EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
September 16, 2013

Present:
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
Commissioner Clem Schimikowski
Commissioner Dave Mitchell
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief Andrew Pohl
2nd Assistant Chief Ross Thornhill
Station Keeper Arnold Briscoe
President Wayne Bunn
Firefighter Jack Erckman

The meeting was called to order by the Chairman of Board Clem Schimikowski at 7:30 pm followed by the Pledge of Allegiance to the flag.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and passed to accept the amended minutes of the August 19, 2013 Board meeting. Commissioner Mitchell, Commissioner Cullen and Commissioner Schimikowski voted yes. Commissioner Pohl abstained.

Chief's Report: see attached (Chief Andrew Pohl)

President's Report: see attached (Wayne Bunn)

Station Keeper's Report: see attached (Arnold Briscoe)

The Station Keeper has requested approval to purchase Dry Erase sheets for the portable easel.

A letter was received from Linstar Inc. requesting the district to renew their service agreement for the amount of $1,181.25.

Treasurer's Report: see attached (District Treasurer Jeffrey Prescott)

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.

Correspondence

A letter was received from the district's attorney William Young regarding FOIL. Please note that his letter was contradictory to his prior letter of August 13, 2013.

A letter was received from Tru Green regarding aerating the lawns at the fire station.

Committee Reports

Building & Grounds: no report (Commissioner Cullen)

Computer: (Commissioner Stuart)

Commissioner Stuart is researching the purchase or lease of a copier to be purchased in 2014.

Equipment: no Report (Commissioner Schimikowski)

Finance & Budget (Commissioner Pohl & Commissioner Cullen)

The draft of the 2014 Proposed Budget will be addressed under New Business.

Legal & Insurance (Commissioner Pohl)

The district is still waiting for quotes from various sources for 2014 Workers Compensation.

Personnel (Commissioner Schimikowski)

The district secretary has completed updating the personnel files for the firefighters. There are only a few documents missing. It was the decision of the Board to have the incoming firefighters complete their required policy forms at the time of their probationary written test. The Chief will also include in his monthly report any change in status for firefighter's tag color.

Policies (Commissioner Stuart)

Commissioner Cullen has drafted a Use of Station Policy for the Board to review for members only.

Use of Station (Commissioner Stuart)

A request for the use of the station has been received from a group called Breast Feeding USA which is a not-for-profit organization. They have requested the use of the training room on the second and fourth Tuesdays of each month for approximately 12 people. They meet from 10 am to 12 noon.

Consolidation: no report (Commissioner Pohl)

LOSAP: no report (Commissioner Schimikowski)

Accident Review Board: no report (Commissioner Pohl)

Unfinished Business

1. SCBA Purchase update – being shipped on approximately September 20, 2013.
2. Station Use Policy – will be presented at October Board meeting.
3. SCBA Masks – one has been ordered, two pending.
4. Name Patches – need final list for Globe.
5. Helmet Visor Kits – on order.
6. Universal Gym – need to surplus gym in workout room before assembling donated one which is being stored in the garage.

7. 233/231 Appraisals – pending
8. Digital recorder – received and working.
9. Hose bed on 236 – Arrowhead has measured LT236 in order to fabricate a tray/shelf for the hose bed.
10. Station antenna relocation evaluation – Pittsfield Communications did an evaluation of the existing antenna located at the fire station. Suggestions were made as to some adjustments that could be made. They did not recommend that we purchase a new tower. The district was not charged for this analysis.
11. A/C unit in District office – contact station keeper.
12. Kitchen pass thru – materials will be ordered once approved by Board.
13. Uniforms for Company
    a. Complete uniform – Josephine Corenza
    b. (2) pairs of shoes – Stuart, Pohl
    c. (6) belts – Stuart, Farley, Martin, Pennie, Briscoe, Bischoff
    d. (2) pairs of gloves – Farley, Pohl
14. MacBoston training – four firefighters attended.

New Business

The Proposed Budget for the year 2014 was presented to the Board. A discussion was held and some changes were made. A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to accept the amended Proposed Budget for the year 2014.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to purchase four (4) badge cases for fire police at $15.00 each for a total cost of $60.00 to be taken from account A3410.208 Safety Equipment.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to purchase one (1) pair of insulated boots for fire policeman Jay Benner in the amount of $150.00 to be taken from account A3410.203 Protective Clothing.

A motion was made by Commissioner Mitchell and seconded by Commissioner Cullen to purchase one (1) bullet chainsaw blade at a cost of $250.00 to be taken from account A3410.207 Rescue Equipment. Commissioner Mitchell, Commissioner Cullen and Commissioner Pohl voted yes. Commissioner Schimikowski voted no.

A motion was made by Commissioner Mitchell, seconded by Commissioner Pohl and unanimously passed to approve the payment for the annual testing of aerial, pumps and ground ladders by UL, LLC for a total cost of $3,125.00 to be taken from account A3410.422 Truck Repair/Maintenance.

A motion was made by Commissioner Mitchell, seconded by Commissioner Pohl and unanimously passed to approve the PM service on LT236 pre UL testing by Arrowhead in the amount of $1,475.00 to be taken from account A3410.422 Truck/Repair Maintenance.

A motion was made by Commissioner Mitchell, seconded by Commissioner Pohl and unanimously passed to approve the PM service on E231 and E235 pre UL testing by Fire Apparatus Unlimited for a cost not to exceed $500 per vehicle to be taken from account A3410.422 Truck/Repair Maintenance.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to purchase shutters for the kitchen pass thru window from Curtis Lumber in the amount of $277.20 to be taken from account A3410.401 Grounds & Buildings.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to purchase Dry Ease sheets for the portable easel at a cost of $75.00 to be taken from account A3410.401 Grounds & Buildings.

A motion was made by Commissioner Mitchell, seconded by Commissioner Pohl and unanimously passed to renew the service agreement for 2014 with Linstar in the amount of $1,181.25 to be taken from account A3410.401 Grounds & Buildings.

A motion was made by Commissioner Mitchell, seconded by Commissioner Pohl and unanimously passed to surplus the Universal system located in the workout room at the firehouse.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to approve the use of the training room at the firehouse by Breast Feeding USA, a non-profit group who would like to meet the second and fourth Tuesdays of the month. It was the decision of the Board that they would be granted use on a trial basis which would be October through December and there will be restrictions which will be explained to them by Commissioner Stuart.

A motion for Resolutions was made by Commissioner Cullen, seconded Commissioner Mitchell and unanimously passed to approve the payment of Abstract #9 for items #243 through items #269, with the exception of item #261 to MES – NEW YORK for shipping Turn out Gear in the amount of $10.47, for a total amount of the abstract at $8,542.37.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to adjourn at 10:40 pm.

Respectfully submitted,

Elaine Erckman
District Secretary