

EAST GLENVILLE FIRE DISTRICT #3
COMMISSIONER'S MEETING
March 21, 2011

Present: Commissioner Alexander Chlopecki
Commissioner Dave Mitchell
Commissioner Leonard Prevost
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
1st Assistant Chief Andrew Pohl
President Ryan Meagher
Firefighter Jack Erckman
Firefighter Kevin Kea
Guest Naomi Torelli

The meeting was called to order by Chairwoman of the Board Suzanne Pohl at 7:30 p.m.

A request for the use of the meeting room was received by the Scotia-Glenville High School Drama Club for a cast party to be held on Sunday, March 27, 2011 from 4 p.m. to 10 p.m. A check in the amount of \$100 was received as a deposit and a check for \$100 was received for host duties.

A motion was made by Commissioner Cullen, seconded by Commissioner Prevost and unanimously passed to approve the use of the meeting room by the Scotia-Glenville Drama Club on Sunday, March 27, 2011 from 4 p.m. to 10 p.m. A check was received for deposit in the amount of \$100, to be returned after event if everything meets approval and a check for the host duties was received in the amount of \$100. The District Secretary will contact a person on the host duties list to serve as host.

A motion was made by Commissioner Cullen and seconded by Commissioner Prevost to accept the amended minutes from the February 21, 2011 Board meeting. Commissioner Cullen, Commissioner Prevost, Commissioner Chlopecki and Commissioner Pohl voted yes. Commissioner Mitchell abstained.

Chief's Report: see attached

A request was submitted by Dan Marchand to attend Introduction to Fire Officer at the NYS Academy in Montour Falls on Monday, June 6 through Wednesday, June 8, 2011.

There has been a change of date for Ken Abel to attend the Fire Officer 2 which was scheduled for January 24 through January 26, 2011. Captain Abel will attend this course in November of 2011.

A request was received to purchase a new remote control for the CPR trainer at a cost of \$49.95 plus \$10.00 for shipping and handling.

1st Assistant Chief Pohl explained the "I am Responding" program which EGFD is testing for a 60 day period.

A request was also received for a double-sided card printer at a cost of approximately \$1,000 plus supplies.

Kevin Kea addressed the Board with a question regarding the consolidation of East Glenville and Alplaus fire districts. His question is as follows: what is the monetary benefit realized by the district 3 taxpayers after the consolidation of East Glenville and Alplaus fire departments? The Board responded by stating that East Glenville is not seeking jurisdictional consolidation at this time. The district will continue to operate as an operational consolidation.

President's Report

Clem Schimikowski was sworn in as an EGFD firefighter on March 14, 2011.

Robert Verrigni has resigned from EGFD fire company.

An application for membership in EGFD has been received for the Board's approval from Megan Antrim. Approval of her membership depends on the verification of her resignation from Thomas Corners Fire Company and passing a physical.

Station Manager's Report: see attached

Station manager Arnold Briscoe submitted a report regarding recycling at the Town of Glenville site. There is no charge to recycle. The district would have to purchase bins to collect items.

Correspondence

A packet was received regarding reservations to the Association of Fire Districts of the State of New York meeting to be held at Lake Placid, New York on April 28 through May 1, 2011

A copy of Fire District Affairs was received for February and March of 2011.

The District Secretary sent a letter returning a check in the amount of \$100 to Kevin Hanson representing the deposit fee for use of station on Tuesday, March 1, 2011 for the Burnt Hills-Ballston Lake Bowling Team awards banquet.

An email was sent to the Board of Commissioners regarding the personnel files of the firefighters. Responses were received with suggestions from three commissioners.

A letter was received from City Directory inquiring as to whether we are interested in their on-line service.

An invitation was received from Association of Fire Districts of the Capital Area Inc. to their dinner meeting to be held at Johnny Lucs at 30 Caroline St., Saratoga, NY on Saturday, April 2, 2011.

A letter was received dated February, 25, 2011 from Mang Insurance Agency regarding the endorsements made to the district's insurance policy. The amended items are for Property deductible to \$500 in lieu of \$250 and Portable Equipment deductible to \$500 in lieu of \$100. These changes will result in a return premium of \$132 on the Property and \$439 on the Portable Equipment. These amounts will be reflected in the next billing statement.

Committee Reports

Building and Grounds

Commissioner Cullen contacted Allied Waste in regards to recycling. They will deliver a 65 gallon container which will be picked up every two weeks for a cost of \$12.25 per month.

Commissioner Cullen is working on the district road map which is in the radio room. He is trying to schedule a meeting with JIMAPCO in regards to the changes which need to be done to this map.

Computer and Communications

The computer for the station manager which is located in the district office developed a virus which was taken care of by the Cheap Geek at a cost of \$100.

Equipment

The truck committee will be going to view some ladder trucks in the area as a replacement for ladder truck 236.

Finance and Budget

A Bond Counsel has been located to consult with regarding the refinancing of the fire station.

District Treasurer Jeffrey Prescott stated that the audit has begun for the year 2010. Commissioner Pohl was in attendance to the initial meeting which was held on March 5, 2011. The deadline for the audit is June 30, 2011.

Legal and Insurance: no report

Medical

The schedule for the annual physicals for the firefighters has been posted. The dates are Wednesday, March 30, Thursday, March 31, Tuesday, April 5 and Thursday, April 7, 2011.

Personnel: no report

Policies: no report

Use of Station

The request for the use of the meeting room by the Scotia-Glenville High School Drama Club for Sunday, March 27, 2011 was voted on and approved.

Consolidation: no report

Unfinished Business

A handout has been written in regards to the sale of the old 238 chief's vehicle to be distributed to the fire departments in the county.

A legal notice will be sent to the Daily Gazette on March 28, 2011 advertising the sale of the old 238 chief's vehicle with bids to be opened at the June Board meeting.

A discussion was held regarding the updating of the personnel files for the firefighters. Commissioner Pohl and 1st Assistant Chief Pohl will discuss the upkeep of the files with Chief Saupp.

New Business

A motion was made by Commissioner Mitchell, seconded by Commissioner Chlopecki and unanimously passed to accept Megan Antrim as a member of the East Glenville Fire Company pending verification of her resignation from Thomas Corners Fire Company and passing a physical.

A motion was made by Commissioner Prevost, seconded by Commissioner Cullen and unanimously passed to reject the request of Police Captain Lamb to attend the NYS Fire Police Convention in Syracuse, NY on April 28 through May 1, 2011.

A motion was made by Commissioner Prevost, seconded by Commissioner Chlopecki and unanimously passed to approve the request of Captain Abel and Firefighter Weber to attend Medium Level Structural Collapse Concepts at NYS Fire Academy June 25 through June 27 at a total cost of \$350 which includes lodging and food to be taken from Account #A3410.441 Seminars & Membership. Use of a district vehicle will be available at the discretion of the Chief.

It was the decision of the Board to table the request by Firefighter Briscoe to attend a Codes Training Multiple Seminar at NYSAFC Conference June 15, 2011 until the April Board meeting.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Mitchell and unanimously passed to approve Dan Marchand and Ryan Meagher to attend Introduction of Fire Officer training on June 6 through June 8, 2011 at the NYS Fire Academy at a cost up to \$150 per person plus travel to be taken from Account A3410.441 Seminars & Membership. Use of a district vehicle will be available at the discretion of the Chief.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Prevost and unanimously passed to approve the purchase of five (5) new EES systems for incoming interior firefighters at a cost of \$1,000 to be taken from Account #3410.207 Rescue Equipment.

A motion was made by Commissioner Cullen, seconded by Commissioner Prevost and unanimously passed to approve the purchase of six (6) new helmets and ID shields at a cost of \$1,600 to be taken from Account #3410.203 Protective Clothing.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to hire Gary Gibbons as a SCBA fit test person at a charge of \$25 per firefighter to be done at East Glenville Fire Station to be taken from Account #A3410.202 SCBA Test/Repair.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to purchase a remote control for the CPR Trainer at a cost of \$49.95 plus shipping to be taken from Account #3410.441 Seminars & Membership.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to enter into contract with Allied Waste for a recycling bin and pickup at a cost of \$12.25 per month to be taken from Account #3410.403 Floors & Rubbish.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to purchase a remote starter for the new 238 chief vehicle at a cost not to exceed \$700 to be taken from Account #A3410.209 New Vehicle.

A motion for resolution was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to pay Abstract #3 dated March 21, 2011 for item #70 through #95 in the amount of \$11,149.58.

Treasurer's Report

A motion for resolution was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to approve the following Budget Amendment:

From: A821 Fund Balance Reserved for Encumbrances	2,338.00
To: A5074 Non-Revenue Receipts	2,222.00
To: A911 Unreserved Fund Balance	116.00
To appropriate reserved fund balance based on goods being received.	

A motion for resolution was made by Commissioner Prevost, seconded by Commissioner Chlopecki and unanimously passed to approve the following Budget Amendment:

Allocate Non-Revenue Receipts to Amend the Budget as follows:

A3410.200 Purchase Trucks and Equipment	2,222.00
Sub Account Allocation A3410.203	2,222.00
To increase the current year budget appropriation for 2010 encumbrance being received.	

A motion for resolution was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to approve the following Budget Amendment:

From: A9050.000 Unemployment Insurance	65.00
To: A9055.800 Disability Insurance	65.00
To adjust for NYS Disability Insurance. It is separately reported on AUD.	

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

A motion was made by Commissioner Cullen, seconded by Commissioner Prevost and unanimously passed to adjourn at 10:00 p.m.

Respectfully Submitted,

Elaine Erckman
District Secretary

