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

Chief's report: see attached

President's report

The company voted on and approved the membership of John Zampella at the company meeting held on April 14, 2008.

Josh Natale has resigned from the fire company.

The executive committee of the company met and it was their recommendation to the company to contact Mike Meir and recommend that he retract his application for membership until a later date. Several attempts have been made to contact Dylan Sada. The company executive committee has also recommended that his application be retracted.

East Glenville Fire Company will be participating in the Scotia Memorial Day Parade on May 21, 2008.

President Kevin Kea stated that letters have been sent to those firefighters who are in need of drills to meet the requirements of the company for the year 2007.

Station Manger report: see attached

Correspondence

A letter was received from the Office of the New York State Comptroller in regards to reporting retirement benefits for audit.

A copy of the bill for the repair of the overhead door for 236 bay was received marked paid in full in the amount of $313.50.

A membership form was received for NFPA.

The renewal forms that accompanied the district's insurance policies effective 12/27/07 were signed by Commissioner Suzanne Pohl. The district secretary will return the documents to Mang Insurance after copies have been made for the retention of the district.

Notification was received from Ryan, Roach & Ryan in regards to the Dale Fajen and Tammy Jo Fagen claim against Bast Hatfield and the East Glenville Fire Commissioners. The meeting which was scheduled for Tuesday, April 15, 2008 has been rescheduled for Thursday, May 1, 2008. This meeting will be with the judge and include the employer.

A letter was received from William N. Young, Jr. stating that he had reviewed the Board minutes from the March 17, 2008 meeting.

Committee Reports

Building and Grounds

The station manager has requested that the district rent a dumpster so that cleaning can take place in the fire station and the garage.

The blacktop at the fire station needs to be resealed and the lines and arrows will be painted to reflect the changes that have been made for the entrance and exit of the fire station.

Commissioner Cullen submitted an evaluation of the security access bids. Bids were received from Linstar, Inc., Buffalo, NY at a cost of $29,385.96 and SI Technologies, Inc. Albany, NY at a cost of $33,039.21.

Computer and Communications

The computer for the district treasurer/secretary is up and running. There is a concern that people have access to this computer and they are installing programs on the computer.

Finance and Budget: no report

Equipment

The new pickup is not fully in service at this time. There are parts that are yet to be received.

Legal and Business

Beneficiary forms will be distributed to the firefighters to be updated for their personnel files.

Medical

There are still six firefighters who have not completed their annual physicals with Dr. Christopher Buff.

Personnel: no report

Policies

Commissioner Cullen submitted the personnel manual for the Board's approval.

The Drill Policy will be submitted to the Board once the definition of minimum drill requirements is finalized.

The application for membership form to become a member of the company has been turned over to the fire company for their approval.

New Apparatus: no report

Unfinished Business

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to accept the bid from LinStar, Inc. to install a security system at the fire station at a cost of $29,385.96 to be taken from the Building Reserve account which was pre-approved by permissive referendum.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to accept the Employee Personnel Manual for East Glenville Fire District #3 as of this date April 21, 2008.

Treasurer Prescott stated that the Annual Financial Report for the Fire District of East Glenville #3 for the fiscal year ended December 31, 2007 was filed with the New York State Comptroller as well as the Town of Glenville Comptroller by the March 1, 2008 deadline.

There will be a sexual harassment training session scheduled for those who did not take the course in March, 2008. The March session was taped and needs to be transferred to another media in order to be viewed. Commissioner Martin will attempt to perform the transfer.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to authorize Ross Thornhill to perform the transfer if Commissioner Martin can not do so.

As per the March 17, 2008 Board Meeting, a request was received from Chief Briscoe to attend the Fire-Rescue International Conference in Denver, Colorado, August 10-17, 2008. Commissioner Mitchell requested that the Board adjourn to executive session at the conclusion of the regular board meeting to discuss this request.

New Business

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to approve firefighter Butler to attend the NYS EMT Course at HVCC.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to approve Lieutenant Jones and Captain Pohl to attend the Fire Officer I class at the NYS Fire Academy in Montour Falls.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to approve a CPR refresher class for approximately fifteen (15) firefighters from the Alplaus Fire Department on Tuesday, April 29, 2008 at 6:00 p.m.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to accept the application of John Zampella as a firefighter for East Glenville Fire Company.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to purchase two (2) hood release tools for automobile extrications at a cost of $100 plus shipping to be taken from A3410.207 Rescue Equipment.

A motion was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to renew the NFPA subscription of the codes and standards in CD-ROM format at a cost of $715.50 plus shipping to be taken from A3410.463 Conventions/Membership.

A motion was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to purchase a Dell computer under the standardization policy of the district for the security system and the time clock to be taken from the Building Reserve.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to accept Abstract #4 dated April 21, 2008 for item #100 through item #146 in the amount of $22,893.35.

Treasurer report

The bank reconciliation statements for the month of March were available for the Board of Commissioners to approve.

A motion was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to return a security deposit check in the amount of $100 to Susan Peterson for the use of the station on April 20, 2008.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to rent a dumpster for cleanup at the fire station at a cost of $300 to be paid in advance and to be taken from A3410.401 Buildings and Grounds.

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

Treasurer Prescott reported that two individuals from Bollam, Sheedy, Torani & Co. started the district audit on Saturday, March 29, 2008. There did not appear to be any issues with our report and will get back to the treasurer with a list of additional documents that they may or may not need to review. They stated that East Glenville Fire District is one of the most comprehensive and completed annual reports that they have seen.

One item that has been brought to the attention of Treasurer Prescott is that we may have to have a required footnote disclosure related to the district LOSAP program. Treasurer Prescott will contact Bill Van Gorder from Mang Insurance to research the availability of such a document.

Commissioner Pohl commended Jeffrey Prescott for all of his superb work and honesty as treasurer of East Glenville Fire District #3.

A motion was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to adjourn to executive session at 8:56 p.m. for the purpose of discussing Chief Briscoe attending the Fire-Rescue International Conference in Denver, Colorado, August 10-17, 2008.

Respectfully Submitted,

Elaine Erckman
District Secretary

EXECUTIVE BOARD MEETING
EAST GLENVILLE FIRE DISTRICT #3
April 21, 2008

Present: Commissioner Albert Martin
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
Commissioner Alexander Chlopecki
Commissioner Dave Mitchell

The session was called to order by Chairwomen of the Board Suzanne Pohl at 9:00 p.m.

The purpose of the session was to discuss the chiefs attending the Fire-Rescue International Conference in Denver, Colorado, August 10 through August 17, 2008.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to move back to regular session at 9:25 p.m.

A motion was made by Commissioner Mitchell, seconded by Commissioner Martin to allow the chiefs to attend the Fire-Rescue International Conference in Denver, Colorado, August 13 through August 17, 2008 and to comply with the Travel Policy of East Glenville Fire District #3.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin to adjourn at 9:26 p.m.

Respectfully submitted,

Suzanne Pohl
Chairwomen of the Board