

EAST GLENVILLE FIRE DISTRICT #3  
COMMISSIONER'S MEETING  
April 18, 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  
Chief John Saupp  
1<sup>st</sup> Assistant Chief Andrew Pohl  
Captain Ross Thornhill  
Lt. Rich Carr  
President Ryan Meagher  
Firefighter Jack Erckman

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

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to accept the amended minutes from the March 21, 2011 Board meeting.

Commissioner Mitchell and the District Treasurer Jeffrey Prescott presented a proposal to the Board for the refinancing of the fire station. Karen Martel of Lemery Griesler LLC has been contacted to be the district's bond counsel at a cost of \$5,000 plus disbursements. 1<sup>st</sup> National Bank of Scotia will be the bank of record in this transaction. The refinancing will be at a fixed rate of 3.45% with a savings of \$137,062.72 and the payment of the refinancing will be reduced by two years. It is required that a schedule be submitted to and approved by the State Comptroller's Office showing the savings of doing the refinancing. Fiscal Advisers will prepare this document at a cost of \$155 per hour. Ballston Spa National, First Niagara, Pioneer Savings and J P Morgan Chase were contacted for a quote and stated that they were not interested.

The Board commended Commissioner Mitchell and District Treasurer Prescott for their work involved and for the efforts put forth in the interest of saving money for the district residents.

A motion for Resolution was made by Commissioner Cullen and seconded by Commissioner Mitchell to approve the Refunding Bond Resolution on April 18, 2011. Commissioner Pohl, Commissioner Chlopecki, Commissioner Cullen, Commissioner Mitchell and Commissioner Prevost all voted yes therefore the Resolution was adopted.

A motion was made by Commissioner Mitchell, seconded Commissioner Prevost and unanimously passed to engage Karen Martell of Lemery Greisler LLC as the district's bond counsel at the fee of \$5,000 plus disbursements for the purpose of refunding the district's bonds.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to engage Fiscal Advisers to prepare the Present Value Savings Schedule as required by the state comptroller's office at a cost of \$155 per hour not to exceed \$300.

Chief's report: see attached

The CPR Protocol Update class was held at East Glenville Fire Department and there are currently five instructors involved in the course. They have requested some DVD's and instruction books at a cost of \$610.

The district's current "I Am Responding" subscription ends on May 10, 2011. Chief Saupp recommends that the subscription be renewed for one year at cost of \$1150.

A request has been received from the station manager to attend a Codes Class at Turning Stone on June 15 at a cost of \$215 which includes a one night stay and meals.

President's report

Megan Antrim was sworn in as a member of the East Glenville Fire Company on April 3, 2011.

Station Manager's report: see attached

Correspondence

A letter was received from Inspect & Track regarding tracking inspections, etc.

A flyer was received announcing the 12<sup>th</sup> Annual State Purchasing Forum & Contractor Trade Show May 18 and 19, 2011.

A governmental Insurance Disclosure Statement was received from Mang Insurance.

A notice was received from Association of Fire Districts of the Capital Area Inc. regarding their next meeting to be held May 21, 2011.

The next Glenville Commissioner's meeting will held at East Glenville Fire Station on Thursday, May 28, 2011 at 7 p.m.

Emails were received from Karen Martel regarding the refinancing of the fire station.

Emails were sent from Jeffrey Prescott, Dave Mitchell and Gerald Cullen regarding the refinancing of the fire station.

#### Committee Reports

#### Building and Grounds

JIMAPCO will be covered under new business.

The recycling bin is located in the room behind the bar. An email will be sent to the membership by the company house steward and a notice will be placed in various areas of the fire station.

Computer and Communications: no report

#### Equipment

Commissioner Chlopecki stated that the truck committee went to Maple Avenue Fire Department to view a KME ladder truck and will be viewing a ladder truck at the Guilderland Fire Department. The committee will be looking at equipment at the Chief's Show in June.

#### Finance and Budget

The proposed Refinancing Bond Resolution was presented and passed by the Board.

Legal and Insurance: no report

#### Medical

Eric Leitze needs to acquire a medical clearance from Dr. Christopher Buff. There are two members who need to have their annual physical.

The fit tests are scheduled to take place at the fire station on Thursday, April 28, 2011 from 6 p.m. to 8:30 p.m. and Saturday, April 30, 2011 from 8 a.m. to 12 p.m. Gibbys Professional Fit Testing will be performing the test.

#### Personnel

A discussion was held as to whether to have an annual review for the station manager's position.

Policy: no report

#### Use of Station

Rick Giaminelli needs to be approved as a use of station host for events during the year 2011.

#### Consolidation

Commissioner Pohl will contact the members of the board at Alplaus Fire District to set up a meeting with East Glenville Fire District. She is also going to contact William Van Gorder, our insurance agent, to set a meeting to discuss the consolidation with both boards and the chiefs.

#### Unfinished Business

The new chief's car 238 has a possible delivery date of the last week of April. Quotes will be requested for the installation of the equipment to be opened at the May 16, 2011 Board meeting. A quote was received and unopened from Fire Apparatus Unlimited. They will be contacted to inquire as to whether or not they want to submit a revised quote.

A flyer was sent to the Saratoga and Schenectady County Coordinator's office with the specifications for the sale of the old 238. These bids will be opened at the June 20, 2011 Board meeting.

A motion for Resolution was made by Commissioner Cullen, seconded by Commissioner Prevost and unanimously passed to make the following Budget Amendment;

|                               |        |
|-------------------------------|--------|
| From: A3410.190 Contingency   | \$1150 |
| To: A3410.210 I am Responding | \$1150 |

A motion was made by Commissioner Prevost, seconded by Commissioner Cullen and unanimously passed to approve the purchase of a one year subscription to the I Am Responding program at a cost of \$800 for the subscription, a setup fee of \$50 and a maximum \$300 charge for telephone costs for total cost of \$1150.

Commissioner Cullen has been in contact with JIMAPCO regarding the district map that has been requested. An email was received along with a quote of the work to be done. The cost of labor and materials which was an outstanding balance dating back to 2003 is \$225. To proceed with a new contract will be \$200 plus estimated labor and materials of \$150 to \$200. The draft will be updated with corrections to the map and returned to JIMAPCO. At the February 21, 2011 Board meeting \$335 was approved to settle the outstanding bill, therefore the final amount to settle this contract will be \$315.

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to approve the payment of \$315 to JIMAPCO to settle the contract to purchase a paper wall map of the district to be taken from Account A3410.464 Stationery/Supplies.

A discussion was held regarding the purchase of an ID card system. The cost of the printer is \$1,000 and the approximate cost of the cards would be \$40. This will be tabled until the May 16, 2011 Board meeting.

A motion was made by Commissioner Prevost, seconded by Commissioner Chlopecki and unanimously passed to allow Arnold Briscoe to attend the Codes Course at Turning Stone Casino on June 15, 2011 at a cost of \$215 which includes a one night stay and meals to be taken from Account #A3410.441 Seminars & Membership.

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

|                             |        |
|-----------------------------|--------|
| From: A3410.190 Contingency | \$5400 |
| To: A3410.466 Legal         | \$5400 |

The Financial Statement Draft for the annual audit is available and the Chairwoman of the Board needs to sign a representation letter stating that all information provided to the auditors was truthful. Upon the signing of this letter, we will be able to supply a Financial Audit to 1<sup>st</sup> National Bank of Scotia in order to obtain the bonds for the refinancing of the firehouse.

#### New Business

A motion was made by Commissioner Cullen, seconded by Commissioner Prevost and unanimously passed to order emergency lighting for the 2011 Ford Expedition on state contract.

Ross Thornhill recommended that the Board purchase a new router for the district computer system.

The FCC has allocated frequencies to East Glenville. A repeater, an antenna and other equipment needs to be purchased in order to implement these frequencies. This will be tabled until the May 16, 2011 Board meeting.

A motion was made by Commissioner Cullen, seconded by Commissioner Prevost and unanimously passed to allow Lt. Kevin Andrew to attend a "Rope Rescue Operations Level" class at the NYS Fire Academy July 11 through July 14, 2011 at a cost of \$200 which includes meals and lodging to be taken from Account #A3410.441 Seminars & Membership. Use of a fire district vehicle will be provided at the discretion of the Chief.

A motion was made by Commissioner Prevost, seconded by Commissioner Chlopecki and unanimously passed to grant permission for the use of fire district vehicles for transportation to the NYS Chief's Association Show at Turning Stone Casino on Friday, June 17, 2011.

A motion was made by Commissioner Cullen, seconded by Commissioner Chlopecki and unanimously passed to schedule Waterway Company to conduct the annual hose test in May or June, 2011 at a cost of \$1,800 to be taken from Account A3410.201 Hose/Nozzle.

A motion was made by Commissioner Prevost, seconded by Commissioner Cullen and unanimously passed to approve the purchase of CPR Instructors DVD's and books in the amount of \$610 to be taken from Account #A3410.441 Seminars & Membership.

A motion was made by Commissioner Prevost, seconded by Commissioner Chlopecki and unanimously passed to approve Rick Giaminelli as a host of use of station events scheduled in the year 2011.

A motion for resolution was made to approve the payment of amended Abstract #4, dated April 18, 2011 for item #96 through #117 in the amount of \$20,530.05. This represents the rejected item #101 to Allied Waste Service in the amount of \$158.42.

Treasurer's report

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

A motion was made by Commissioner Chlopecki, seconded by Commissioner Cullen and unanimously passed to adjourn at 10:20 p.m.

Respectfully submitted,

Elaine Erckman  
District Secretary

