

EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
July 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
1st Assistant Chief Scott Pike
Captain Joe Duchane
President Kevin Kea
Vice President Richard Carr
Firefighter Jack Erckman
Firefighter David Costello
Firefighter Leslie Greenough
Life Member Les Greenough

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 Cullen, seconded by Commissioner Mitchell and unanimously passed to accept the amended minutes of the June 16, 2008 meeting.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to accept the amended minutes of the Executive Session held on June 16, 2008.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to accept the amended minutes of the special commissioner's meeting held on June 30, 2008.

Chief's report – see attached

Chief Briscoe stated that in regards to the annual hose test which has been done in May in the past, East Glenville does not have the proper equipment to successfully test the hose to meet NFPA requirements. He suggests that we have an outside source perform the hose test. Chief Briscoe presented some written quotes and recommended that we use Waterway from Ballston Lake. The cost is 23 cents per foot and he estimates that we have approximately 10,000 feet of hose to be tested for a total of \$2300.00.

Chief Briscoe commended the firefighters of East Glenville Fire Company who recently responded with Burnt Hills to a fire on Route 50.

President – no report

Station Manager – see attached

Correspondence

A letter was received from William Young stating that he had reviewed the minutes from the June 16, 2008 Board of Commissioner meeting.

A letter was received from William Young, Counsel to the Association of Fire Districts of the State of New York, Inc. including a letter which was drafted as a result of the discussions at the Attorney's Panel held May 3, 2008. The panel as endorsed the letter and would like the Board of Commissioners to endorse the findings of the letter to be mailed to your Senator and Assemblyman.

A letter was received from Norm Petricca in regards to bills that are before the state assembly and how they affect firefighters.

A letter was sent to Leslie Greenough regarding her question of eligibility for LOSAP this year. Commissioner Pohl contacted the district's attorney, William Young, and was informed that Leslie is eligible for LOSAP coverage provided she fulfills the requirements during the remainder of the year 2008. All Classes, drills, meetings, etc that she takes from June through December will qualify her towards her 50 points and LOSAP coverage.

Les Greenough requested more information regarding his suspension.

Vice President Richard Carr requested that the Board of Commissioners purchase nine (9) Class A uniforms from Rosen's Uniforms at a cost of \$353.99 each for the following firefighters; William Lamb, Eric Fogg, Richard Carr, Michael Boisclair, Chris Buck, Dan O'Donnell, Kate Kirschman, Cahill Butler and John Zampella. Andrew Pohl, Len Prevost and Alexander Chlopecki have requested new uniform shoes at a cost of \$92.99 each and Alexander Chlopecki has also requested a new dress hat at a cost of \$38.00. In addition, a request was made to purchase a belt for each member of the department at a cost of \$12.00 each.

Firefighter David Costello informed the Board of Commissioners that the company will be using the pavilion for the fire company picnic on Saturday, September 13, 2008 and a picnic to be held after a family softball game on Sunday, August 17, 2008. The softball game will be held at Indian Meadows ballpark.

Committee reports

Building and Grounds

A tech from Linstar, Inc. will be coming on the 23rd of July to perform the software training for the new security system. There is still a part missing for the main entry doors. The projected time of completion is the end of August.

Commissioner Cullen stated that he will revise the specs for the drainage repairs for the fire station and present them to the commissioners for their review.

Computers

A request was made for a log of the passwords for the computer programs and also for the software to be given to the Board's computer chairman, Dave Mitchell. These could possibly be stored in the new fireproof file cabinet in the board room.

Commissioner Mitchell will do some research on having wireless internet at the fire station.

Equipment

The old 234 pickup was picked up by Rodney E. Priddle, Jr, a check was received in the amount of \$1,812.00 and turned over to the district treasurer.

The radio for the new 234 pickup truck should be delivered the week of July 21, 2008.

Finance and Budget

A preliminary meeting will be held on Wednesday, August 13, 2008 at 7:00 p.m. for the purpose of reviewing the budget for the year 2009.

The Bond Anticipation Note (BAN) was successfully turned over to Pioneer Savings Bank for \$53,720.39 at a rate of 2.5625%.

Legal and Insurance

Treasurer Jeffrey Prescott stated that the district will be receiving a bill from Robert Van Vranken, Esq. for legal services performed regarding the BAN note.

Medical

Firefighters Leslie Greenough, Suzanne Peterson, Lisa Crounse, Nick Latham and Michael Windecker have all had their physicals and been cleared by Dr. Christopher Buff.

Personnel

An Executive Board of Commissioners Meeting was held on June 16, 2008 to finalize the yearly performance review for the station manager, Arnold Briscoe. A motion was made and approved to grant a 3% raise to Arnold Briscoe beginning on July 1, 2008.

There are still ongoing problems with the time clock. The Board will contact Ross Thornhill to work out the problems.

Policies

Commissioner Cullen reported that he is working on the Drill Policy.

The East Glenville Fire Company recently voted on and passed at a meeting held on July 14, 2008 an alcohol policy which states there is to be no alcohol on the premises at any time.

The Board of Commissioners needs to adopt a resolution stating that there is to be no alcohol on the premises. A resolution will be written and presented to the Board at the August 18, 2008 meeting.

Use of Station; no report

LOSAP

Treasurer Jeffrey Prescott stated that during the district's recent audit it was discovered that there was an amendment made to the district's LOSAP program that states an individual may participate for a maximum of thirty (30) years. The district secretary was requested to find the legal notice and proposition as it appeared for the election which was held in November 2006 as it is believed that these documents will confirm that the LOSAP proposition was approved for forty (40) years of participation for an individual.

E-One- new truck

Commissioners Martin and Chlopecki went to Ocala, Florida on Monday, July 7, 2008 to check on the status of the new truck. The truck is to be delivered to Roberts & Nichols Fire Apparatus the week of July 28, 2008. A meeting will be set up with the chiefs and the officers to decide where equipment is to be mounted. The anticipated delivery date to East Glenville is mid-August. Roberts & Nichols needs approval for the deck gun that we want on the truck. The cost of the Apollo High Rise deck gun will be \$4550.00.

The old truck needs to be declared surplus after the new truck is fully in service. The truck has been listed on Roberts & Nichols website since May with no interest as of this date. There are companies available that will sell equipment at a cost. Commissioner Mitchell will research the resources available to sell the truck.

Chief Briscoe reported that he will be working with the representative from Tyler Equipment to set up a time line for the purchase of the protective fire clothing so that the gear and the bill will arrive in 2009. The paperwork for the grant has been received and will be returned to the state.

Commissioner Martin reported that there will be a groundbreaking in the fall for the new training tower with construction to be completed in approximately one year.

New Business:

A motion was made and approved at the June 16, 2008 Board meeting to purchase drainage pit markers at a cost of \$840. The actual cost of the markers was \$1,018.73.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to approve the bill to pay Emedco, Inc. \$1,018.73 for the purchase of drainage pit markers.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to add a change order to the new truck for Roberts & Nichols to include an Apollo High Rise #3433-0005 deck gun at a cost of \$4,550.00 to be taken from the Apparatus Reserve Fund. In order to meet the district's procurement policy, the treasurer will be given two comparison quotes.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to purchase of seven (7) Class A uniforms from Rosen's Uniforms for \$353.99 each for a total of \$2,477.93 to be taken from A3410.462 Dress Uniforms for the following firefighters; FF Carr, FF Boisclair, FF Buck, FF O'Donnell, FF Zampella, FF Kirschman and FF Butler. The purchase of two uniforms was approved in January 2007 for FF Lamb and FF Fogg. The cost of these uniforms is in the district's Fund Balance Reserve for Encumbrances.

A motion for resolution was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to appropriate \$756.00 to A3410.462 Dress Uniforms from the Fund Balance Reserve for Encumbrances to purchase Class A uniforms from Rosen's for FF Lamb and FF Fogg.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to purchase three (3) pairs of uniform shoes from Rosen's Uniforms for \$92.99 each for a total of \$278.97 for FF Pohl, FF Prevost and FF Chlopecki to be taken from A3410.462 Dress Uniforms.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to purchase one (1) chief's hat for a cost of \$38.00 from Rosen's Uniforms to be taken from A3410.462 Dress Uniforms.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to purchase sixty (60) uniforms belts from Rosen's Uniforms for \$12 each for a total cost of \$720 to be taken from A3410.462 Dress Uniforms.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to approve to have Waterway perform hose test on approximately 10,000 feet of hose as required per NFPA 1962 at a cost of 23 cents per foot for a total of \$2,300.00 to be taken from A3410.201 Hose/Nozzle.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Martin and unanimously passed to purchase seventy-two (72) pairs of leather work gloves from Grainger for \$7.00 per pair for a total cost of \$504.00 plus shipping to be taken from A3410.203 Protective Clothing.

A motion was made by Commissioner Martin, seconded by Commissioner Chlopecki and unanimously passed to purchase six (6) Minitor 5 pagers for a contract price of \$403.20 each for a total of \$2,419.20 plus shipping to be taken from A3410.206 Radios/Alarm.

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

Treasurer Jeffrey Prescott received two bills to be presented to the Board for their approval. A bill was received from Community Development Resources who is the grant writer for East Glenville Fire District. The bill included charges for the Assistance to Firefighters Award 2008 in the amount of \$682.50 and for the grant that was written for protective clothing which East Glenville received \$25,000 in the amount of \$227.50. The total for these two grants is \$910.00. The grant writer waived a contribution amount of \$250 for a total cost to the district of \$660.00.

The other bill presented was for FF Jones for an EMT textbook at a cost of \$70 and also \$25 to take a national certification exam for the Firefighter I course at Montour Falls.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to accept Abstract #7 dated July 21, 2008 item 214 through item #249 for total amount of \$13,121.31 plus \$660.00 to Community Development Resources for grant writing to be taken from A3410.212 Grant Writer and \$95.00 to FF Jones for reimbursement for EMT textbook and exam for Firefighter I course to be taken from A3410.441 Seminars & Membership; AR-1 through AR-3 from Apparatus Reserve for a total of \$2,829.78 and BR-3 and BR-4 from Building Reserve for a total of \$700.64.

Treasurer's report: see attached

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

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to adjourn at 9:07.

Respectfully submitted,

Elaine Erckman
District Secretary

