

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
February 20, 2012

Present:	Commissioner Dave Mitchell	President Wayne Bunn
	Commissioner Suzanne Pohl	Firefighter Jack Erckman
	Commissioner Gerald Cullen	Firefighter Bob Berrian
	Commissioner Clem Schimikowski	Paul Stuart
	District Treasurer Jeffrey Prescott	
	District Secretary Elaine Erckman	
	1 st Assistant Chief Andrew Pohl	
	Captain Ross Thornhill	
	Station Manager Arnold Briscoe	

The meeting was called to order by the Chairman of the Board Gerald Cullen at 6:32 p.m.

A motion was made by Commissioner Mitchell, seconded by Commissioner Pohl and unanimously passed to adjourn to Executive Session for the purpose of the appointment of a commissioner to fill the vacancy created by Leonard Prevost. A motion was made by Commissioner Pohl, seconded by Commissioner Mitchell and approved to go into Executive session.

The Board returned to regular session at 8:10 p.m. to resume the monthly Board meeting.

A motion was made by Commissioner Mitchell, seconded by Commissioner Pohl and unanimously passed to accept the minutes of the January 16, 2012 Board meeting.

A motion was made by Commissioner Pohl, seconded by Commissioner Mitchell and unanimously passed to accept the amended minutes of the Executive Board session of January 16, 2012.

Chief's Report: see attached

President's Report

Nickolas Inman was voted into East Glenville Fire Company at the meeting held on February 13, 2012. The application was presented to the Board for approval pending passing a physical and arson check.

Station Manager Report: see attached

Correspondence

An invoice was received from West Law in the amount of \$262.50 for updates to the law books located in the board room. Since these books receive little or no use, it was the decision of the Board to pay this invoice for the 2012 updates and then cancel our subscription for any further updates.

A letter was received from Schenectady County Community College announcing the second annual Fire Safety Educator Award Program which was initiated in memory of Melvin Bartlett, past chief of East Glenville Fire Company. John E. Sheehan of the Troy Fire Department received the award for his "Capt. Jack's Fire Prevention Show.

A notice was received from the Association of Fire Districts of Capital Area, Inc. announcing a seminar which will be held on March 24, 2012 at Clifton Park Halfmoon Fire Department regarding Law and Legislative Updates.

A notice was received from the Association of Fire Districts of Capital Area Inc. announcing the annual officers reception to be held on April 14, 2012 at the Holiday Inn in Saratoga Springs, NY.

A notice was received from Firemen's Association of the State of New York announcing the Recruit NY campaign to be held the weekend of April 21 and 22 of 2012.

A letter was received from the Office of the New York State Comptroller requesting an update of contact information for personnel of the fire district.

A letter of application for commissioner was received from John McGuinness.

A letter of application for commissioner was received from Paul Stuart.

Committee Reports

Building and Grounds: no report

Computers and Communications

There is still a problem with receiving the internet. Commissioner Mitchell will look into this problem.

Apparatus and Equipment

A specification list for the new ladder truck was sent to the commissioners for their review. There will be a workshop set up by the commissioners to review the specifications and to formulate a cover letter that will accompany the specifications when they are sent out.

Finance and Budget

Bollam Sheedy, Torani & Co LLP, CPAs the auditors for the district will be at the fire station on Saturday, March 3, 2012 at 9:00 a.m. Commissioner Pohl will attend the meeting as required by the auditors.

Legal and Insurance

Copies of the new insurance policy for East Glenville Fire District for the year 2012 have been received.

The district's contact person, Vicki Myers, will be coming to the company's March meeting to present our insurance coverage.

As per the January 16, 2012 Board meeting, treasurer Jeffrey Prescott has contacted William Young, the district's attorney, in regard to giving out smoke detectors to residents of the community to be purchased with district funds. As of this date, he has not received a response. In the past the detectors have been purchased by the company.

Medical

A sign-up sheet will be posted for the annual firefighter physicals to be scheduled for late March or early April, 2012.

Consolidation: no report

Use of Station

A request was received for the use of the meeting room by the Scotia-Glenville Drama Club on Sunday, April 1, 2012.

Policies

The chief's vehicle policy needs to be reviewed by the Board of Commissioners and discussed at the April Board meeting.

Personnel

A Harassment class needs to be scheduled for all fighters, commissioners and district employees.

Commissioner Cullen submitted an employee evaluation form for the station manager, Arnold Briscoe, to the commissioners for review to be addressed at the April Board meeting.

Unfinished Business

Commissioner Cullen stated that he has contacted Ballston Lake Auto in regards to the invoice in the amount of \$534.97 for work done on R233 and an agreement was reached to cut the labor costs in half so the total amount of the invoice will be \$463.72.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to pay the invoice upon receipt from Ballston Lake Auto in the amount of \$463.72 to be taken from Account #A3410.422 Truck Repairs & Maintenance.

1st Assistant Chief Andrew Pohl reported that a draft should be available for the April Board meeting for the Apprentice Firefighter Program Policy.

New Business

The treasurer and records retention officer met on Saturday, February 4, 2012 to destroy the records for the fiscal year ending December 31, 2004 in accordance with the district's records retention schedule.

There has been a reoccurring fuel tank issue with R233. An estimate has been received from Firefighter Unlimited in the amount not to exceed \$1,500 to drop and clean the tank.

A motion was made by Commissioner Mitchell, seconded by Commissioner Schimikowski and unanimously passed to approve the repairs to R233 not to exceed \$1,500 to be taken from Account #A3410.422 Truck Repairs & Maintenance.

A Safety Survivor seminar will be held at South Schenectady Fire Company on Thursday, May 3, 2012.

A motion was made by Commissioner Mitchell, seconded by Commissioner Schimikowski and unanimously passed to allow up to fifteen (15) members to attend the Safety Survivor seminar at South Schenectady on Thursday, May 3, 2012 at a cost of \$15 per member to be taken from Account #A3410.441 Seminars & Membership.

A motion was made by Commissioner Mitchell, seconded by Commissioner Pohl and unanimously passed to pay dues for Captain Lamb for the Fire Police Association in the amount of \$18.00 to be taken from Account #A3410.444 Membership Dues.

A motion was made by Commissioner Mitchell, seconded by Commissioner Schimikowski and unanimously passed to purchase four (4) sets of Globe PPE on state contract (coat, pants and boots) at \$2,000 a piece for a total cost of \$8,000 to be taken from Account #A3410.203 Protective Clothing.

A motion was made by Commissioner Mitchell, seconded by Commissioner Pohl and unanimously passed to purchase two (2) 600 foot spools of rope (red/blue) for a total cost of \$1,300 to be taken from Account #A3410.207 Rescue Equipment.

A motion was made by Commissioner Mitchell, seconded by Commissioner Schimikowski and unanimously passed to purchase four (4) sets 8mm sewn tandem Prusik cords for a total cost of \$64 to be taken from Account #A3410.207 Rescue Equipment.

A motion was made by Commissioner Mitchell, seconded by Commissioner Pohl and unanimously passed to purchase one (1) rope & webbing cutting gun at a cost of \$57 to be taken from Account #A3410.207 Rescue Equipment.

A motion was made by Commissioner Mitchell, seconded by Commissioner Schimikowski and unanimously passed to purchase two (2) sets of a 10 piece tubular webbing package for a total cost of \$145 to be taken from Account #A3410.207 Rescue Equipment.

A motion for Resolution was made by Commissioner Mitchell, seconded by Commissioner Pohl and unanimously passed to go out for Permissive Referendum stating the following:

that expenditure be made from the Equipment Reserve Fund for the purchase of four (4) sets Globe Personal Protective Equipment at a total cost of Eight Thousand Dollars (\$8,000), eight (8) fire helmets with ID shields at a total cost of Two Thousand Four Hundred Dollars (\$2,400) and thirty (30) Scott AV-3000 SCBA Masks for a total of Six Thousand Dollars (\$6,000) established by the Board of Fire Commissioners of the East Glenville Fire District No. 3, of the Town of Glenville, Schenectady County, New York, on the 20th day of February, 2012.

The purpose and effort of said Resolution is to authorize the expenditure of the funds from the Equipment Reserve Fund for the purchase of said equipment in an amount not to exceed \$16,400.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Mitchell and unanimously passed to grant permission for the specifications for the ladder truck to be sent out once the truck committee has approved.

The Board of Commissioners conducted two interviews during Executive Session prior to the Board meeting. Applications were received from Paul Stuart and John McGuinness.

A motion was made by Commissioner Mitchell, seconded by Commissioner Schimikowski to appoint Paul Stuart as commissioner to the Board until December 31, 2012. Commissioner Mitchell, Commissioner Schimikowski and Commissioner Pohl voted yes. Commissioner Cullen voted no.

The bank statements reconciled by the deputy treasurer were presented for the Board's approval.

The bills as previewed by Commissioner Cullen were presented for the Board's approval.

A motion for Resolution was made by Commissioner Schimikowski, seconded by Commissioner Mitchell and unanimously passed to approve the payment of Abstract #2 dated February 20, 2012 for item #37 through item #83 for the amount of \$291,374.76.

A motion for Resolution was made by Commissioner Pohl, seconded by Commissioner Schimikowski and passed to approve the following budget amendment for the year 2011. Commissioner Pohl, Commissioner Schimikowski and Commissioner Cullen voted yes. Commissioner Mitchell voted no.

From: A3410.190 Contingency	1,353.00	
From: A3410.200 Purchase Truck & Equipment*	659.00	
To: A3410.420 Truck Repairs & Maintenance**		2,012.00

Subaccount allocation:

* From A3410.203 Protective Clothing	659.00	
** To: A3410.422 Truck Repairs		2,012.00

This transfer is to provide funding for the unexpected increase in the Vehicle Repairs and Maintenance occurring near year end.

A motion for Resolution was made by Commissioner Mitchell, seconded by Commissioner Schimikowski and unanimously passed to approve the following budget amendments for the year 2012;

From: A3410.190 Contingency	1,987.00	
To: A9040.000 Workers Compensation		1,987.00

Amendment to provide funding for unexpected higher increase in 2012 Firefighter Worker's Compensation Insurance Costs

To: A3410.200 Purchase Trucks and Equipment*	1,035.00
To: A5095 Non-Revenue Receipts	1,035.00

* Subaccount Allocation A3410.207 Rescue Equipment 1,035.00

Allocate a portion of the Committed Fund Balance for the three rope rescue Harnesses received in January 2012. These were ordered in 2011.

Treasurer's Report: see attached

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

A motion was made by Commissioner Mitchell, seconded by Commissioner Schimikowski and unanimously passed to adjourn at 9:50 p.m.

Respectfully Submitted,

Elaine Erckman
District Secretary