

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
March 19, 2012

Present:	Commissioner Dave Mitchell	President Wayne Bunn
	Commissioner Paul Stuart	Firefighter Jack Erckman
	Commissioner Suzanne Pohl	Firefighter Kevin Kea
	Commissioner Gerald Cullen	Firefighter Robert Berrian
	Commissioner Clem Schimikowski	
	District Treasurer Jeffrey Prescott	
	District Secretary Elaine Erckman	
	1 st Assistant Chief Andrew Pohl	

The meeting was called to order by the Chairman of the Board Gerald Cullen at 7:30 p.m.

Paul Stuart was sworn in as a commissioner on February 23, 2012.
Congratulations Paul.

A motion was made by Commissioner Mitchell, seconded by Commissioner Schimikowski and unanimously passed to accept the amended minutes of the February 20, 2012 Board meeting.

A motion was made by Commissioner Schimikowski and seconded by Commissioner Stuart to accept the minutes of the Special Board Meeting held on March 16, 2012. Commissioner Schimikowski, Commissioner Stuart and Commissioner Cullen voted yes. Commissioner Mitchell and Commissioner Pohl abstained.

Chief's report: see attached

Station Manager Report: see attached

President's Report

Nickolas Inman was sworn in as a member of the East Glenville Fire Company on March 17, 2012.

Kevin Kea thanked the Board on behalf of the Burnt Hills-Ballston Lake Bowling Team for the use of the station on February 29, 2012. Since Kevin volunteered his time to host the event, he is requesting his deposit of \$150 to be returned.

A motion was made by Commissioner Mitchell, seconded by Commissioner Pohl and unanimously passed to refund the deposit of \$150 to Kevin Kea for the Burnt Hills-Ballston Lake Bowling Team event held on February 29, 2012.

Correspondence

Dun & Bradstreet has requested a copy of the district's 2011 financial statement.

An announcement was received from the Association of Fire Districts of the State of New York Inc. regarding the 2012 Annual Meeting of the Fire Districts to be held on May 3 through 6, 2012 in Albany, New York.

A letter was received from Grantgenies offering grant writing services.

Emails to William Young in regard to providing smoke detectors to some residents of the fire district, his response being that this would be considered a gift of public funds.

Committee Reports

Building and Grounds: no report

Computer and Communications: no report

Equipment

The specifications for the new aerial platform fire vehicle will be available at the fire station on Friday, March 23, 2012. Bids will be required to be received by Monday, April 16, 2012 at 6:00 p.m. The bids will be opened and read publicly at 6:30 p.m. at the Board meeting. The Board of Commissioners will hold a workshop on Tuesday, April 17, 2012 at 4:00 p.m. to review the bids and the bid will be awarded at the Board meeting to be held on May 21, 2012.

A legal notice will be sent to The Daily Gazette to advertise for bids for an aerial platform fire vehicle.

Finance and Budget

Commissioner Pohl met with the auditors at the fire station on Saturday, March 3, 2012 and answered a few questions, but nothing pertaining to fraud requirements. The district treasurer received an email from Daniel Auricchio, CPA of BST Financial Services stating that he needed to speak with a commissioner in order to fulfill their considerations over fraud requirements. Jeff emailed Dan back and explained that there was a commissioner at the audit and gave them a phone number to reach Commissioner Pohl at, but he was not going to let her know that she had wasted her time that day and that she still needs to deal with the audit. Jeffrey assured Mr. Auricchio that if contacted, Commissioner Pohl would answer his questions.

Legal and Insurance

A representative from ESIP was at the company meeting on Monday, March 12, 2012. ESIP has changed insurance carriers and therefore each member needs to fill out a new beneficiary form to be returned to the district secretary so that it can be filed in the firefighter's personnel file.

At the January 2012 Board meeting the company inquired as to whether the district could give them funds towards the purchase of smoke detectors which are given out to residents. Commissioner Pohl contacted the district's attorney and was given some options to discuss at the April Board meeting.

Medical

Sign-up sheets are posted in the apparatus room for scheduling an annual physical.

Personnel

The members of the Board were given evaluation forms to review before the April Board meeting for the station manager's position.

Policies

It is the goal of Commissioner Schimikowski to review two or three East Glenville Fire District #3 policies each month so that by the end of the year each policy will have been reviewed. The Chief Vehicle Policy was reviewed and there were changes made which will be approved at the April Board meeting. The Alcohol Policy and Station Keeper will be reviewed at the April Board meeting.

Use of Station

An application was received from the Scotia-Glenville High School Drama Club requesting the use of the meeting room for a cast party to be held on Sunday, April 1, 2012 from 6:00 p.m. to 10:00 p.m. Two deposit checks dated March 1, 2012 were received, each in the amount of \$100 and turned over to the treasurer for deposit. A host will be needed for the event.

A motion was made by Commissioner Mitchell, seconded by Commissioner Stuart and unanimously passed to approve the use of the meeting room by the Scotia-Glenville High School Drama for a cast party to be held on Sunday, April 1, 2012 from 6:00 p.m. to 10:00 p.m.

Unfinished Business

A discussion was held in regards to the security of personnel information at the fire station.

New Business

A request has been received for two firefighters to attend Advanced Vehicle Extrication, a hands-on training session at Turning Stone Casino in June, 2012. The session requires a three day hotel reservation.

A motion was made by Commissioner Mitchell, seconded by Commissioner Stuart and unanimously passed to purchase thirty (30) SCBA voice amp adaptors for the new Scott 3000 masks at a cost of up to \$600 to be taken from Account #A3410.202 SCBA Test/Repair.

A decision was made by the Board not to tie up the Building Reserve funds for a year at the higher interest rate as it was not worth the .04% rate.

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 Mitchell, seconded by Commissioner Pohl and unanimously passed to approve the payment of Abstract #3 dated March 19, 2012 for item 84 through item 104 in the amount of \$20,402.43.

Treasurer's Report: see attached

The annual AUD report was prepared and filed on February 27, 2012 for the State Comptroller's office. A copy was also given to the district secretary.

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

A motion was made by Commissioner Mitchell, seconded by Commissioner Stuart and unanimously passed to adjourn at 10:25 p.m.

Respectfully Submitted,

Elaine Erckman
District Secretary

