EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
May 17, 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
Station Manager Arnold Briscoe
President Albert Martin
Firefighter Jack Erckman
Firefighter Robert Moore

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 Prevost and unanimously passed to accept the amended minutes from the April 19, 2010 Board meeting.

Chief's Report: see attached

Chief Saupp reported that there was an accident involving minor damage to Car 239 on Tuesday, May 11, 2010. The cost to make the repairs is $218 at High Mills Garage which is less than the insurance deductible. Mang Insurance was notified of the incident.

President's Report

An application for membership was received from Tonya Rupe for approval by the Board.

A letter of resignation was received from Scott Pike.

Station Manager's Report: see attached

Correspondence

Commissioner Chlopecki stated that he received a notice from the State Labor Law Poster Service requesting that the district apply for a new poster as there have been some changes. Commissioner Cullen will obtain an updated poster.

A letter was received from Young, Fenton, Kelsey & Brown stating to the best of their knowledge there is no pending litigation against East Glenville Fire District #3 or is there any ongoing litigation in which their firm has been involved. There is no outstanding obligation owing from East Glenville Fire District #3. A copy of this letter was sent to the auditors Bollam, Sheedy, Torani & Co. LLP.

Commissioner Pohl reported that she has contacted William VanGorder of Mang Insurance in regard to the company's request to have alcohol (beer and wine) at the company picnic. The district has alcohol protection in our policy, but we do not have coverage for anyone consuming alcohol who then leaves the property and has an accident.

It was suggested that specifically for the picnic, that the Board writes a document that states; the hours of the event and the hours that the alcohol would be consumed, how it will be dispensed and also how will the leftovers be disposed of at the end of the event as it can not be on district property. Because there will be under age people at the picnic, there must be a control in place to dispense alcohol. It was suggested that a bartender be hired to dispense the alcohol.

Committee Reports

Building and Grounds

There have been three quotes received for sealcoating and striping the parking lot at the fire station. The following bids were received;

Black Dawg Sealcoating of Albany County	$9,100
Smith's L & L	$6,200
TLT Sealcoating & Striping Services 2710 Curry Road Schenectady, New York 12303	$3,400

Commissioner Cullen sent a letter to Alarm & Suppression, Inc. requesting a revised contract incorporating the changes that are addressed in the attached letter regarding the Fire Alarm Service Contract for the fire station. This matter will be tabled until the June Board meeting.

Computer

A Dell computer has been received and set up for use by the district treasurer. However, there are some problems with the ability to back up information and also Microsoft Office software needs to be purchased in order to use Excel.

Equipment

The members who will be attending the chief's convention in June will be looking for ideas to incorporate into a new aerial ladder truck and also for a chief's car.

Finance and Budget

Commissioner Mitchell stated that he will be getting together with the treasurer to work on the budget for 2011.

The final annual financial report and auditor's report has been received. A copy has been provided to the town clerk and the auditors Bollam, Sheedy, Torani & Co. LLP will be transmitting a copy to the state comptroller's office on behalf of East Glenville Fire District #3.

Legal and Insurance: no report

Medical

All but one firefighter has completed their physical with Dr. Christopher Buff.

Personnel

Commissioner Chlopecki stated that he is still working on the evaluation for the station manager.

Policy

A discussion was held in regards to the Use of Station and Host Duties Policies and it was agreed upon by the Board to suspend all requests for the use of the facility until the policies have been reviewed and revised.

Use of Station

A request was received for the use of the station for a bridal shower along with a check in the amount of $100. The district secretary will return the application and check to the applicant explaining that the Board is in the process of reviewing the policy and therefore has suspended all requests at this time.

Consolidation

Consolidation will be one of the topics to be discussed at the seminar to be held at Thomas Corners Fire Station on Saturday, May 22, 2010.

Unfinished Business

A motion was made by Commissioner Prevost, seconded by Commissioner Cullen and unanimously passed to suspend any requests for the use of the station by the public until the policy on station use and that of the host duties are revised and approved the Board of Commissioners.

A discussion was held in regard to the hours to be worked by the part-time maintenance person. There are some jobs that will require extra time such as spring cleanup and refinishing the floors, otherwise it should not be more than a twenty hour in a pay period If there is an occasion when extra time is required to complete a job, the part-time maintenance person is to contact Commissioner Chlopecki for approval.

The treasurer reported that he could no longer hold the check from USA Traffic Signs on Abstract #4, item #126 in the amount of $669.88 as it is required that money be received before item can be shipped.

New Business

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to grant permission to the chief to spend up to $2,500 at the chief's convention on June 11, 2010 to purchase equipment.

A motion was made by Commissioner Mitchell, seconded by Commissioner Chlopecki and unanimously passed to approve the purchase of Microsoft Office software not to exceed $300 to be taken from Account A3410.461 Computer.

A motion was made by Commissioner Mitchell, seconded by Commissioner Prevost and unanimously passed to employ TLT Sealcoating & Striping Services of Schenectady, New York to seal coat and stripe the parking lot at the fire station for a cost of $3,400 to be taken from A3410.407 Parking Lot.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Mitchell and unanimously passed to purchase two flash drives to be taken from Account A3410.461 Computer.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to accept the application of membership to the company by Tonya Rupe pending passing a physical and arson check.

A motion for resolution was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to pay Abstract #5 dated May 17, 2010 for item #136 through item #154 with the exception of item #137 to Alarm and Suppression in the amount of $100 which will be held; and add $684.32 to High Mills Garage for an AC compressor for car 238. Total amount of Abstract is $10,891.23.

Treasurer’s Report: see attached

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

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to adjourn to executive session for the purpose of personnel matters at 9:07 p.m.

Respectfully submitted,

Elaine Erckman
District Secretary