EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
March 15, 2010

Present: Commissioner Gerald Cullen
Commissioner Alexander Chlopecki
Commissioner Leonard Prevost
Commissioner Suzanne Pohl
District Secretary Elaine Erckman
Chief and Statistician John Saupp
1st Assistant Chief Andrew Pohl
President Albert Martin
Station Manager Arnold Briscoe
Firefighter Jack Erckman
Firefighter Kevin Kea

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 approve the minutes of the February 15, 2010 Board meeting.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to approve the minutes of the February 15, 2010 Executive Board meeting.

Chief's report: see attached

The office of New York State Office of Prevention and Control has requested the use of the station for a training session called Principals of Instructions to be held on April 26 and 28 and May 3, 10 and 12, 2010.

Car 238 which is a 2003 Ford Expedition, is in need of some body work.

President's report

The company is still actively trying to contact Nick Murphy to see if he has scheduled his physical.

Station Manager Report: see attached

Correspondence

A letter was received from the office of the New York State Comptroller dated March 2010 regarding regulation which defines the process of reporting elected and appointed officials to the retirement system.

An announcement was received from the Office of General Services regarding the 11th Annual State Purchasing Forum and Contractor Trade Show to be held on May 19 and 20, 2010.

A letter dated March 4, 2010 was received from the Schenectady County Office of Fire Coordinator which will host a presentation on the proposed Unified Communications Center-Central Dispatch to be held Thursday, March 18, 2010 at South Schenectady Fire Department.

A letter dated March 8, 2010 was received from Mang Insurance Agency regarding an endorsement, Employers Liability limits, to the district's Commercial Umbrella Policy.

An announcement was received from the Association of Fire Districts of the Capital Area Inc. regarding the 48th Annual Banquet to be held on Saturday, May 1, 2010.

A memo was received from the Association of Fire Districts of the Capital Region regarding a recent fire district questionnaire.

An announcement was received from the Association of Fire Districts of the Capital Area regarding the next general meeting which will be held at Burnt Hills Fire Department on March 27, 2010.

A Town of Glenville commissioner meeting will be held at Thomas Corners Fire Department on Saturday, March 20, 2010 at 9:00 a.m.

Kevin Kea reported that at a recent blood drive 60 pints of blood were collected. There was a CPR class being taught at the fire station the same day.

A motion was made by Commissioner Cullen, seconded by Commissioner Prevost and unanimously passed to approve the use of the station by the Office of New York State Fire Prevention and Control on April 26 and 28 and May 3, 10 and 12, 2010 for a training session on Principals of Instruction.

Committee Reports

Building and Grounds

Commissioner Cullen contacted Crisafulli Bros, Inc. in regards to the change in the charges for labor. The contract did not state that the charge would be $125 per hour for labor which was significantly higher than the $95 per hour which we had paid in the past. Crisafulli Bros. agreed to go back to $95 per hour.

A service agreement was received from Kingsley Power Systems for the maintenance on the auxiliary power generator. The cost per year will be $308.

Computer

There is a training session scheduled for Tuesday, March 30, 2010 for the use of the smart board.

A discussion was held regarding the status of the district treasurer's computer. Commissioner Mitchell will be contacted to take care of upgrading the computer as soon as possible.

Equipment

A discussion was held regarding the condition of car 238. Approval was given to the chief to obtain quotes to have the body work done and to be presented to the Board. The chief will also look into the possibility of leasing a vehicle.

Finance and Budget: no report

Legal and Insurance

William VanGorder came to the company meeting on March 8, 2010 to address the insurance coverage for the firefighters.

Medical

There is a sign up sheet available for the firefighters to schedule their annual physicals.

Policies

The Station Keeper Job Description document was presented to the Board for approval.

Personnel

Commissioner Cullen stated that there should be more security in regards to the personnel files. A discussion will be held on this subject at the April Board meeting.

Commissioner Chlopecki reported that he has received all the information in regards to the station manager's annual review.

Use of Station

Two requests were received for the use of the station which did not meet the criteria of the district's Use of Station policy.

Unfinished Business

Commissioner Pohl stated that she had attended the commissioner training session at Wilton Fire Department.

A discussion was held in regard to the work schedule for the part-time maintenance employee. It was stated that the employee is to keep his hours to a maximum of ten (10) hours per week. The treasurer requested that he be informed as to what to do if the hours exceed ten (10) hours per week. Commissioner Chlopecki stated that he has addressed this issue with the treasurer and informed him to pay the hours worked by what appears on the computer generated report.

A motion was made by Commissioner Cullen, seconded by Commissioner Prevost and unanimously passed to return the deposit check in the amount of $100 to Kevin Kea for the Burnt Hills-Ballston Lake Bowling Team awards night.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to approve the Station Keeper Job Description policy.

A letter was received from the NYS Employee Retirement System relating to the reporting of days worked for elected and appointed employees who are also members of the retirement system. Currently, this applies only to the Treasurer and Statistician. There are requirements which need to be put in place and will be addressed at the April Board meeting.

A copy of the Annual Financial Report Update Document was given to each Commissioner and the district secretary. A copy of the AUD was filed with the State Comptrollers office on February 28, 2010 and a copy will be given to the Glenville Town Clerk on March 15, 2010.

New Business

A motion was made by Commissioner Chlopecki, seconded by Commissioner Prevost and unanimously passed to approve the request by Commissioner Mitchell to attend a Fire Chief and Commissioner training conference at the Turning Stone Casino for a two-night stay on March 26 and 27, 2010 including travel and registration fees.

The district treasurer and district secretary met on Saturday, March 13, 2010 to dispose of records which came due in the Records Retention schedule for the year 2002.

A motion for resolution was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to pay Abstract #3 dated March 15, 2010 for item #86 through item #102 in the amount of $10,551.27.

The bank reconciliation statements for the month of February 2010 were available for the Board to review.

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

A motion was made by Commissioner Prevost, seconded by Commissioner Cullen and unanimously passed to adjourn at 9:15 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary