

EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
March 17, 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
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 by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to accept the amended minutes of the February 18, 2008 Board meeting.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to accept the minutes from the special Board meeting held on February 28, 2008.

Chief's Report:

Chief Briscoe has received the Certificates of Completion for the members who completed the Sexual Harassment Awareness Seminar held on March 12, 2008. Copies of these certificates will be put in the firefighter's file.

President's Report:

President Kevin Kea reported that the fire company voted on and approved the membership application of Robert O'Neill. Robert O'Neill is interested in joining the fire police squad.

Michael Boisclair has completed his training and needs a dress uniform. If one can not be found in-house, he will need to purchase a new one from Rosen Uniforms.

Dylan Sada's physical is still pending. Numerous attempts have been made to contact him to have a physical scheduled.

President Kevin Kea would like to request fire apparatus for use in the following parades at the discretion of the chief;

Scotia Memorial Day Parade
Burnt Hills Flag Day Parade
Hudson Mohawk Volunteer Firemen's Association
Hudson Valley Volunteer Firemen's Association
Alplaus 4th of July Parade
Charlton Founders Day Parade
Schenectady Christmas Parade

Kevin Kea requested a refund for the deposit of \$100 for the Burnt Hills-Ballston Lake Bowling Team awards banquet which was held on February 26, 2008.

Station Manager: see attached

There was a problem with one of the overhead doors on Sunday, March 2, 2008. Adirondack Overhead Door was contacted and they repaired the door on Monday, March 3, 2008.

There was also a problem with the ladder tower (236). A leak developed in one of the main lifting cylinders on the ladder. Roberts & Nichols Fire Apparatus were contacted and they picked up the truck and completed the repairs. This piece of apparatus will need to be retested.

Correspondence

A letter was received from William Young, Jr., the district's attorney in regards to the LOSAP program and the awarding of points and also the use of a time clock for the district's employees.

A copy of the district's insurance portfolio was received from Mang Insurance.

Committee Reports

Building and Grounds

The meeting scheduled for March 13, 2008 in regard to an outstanding bill for CD Landscape & Maintenance, LLC was cancelled by the office of Dean Riggi, Esq. The meeting has not been rescheduled and the default date for this claim is July 27, 2008.

Commissioner Cullen reported that he has been in contact with a medical waste facility called Stericycle Inc. They bill quarterly at a rate of \$39.11 per month.

Commissioner Cullen has received two quotes for a service contract for the heating and air conditioning system in the fire station. The quote from Trane Heating and Central Air Conditioning is \$7,842.00 and the quote from Crisafulli Brothers Plumbing & Heating Contractors Inc. is \$1,436.00. These contracts are both for one year.

Quotes were received for a security system for the fire station. Quotes were received from SI Technologies, Inc. in the amount of \$30,936.00 and Linstar, Inc. in the amount of \$33,689.00. More research needs to be done before a decision can be made as to whom to award the contract.

Computer and Communications

The accounting software on the computer for the district treasurer/secretary is up and working.

There are still some issues that need to be addressed in regards to the computers at the fire house. Commissioner Mitchell has tried to contact Ross Thornhill in regards to these issues and has not been successful in doing so.

Commissioner Chlopecki reported that Technical Business Solutions who installed our telephone system has been purchased by a phone company that doesn't provide service for our system. A quote has been received from Next Gen Communications LLC for a maintenance contract at a cost of \$96 a month. It was the decision of the Board to seek repairs on a case by case basis. It has been brought to the attention of the Board that the phone in the kitchen is not working. Commissioner Chlopecki will contact Next Gen Communications LLC to have the phone serviced.

Equipment

The new pick up truck has been striped and the salt deflector for the salt spreader has been received.

The district has received three quotes for the installation of the emergency equipment on the new 234. The quotes are as follows: VRS Sales LTD in the amount of \$9,551.00, Fire Apparatus Unlimited in the amount of \$7,545.00 and Roberts & Nichols Fire Apparatus in the amount of \$7,893.07 which included a cost of \$800.00 for the striping.

There will be a prebuild meeting for the purchase of the new fire engine on Wednesday, March 19, 2008 at 7:00 p.m.

Finance and Budget: no report

Legal and Insurance

Bill Van Gorder of Mang Insurance will try to attend the company meeting on Monday, April 14, 2008 to present the insurance benefits to the members and address any questions the members might have.

Beneficiary forms for the firefighters have been ordered for each member to complete.

The meeting scheduled with Dean Riggi, Esq., attorney for CD Landscape & Maintenance, to take depositions has not been rescheduled as of this meeting.

The meeting for the Fagan law suit as been scheduled for Tuesday, April 15, 2008 at which time Arnold Briscoe will give a deposition as to the events of the day when Mr. Fagan fell from a ladder, taken without permission during the roof replacement, and broke both ankles.

District treasurer Jeffrey Prescott and Records Retention Officer Elaine Erckman met on Saturday, March 15, 2008 and destroyed the appropriate records for the year 2000.

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 will meet on Monday, March 24, 2008 at 7 p.m. to evaluate the position of the station manager.

Policies

Commissioner Cullen reported that he has been working on changes to be made to the membership application.

Commissioner Cullen also reported that he has given a draft of a employee personnel manual to the Board for their review. Any recommendations and changes will be addressed by the Board at a meeting to be held on Monday, March 24, 2008.

Commissioner Cullen will draft a policy for the firefighters who are delinquent in the number of drills that are required by the company.

The Sexual Harassment Seminar was held on March 12, 2008. There were seventeen members present. The class was taped and a time will be set up for those who did not attend to make up this seminar.

LOSAP

Commissioner Pohl commended John Saupp for the great job he is doing in taking care of all details of LOSAP.

Use of Station

A request was received by the Burnt Hills-Ballston Lake Odyssey of the Mind on Friday, March 21, 2008 for the use of the meeting room to practice a school skit for the State championship. Arnold Briscoe will host the event and provided a deposit of \$100.

Roof

Commissioner Martin reported that the ventilation system is working in the apparatus room.

Unfinished Business

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to pay the bill for the Leadership Workshop to be held at the fire station on Saturday, March 22, 2008, in the amount of \$1,769.76 to be taken from A3410.463 Conventions and Membership.

Commissioner Martin reported that the treadmill in the physical training room has been repaired.

New Business

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to purchase a contract with Stericycle Inc. for the disposal of medical waste at a cost of \$117.33 per quarter to be taken from A3410.403 Floors and Rubbish.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to award the service contract for the heating and air conditioning system at the fire station to Crisafulli Brothers Heating & Air Conditioning at a cost of \$1,436.00 per year to be taken from A3410.401 Grounds and Building.

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	4048.00
To: A3410.209 New Pickup Truck	4048.00

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to appropriate \$3,497.00 from Fund Balance Reserve for Encumbrances A821 to A3410.209 Striping/Radio/Light for the new Pickup.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to have Fire Apparatus Unlimited install the emergency equipment on the new pick up at a cost of \$7,545.25 to be taken from A3410.209 New Pickup Truck.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to retest ladder tower 236 at a cost of \$553.00 to be done by American Test Center.

A bill has been received from JIMAPCO for a new district map in the radio room. The map that was presented to the district by JIMAPCO was unsatisfactory and was not purchased. The bill is for \$334 which includes interest from the year 2003. A letter will be sent to JIMAPCO explaining that we do not have the draft of the map and we are not interested in purchasing a map from their company.

A motion was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to approve the membership of Robert O'Neill in the fire company as a fire police.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to approve the purchase of a dress uniform for Michael Boisclair if one is not available in-house to be taken from A3410.462 Dress Uniforms.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to allow the use of apparatus at the following parades at the discretion of the chief;

- Scotia Memorial Day Parade
- Burnt Hills Flag Day Parade
- Hudson Mohawk Volunteer Firemen's Association
- Hudson Valley Volunteer Firemen's Association
- Alplaus 4th of July Parade
- Charlton Founders Day Parade
- Schenectady Christmas Parade

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to refund Kevin Kea the security deposit in the amount of \$100 from the Burnt-Hills-Ballston Lake Bowling Team banquet.

A motion was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to allow the use of the meeting room for Burnt Hills-Ballston Lake Odyssey of the Mind on Friday, March 21, 2008 to practice a school skit for the State championship. Arnold Briscoe will host the event and provided a security deposit of \$100.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to allow the use of the station for a NYS FF I class on Tuesday, July 8, 2008.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to allow the use of the station for NYS "Courage to Be Safe" class to be held on Wednesday, April 16, 2008.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously to allow the use of the apparatus room for the Town of Glenville Olympics Fire Truck Pull Event to be held on Saturday, April 26, 2008.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to purchase three (3) sets of Morning Pride turn out gear at NYS Contract price in the amount of \$1,500.00 to be taken from A3410.203 Protective Clothing.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to purchase five (5) pairs of structural firefighting gloves for a cost of \$56.00 each plus shipping to be taken from A3410.203 Protective Clothing.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to purchase radio equipment for 234, mobile and portable on NYS contract price in the amount of \$1,583.25 to be taken from A3410.206.

The chief's request to attend the Fire-Rescue International Conference in Denver Colorado, August 10-17, 2008 has been tabled until the April Board meeting.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to allow the use of the station by Bill Van Gorder of Mang Insurance and ESIP to hold some workshops at the fire station for the town and county in May and June.

Treasurer's Report

The bank reconciliation statements for the month of February were available for the Board of Commissioners approval.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to approve the amended abstract #3 dated March 17, 2008 for items 78 through 111 in the amount of \$192,913.39 with the following changes and the Building Reserve Abstract BR-1 to Alarm and Suppression in the amount of \$7,983.00:

- Item number 86 to Adirondack Overhead Door for repair of the overhead door for 236 bay in the amount of \$313.50 was rejected.
- Item number 91 to Churchville Fire Equipment for the annual Lukas tool maintenance in the amount of \$669.67 was changed to \$384.67
- Item number 100 to Marie and Arnold Briscoe for refund of station use deposit in the amount of \$100 has been held until after the next event scheduled for March 21, 2008.

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

From: A821 Fund Balance Reserved for Encumbrances	577.00
To: A3410.200 Purchase Truck and Equipment	577.00
Subsidiary Allocation	
A3410.209 New Pickup Truck	577.00

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

Treasurer Prescott reported that the auditors from Bollam, Sheedy, Torani & Co. LLP, CPAS will be at the station on Saturday, March 29, 2008 at 9 a.m. The treasurer requested that a veteran commissioner attend this meeting to answer any questions that may arise.

Treasurer Prescott presented a copy of the Annual Financial Report for the Fire District of East Glenville #3 for the fiscal year ended December 31, 2007 to the district secretary and also stated that the report was filed with the Town of Glenville by the March 1, 2008 deadline.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to adjourn at 9:50 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary