EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
December 17, 2007

Present: Commissioner Peter Russo
Commissioner Albert Martin
Commissioner Gerald Cullen
Commissioner Suzanne Pohl
Commissioner Alexander Chlopecki
Commissioner Elect David Mitchell
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 the chairwomen of the Board Suzanne Pohl at 7:30 p.m.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to accept the amended minutes of the November 19, 2007 Board meeting.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to accept the minutes of the Special Board meeting of December 4, 2007.

The following bids were received for a new fire engine:

Roberts and Nichols Fire Apparatus Sales and Service
8 Tracy Street
Rensselaer, New York 12144 $319, 113.00

Tyler Fire Equipment, LLC
P O Box 4037
Elmira, New York 14904 $395,315.00

V.R.S. Sales LTD – were not able to bid
P O Box 4060
Clifton Park, New York 12065

The bids will be reviewed by the truck committee and the committee will contact the company who will be awarded the contract.

Chief's report: see attached

President's report: see attached

There were three applications received and voted upon at the company's December 10th meeting. They are as follows; Daniel O'Donnell, Joshua Natale and Kathryn Kirschman.

President Kevin Kea reported that the uniform committee had recommended to add patches to the dress uniforms.

Station Manager's report: see attached

Correspondence:

A memo and application were received from the State of New York Department of State announcing a program scheduled by the New York State Office of Fire Prevention and Control's Academy of Fire Science on Legal Issues for the Volunteer Fire Service. The dates for the course are Thursday, February 7, 2008 from 6:30 p.m. to 10:30 p.m. and Saturday, February 9, 2008 from 8:00 a.m. to 5:00 p.m. at the Fuller Road Fire Department, Colonie, New York.

A letter was received from Dr. Buff's office, Scotia-Glenville Family Medicine, P.C., advising the Board that the invoice amount for the twenty-two flu shots given on November 12, 2007 to the members of the East Glenville Fire Department will be $0 as a professional courtesy. The district secretary will send a thank you letter to Dr. Buff for this service.

A letter was received from Michael Dallessandro and a sample flyer offering a special training seminar called "The Firefighters/Officers Leadership Academy" which our fire department could host and also offer to neighboring departments in 2008.

A Certificate of Participation in Worker's Compensation was received from Cool Insurance for Bast Hatfield Inc.

A Certificate of Liability Insurance was received for the snow plow contractor, Shane Sweet of Timberland Outdoor Services.

A letter was received from Donna Grossman, Lifeline of Safety, in regards to administering the fit tests to the firefighters.

A copy of a letter was received from the district's attorney, William Young, which he sent to Leslie Greenough regarding her suspension which occurred as a result of her violation of the Harassment Policy.

Committee Reports

Building and Grounds

Commissioner Cullen reported that he had received two bids for the maintenance of the heating/air conditioning systems at the fire station. Bids were received from Crisafulli Brothers Plumbing & Heating Contractors Inc. and Trane Heating and Central Air Conditioning. More research needs to be done before the Board approves one of the contractors to maintain the heating/air conditioning systems at the fire station.

Snow needs to be relocated at the fire station before another snow storm.

Commissioner Martin reported that he had been in contact with Frank Clair with regard to the repair of the ventilation system in the apparatus room. Frank Clair submitted a recommendation which includes one controller, two wireless units and one wire unit at a cost of $8300. As per the Procurement Policy of the district, the Board needs to obtain two more bids.

Computers

The new computer is being installed at the fire station and should be up and running soon.

Equipment

Commissioner Chlopecki has been in contact with the company who is building the pick up truck and it should be ready to be delivered right after the first of the year and the cost for lighting and striping needs to be approved by the Board before the first of the year.

Finance and Budget

Jackie McChesney will be at the fire station on Thursday, December 20 and Friday, December 21, 2007 to review the finances up to the end of November, 2007.

Treasurer Prescott reported that he contacted Bollam, Sheedy, Torani & Co, LLP and was informed that a letter would be received by the district as to when a date will be scheduled for a preliminary meeting to advise the treasurer as to what he needs to provide for the audit.

Legal and Insurance

Commissioners Chlopecki, Martin, Cullen and Pohl met with Bill Van Gorder from Mang Insurance to review the district insurance for the year 2008.

It was the decision of the Board to stay with the Town of Glenville for Workers Compensation coverage.

LOSAP

All the new firefighters have completed and signed their LOSAP forms. Commissioner Pohl met with John Saupp, the administrator for LOSAP, and signed papers that needed to be filed for the end-of-the-year.

Medical

A Firefighter Clearance Letter, which would be completed to determine the fitness of a firefighter to return to duty in accordance with laws as set forth by OSHA/PESH was submitted for the Board's review. Final approval will be given at the January Board meeting.

Personnel

Commissioner Chlopecki stated that he had emailed each of the commissioners the performance review forms for the station manager, Arnold Briscoe.

Policies

There are five firefighters who have failed to sign the required district policies. It was the decision of the Board that those failing to sign the policies by this December 17, 2007 Board meeting will be deemed inactive until the signed policies were received by the district secretary. The district secretary will notify each of these firefighters in writing of this decision.

Station Use

The Glenville Area Girl Scouts would like the use of the apparatus room for their annual cookie distribution on Tuesday, February 26, 2008 from 8:00 a.m. to approximately 5:00 p.m.

Unfinished Business

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to contact Michael Dallessandro to schedule a date for "The Firefighters/Officers Leadership Academy" seminar to be held at East Glenville Fire Department at a cost of $1500 plus mileage and a two-night stay in a mid-level hotel in the year 2008.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to approve the payment of the premium to Mang Insurance for the district's insurance coverage for the year 2008 to include the following changes; 236 ladder tower $850,000 and 233 rescue truck to $350,000 for an increase in premium of $150 for a total amount of $23,448.00.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to alter the Medical Policy so that it states that every firefighter is required to have a physical each year and every firefighter returning to duty following a medical leave of absence must have a physical conducted by Dr. Christopher Buff. This change in the medical policy is effective immediately.

The annual election of commissioner was held at the fire station on Tuesday, December 11, 2007. The following are the results of the election:

Total Votes Cast	70
Dave Mitchell	35
James Pennie	33
Other	2

The Board of Commissioners congratulated Dave Mitchell on his new position on the Board and an announcement will sent to the Daily Gazette.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed for East Glenville Fire District #3 to remain with the Town of Glenville for Workers Compensation Policy for the year 2008.

An application for membership was submitted to the Board. Recommendations were made and these changes will be presented at the January meeting for the Board to approve.

New Business

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to allow alcohol and wine to be served at the Ladies Auxiliary installation dinner to be held at the fire station on January 2, 2008.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to allow the Glenville Area Girl Scouts the use of the apparatus room for cookie distribution on Tuesday, February 26, 2008 from 8:00 a.m. to 5:00 p.m.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to allow the station manager to contact Shane Sweet to relocate snow on the station grounds per the contracted price of $75 an hour.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to allow up to $3,000 be allocated for the lights and striping for the new pickup truck to be taken from A3410.209 New Pickup Truck.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to grant permission for East Glenville District #3 to host the NYS Introduction to Fire Officer Course to be held during the month of January.

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

From:	A3410.210 Miscellaneous	$700	
To:	A3410.206 Radios/Alarm		$700

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to purchase five (5) Minitor 5 pagers from Albany Communications at a price of $375 each for a total cost of $1,875.00 plus shipping to be taken from A3410.206 Radios/Alarm.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to purchase thirty (30) pairs of structural firefighting gloves at a price of $55.99 each for a total of $1,704.64 including shipping to be taken from A3410.203 Protective Clothing.

A motion was made by Commissioner Russo, seconded by Commissioner Martin and unanimously passed to purchase five (5) helmets at a price of $225 each for a total cost of $1,125.00 plus shipping to be taken from A3410.203 Protective Clothing.

A motion was made by Commissioner Russo, seconded by Commissioner Martin and unanimously passed to purchase thirty-two (32) helmet ID Rockers (decals) for a total cost of $51.30 to be taken from A3410.208 Safety Equipment.

A motion was made by Commissioner Martin, seconded by Commissioner Russo and unanimously passed to purchase six (6) 25 foot lengths of 4 inch supply line coupled with our 4 inch storz couplings at a cost of $167.25 each for a total cost of $1,003.50 to be taken from A3410.201 Hose/Nozzle.

It was the decision of the Board to meet on Thursday, January 3, 2008 for the annual organizational meeting to be held at the fire station at 6:30 p.m.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to allow six people to attend the Legal Issues for the Volunteer Fire Service Course scheduled for Thursday, February 7 and Saturday, February 9, 2008 in Colonie, New York at a cost of $25 each. The cost will be taken from A3410.463 Conventions/Membership for all commissioners attending and A3410.441 Seminars and Membership for all those who are not a commissioner.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to accept Daniel O'Donnell, 51 Pashley Rd, Scotia, New York, 12302 as a member of East Glenville Fire Department.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to accept Joshua Natale, 142 Saratoga Drive, Scotia, New York, 12302 as a member of East Glenville Fire Department.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to accept Kathryn Kirschman, 10 Bellaire Drive, Scotia, New York, 12302 as a member of East Glenville Fire Department.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to pay the VFIS bill in the amount of $4,971 to be taken from A9025.000 Local Awards Program.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to pay the costs for the application of patches by a professional tailor to the dress uniforms to be taken from A3410.462 Dress Uniforms.

Treasurer Report

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

To:	A3410.204 EMS Supply/Equipment	751.00	
From:	A3410.212 Grant Writer		751.00
	To cover additional purchases (defib battery & electrodes)		

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

To:	A3410.401a Snow Plowing	1,832.00	
From:	A3410.407 Parking Lot		1,000.00
	A3410.406 Miscellaneous		400.00
	A3410.401 Supplies		275.00
	A3410.404 Electrical Repair		157.00
	To cover two installments of 2007/2008 contract		

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

To:	A3410.464 Stationery and Supplies	156.00	
From:	A3410.468 Miscellaneous		156.00
	To cover additional expenses		

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

To:	A3410.485 Telephone & Alarm	5.00	
From:	A3410.190 Contingency		5.00
	To cover actual costs		

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

To:	A9040.000 Workers Compensation	1,676.00	
From:	A3410.190 Contingency		1,676.00
	To cover higher costs of town W/C and SIF cost		

A motion for Resolution was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to pay Abstract #12 dated December 17, 2007 for item #380 through item #423 in the amount of $76,190.32 and Building Reserve Abstract BR-7 dated December 17, 2007 in the amount of $458.20.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to appropriate excess funds to the Apparatus Reserve Fund in the amount of $44,000.00.

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

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to move executive session to discuss the suspension issues with the company president, Kevin Kea at 9:58 p.m.

Present: Commissioner Al Martin
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
Commissioner Alexander Chlopecki
District Secretary Elaine Erckman
Company President Kevin Kea

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to return to regular session at 10:30 p.m.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to allow Commissioner Cullen to send a certified letter to firefighter Leslie Greenough requesting her to return the keys for the fire station by December 26, 2007.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to adjourn at 10:32 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary