

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
March 18, 2013

Present: Commissioner Paul Stuart
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
Commissioner Clem Schimikowski
Commissioner Dave Mitchell
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief Andrew Pohl
Vice-President Barbara Bischoff
Firefighter Jack Erckman
Firefighter Peter Friguletto

The meeting was called to order by the Chairman of the Board Clem Schimikowski at 7:30 pm with a salute to the flag.

A discussion was held by the Board as to the appropriate wording to be used regarding the incident with Ryan Agerter during the February 18, 2013 Board meeting. The minutes from the February 18, 2013 will be approved at the April Board meeting to give the Board time to come up with the appropriate wording.

A motion was made by Commissioner Mitchell and seconded by Commissioner Cullen to approve the minutes of the special Board meeting held on March 4, 2013. Commissioner Pohl and Schimikowski voted yes. Commissioner Stuart abstained.

Chief's Report: see attached

Vice-President's Report: see attached

Station Manager's Report: see attached

Correspondence

A letter was sent out on February 25, 2013 requesting quotes for stripping existing wallpaper, preparing walls/trim for and wallpapering and painting of the meeting room. Three quotes were received and will be covered under new business.

An email was received from Robert Berrian requesting the Board approve two membership applications before the March Board meeting.

An email was sent to the district secretary on February 25, 2013 requesting a notice to be put in the Daily Gazette announcing a special Board meeting to be held on March 4, 2013.

A fax was sent to the Daily Gazette requesting a notice be put in the community news announcing a special Board meeting to be held on March 4, 2013.

A bill was received from Thomson Reuters – West in the amount of \$606.00. On March 5, 2013 a letter was sent to them stating that we no longer wished to receive the law book updates. The district secretary also received a phone message requesting that she call them to verify the cancellation of our subscription. The secretary will contact the company and request that they cancel our subscription.

A flier was received from Cromwell Emergency Vehicles Inc. selling ambulance medical supplies.

A letter was received from the American Lung Association announcing that on May 18, 2013 there will be a firefighter challenge at the Bennington Monument in Vermont.

An email was received from the district treasurer requesting the Board to approve the purchase of an upgrade for the district's Quickbooks Accounting Software for 2013.

An announcement was received from the Association of Fire Districts of the Capital Area that there will be a Spring workshop on April 13, 2013 at the Halfmoon Fire Station.

A copy of the EGFD DISPATCH Newsletter was received.

Kevin Kea sent a memo to the Board thanking them for the use of the Station for the BHBL Bowling team banquet and requested a refund of the security deposit in the amount of \$100. He also thanked the Board for sponsoring the Defensive Driver class.

An email was received from the district treasurer regarding the elimination of Hess gas stations. The district is currently fueling the vehicles at the local Hess station.

Committee Reports

Building and Grounds

It is the decision of the Board to renovate the meeting room. This would include painting and new wallpaper. The station manager obtained some sample books from Village Paint and Decorating in Scotia, New York. Commissioner Pohl reviewed the books and presented her recommendation to the Board. A request will now be sought for the cost of the materials.

Three quotes were received for the removal and application of new wallpaper in the meeting room. They are as follows:

Gordon Cooper Painting and Paperhanging 635 Goldfoot Rd, Scotia, NY 12302	\$2646.00
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Elegant Interiors 31 Lupine Drive Ballston Spa, NY 12020	\$2950.00
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Wallpapering by George Kozier 2264 Preisman Dr. Niskayuna, NY 12009	\$2050.00
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Computer & Communications

The Board has requested Commissioner Stuart to look into either leasing or purchasing a new copier.

Equipment: no report

Fiance & Budget

The treasurer stated that the auditors have finished their review.

Legal & Insurance

Treasurer Jeffrey Prescott has been asked by the Board to contact Erin Harrington from Perma in regard to the following; a member of the EGFD is employed full time by a different fire district and has been asked to respond to fire calls for this district while being employed. The fire district (Jonesville Fire Department) where he is employed has requested a letter from EGFD stating that he would be covered under EGFD Workers Compensation Policy. If he is injured at other fire district's call, is EGFD liable under the district's policy,

Medical

The sign-up sheet for the annual physicals has been posted.

Personnel: no report

Policies:

Commissioner Pohl is working with Captain Ken Abel to set up completing the Harassment policy via the internet.

Use of Station: no report

Consolidation: no report

LOSAP: no report

Accident Review Board: no report

Unfinished Business

The Chairman of the Board of Fire Commissioners will be contacting the President and Vice-President to inform them that the Board would like them to remain for the entire Board meeting as there are times when there are questions for them but they are not in attendance.

New Business

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to approve the expenditure for thirty (30) fit tests to be performed by Gibby's Fit Testing for a total cost of \$780 to be taken from account A3410.202 SCBA Test/Repair.

A motion was made by Commissioner Cullen and seconded by Commissioner Stuart to purchase one Astro Digital XTS 1500 model portable radio and accessories for Saratoga County for a total cost of \$1600.00 to be taken from account A3410.206 Radios/Alarm. Commissioners Pohl, Stuart and Cullen voted yes and Commissioners Mitchell and Schimikowski voted no.

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to approve the membership of Jay Benner in the East Glenville Fire Department pending an arson check and notified personally by Chief Pohl to have his physical by Dr. Buff.

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to approve the membership of Scott Pike in the East Glenville Fire Department pending an arson check and notified personally by Chief Pohl to have his physical by Dr. Buff.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to purchase a fiberglass entry door for the garage at a cost not to exceed \$400 to be taken from A3410.401 Grounds & Buildings.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to purchase the Quick Books Pro 2013 upgrade for the cost of \$199.95 to be taken from A3410.464 Stationery & Supplies

A motion was made by Commissioner Stuart, seconded by Commissioner Pohl and unanimously passed to approve a refund of one hundred dollars (\$100) to the BHBL Bowling League for their security deposit for the use of the station on February 27, 2013.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to approve Kevin Kea as a host for any events scheduled at the fire station for the year 2013.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to renew the website for the fire district for the year in the amount of \$130 to be taken from A3410.461 Computer.

A motion was made by Commissioner Mitchell, seconded by Commissioner Stuart and unanimously passed to accept the quote of Gordon Cooper Painting and Paperhanging for the amount of \$2646.00 less the 8% sales tax when a sales exemption form is presented. Costs to be taken from account A3410.402 New Paint/Wallpaper.

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 #3 dated March 18, 2013 for item #68 through item #94 in the amount of \$83,921.99.

The Time Warner bill is authorized only if the amount of the bill remains the same as the prior month.

A motion for Resolution was made by Commissioner Stuart, seconded by Commissioner Pohl and unanimously passed to appropriate Fund Balance Reserved for Encumbrances as follows:

To:	A3410.405 Work Clothing	215.00
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To:	A5095 Non-Revenue	215.00
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for work uniforms ordered in 2012 rec'd

A motion for Resolution was made by Commissioner Pohl, seconded by Commissioner Cullen and unanimously passed to appropriate Fund Balance Reserved for Encumbrances as follows:

To:	A3410.203 Protective Clothing	1,590.00
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To:	A5095 Non-Revenue Receipts	1,590.00
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Memo Adjustment to the Balance Sheet related to the above:

From:	A913 Committed Fund Balance	1,879.00
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To:	A912 Unrestricted Fund Balance	1,879.00
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to reverse the encumbrances related to the above

Treasurers Report: see attached

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

A motion was made by Commissioner Stuart, seconded by Commissioner Cullen and unanimously passed to adjourn at 10:15 pm.

Respectfully Submitted,

Elaine Erckman
District Secretary

