

EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
February 18, 2008

Present: Commissioner Albert Martin
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
Commissioner Alexander Chlopecki
Commissioner Dave Mitchell
District Secretary Elaine Erckman
1st Assistant Chief Scott Pike
2nd Assistant and Statistician Chief John Saupp
President Kevin Kea
Firefighter Jack Erckman
Life Member Paul Stuart

The meeting was called to order by the chairwoman of the Board Suzanne Pohl at 7:30 p.m.

A motion was made Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to accept the minutes of the January 21, 2008 Board meeting.

Bryan Genevick, Sales Consultant from Tyler Fire Equipment, LLC, spoke to the Board in regards to the bid that was presented for the purchase of the new fire engine.

Chief's report: see attached presented by 1st Assistant Chief Scott Pike

A letter was addressed to Chief Arnold Briscoe and President Kevin Kea in regards to firefighters delinquent on drills for the year 2007. Firefighters affected should have been notified at the beginning of 2008 that they are not to respond to calls until such time as they have made up the lost drills for the year 2007 because of potential liability to the district if an incident should occur due to inadequate training. This information was obtained at the Selected Legal Issues for the Fire Service training session given by Mark Butler (presenter and legal counsel for the fire service). The fire company and the Board of Commissioners require a firefighter must attend twelve (12) drills for a year. Firefighters who join mid-year or are out of service for medical leave will be exempt. This procedure will be put into a written policy.

President's report:

President Kea stated that firefighter Jackson Frates has requested to be inactive.

Firefighter Wayne Bunn requested that the membership application be reviewed in regards to some inappropriate questions that are included on this form such as US citizenship, driver license information and physical disabilities.

Station Manager: see attached

Correspondence:

Commissioner Martin received an e-mail from Frank Clair which stated that it would be eight to nine weeks before the parts are received for the ventilation system in the apparatus room.

Commissioner Chlopecki received an e-mail from Technical Business Solutions stating that they would no longer be servicing the telephone system at the fire station.

An order form was received from Allison Publishing for an updated version of The Fire Department Law & Management Resource Manual.

An announcement was received from the Association of Fire Districts of the State of New York in regards to the annual meeting to be held in Rochester, New York on May 2 and May 3, 2008.

An invitation was received from the Association of Fire Districts of the Capital Area to the 46th annual banquet to be held on April 12, 2008 in Albany, New York.

A letter was received from New York State Public Entities Safety Group 497 with regards to Workers' Compensation Insurance.

A letter was received from Mang Insurance Agency stating that the 2008 Ford F350 pick up has been added to the ESIP policy with an agreed value of \$45,000.

A copy of a letter was received that was written to Leslie Greenough from William N. Young, Jr. which restated her six month suspension and a request for her to turn in the fire station keys.

A form was received from Beukendaal/Thomas Corners Convention committee soliciting advertisement in the convention program book.

LOSAP

John Saupp presented the LOSAP census for East Glenville Fire District #3 for the year 2007. This information was posted for the required thirty days and there was not any information found to be inaccurate by the firefighters. There are four firefighters who failed to meet the requirements of the program. They are Susan Peterson, Burt Parker, J.D. Yattaw and Doug Putnam. LOSAP requires ten (10) drills to be completed for a given year.

William Van Gorder from Mang Insurance will be contacted to have him attend a company meeting to explain the benefits and requirements of the LOSAP program.

Committee Reports

Building and Grounds

Commissioner Cullen is still working on acquiring a service contract for the heating and air conditioning system at the fire station.

The Board is still doing research for the purchase of a security access system.

Commissioner Cullen reported that he will work on a plan for the drainage problem for the front of the fire station by April 30, 2008.

Computer and Communications

A bill was received for computer services that were performed at the fire station. Commissioner Mitchell will contact Ross Thornhill for an explanation of the charges on the bill. The computer for the district treasurer and district secretary is still not up and running.

Equipment

Commissioner Chlopecki reported that the 2008 pickup truck was delivered on February 11, 2008. Quotes will be sought for the striping and for the radio, lights and siren to be installed.

Finance and Budget – no report

Legal and Insurance

Commissioner Pohl has been contacted by Bill Van Gorder of Mang Insurance and ESIP has inquired as to whether they could use our fire station to hold some workshops for the town and county in May and June.

There will be a meeting on March 6, 2008 at the office of William Young, Jr. in regards to CD Landscape and Maintenance. Commissioner Cullen and Arnold Briscoe will attend the meeting and will give their depositions at that time.

Medical

The annual physicals for the firefighters will be held on Monday, March 24, 2008 from 5 p.m. to 8 p.m., Thursday, March 27, 2008 from 5 p.m. to 8 p.m. and Saturday, March 29, 2008 from 8 a.m. to 1 p.m. All firefighters are required to have a physical by Dr. Christopher Buff.

Personnel

The Board of Commissioners will meet on Thursday, February 28, 2008 at 7:30 p.m. to review the goals and objectives for the station manager position.

At a recent legal issues seminar it was stated that district employees are required to punch a time clock. The station manager and the part time employee will be required to punch out if they respond to a call during work hours. This will protect them if they are injured on a call and make them eligible to receive the volunteer firemen's benefits.

Policies

Commissioner Cullen will present a draft of a personnel manual to the Board for their review at the March Board meeting.

Equipment

Commissioner Martin reported that some members of the truck committee visited the Waterford Fire Department to view the fire engine which they recently purchased from E-One. There is a meeting of the truck committee scheduled for Monday, February 25, 2008 to make final revisions.

A special Board meeting will be scheduled for Thursday, February 28, 2008 to possibly accept the bid from E-One.

Use of Station

A request for the use of the station for Friday, February 22, 2008 was received from Arnold Briscoe for five students to use the meeting room to practice their presentation for Odyssey of the Mind at Burnt Hills School. Arnold Briscoe will host the event and therefore a deposit of \$100 is required.

Unfinished Business

Commissioner Martin has obtained a contact number to have the treadmill in the exercise room serviced. Commissioner Martin also contacted three companies to inquire about the price of an elliptical machine. The prices received were approximately \$4,000. It was the recommendation of Commissioner Martin that we budget this purchase for the 2009 budget.

Commissioner Martin reported that he contacted Mike Maguire of Bast Hatfield to inquire as to whether S & L Roofing had been paid for the installation of the replacement roof at the fire station. Mike Maguire states that S & L Roofing has been paid but the fire district needs written documentation that this bill has been paid.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to accept the LOSAP report for the year 2007 as presented to the Board.

There will be a leadership workshop held at the East Glenville fire station on Saturday, March 22, 2008. Commissioner Martin has sent an invitation to all the commissioners in the town and Chief Briscoe has contacted all the chiefs in the area inviting them to participate in the workshop.

There will be a sexual harassment course conducted at East Glenville on Wednesday, March 12, 2008 at 7 p.m. All firefighters, commissioners and district employees are required to attend.

New Business

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to declare the 1993 pickup truck surplus upon putting the new 2008 pickup plow truck in service.

Commissioner Pohl reported that she has obtained the information from the Motor Vehicle Department and the application form to set up an account to track any infractions on a firefighter's driving record. The Motor Vehicle Department will notify a contact person in the district of any problems which occur.

A motion was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to set up an account for the LENS program through the Motor Vehicle Department.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to purchase a time clock and time cards not to exceed \$500 to be taken from A3410.464 Supplies/Stationery.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Mitchell and unanimously passed to allow the use of the meeting room by five students to practice their presentation for the Odyssey of the Mind program on Friday, February 22, 2008.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to purchase miscellaneous rope rescue equipment at a cost of \$500 to be taken from A3410.207 Rescue Equipment.

Treasurer's report: see attached

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to pay Abstract #2 dated February 18, 2008 for item #39 through item #77 in the amount of \$91,143.29.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to appropriate a portion of the Fund Balance Reserved for Encumbrances as follows:

From: A821 Fund Balance Reserved for Encumbrances	41,145.00
To: A3410.200 Purchase Trucks and Equipment	41,145.00

Subsidiary Allocation

A3410.209 New Pickup Truck	36,227.00
A3410.208 Safety Equipment	965.00
A3410.206 Radios	274.00
A3410.203 Protective Equipment	2,616.00
A3410.201 Hose and Nozzle	<u>1,063.00</u>
	<u>41,145.00</u>

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 new fire engine in the amount of \$390,000.00 to be taken from the Apparatus Reserve.

A legal notice regarding the permissive referendum will be sent the Daily Gazette.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to hold a special Board meeting on Thursday, February 28, 2008 for the purpose of possibly accepting the bid for the new fire engine. A notice will be sent to the Daily Gazette.

A motion was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed that the Board of Commissioners requires any firefighter delinquent in the twelve (12) drills required for a given year, to make them up before being able to respond to calls and those drills do not count towards the current year.

A motion was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to adjourn at 9:25 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary

