.EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
February 17, 2014

Present:
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
Commissioner Clem Schimikowski
Commissioner Dave Mitchell
Commissioner Paul Stuart
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
1st Assistant Chief Joseph Duchane
2nd Assistant Chief Ross Thornhill
Station Keeper Arnold Briscoe
President Ben Ferretti
Firefighter Jack Erckman

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

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to accept the amended minutes of the January 20, 2014 Board meeting.

A motion was made by Commissioner Stuart, seconded by Commissioner Pohl and unanimously passed to accept the minutes of the Special Board meeting held on February 11, 2014.

Chief's Report: see attached (1st Assistant Chief Joseph Duchane)

Apparatus Report: see attached (1st Assistant Chief Joseph Duchane)

Training Report: see attached (2nd Assistant Chief Ross Thornhill)

President's Report: see attached (Ben Ferretti)

Russ Gallinat was sworn in as a member of the East Glenville Fire Company on February 10, 2014.

The Company has received resignations from Alex Lushpinsky, Scott Pike and Sara Potter.

The application of Michael Donnelly has been dismissed.

Treasurer's Report: see attached (Jeffrey Prescott)

Commissioner Stuart and Commissioner Mitchell have requested permission to attend the commissioner training and Law Management Conference respectfully at the Turning Stone Casino on March 27 through March 30.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to approve the total cost of lodging in the amount of $608 for Commissioners Stuart and Mitchell at the Turning Stone Casino to be taken from A3410.463 Conventions/Membership.

A motion was made by Commissioner Pohl, seconded by Commissioner Cullen and unanimously passed to approve travel and meal expenses not to exceed the government per diem amount allowed for each day to be taken from A3410.463 Conventions/Membership.

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

To:	A3410.206	Radios/Alarm	$614.00
To:	A5095	Non-Revenue Receipts	$614.00
	for pager batteries, chargers & HT-1250 batteries ordered 12/2013 rec'd		

To:	A3410.203	Protective Clothing	$1,479.74
To:	A5095	Non-Revenue Receipts	$1,479.74
	for PPE name tags & 5 Helmets ordered 12/2013 rec'd		

To:	A3410.425	Radio Maintenance	$59.80
To:	A5095	Non-Revenue Receipts	$59.80
	for pager belt clips for broken pagers ordered 12/2013 rec'd		

Accounting notation:
Adjustment to Fund Balance related to above:

From:	A913	Committed Fund Balance	$2,153.54
To:	A5095	Non-Revenue Receipts	$2,153.54
	to reverse the 2013 encumbrances related to the above		

A motion for Resolution was made by Commissioner Mitchell, seconded by Commissioner Stuart and unanimously passed to approve the payment of Abstract #2 dated February 17, 2014 for item #18 through item #54 in the amount of $332,263.94.

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

An engagement letter from Bryans & Gramulgia, which entitles them to audit the district's books and records for the year 2013, was presented for the Chairman of the Board's signature. A legal letter signed by the treasurer will be sent to the district's attorney William Young giving him permission to notify the auditors of any problems that may exist.

A draft copy of the 2013 AUD (Annual Update Document) has been presented to the Board for their review. This AUD will be filed on February 24, 2014. The document is the official financial report which is required to be filed within 60 days of our year end with the State Comptroller's Office.

The treasurer is researching the possibility of using alternate vendor to supply electricity for the fire station. Some quotes have been received and more are forthcoming. The Board has requested that when the treasurer receives all the quotes, that this information be emailed to all members of the Board and a special meeting will be scheduled to discuss the information.

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

Correspondence

A memo was received from the New York State Division of Homeland Security and Emergency Services regarding a course that will be offered on “Advanced Legal Issues” at Montour Falls on March 8-9, 2014.

An invitation was received from the Association of Fire Districts of the Capital Area for a reception that will be held on Saturday, March 15, 2014 at the Holiday Inn in Saratoga Springs for the installation of officers at a cost of $60 each.

Committee Reports

Purchasing (Commissioner Cullen)

A service agreement has been received from County Waste for refuse removal.

Building & Grounds (Commissioner Cullen)

The hot water circulator repair has been awarded to Brandon Kristel Plumbing & Heating and the replacement will be completed when the parts are received.

The universal gym in the firehouse has been repaired therefore it will not need to be scrapped. The gym located in the storage garage needs to be disposed of.

Equipment (Commissioner Schimikowski)

New meters – 2 carbon monoxide and 1 multi gas have been received. Training needs to be completed before they are in service.

The SCBA's have been listed on GovDeals.com.

Finance & Budget: no report (Commissioner Mitchell)

Medical (Commissioner Pohl)

Commissioner Pohl has been in contact with Dr. Christopher Buff in regard to the upcoming annual firefighter physicals and the Hepatitis B vaccinations.

Legal & Insurance (Commissioner Pohl)

Commissioner Pohl presented the signed documents from Mang Insurance to be filed for the year 2014.

Treasurer Prescott reported that he has received an estimate of the cash surrender value for the LOSAP insurance policies in the amount of $20,688.79.

Computer (Commissioner Stuart)

The new copy machine is installed and running.

New passwords are needed for the security system and time clock.

Personnel (Commissioner Mitchell)

Working on fixing time clock.

Policies (Commissioner Stuart)

A computer use policy needs to be drafted.

The social media policy still needs to be completed.

Consolidation: no report (Commissioner Pohl)

Apparatus (Commissioner Schimikowski)

Schuyler Heights Fire Department came to the station for the chiefs to view their crew cab pick up truck as a replacement for chief vehicle 237.

Use of Station (Commissioner Stuart)

A request has been received to hold the Firefighter I Class at East Glenville Fire Station.

A request has been received to hold the Accident Victim Extrication Training sessions at East Glenville Fire Station.

A request has been received from Breastfeeding USA to continue their use of the classroom to meet on the 2nd and 4th Tuesday in March.

Accident Review Board: no report (Commissioner Mitchell)

LOSAP (Commissioner Schimikowski)

The LOSAP numbers have been posted for the required 30 days. There have not been any requests for review. It was the recommendation of the Board to accept the report as prepared and submit it.

Legislative (Commissioner Schimikowski)

Legislative Initiatives for the 2013 Session and Issues of United Concern for 2014 were presented to the Board for their review.

Unfinished Business

Still working on work place violence program.

New Business

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to approve the use of the station for the Firefighter I Class for the following dates:
April 1,3,9,10,23,28
May 1,3,8,13,15,19,22
June 2,3,7,9,28

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to approve the use of the station for the Accident Victim Extrication Training sessions to be held on July 14, 15, 19.

A motion was made by Commissioner Stuart, seconded by Commissioner Cullen and unanimously passed to approve the use of the classroom for the Breastfeeding USA group on the 2nd and 4th Tuesday of March.

A motion was made by Commissioner Mitchell, seconded by Commissioner Stuart and unanimously passed to approve the repair of the pump on 232 by Fire Apparatus Unlimited which includes three hours labor, pump, seal, O-ring and washer not to exceed $326 to be taken from A3410.424 Equipment Mechanical/Electrical.

A motion was made by Commissioner Mitchell, seconded by Commissioner Stuart and unanimously passed to approve a three-year service agreement with County Waste which includes $110.25 a month for the first year and then not to exceed 3% increase for the second year and not to exceed 5% increase for the third year to be taken from A3410.403 Floors & Rubbish.

A motion was made by Commissioner Stuart, seconded by Commissioner Mitchell and unanimously passed to approve the purchase of an American flag and a State flag for the front of the fire station not to exceed $80 to be taken from Account A3410.401 Grounds & Buildings.

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to adjourn at 10:12 pm.

Respectfully submitted,

Elaine Erckman
District Secretary