

EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
January 21, 2008

Present: Commissioner Albert Martin
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
Commissioner Alexander Chlopecki
Commissioner Dave Mitchell
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief and Station Manager Arnold Briscoe
2nd Assistant Chief and Statistician John Saupp
President Kevin Kea
Firefighter Jack Erckman

The meeting was called to order by the chairwomen of the Board Suzanne Pohl at 7:35 p.m.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to accept the amended minutes of the December 17, 2007 Board meeting.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to accept the minutes of the Organizational meeting held on January 3, 2008.

Chief's report: see attached

Chief Briscoe stated that he has received a receipt for additional books and the help guide from firefighter Katherine Kirschman who is taking the EMS Course at SCC. The county pays for the original work book which is \$70. It has been the policy of the district that the costs incurred during this course will be paid only upon successful completion of the course. The district secretary will research the district minutes to confirm that this is the policy of the district.

Chief Briscoe stated that there has been a change in the purchase price of the Minitor 5 pagers that he had requested at the December Board meeting. The price that was submitted was \$375 each. The actual price of the pagers is \$416.

Chief Briscoe requested that the Board meet into executive session for the purpose of a personnel matter.

President's report

The following applicants were voted on at the company meeting held December 10, 2007 and presented to the Board for their approval for membership into EGFD company; Dylan Sada, 413 Saratoga Road, #135, Scotia, NY 12302 and Eric Leitze, 9 Brierwood Ct., Burnt Hills, NY 12027.

Michael Meirs has not had his physical, but is still interested in becoming a member.

The following resignations were accepted by the fire company held on December 10, 2007; Jennifer Reckner, Ken Abel and Tracey Andrew.

Station Manager: see attached

Arnold stated that it is time that we have the tread mill in the exercise room serviced. The membership has also expressed an interest in purchasing more exercise equipment. Commissioner Martin will look into what is available and at what cost.

Commissioner Martin stated that it would be advisable if there were emergency exit maps in all of the rooms.

Correspondence

A letter was received from William N. Young, Jr. on December 26, 2007 enclosing a Contract for Legal Services. A signed copy of the contract along with a check for the retainer fee for 2008 in the amount of \$1500 must be returned to William Young's office.

A letter was received from Carlisle Syntec regarding an unpaid balance owed to them in the amount of \$5,586 for the installation of the roof system. The district secretary will send a letter to Carlisle Syntec and inform them the district does not owe them a balance and that they will need to contact Bast Hatfield with this bill.

A letter was received from McNeil & Company thanking the district for renewing our insurance with Emergency Services Insurance Program (ESIP) and informing the district of other services that are available through their company.

A letter was received from Roberts & Nichols Fire Apparatus extending an invitation to the commissioners and truck committee to explain their bid and product line in regard to the purchase of the new fire engine.

Commissioner Pohl has been contacted by Donna Crossman requesting permission to interview our firefighters and have them fill out a questionnaire in regards to the amount of training they receive. She is working on a project related to her college doctorate. It was the decision of the Board to open this up to the company and ask for volunteers to fill out the questionnaire. Donna Crossman will be asked to send some self-addressed stamped envelopes along with a cover letter explaining what she would like done.

A report was received from Jackie McChesney with her comments for the June 2007 through November 2007 Operational Review.

A bill was received from Mang Insurance for the Accident and Sick Policy for 2008 in the amount of \$2,621.00.

A contract was received from Michael P. Dallessandro & Associates to be signed and returned for the Leadership Academy workshop which will be conducted for the members at East Glenville Fire District on Saturday, March 22, 2008. Letters have been sent to neighboring fire departments inviting them to attend at a cost of \$25 per person including lunch.

A letter was received from William N. Young, Jr. in which he recommended some changes to the minutes for the Organizational Meeting and also enclosed a copy of a Travel Policy and Inspection Dinner Policy.

A letter was received from Bollam, Sheedy, Torani & Co. LLP in regards to the audit to be performed for the district and outlining some of the documents they will require for the audit. Documents they will require are a travel policy and a personnel manual.

Committee reports

Commissioner Pohl assigned the following committees for the year 2008:

Buildings and Grounds	Chairman G. Cullen, A. Chlopecki
Equipment	Chairman A. Chlopecki, D. Mitchell G. Cullen, A. Martin, S. Pohl
Finance and Budget	Chairman A. Martin, G. Cullen
Computer/Communications	Chairman D. Mitchell, A. Chlopecki
Medical	Chairwoman S. Pohl, A. Martin

Legal and Insurance	Chairman D. Mitchell, S. Pohl
Use of Station	Chairman D. Mitchell, A. Martin
Personnel	Chairman A. Chlopecki, D. Mitchell G. Cullen, A. Martin, S. Pohl
Policies	Chairman G. Cullen, D. Mitchell A. Chlopecki, A. Martin, S. Pohl
Apparatus Purchase	Co-Chairmen A. Martin and A. Chlopecki G. Cullen, D. Mitchell, S. Pohl
Acting Chairman	A. Chlopecki
Acting Secretary	A. Martin
Committee reports	

LOSAP

John Saupp reported that he has met with Bill Van Gorder from Mang Insurance and all insurance matters concerning the firefighters are up to date.

John also submitted the LOSAP report for the year 2007 for the Board's review. This report will be posted for thirty (30) days for the members to review and any questions or concerns can be addressed during this time. The final report will be approved at the February 21, 2008 Board meeting.

Buildings and Grounds

There has not been a response from Crisafulli Brothers Plumbing & Heating Contractors Inc. in regard to a service contract for the heating and cooling system.

A quote was received from Renee Carmen of Linstar regarding the purchase of a security system for the fire station. The cost of the proposed security system would be \$21,000 for a limited number of secured doors and \$33,000 for all the doors at the fire station. The purchase for the security system would not have to go out for bid because Linstar is under state contract.

Commissioner Martin reported that he has received two quotes for the ventilation system. One quote is from Failsafe Technical Associates in the amount of \$9,898.00. A second quote was received from Alarm & Suppression in the amount of \$7,983.00. As per the district Procurement Policy, a third quote was requested from Howard Fire Controls of Vermont, but they were unable to submit a quote as they no longer have an electrician for New York State.

Computer and Communications

Commissioner Cullen will contact Ross Thornhill to inquire as to whether the computer that is now in the district office is ready for use by the District Treasurer and District Secretary.

Equipment

The new pick up truck will be ready for delivery in approximately three weeks. Quotes need to be obtained for installing the lights, radios and applying the striping.

Finance and Budget

Jackie McChesney submitted a bill and a report for the audit performed for June 2007 through November 2007.

District Treasurer Jeffrey Prescott and Chief Arnold Briscoe were commended on a job well done.

Legal and Insurance

A Legal Issues Seminar will be held at Fuller Station Fire Station on Thursday, February 7, 2008 from 7:00 p.m. through 10:00 p.m. and on Saturday, February 9, 2008 at 8:00 a.m. to end. All five commissioners and company president Kevin Kea will attend the seminar.

Commissioner Dave Mitchell will be attending commissioner training at Wilton Fire Department on Saturday, March 29, 2008.

Medical

Commissioner Pohl will be contacting Dr. Christopher Buff to set up the annual physicals for all firefighters for the end of March. There will dates available during the week and on a Saturday.

Personnel

A personnel manual needs to be written for the firefighters. The Compensation Policy needs to be reviewed and signed annually.

Policies

A Travel Policy was presented to the Board for their review. Some recommended changes were made.

Use of Station: no report
Equipment

A meeting has been scheduled for Wednesday, January 23, 2008 to review the bids submitted for the purchase of the new fire engine.

Unfinished Business

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to approve the Agreement to Provide the Fire Department Member/Officer Leadership Academy workshop at East Glenville Fire Station by Michael P. Dallessandro & Associates on Saturday, March 22, 2008 from 9:00 a.m. through 4:00 p.m. at a cost of \$1,500 plus travel and two (2) nights of hotel accommodations to be charged to A3410.463 Conventions/Membership. Neighboring fire departments will be charged \$25 per person for those attending including lunch.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to accept the Application for Membership form effective immediately.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to accept the Travel Policy for East Glenville Fire District #3.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to approve the bid of Alarm & Suppression in the amount of \$7,982.00 for the installation and completion of the ventilation system for the apparatus room to be taken from A9960.804 Building Reserve Fund.

New Business

A sexual harassment seminar will be held on Wednesday, March 12, 2008 at 7 p.m. at the fire house. All members and employees of the district are required to attend.

A motion was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to retain William N. Young, Jr. as the district attorney for the year 2008. A signed copy of the retainer along with a check in the amount of \$1,500 will be returned to his office. This will be taken from account A3410.466 Legal.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to accept the application of Dylan Sada as a member of the East Glenville Fire Department.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to accept the application of Eric Leitze as a member of the East Glenville Fire Department.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to go out for Permissive Referendum to purchase a Security Access Control System in the amount of \$35,000 to be taken from the Building Reserve.

It was the decision of the Board to research the purchase of the security system and present their findings at the February Board meeting.

A motion was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to increase the purchase price of the Minitor 5 pagers from \$375 to \$416 which is an increase of \$41 for each pager.

The station manager, Arnold Briscoe, stated that a new floor machine needs to be purchased for the maintenance of the floors in the fire station. As per the Procurement Policy, three quotes have been obtained. A quote was obtained from Tennant for a T3 Walk-Behind Floor Scrubber for a purchase price of \$4,187.00 plus \$144 for the scrub brush.

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

From: A3410.190	Contingency Fund	4331.00
To: A3410.403	Floors & Rubbish	4331.00

A motion was made by Commissioner Chlopecki, seconded by Commissioner Mitchell and unanimously passed to purchase a Tennant T3 Walk-Behind Floor Scrubber at a total cost of \$4,331.00 to be taken from A3410.403 Floors & Rubbish.

Treasurer report

A motion was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to pay the retainer fee of William N. Young, Jr. in the amount of \$1,500 to be taken from A3410.466 Legal and Jackie McChesney in the amount of \$420 for audit to be taken from A3410.466 Legal.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to pay Abstract #1 dated January 21, 2008 for item #1 through item #38 in the amount of \$53,350.17 plus bills received for William N. Young, Jr. in the amount of \$1,500 and Jackie McChesney for the amount of \$420.

Treasurer Jeffrey Prescott stated that he has consolidated all of the Reserve checking accounts into one checking account. Three checking accounts have been eliminated and one reserve disbursement fund has been set up. This will generate more interest revenue.

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

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

A motion was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to move to executive session at 10:00 p.m. for the purpose of discussing a personnel matter regarding Leslie Greenough.

Present: Commissioner Albert Martin
 Commissioner Suzanne Pohl
 Commissioner Gerald Cullen
 Commissioner Alexander Chlopecki
 Commissioner Dave Mitchell
 District Secretary Elaine Erckman
 Chief Arnold Briscoe

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki to return to regular session at 10:20 p.m.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to adjourn at 10:21 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary

