EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONER'S MEETING
January 21, 2013

Present:
Commissioner Paul Stuart
Commissioner Gerald Cullen
Commissioner Clem Schimikowski
Commissioner Dave Mitchell
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief Andrew Pohl
President Wayne Bunn
Station Manager Arnold Briscoe
Firefighter Jack Erckman
Firefighter Kevin Kea
Ryan Agerter

The meeting was called to order by the Chairman of the Board Clem Schimikowski at 7:35 pm with a salute to the flag.

A motion was made by Commissioner Cullen and seconded by Commissioner Mitchell to approve the minutes of the December 17, 2012 Board meeting. Commissioner Stuart voted yes and Commissioner Schimikowski abstained.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to approve the amended minutes of the Organizational meeting which was held on January 2, 2013.

Chief's Report: see attached

President's Report: see attached

Joe Adams has resigned from the fire company effective December 10, 2012.

The executive committee of the fire company met to discuss the following members who are potentially not in good standing for the year 2012; Tracy Abel, Dave Costello, Chris Buck, Josephine Carenza, Eric Fogg, Alex Lushpinsky, Ryan Meagher and JD Yattaw. The executive committee meeting for the company will be held on January 27, 2013 for these individuals to present their case. A discussion was held regarding Josephine Carenza's status as a member in good standing of the company as she has signed up to take the EMT Course at SCCC which starts on January 23, 2013. Her concern is as to whether or not she will be responsible for the cost of the class and the books. It was the decision of the Board to have her take the class and meet with the executive committee of the fire company.

Station Manager: see attached

Correspondence

An email was received from the Capital Area of Fire Districts announcing their meeting which was held on January 12, 2013 at the Clifton Park Fire Station.

A memo was received regarding the Fire Department Law & Management Conference to be held on March 21 through March 24, 2013 at the Turning Stone Casino.

An announcement was received from the Association of Fire Districts of the Capital Area Inc. for their annual officers reception to be held on March 16, 2013 at the Holiday Inn in Saratoga Springs, New York.

A letter was received from Access Health Systems requesting support for funding of programs for fire responders in case of diasters.

A letter was received from William N. Young, Jr. of Young, Fenton, Kelsey & Brown, P.C. enclosing a contract for legal services for East Glenville Fire District #3 for the year 2013. The contract states a retainer fee of Seven Hundred Fifty ($750.00) Dollars for the year and a cost of Two Hundred Sixty-five ($265.00) Dollars per hour for any legal matters which are raised by the Fire Commissioners. The total carryover for legal services for the year 2012 is $129.50.

A form to update the current members of the Board and request for dues in the amount of One Hundred Fifty ($150.00) Dollars was received from the Association of Fire Districts of the Capital Area, Inc.

A form to update the current members of the Board was received from Association of Fire Districts of the State of New York.

A bill was received from Thomson West for a subscription for law book updates.

Committee Reports

Buildings and Grounds: no report

Computer and Communications: no report

Equipment

As per the attached Chief's report, the tank on E231 has been installed with a fabrication of the new retention system. A problem was discovered with the spring retention assembly on one of the rear wheels. A piece of steel will be welded on the housing so the retaining bolt can be reattached. The cost of this repair will be approximately six hundred ($600) dollars.

Finance & Budget

Commissioner Mitchell stated that we have been informed of two items that have come up which will require an amendment to the 2013 Budget. The LOSAP (Length of Service Awards) was budgeted for $70,000. The bill that has been received for the year 2013 is $75,934.96 for a difference of $5,934.00. The second item is Workers Compensation which was budgeted for $44,500. The bill which was received from the Town of Glenville is $54,049.00. The bill for 2012 was $41,732.00 which is nearly a 30% increase. Commissioner Mitchell and the district treasurer will research the Workers Compensation and present their findings at the February Board meeting.

Legal & Insurance

The legal services contract was received from the district's attorney William Young.

Medical: no report

Personnel

Firefighter Nicholas Abel has turned in a FASNY Volunteer Service Commitment which will help him obtain tuition assistance which will need to be signed by the Chairman of the Board.

Policies

Commissioner Schimikowski stated that he will arrange a meeting with the three chiefs to review the chiefs policy. As per the policy, it is to be reviewed annually in January and the chiefs are required to sign off on this policy.

Use of Station

A request for the use of the meeting room has been received from the Burnt Hills Bowling Buddys on February 27, 2013 at 7:00 pm to 9:30 pm for their awards ceremony. A check in the amount of $100 was received as a security deposit. Kevin Kea will host the event and has waived his fee as the host.

The fire company members have requested a Driver Safety Course through the National Safety Council on Saturday, March 9, 2013. In the past the district has paid for the members who have attended the class. The cost of this presentation will be $30 per person.

Consolidation

A workshop has been scheduled with Alplaus Fire Department on February 6, 2013.

LOSAP

Commissioner Schimikowski stated that he has contacted Chief Duchane and President Wayne Bunn to meet and review the LOSAP Audit.

The Accident Review Board needs to be added to the Board meetings agenda to keep up to date on any incidents that may occur.

The LOSAP report for the year 2012 has been posted. It will be posted for 30 days for examination so any inquires or appeals can be addressed by the firefighters. The final submission to the district LOSAP provider will be February 21, 2013.

Unfinished Business

The Alcohol Policy will be reviewed before the February 18, 2013 Board meeting.

Chairman of the Board Schimikowski presented the list of committees for the year 2013 (see attached).

The following are the recommendations from the Treasurer for the East Glenville Fire District #3 Procurement Policy;

METHODS OF COMPETITION TO BE USED FOR NON-BID PROCUREMENT

The methods of procurement to be used are as follows:

For Purchase contracts below $20,000.00:

1. Under $1,000.00; no specific procedure
2. $1,000.00 to $9,999.99; 3 written quotes
3. $10,000.00 to $19,999.99; more than 3 written quotes

In all instances, references to catalogs and price lists may be substituted for obtaining verbal or written quotes.

For contracts for public works below $35,000.00:

1. Under $5,000.00; no specific procedure
2. $5,000.00 to $19,999.99; 3 written quotes
3. $20,000.00 to $34,999.99; more than 3 written quotes

ADEQUOTE DOCUMENTATION

Documentation of actions taken in connection with each of the monetary levels set forth for purchase contracts or contracts for public works are as follows:

1. For verbal quotes, the telephone log or other record must record the date, item or service desired, price quoted, name of vendor and name of vendor's representative **and must be followed up with written confirmation from vendor.**

ITEMS EXCEPTED FROM POLICES AND PROCEDURES

4. Procurement for solicitations of competition would not be cost effective, such as purchase contracts below **$1,000.00** and contracts for public works below $5,000.00.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to accept the amendments to the East Glenville Fire District #3 Procurement Policy and the Purchasing Request & Policy form effective January 21, 2013.

The auditors, Bryans & Gramuglia CPAs, have met at the fire station for their preliminary audit for the year 2012. They will be returning in March to finalize the audit.

The district treasurer and the records management officer met at the fire station on Saturday, January 19, 2013 for the disposition of records for the year 2005.

New Business

A motion was made by Commissioner Mitchell, seconded by Commissioner Stuart and unanimously passed to approve the following training as per the chief's request;

1st Assistant Chief Duchane, firefighter Farley and firefighter Cullen to attend the CFR class to begin in February and firefighter N. Abel to attend Aircraft Rescue and Firefighting and Auto Vehicle Extrication.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to approve the repair of the spring retention assembly on E231 by Arrowhead in the amount of $600 to be taken from A3410.422 Truck Repair /Maintenance.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to approve the purchase of a dress uniform for firefighter Melissa Antrim at a cost of up to $500 to be taken from A3410.462 Dress Uniforms

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to approve the request for the use of the station for the Burnt Hills Bowling Buddys on Wednesday, February 27, 2013 from 7:00 pm to 9:30 pm. A security check in the amount of $100 was given to the treasurer. Kevin Kea will host the event at no cost.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to approve the use of the station for a Defensive Driver Course to be given by the National Safety Council on Saturday, March 9, 2013 at a cost of $30 per person not to exceed $900 to be taken from A3410.463 Conventions/Membership.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to appoint William N. Young, Jr. as the attorney for East Glenville Fire District #3 for the year 2013.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to approve the contract for legal services of William N. Young, Jr., the district's attorney, who is associated with Young, Fengton, Kelsey & Brown, P.C. The contract states a retainer fee of Seven Hundred Fifty ($750.00) Dollars for the year 2013 and a cost of Two Hundred Sixty-Five ($265.00) Dollars per hour for any legal matters which are raised by the Commissioners.

A bill was received from Thomson Reuters for updates to law books. We no longer use these law books and therefore do not wish to receive the updates. A letter was sent to Thomson Reuters on September 19, 2012 informing them that we not longer maintained these books. The secretary will send them another letter enclosing our past correspondence addressed to them from Commissioner Cullen, the updates and once again explain that we no longer wish to receive these publications.

Ryan Agerter addressed the Board regarding a possible reinstatement in the fire company.

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 Cullen, seconded by Commissioner Mitchell and unanimously passed to approve the payment of Abstract #1A dated January 21, 2013 for item #7 through item #39 in the amount of $40,400.61.

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 as presented to the Board.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to adjourn at 9:00 pm.

Respectfully Submitted,

Elaine Erckman
District Secretary