

EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
April 19, 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 Prevost and seconded by Commissioner Chlopecki to approve the amended minutes of the March 15, 2010 Board meeting. Commissioner Prevost, Commissioner Chlopecki, Commissioner Cullen and Commissioner Pohl voted yes. Commissioner Mitchell abstained.

Chief's Report: see attached

President's Report

Vice President James Pennie has requested the purchase of four dress uniforms for recent firefighter graduates. The firefighters include Ryan Meagher, Tracy Abel, Dan Marchand and Jay Griner.

The company has requested the use of a piece of apparatus for the Scotia Memorial Day Parade to be held on Wednesday, May 26, 2010.

The fire company has requested permission to have beer and wine at the family picnic to be held at the pavilion in September.

The company has withdrawn the application for membership by Nicholas Murphy.

Station Manager: see attached

Correspondence

A Certificate of Completion was received by Commissioner Pohl from the Association of Fire Districts of the State of New York for completion of the commissioner's training course which took place at Wilton Fire Department on March 6, 2010.

A notice was received from the Association of Fire Districts of the Capital District regarding a workshop to take place at Thomas Corners Fire Department on Saturday, May 22, 2010 from 8:00 a.m. to 4:00 p.m.

An announcement was received regarding the chief's convention to take place on Friday, June 11, 2010 at the Turning Stone Casino.

A copy of Fire District Affairs was received.

A letter was sent to Bollam Sheedy, Torani & Co., LLP confirming that East Glenville Fire District #3 to the best of their knowledge and belief that the district has provided all financial statements referred to during their audit and presented in conformity with accounting principles prescribed by the New York State Office of the State Comptroller. The chairwoman of the Board and treasurer must sign this letter.

Committee Report

Buildings and Grounds

Commissioner Cullen reported that a letter has been received from Alarm and Suppression including a contract for the maintenance of the alarm system twice a year for cost of \$600. The labor rates have increased considerably. Commissioner Cullen will contact them to negotiate a new contract and will also question the labor rate increases. It was also suggested that another quote be requested from Simplex Grinnell.

Computer

Commissioner Mitchell presented options in regard to addressing the issues with the district computer. It was the decision of the Board to purchase a new computer.

Equipment

The district is looking to the year 2012 to replace ladder truck 236. The officers will be looking at different options at the chief's convention and will be forming a truck committee at the end of the year 2010.

Finance and Budget

Treasurer Prescott stated that he has received a draft of the financial statement from Bollam, Sheedy, Torani & Co. LLP. The final statement will be bound and sent to us along with their bill once they have received the signed district's representation letter. Their one recommendation was that we include all quotes with our vouchers according with our procurement policy.

Legal and Insurance: no report

Medical

Thirty-five firefighters recently had their annual physical with Dr. Christopher Buff. There are still a few firefighters who need to make arrangements to have their physical.

Personnel

Commissioner Chlopecki reported that the performance evaluation for the station manager is near completion.

A letter was received from the NYS Employee Retirement System relating to reporting of days worked for elected and appointed employees who are also members of the retirement system. East Glenville Fire District currently has three appointed employees, statistician, treasurer, secretary and five elected commissioners. The commissioners are not compensated and therefore are not in the retirement system. The district secretary has also chosen not to be in the system. The statistician and the treasurer are in the system through their other employment and therefore are mandated to be in the system. The Board must decide as to how many hours a day would be considered full time if these positions were considered full time positions. The statistician and the treasurer must keep a log as to how many hours they work in a three month period. The average of this three month period would determine the days worked in a month. The treasurer has estimated the days worked in a month to be four (4) and the statistician has worked two (2) based on a seven (7) hour work day.

A discussion was held regarding the personnel files for the firefighters. The chief and the district secretary will compile a list of documentation that should appear in the personnel files.

Policies: no report

Use of Station

A request for the use of the meeting room, kitchen and pavilion was received for a graduation party in June was not acted upon because it did not meet the criteria of the district's Use of Station policy.

A list of East Glenville Fire Department members was presented to the district secretary of those firefighters who are interested in hosting community groups at the fire station.

Unfinished Business

A motion for resolution was made by Commissioner Chlopecki, seconded by Commissioner Mitchell and unanimously passed to define the normal work day for the position of treasurer, deputy treasurer, secretary and statistician to be based on a seven (7) hour day.

Commissioner Mitchell stated that he recently attended a Fire Chief and Commissioner training conference at the Turning Stone Casino on March 26 and 27, 2010 and found the sessions to be informative. He also recommended that we consider retaining Scicchitano & Pinsky, PLLC of Syracuse, New York as attorneys for the district.

New Business

A discussion was held regarding the annual firefighter physicals. The policy in place specifies that every firefighter must have an annual physical with Dr. Christopher Buff. The physical performed is specifically for firefighters. A physical performed by any other agency must submit certification to Dr. Buff and clearance will be granted upon his approval.

A motion was made by Commissioner Cullen and seconded by Commissioner Chlopecki to allow beer and wine to be served on a one-time basis at the family picnic in September, 2010. Commissioner Mitchell, Commissioner Cullen and Commissioner Chlopecki voted yes. Commissioner Prevost and Commissioner Pohl voted no.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to approve firematic officers and commissioners to attend a seminar at Thomas Corners Fire Department on Saturday, May 22, 2010 from 8:00 a.m. to 4:00 p.m. at a cost of \$30 per person to be taken from Account A3410.463 Conventions/Membership.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to approve the use of a piece of apparatus at the discretion of the chief for the Scotia Memorial Day Parade on Wednesday, May 26, 2010.

A motion was made by Commissioner Prevost, seconded by Commissioner Chlopecki and unanimously passed to approve the purchase of a computer for the use of the district treasurer, district secretary and statistician not to exceed \$1,400 to be taken from Account A3410.461 Computers.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to purchase four (4) dress uniforms for firefighters Ryan Meagher, Tracy Abel, Dan Marchand and Jay Griner to be taken from Account A3410.462 Dress Uniforms.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to approve the use of a piece of apparatus for the Burnt Hills-Ballston Lake Little League in May 2010 and Stratton ANGB Family Day in August 2010.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to approve the purchase of twenty-one (21) sets of structural firefighter gloves at a cost of \$210 to be taken from Account A3410.203 Protective Clothing.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to purchase ten (10) 10 foot canvas runners to be placed on apparatus at a cost of \$1,155.00 to be taken from Account A3410.210 Miscellaneous.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to grant permission for Fire Police Captain Lamb to attend the NYS Fire Police Convention in Mayville, NY May 20 through 23, 2010 at a cost of \$388 for meals and lodging and approximately \$150 travel expenses to be taken from Account A3410.441 Seminars & Membership.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Prevost and unanimously passed to allow seventeen (17) members to attend the New York State Chief's Show on Friday, June 11, 2010 at Turning Stone Casino and allow the use of the chief's vehicles and 234 for transportation.

A motion for resolution was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to pay Abstract #4 dated April 19, 2010 for item #102a through item 128 in the amount of \$15,997.83 with the exception of item #126 to USA Traffic Signs in the amount of \$669.88 which will be held until the signs are received.

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

From: A3410.190 Contingency	800.00
To: A3410.460 Miscellaneous	800.00

Subsidiary Expenditure Allocation:

A3410:469 Independent Auditor	800.00
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A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to approve the treasurer's report.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to adjourn at 10:12 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary

