EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
January 18, 2010

Present: Commissioner Gerald Cullen
Commissioner Alexander Chlopecki
Commissioner Dave Mitchell
Commissioner Leonard Prevost
Commissioner Suzanne Pohl
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief and Statistician John Saupp
President Albert Martin
Station Manager Arnold Briscoe
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 Mitchell, seconded by Commissioner Cullen and unanimously passed to approve the amended minutes of the December 21, 2009 Board meeting.

A motion was made by Commissioner Mitchell, seconded by Commissioner Chlopecki and unanimously passed to approve the amended minutes of the January 5, 2010 organizational meeting.

Chief's report: see attached

The chief would like permission to purchase six (6) SCBA masks at a cost of $180 each.

Station Manager: see attached

Overhead door #1 was damaged on January 14, 2010. The parts have been ordered from the factory and the district's insurance company has been contacted.

Arnold Briscoe attended the deposition for the Faijan law suit. The decision is now up to the judge and the district's attorney will inform the district of the decision.

A quote was received from an electrician in regard to the heating cables for the firehouse roof. The Board is still seeking quotes for the commercial cables to be installed on the roof.

President's report

An application for membership has been approved by the fire company from Nicholas Murphy pending an arson check and passing a physical.

Resignations have been received from Mike Windecker, Michael DeSantis and Dan O'Donnell.

The executive board of the company met to discuss the inactivity of Sue Peterson. A letter was sent asking her to resign or contact the chief for a training schedule or she will be dropped from the rolls by the February 8, 2010 Company meeting.

Committee Reports

Building and Grounds: no report

Computer and Communications

Commissioner Mitchell has contacted Jim Weed to arrange training classes for the smart board and would like permission from the Board to expend $75 an hour, with a maximum of three hours for the training.

Equipment: no report

Finance and Budget

A bill was received for the LOSAP program for 2009 in the amount of $7,294.83. Treasurer Jeffrey Prescott will contact the district's provider for LOSAP to confirm that the district is responsible for this bill.

Legal and Insurance

A letter was received from McNeil and Company thanking the district for renewing our insurance with ESIP.

Mang Underwriter's forms were received which require the signature of the chairwoman of the board.

Information was received from Mang Insurance regarding the district's accident and sickness policy.

A letter enclosing a contract for legal services and a retainer for the year 2010 was received from William Young.

The annual engagement letter for the year 2010 from Bollam, Sheedy, Torani & Co. was signed by the chairwoman of the board and returned.

Medical

Commissioner Pohl will be contacting Dr. Christopher Buff to schedule the annual firefighter physicals for the year 2010. An inquiry will also be made as to the possibility of the firefighters receiving the H1N1 shots.

Personnel

Commissioner Chlopecki has requested an executive session to follow the regular board meeting.

Policies

Commissioner Prevost has recommended a change in the Use of Station Policy regarding the time frame involved and number of people to authorize the application to request the use of the station.

A committee consisting of a commissioner, a firematic officer and a company officer needs to be formed to evaluate the LOSAP Audit Policy before it is presented to the Board for approval.

The officers are still working on the Vehicle Operator Policy.

The station host policy needs to be reviewed to revise fees for the host.

Use of Station: no report

Consolidation: no report

LOSAP

Statistician John Saupp presented the 2009 East Glenville Service Awards Recipients Report to the Board. This document will be posted for 30 days for all firefighters to review and any inquires or appeals can be addressed. Final submission to the district LOSAP provider will be February 17, 2010.

Correspondence

A copy of the Fire District Affairs was received.

Information for new commissioner training was received from the Association of Fire Districts of the State of New York.

A letter was received from the Association of Fire Districts of the Capital District soliciting advertising for their pamphlet for a meeting which will be held in Saratoga, New York.

A letter was received from the Association of Fire Districts for the Town of Glenville requesting dues of $50 for the year 2010.

Old Business

Commissioner Mitchell has expressed interest in attending a state fire district conference at the Turning Stone Casino in March 2010.

A motion was made by Commissioner Cullen, seconded by Commissioner Prevost and unanimously passed to grant permission to Commissioner Mitchell to attend the conference at the Turning Stone Casino in March 2010 and to approve a one night stay, travel and registration fees.

A motion was made by Commissioner Prevost, seconded by Commissioner Cullen and unanimously passed to grant permission to Commissioner Pohl to attend a new commissioner training session on March 6, 2010 at the Wilton fire station at a cost of $125 to be taken from account A3410.463 Conventions/Membership.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to pay the retainer fee effective January 1, 2010 from William Young in the amount of $500 and to change the hourly rate to $265 in the contract for legal services to be taken from account A3410.466 Legal.

New Business

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to approve the membership of Nicholas Murphy pending an arson check and passing a physical.

A motion was made by Commissioner Mitchell, seconded by Commissioner Chlopecki and unanimously passed to approve smart board training to be given by Jim Weed at a cost of $75 per hour not to exceed three hours.

A motion was made by Commissioner Mitchell, seconded by Commissioner Chlopecki and unanimously passed to approve the following change to the Grounds and Facility Use Policy:

Section II. Procedures, item B;

Those wishing to utilize the facilities must submit the attached written application to the Board of Fire Commissioners prior to 7:00 p.m. on the third Monday of the month prior to the proposed scheduled event. Upon recommendation of a Use of Station committee member and approval by the Board chairperson, this prior approval may be waived.

A motion for resolution was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to make the following 2009 budget amendment:

From:	A3410.190 Contingency	3,544.00	
To:	A9025.000 Local Awards Program		3,544.00

A motion was made by Commissioner Prevost, seconded by Commissioner Cullen and unanimously passed to approve the payment of the 2009 LOSAP contribution in the amount of $7,294.83.

A motion was made by Commissioner Prevost, seconded by Commissioner Cullen and unanimously passed to approve to pay $50 dues to the Association of Fire Districts of the Town of Glenville for the year 2010 to be taken from A3410.463 Conventions/Membership.

The contract from Kingsley Power Systems which is the service provider for the auxiliary power generator for the fire station must be renewed for a total of $280.

A motion was made by Commissioner Mitchell, seconded by Commissioner Chlopecki and unanimously passed to approve the payment of $280 for the annual maintenance contract for the auxiliary power generator to be taken from account A3410.401 Grounds/Buildings.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to approve the purchase of eight (8) LED traffic wands at a cost of $20 each to be taken from account A3410.208 Safety Equipment.

A motion was made by Commissioner Prevost, seconded by Commissioner Mitchell and unanimously passed to approve the purchase of one (1) structural helmet for Captain Thornhill at an approximate cost of $350 to be taken from account A3410.203 Protective Clothing.

A motion was made by Commissioner Mitchell, seconded by Commissioner Chlopecki and unanimously passed to approve the purchase of six (6) SCBA masks at a cost of $180 each to be taken from account A3410.203 Protective Clothing.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to approve the purchase of one (1) set of lighted traffic cones for R-233 at a cost of $160 to be taken from account A3410.208 Safety Equipment.

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

From:	A3410.190 Contingency	9,955.00	
To:	A9025.000 Local Awards Program		9,955.00

A motion for resolution was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to pay Abstract #1 dated January 18, 2010 for item 1 through item 46 in the amount of $117,888.75.

The bank statements for the month of December, 2009 were available 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 approve the treasurer's report.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to adjourn to executive session at 9:15 p.m. for the purpose of a personnel matter.

Respectfully submitted,

Elaine Erckman
District Secretary