

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

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

The meeting was called to order by the Acting Chairwoman of the Board Suzanne Pohl at 7:30 pm followed by the Pledge of Allegiance to the Flag.

A motion was made by Commissioner Mitchell, seconded by Commissioner Stuart and unanimously passed to accept the amended minutes of the February 17, 2014 Board meeting.

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

East Glenville #3 responded to a fire as mutual aid to Burnt Hills Lanes on January 12, 2014. During the fire there were numerous lengths of hose damaged. As per mutual aid agreement, Burnt Hills Fire District will be responsible for the replacement of the hose, EGFD purchases the hose and then bills Burnt Hills to be reimbursed.

Three quotes were received to replace eleven (11) lengths 2.5" x 50' hose damaged at the Burnt Hills Lanes Fire. They are as follows:

Fire Apparatus Unlimited;
11 lengths AP25WB Attack Lite Poly Hose White 2.5" x 50' @ \$141.35
Grainger
11 lengths 4YLK2 Real Fire Hose 2.5" x 50' @ \$457.16 each
Darley Firefighting Equipment
11 lengths AB085 DarQuest Hose 2.5" x 50' @ \$198.95

Other hose to be purchased to replace damaged hose from Burnt Hills Fire was below the procurement price, therefore did not require three quotes. The hose were one (1) Attack Lite Poly Hose Red 1.75" x 100' at a cost of \$206.80 and one (1) Attack Lite Poly Hose Yellow 4" x 100' at a cost of \$561.75.

A FOIL request has been received from Rupp, Baase, Pfalzgraf, Cunningham & Coppola LLC in regards to East Glenville Company's involvement in the Burnt Hills Lanes fire on January 12, 2014. A letter of response indicating that we had received the FOIL request will be sent to them and the information they are requesting will be sent as soon as possible.

Schenectady Community College has billed firefighter Chris Farley \$260 for his CFR class. Chris was not successful in his attempt on the practical portion of the exam.

The company has purchased twenty-five (25) Stethoscopes for a cost of \$1,225. \$625 will be taken from the company's Memorial Fund. The company has requested that the district pay for twelve (12) Stethoscopes for the total purchase price not to exceed \$600.

Equipment & 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)

Chris Buck has presented his resignation from the company.

The company has requested the use of the station on Saturday, April 5, 2014.

Treasurer's Report: see attached (Jeffrey Prescott)

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

To:	A3410:207	Rescue Equipment	\$199.00
To:	A5095	Non-Revenue Receipts	\$199.00

for T.I.C. Battery ordered 12/2013 rec'd 2/2014

To:	A3410.203	Protective Clothing	\$7,167.72
To:	A5095	Non-Revenue Receipts	\$7,167.72

for 4 sets turn out gear ordered 12/2013 rec'd 3/2014

Memo Accounting Entry related to the above:

From:	A913	Committed Fund Balance	\$7,366.72
To:	A5095	Non-Revenue Receipts	\$7,366.72

to reverse the 2013 encumbrances related to the above

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 17, 2014 for item #55 through #78 deleting item #65 to Fire Apparatus Unlimited for LED Lights for C237 in the amount of \$1,055.00 for a total Abstract #3 amount of \$18,523.87.

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to approve the payment of \$3,200 to Brandon Kristel Plumbing & Heating for the replacement of the circulator pump to be taken from A3410.401 Building & Grounds.

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

The treasurer and the secretary met at the fire station on February 1, 2014 to destroy the records for the fiscal year ending 12/31/2006. The records for twenty, fifty-five years and permanent records were retained at that time.

The auditors were at the firehouse on Monday, March 17, 2014 to begin the actual audit of our financial statements.

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

Correspondence

A letter was sent to Electronic Business Products on March 17, 2014 informing them that we no longer owned the Lanier copy machine and would like to cancel the service contract.

A letter has been received from Dr. Buff in regards to returning to duty after a medical problem.

Committee Reports

Purchasing: no report (Commissioner Cullen)

Building & Grounds (Commissioner Cullen)

The replacement for the circulator pump has been installed. A bill for \$3,200 has been received and needs to be approved for payment.

The Board had previously approved the payment of \$575 for the original repair. Commissioner Mitchell had a conversation with a Brandon Kristel and he has waived the original \$575 charge since he was not able to fix the pump.

Equipment: no report (Commissioner Schimikowski)

SCBA's have been donated as approved
May have a buyer for remaining SCBA's
New 4-gas and CO meters are in service. Old meters have been removed from service.

Finance & Budget (Commissioner Mitchell)

Commissioner Mitchell would like to assemble a long range 5-year projection of costs. He will be meeting with the Chief, station keeper and the treasurer in the near future.

Medical: (Commissioner Pohl)

Sign up sheet as been posted for the upcoming firefighter physicals and Hep B vaccinations.

Jack Erckman fell on the ice at the fire station on February 19, 2014 and received medical care. The incident was reported to Worker's Compensation.

John Jewell has injured his knee and has been placed on restrictions. As of this date he has not received medical clearance.

Legal & Insurance: (Commissioner Pohl)

Commissioner Pohl received an incident report form from Mang Insurance for any occurrence at the fire station.

The company has requested a certificate of insurance for the upcoming event to be held at the Burnt Hills-Ballston Lake High School on April 5, 2014.

Computer: no report (Commissioner Stuart)

Personnel: no report (Commissioner Mitchell)

Jack Erckman had eye surgery on March 13, 2014 and will need to receive a medical clearance from his surgeon and Dr. Buff.

The time card machine is still not working properly. The time cards are presently being signed by hand by Commissioner Mitchell.

Policies (Commissioner Stuart)

Still working on Social Media Policy.

Consolidation: no report (Commissioner Pohl)

Apparatus: no report (Commissioner Schimikowski)

Need to have a truck committee formed to research the purchase of chief car 238.

Use of Station (Commissioner Stuart)

Breastfeeding USA has requested the use of the classroom for the month of April. They meet the second and fourth Tuesday.

Accident Review Board (Commissioner Mitchell)

Commissioner Cullen presented the Board with an investigation which he had conducted in regards to Jack Erckman's fall on the fire station.

Commissioner Mitchell requested that this Accident Review Investigation be handled in executive session. This particular investigation does not involve any motor vehicles, therefore this report is totally inappropriate. This investigation will be brought up at another time. Commissioners Mitchell and Stuart see no reason or purpose for this report and was opposed to it happening and being reported on.

LOSAP: (Commissioner Schimikowski)

Commissioner Pohl contacted Alplaus Fire District in regard to discussing RBC and their experience with them for LOSAP.

Legislative: no report (Commissioner Schimikowski)

Unfinished Business

Work place violence program: no report

Social Media Policy: no report

New Business

A motion was made by Commissioner Stuart, seconded by Commissioner Mitchell and unanimously passed to approve the cost of twenty-five (25) dollars each for two personnel to attend the Street Smart Tactical Truck Tips & Tricks Seminar on March 19, 2014 at HVCC sponsored by Wynantskill Fire Department to be taken from A3410.441 Seminars & Membership.

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to purchase the following hose from Fire Apparatus Unlimited;

11	AP25WB Attack Lite Poly Hose White 2.5" x 50' @ \$141.35	\$1,554.85
1	AP17RD Attack Lite Poly Hose Red 1.75" x 100'	206.80
1	AS40YD Attack Lite Poly Hose Yellow 4" x 100' Storz	561.75

To be taken from account A3410.201 Hose/Nozzle.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to purchase from Moore Medical twelve (12) stethoscopes for an amount not to exceed \$600 to be taken from A3410.211.

A motion was made by Commissioner Cullen and seconded by Commissioner Pohl to pay for Chris Farley's tuition at SCCC in the amount of \$260. Commissioner Cullen and Commissioner Pohl voted yes. Commissioner Mitchell and Commissioner Stuart voted no. The motion did not pass.

A motion was made by Commissioner Stuart, seconded by Commissioner Mitchell and unanimously passed to allow the use of the classroom for Breastfeeding USA for the 2nd and 4th Tuesdays in April.

A motion was made by Commissioner Stuart, seconded by Commissioner Mitchell and unanimously passed to adjourn at 9:50 pm.

Respectfully submitted,

Elaine Erckman
District Secretary