EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
December 15, 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 Scott Pike
President Kevin Kea
Firefighter Jack Erckman
John Scranton – Mang Insurance Agency

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 Mitchell, seconded by Commissioner Martin and unanimously passed to accept the minutes from the November 17, 2008 meeting.

A motion was made by Commissioner Mitchell, seconded by Commissioner Chlopecki and unanimously passed to accept the minutes from the executive session held on November 17, 2008.

John Scranton of Mang Insurance Agency presented a review of the district's insurance policy for the year 2009.

Chief's report: see attached

Chief's Feasibility Study: see attached

The next feasibility meeting will take place at East Glenville Fire station on Thursday, January 8, 2009 at 7 p.m.

President's report

An application for membership was voted upon and passed by the company for Mark Edwards pending the approval of the Board of Commissioners.

The company held their elections at their meeting on Monday, December 8, 2008 and elected Scott Pike Chief, John Saupp 1st Assistant Chief and Andrew Pohl 2nd Assistant Chief pending the approval of the Board of Commissioners. Richard Carr was elected as President of the East Glenville Fire company.

Anthony Gallo will schedule his physical in the near future.

Breakfast with Santa will be held on Saturday, December 20, 2008 from 8 a.m. to 12 noon. The event was rescheduled due to the ice storm which took place the weekend of December 13, 2008.

Station Manager: see attached

The overhead doors are still operating.

Pendleton Sign Company has been called to number the overhead doors.

Remote garage door openers need to be purchased for the remaining doors which do not have openers.

The boiler has been repaired.

The locks have been changed on the doors of the fire station.

There is surplus equipment including copiers and printers in the storage room which needs to be disposed of. There is also a computer desk that belongs to the company that is not being used.

The snow plowing team has been established by the station manager. The personnel involved are Arnold Briscoe, Jack Erckman, Joe Duchane and Kevin Weber.

Correspondence:

A letter was received from the district's attorney, William Young, in regards to New York State Human Rights Commission and Leslie Greenough.

A fax was received from Ryan, Roach & Ryan, LLP in regards to the court-ordered examination scheduled for December in the case of Dale Fajen and Tammy Jo Fajen.

Treasurer Jeffrey Prescott stated that he received an email from the New York State Comptroller's Office informing the district that a few changes were made to the 2007 AUD, which is the district's annual financial report.

Committee Reports

Building and Grounds: no report

Computers and Communications

Commissioner Mitchell reported that he met with Commissioner Chlopecki, Commissioner Martin, station manager Arnold Briscoe and an IT technician to analyze the existing equipment at the station and propose some changes in our system. The following are the recommendations;

a. Do not go wireless.
b. Put in new lines in the training room and meeting room to meet the needs for training purposes.
c. Make the computer which is used by the treasurer, secretary and statistician password protected.
d. An outside source should install the passwords.
e. Quotes were received to purchase the equipment needed.
    1. A smartboard/projector/cart and accessories at a cost of $6,200.00. (State contract)
    2. A Dell lap top computer at a cost of $1,388.00. (State contract)
    3. Wire, boxes and other equipment to complete installation would be approximately $200.

Equipment

Roberts & Nichols came to the fire station to investigate a problem with a circuit breaker switch on the generator on 235. They will make a cover for the switch to prevent it from being hit during operation.

Finance and Budget: no report

Legal and Insurance

The court-ordered examination for the suit of Dale Fajen and Tammy Jo Fajen has once again been postponed. This is a Workman Compensation claim involving Bast Hatfield and the Fajens'.

Commissioner Pohl stated that she had received a message that she must contact the Human Rights Commission regarding Leslie Greenough.

Chief Pike stated that he has been contacted by a lawyer in regard to an incident which happened at the Hess station and they would like written statements from East Glenville firefighters on the scene as to what they witnessed. Chief Pike informed the contact person that we do not respond to such requests unless subpoenaed to do so.

Medical

At the suggestion of Chief Pike, the district's physician, Dr. Christopher Buff will be invited to the installation dinner.

Personnel

A separate account has been set up for the personnel that will be doing snow plowing. The wages they make will come from the snow plowing account in the budget. Arnold Briscoe, Jack Erckman, Joe Duchane and Kevin Weber have been given time cards designated for this purpose.

Commissioner Chlopecki left a note in the mail box for the postal carrier regarding safety issues when he delivers the district mail. Commissioner Chlopecki stated that the postal carrier has been honoring the one-way traffic around the building.

Drill Policy

Commissioner Cullen presented a Drill Policy for the Board's approval.

Use of Station

The Cub Scouts would like to reschedule their event which was to be held on Saturday, December 13, 2008 to Sunday, December 21, 2008.

The Girl Scouts would like the use of the apparatus room for their annual cookie distribution to take place on Tuesday, February 24, 2009.

The Burnt Hills-Ballston Lake Board of Education would like the use of the meeting room for a public forum for the school budget on Tuesday, March 31, 2009.

Elections

The district secretary reported that the annual commissioner elections were held on Tuesday, December 9, 2008. There were seventy-nine (79) votes cast; Leonard Prevost received forty-five (45), Albert Martin received thirty-three (33) and there was one other. Leonard Prevost was elected to a five-year commissioner seat on the Board of Commissioners starting January 1, 2009.

Unfinished Business

Commissioner Martin reported that he received a quote for an elliptical machine from Advantage Sport & Fitness on state contract for $4,156.00 which includes delivery and installation. It was also decided to surplus two bicycles and a stair master machine that are in the exercise room.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to surplus two bicycles and a stair master machine. A notice will be posted on the board for anyone interested.

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

To:	A3410.467 Physicals and Tests	$4,156.00	
From:	A3410.190 Contingency		$4,156.00

A motion was made by Commissioner Mitchell, seconded by Commissioner Chlopecki to purchase an elliptical machine from Advantage Sport & Fitness on state contract for $4,156.00 which includes delivery and installation to be taken from A3410.467 Physicals and Tests.

It was the decision of the Board to collect all the outstanding master keys and only distribute a key to each of the five (5) commissioners, the three (3) chiefs and the station manager.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Mitchell and unanimously passed to distribute master keys to the five (5) commissioners, the three (3) chiefs and the station manager.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to accept the Drill Policy as of this date of December 15, 2008.

Treasurer Jeffrey Prescott stated that he contacted the district's attorney, William Young in regards to the policy to allow the Chief to spend up to $999.99 per purchase on items required during the periods between monthly Board meetings and was informed that the Board absolutely has the power to impose personal liability on an individual, but it is not law. The Board did not put the personal liability stipulation on this policy.

In regards to the fleet services Hess gas card, we will be paying the sales tax on a given month and the amount will show as a credit on the following month. Hopefully by July, 2009 the sales tax will be completely exempt. The gas account that the district has at Mobil is still valid.

Commissioner Albert Martin turned over his fire district credit card to the treasurer Jeffrey Prescott. (Note: this card was immediately shredded after the meeting.)

Chairwoman of the Board Suzanne Pohl thanked Kevin Kea, President of the fire company, for attending the Board meetings during his reign as President.

Chairwoman of the Board Suzanne Pohl thanked Albert Martin for his twenty (20) years of support to East Glenville District #3 as a member of the Board of Commissioners.

New Business

The organizational meeting of the Board of Commissioners will be held on Wednesday, January 7, 2009 at 6:30 p.m. A notice will be sent to the Daily Gazette and will also be posted on the sign in from of the fire station.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to accept the proposal from ESIP for the year 2009 for the Emergency Services Insurance Program in the amount of $22,261.00 and Accident and Health in the amount of $2,752.00.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to purchase a computer tower not to exceed $1,000 including costs for transferring data on the district computer to be taken from A3410.461 Computer.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to surplus the copiers and printers in the storage room and commissioner room.

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

To:	A3410.461 Computers	$550	
From:	A3410.190 Contingency		$550

A motion was made by Commissioner Mitchell, seconded by Commissioner Chlopecki and unanimously passed to purchase a smartboard/projector/cart and accessories at a cost of $6,226.01 from Audio Visual Sales and Service, Inc. on state contract to be taken from A3410.461 Computer.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to purchase a lap top computer at a cost of $1,388.00 to be taken from A3410.461 Computer.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to have a computer consultant perform the networking necessary to set up the computers, transfer information and install passwords at a cost up to $750 to be taken from A3410.461 Computers.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen to purchase a router, wire and any other necessary equipment up to $200 to be taken from A3410.461 Computers.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to accept the application of Mark Edwards into the East Glenville Fire company pending his physical.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to allow the Girl Scouts the use of the apparatus room for the their cookie distribution on Tuesday, February 24, 2009.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to allow the use of the meeting room by the Burnt Hills-Ballston Lake Board of Education for a budget meeting on Tuesday, March 31, 2009 at 7:00 p.m.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to approve payment of $1,280 to Amsterdam Memorial Hospital for training for CPR instructors to be taken from A3410.440 Training.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to approve the purchase of a rear command center shelf for 237 to be purchased from Roberts & Nichols at a cost of $293.50 to be taken from A3410.422 Truck Repair/Maintenance.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to approve the repairs to be done on 237 defroster switch at a cost of $263.98 to be taken from A3410.422 Truck Repair/Maintenance.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to approve the payment to the Volunteer Fire Police Association of the State of New York the annual dues for five (5) fire police at a cost of $9.00 each for a total of $45 to be taken from A3410.444 Membership Dues.

A motion was made by Commissioner Martin, seconded by Commissioner Mitchell and unanimously passed to purchase four (4) new tires for 237 at a cost of $738.20 to be taken from A3410.421 Tires/Batteries.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to purchase two (2) new batteries for the Thermal Imaging Camera at a cost of $198 to be taken from A3410.207 Rescue Equipment.

A motion was made by Commissioner Cullen, seconded by Commissioner Martin and unanimously passed to purchase one (1) pair of Ringer Thermolite Insulated boots for Fire Police Officer Robert O'Neil at a cost not to exceed $120 to be taken from A3410.203 Protective Clothing.

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to pay Suzanne Pohl for reimbursement of postage in the amount of $5.21.

A motion for resolution was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to pay Abstract #12 dated December 15, 2008 item #391 through item #428 in the amount of $45,488.42 and ER-1 from the Equipment Reserve in the amount of $10,000.00.

The bank statements were available for the month of November for the Board to review.

Treasurer's report: see attached

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to roll over the total excess to the General Fund for the year 2009.

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

A motion was made by Commissioner Martin, seconded by Commissioner Cullen and unanimously passed to adjourn to executive session at 10:35 p.m. for the purpose of a personnel matter.

Respectfully submitted,

Elaine Erckman
District Secretary