EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
November 16, 2009

Present: Commissioner Suzanne Pohl
Commissioner Gerald Cullen
Commissioner Dave Mitchell
Commissioner Leonard Prevost
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief Scott Pike
President Richard Carr
Station Manager Arnold Briscoe
Firefighter Robert Berrian
Firefighter Jack Erckman

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 Prevost, seconded by Commissioner Cullen and unanimously passed to accept the minutes from the October 19, 2009 Board meeting.

A motion was made by Commissioner Mitchell, seconded by Commissioner Prevost and unanimously passed to accept the minutes from the public budget hearing held on October 20, 2009.

A motion was made by Commissioner Prevost, seconded by Commissioner Cullen and unanimously passed to accept the minutes from the special commissioner meeting held on October 26, 2009 for approval of the Budget for the year 2010.

Chief's report: see attached

The Elizabethtown Community Hospital needed to have fire extinguisher training for their nurses and staff. East Glenville Fire District #3 loaned the hospital our training unit. The district received a thank you letter and a donation in the amount of $250.

President's report

Tracy Abel has passed her physical as a Class C firefighter and will be sworn in at the next available activity.

1st Assistant Chief John Saupp has requested a new pair of dress shoes at a cost of $99.99.

Station Manager: see attached

Correspondence

A letter was received from Elizabethtown Community Hospital including a donation in the amount of $250.

A letter was received from Corrigan, McCoy & Bush regarding Substitution of Counsel in the Fajen pending law suit.

A thank you card was received by Commissioner Pohl for the flowers received during her recent illness.

An election petition was received from Suzanne Pohl which included the required 25 signatures to have her name placed on the election ballot.

A service agreement was received from TruGreen for the year 2010.

An e-mail was received from the district's attorney William Young regarding chief officers and part-time district employees status.

A notice was received from the Association of Fire Districts of the Capital Area. They are looking for candidates to serve on the Board of Directors. Also enclosed was a fire district questionnaire regarding the association. Commissioner Prevost will address the questionnaire.

Committee Reports

Building and Grounds

The station manager is still seeking quotes from electricians to install the wiring and heating cables for the roof.

A three-year service agreement was received from TruGreen which begins in the year 2010. The multi-year service agreement allows us to lock in our price and if we prepay by December 31, 2009 we receive an additional 5%. The yearly contract price is $619.19.

Computers

There is a problem with the computer in the chief's office and the one in the radio room. They have the same IP address. Consequently, if both of them are in use, neither one will work.

Equipment: no report

Finance and Budget

Treasurer Jeffrey Prescott reported that the district's LOSAP investment contribution has gone up 30% over last year, so if the district pays the bill, we are going to be $10,000 over what was budgeted. The total bill is $68,953.66 and $59,000 was budgeted. Jeffrey has made in inquiry as to an explanation of the increase.

Legal and Insurance: no report

Medical

The seasonal flu shots were given to firefighters, commissioners and district employees on October 20, 2009 by Dr. Christopher Buff.

Use of Station

A request for the use of the station was received for a fund raiser movie night for Pashley School Girl Scouts to be held on Friday, December 4, 2009. Arnold Briscoe will host the event.

A request for the use of the station was received from Andrew and Lenae Pohl for a baptism reception to be held on Sunday, December 27, 2009. Andrew Pohl will host the event.

A request for the use of the station was received for a Red Cross Blood Drive to be held on March 6, 2010. Kevin Kea will host the event.

Policies

The officers are still working on the East Glenville Fire District #3 Vehicle Operator Policy.

East Glenville Fire District #3 must have a Records Retention and Disposition Policy which needs to be adopted by the Board of Commissioners. The district secretary will draft a policy to be approved at the December Board meeting.

Consolidation

The officers from East Glenville Fire District #3 and Alplaus Fire District are still working on the operational consolidation.

Unfinished Business

The public Budget Hearing was held on October 20, 2009 and the Board of Commissioners met on October 26, 2009 and approved the Budget for 2010. Commissioner Pohl thanked all who worked so diligently on compiling the budget.

At the October 19, 2009 Board of Commissioner Meeting there was a discussion concerning a letter which was received from Dr. Christopher Buff on September 2, 2009 regarding an increase of fees for the annual firefighter physicals. It was the decision of the Board not to change the health care provider for the district for the year 2010, but would send out Request for Proposals for the following year.

A letter of acceptance will be sent to Dr. Christopher Buff explaining the Board's decision.

A discussion was held by the Board of Commissioners regarding a concern that has been brought before the Board as to whether or not a chief officer can also hold the position of part-time employee of the fire district. Commissioner Prevost and Commissioner Cullen are going to draft a policy which includes checks and balances to avoid any conflict of interest that may come about in the future.

LOSAP

Insurance enrollments have been given to all the new members. A 2009 LOSAP roster has been received, filled out and will be posted in January 2010 along with any additions and deletions of members from 2009.

A new computer based LOSAP and statistical tracking program will need to be purchased for use in the year 2010.

New Business

The Board of Elections for the commissioner elections will be Connie Martin, Betty Haller and Nancy Famularo. The review of the election rolls will take place on Wednesday, December 2, 2009.

A petition has been received from Suzanne Pohl. The twenty-five required signatures will be checked on the rolls to make sure they are all registered residents of the district.

A motion was made by Commissioner Mitchell, seconded by Commissioner Prevost and unanimously passed to purchase EMS coats for the top 20 responders in the amount of $2,000 to be taken from Account A3410.203 Protective Clothing.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to purchase one (1) pair of dress uniform shoes for 1st Assistant Chief John Saupp in the amount of $99.99 to be taken from Account A3410.462 Dress Uniforms.

A motion was made by Commissioner Mitchell, seconded by Commissioner Prevost and unanimously passed to approve a three year service agreement with TruGreen which begins in the year 2010 and to prepay by the end of each year to receive an additional 5%. The yearly contract price is $619.19 to be taken from Account A3410.401 Grounds & Buildings.

A motion was made by Commissioner Mitchell, seconded by Commissioner Prevost and unanimously passed to approve the use of the station for a fund raiser movie night for Pashley School Girl Scouts to be held on Friday, December 4, 2009. Arnold Briscoe will host the event.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to approve the use of the station by Andrew and Lenae Pohl for a baptism reception to be held on Sunday, December 27, 2009. Andrew Pohl will host the event.

A motion was made by Commissioner Mitchell, seconded by Commissioner Prevost and unanimously passed to approve the use of the station for a Red Cross Blood Drive to be held on March 6, 2010. Kevin Kea will host the event.

Pending List

There are still some members who have not completed the Harassment Class to fulfill the requirements of the Harassment Policy. The chiefs will schedule this class.

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

A motion for resolution was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to pay Abstract #11 dated November 16, 2009 item #341 through item #372 in the amount of $42,179.57; including item ER-1 from the Equipment Reserve to B-Lann Equipment for turn out gear in the amount of $25,000.00.

A bill that was presented on August 17, 2009 on Abstract #8 from Fire-End & Croker Corp for seventeen (17) lengths of hose which included rubber 4" supply hose which was originally rejected. It has been decided to keep the rubber hose. The treasurer will now be releasing check number 4165 in the amount of $3,973.40 as of November 16, 2009.

Treasurer report

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to pay the Board of Elections, consisting of Connie Martin, Betty Haller and Nancy Famularo $35 each to serve on the Board for the commissioner elections to be held on Tuesday, December 8, 2010.

The treasurer has not received an answer regarding the refinancing of the fire station and is therefore, not pursuing this matter any further.

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 Cullen, seconded by Commissioner Mitchell and unanimously passed to adjourn at 10:12 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary