against the fire district.

A letter was received from William Young in regard to procedures to be followed for an executive session involving personnel matters.

Pursuant to Section 105 of the Public Officer's Law, the Open Meetings Law, upon a majority vote of the total membership of the Board a public body may conduct an executive session for a specifically enumerated group of reasons. One of the reasons is to discuss the medical, financial credit or employment history of a particular person or corporation or matters leading the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. It is the opinion of the Committee of Open Governments that the language relative to a particular person or corporation requires the public body to indicate what the particular person or corporation is when you go into executive session. In other words the district may not go into an executive session by just saying they are going into such a session to discuss personnel matters. It has to be relative to a particular individual.

Committee reports

Building and Grounds

Commissioner Pohl requested that the contract for the 2007-2008 snow plow contract be located, signed and sent to Shane Sweet, at Outdoor Services.

Commissioner Cullen and Commissioner Pohl chose the colors for the apparatus floor and submitted them to the station manager to be given to Key Equipment Company.

Equipment: no report

Finance and Budget

The public hearing for the 2008 Budget for East Glenville Fire District #3 was held for the general public on October 16, 2007 at 7:00 p.m.

The secretary of the Fire District has filed with the District a notarized affidavit stating the date and place of the hearing was published in the official newspaper of the Fire District on October 4, 2007, was posted on the official signboard of and website of the Fire District on September 27, 2007, was posted on the town signboard and website on September 27, 2007 and copies of the proposed budget were available on October 11, 2007 for inspection by the residents.

Treasurer Jeffrey Prescott will submit the approved budget for 2008 to the Town Clerk.

Legal and Insurance

Commissioner Cullen and Arnold Briscoe met with William Young regarding the allegations by CD Landscape against the Fire District. The hearing will be held on November 6, 2007 at 10:00 a.m. at the office of Wein, Young, Fenton & Kelsey, P.C.

Commissioner Pohl has been in contact with our insurance agent William Van Gorder in regards to information received from the town on Worker's Compensation. He has requested to attend the November Board meeting to report on this information and also, if possible, give his annual report on the insurance coverage for the district. This report is normally given at the December Board meeting.

LOSAP: no report

Medical

Flu shots will be given to all active firefighters and employees of the district on November 12, 2007. Dr. Buff is providing the service to the district at no cost.

Policies

Firefighter Wayne Bunn submitted a list of procedures to become a new member to Commissioner Pohl.

At the September Board meeting a list of comments on the Substance Abuse Policy was received from firefighter Robert Berrian for the Board's review. Commissioner Cullen will review the list and present his findings to the Board at the November meeting.

Use of Station

A request was received for the use of the station on February 16, 2008 or February 17, 2007 at 11:30 a.m. for a baby shower.

Roof

A report (see attached) was received from Frederic Booth stating that he had met with Michael Maguire of Bast Hatfield at the fire house on Tuesday, September 18, at which time he agreed to send two of his employees to the site on Friday, September 21 to conduct hose tests on the roof to determine how and why water enters the building during certain rain storms. Mr. Booth has agreed to meet with Collins Mechanical to discuss the solution to the existing problems.

Unfinished Business

Chief Briscoe reported that he is waiting for the approval of the legal preamble from William Young, the district's attorney, in order to go out for bids for the new engine. The specifications for the engine have been completed.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to approve Adirondack Overhead Door Co. to replace eight (8) doors per Raynor Specs, replace rollers, track and hardware for a total cost of \$26,500.

The station manager will be sending out letters to area contractors to submit proposals for servicing the fire station heating and cooling units.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to allow the district secretary to submit an affidavit to the Town Clerk affirming that all the required posting were completed in regards to the Public Hearing for the 2008 Budget for the fire district.

Commissioner Chlopecki, Commissioner Martin and Commissioner Pohl met on October 1, 2007 to discuss the possibility of allowing seventeen year old residents to become firefighters. After much discussion, there were a lot of unanswered questions and therefore there needs to be more research done.

Computers

Ross Thornhill submitted a quote for the purchase of a projector for the fire station.

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

From: A3410.190 Contingency	\$1400
To: A3410.461 Computer	\$1400

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to purchase an IN36 – 3000 max ans/lumens – XGA 1024 x 768 projector at a cost of \$1299.

Ross Thornhill will be submitting a quote for a Dell computer with programs for the use of the district treasurer and secretary at the November Board meeting.

New Business

Ross Thornhill requested that the Board approve the cost of running some ads in the local newspapers for the recruitment of volunteers.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to allow expending up to \$400 for the recruitment of volunteers.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to accept Michael Meir as a member of East Glenville Fire Company.

Policies

There are still a number of firefighters that have not returned their signed acknowledgments for the Motor Vehicle, Ethics and Substance Abuse policies that have been approved by the Board and required by the State of New York. The district secretary will compile a list of these firefighters, with copies of the required documents to be signed, and Commissioner Pohl will personally present these forms to the firefighters for their signature. Any firefighter not willing to sign the required acknowledgments will have to answer to the Board.

Pending List

The mold problem will be addressed as part of the front drainage repairs.

The repair of the trim on the garage still needs to be done.

The medical forms will be done before the physicals in April.

The Use of Station Policy needs to be revisited.

The driveway entrance problem will be taken care immediately. It was decided to make the North driveway the entrance to the station and the South driveway the exit. Signs will be posted. Chief Briscoe will contact the chairperson of the telephone committee of the ladies auxiliary and put out a message regarding this change.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed for a resolution appointing the Board of Elections comprising of three residents of the district for which they will be compensated at a cost of \$35.00 each.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to request the County Board of Elections to deliver a list of persons registered to vote as of November 19, 2007 to the district secretary.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to place the publication of Notice of Elections in the legal section of the Daily Gazette.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed for resolution for preparation of the registration rolls.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to publish the Notice of Elections in the Community News section of the Daily Gazette.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to allow three (3) NYSAFC members at a cost of \$15.00 each and ten (10) non-members at a cost of \$25.00 to attend the Town Chiefs seminar at Scotia Glenville High School on November 15, 2007.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to approve the purchase a set of 2007 New York State Code books at a cost of \$450.00 plus shipping to be taken from A3410.468 Miscellaneous.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to the use of the chief vehicle by the chief to attend the Nevele Hotel November 1 through 4 and the training academy November 7 through 9, 2007.

It was the decision of the Board to seek more information regarding the use of the station for a baby shower to be held on February 16, 2008 at 11:30 a.m.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to accept the 2008 Budget for East Glenville Fire District #3. The treasurer will submit the Budget to the Glenville Town Clerk.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to pay Key Equipment Company of Voorheesville, NY \$27,465 for the servicing of the apparatus floor pending the final inspection and approval of Commissioner Cullen and station manager Arnold Briscoe.

Treasurer report

The bank reconciliation statements for September 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 make the following budget change:

From: A3410.190 Contingency	\$4700
To: A3410.100 Salaries	\$4700

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

From: A3410.190 Contingency	\$300
To: A3410.485 Telephone & Alarm	\$300

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 by pay Abstract #20 dated October 22, 2007 for item #300 through #344 with the exception of item #315 to Cardiac Life in the amount of \$45.90 for a total of \$15,666.58.

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

Respectfully submitted,

Elaine Erckman
District Secretary

