EAST GLENVILE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
April 21, 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
Chief Andrew Pohl
1st Assistant Chief Joseph Duchane
2nd Assistant Chief Ross Thornhill
Station Keeper Arnold Briscoe
President Ben Ferretti
Firefighter Jack Erckman
Lt. Stephen Janik Glenville Police Dept.

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.

Lt. Stephen Janik addressed the Board regarding safety and security measures that could be introduced at the fire station.

A motion was made by Commissioner Cullen and seconded by Commissioner Stuart to accept the amended minutes of the March 17, 2014 Board meeting. Commissioner Cullen, Commissioner Stuart, Commissioner Mitchell and Commissioner Pohl voted yes. Commissioner Schimikowski abstained.

A meeting was scheduled on April 11, 2014 at 7 pm. Since many Board members were on vacation, there was not a quorum to conduct a meeting.

Chief's Report: see attached (Chief Pohl)

Arrowhead Fire Equipment has requested to use the ladder truck 236 for a demo in Colonie, New York on Thursday, April 24, 2014 between the hours of 5:00 pm to 9:00 pm.

Captain Kevin Andrew and Captain Rich Carr were granted permission from Chief Pohl to use the chief's vehicles in his absence. As per the district policy, they both signed the Chief's Vehicle Policy to be filed with the district secretary.

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

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

Three firefighters have requested to attend training classes at the Chief's Convention at the Turning Stone Casino.

A request has been put before the Board to develop a policy for approving paid training between meetings. A suggestion would be to develop minimum standards for approved training such as 10% of calls.

President's Report: see attached (Ben Ferretti)

Melissa Antrim has resigned from the company and has returned the district's property.

An application for membership in the company has been received from Chris Pierson

Treasurer's Report: see attached (Jeffrey Prescott)

A motion was made by Commissioner Mitchell, seconded by Commissioner Cullen and unanimously passed to accept the amended Treasurer's report.

A motion for Resolution was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to pay Abstract #4 dated April 21, 2014 for item #79 through item #108 in the amount of $17,659.76.

Station Keeper's Report: see attached

A sensor for the gutter system needs to be ordered.

The commercial washing machine needs to be repaired and possibly replaced.

Correspondence

A letter dated March 28, 2014 was received from All Season Distribution in regards to purchasing used two way radio equipment.

A letter was received from Fire Apparatus Unlimited in regards to the repair of the lights on car 237. The lights needed were ordered and the car was scheduled to come into their shop for the repairs which was before the March Board meeting. The car was rescheduled for the repairs at a later date. At the March meeting it was decided that the repairs were no longer to be done due to the amount is would cost to repair. Fire Apparatus Unlimited would like to be reimbursed for the parts and labor as these parts are obsolete. Upon delivery the parts will be delivered and installed at no cost.

Committee Reports

Purchasing: no report (Commissioner Cullen)

Buildings & Grounds: no report (Commissioner Cullen)

Equipment: no report (Commissioner Schimikowski)

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.

Chief Pohl reported that Brindley Mountain Dealership would like to list 231 and 233. In order to do so they will need pictures.

A draft copy has been received from the auditors and they would like to possibly attend the May Board meeting to present their results.

Medical (Commissioner Pohl)

There are a few firefighters who have not had their physical with Dr. Buff. Commissioner Pohl will contact Dr. Buff to obtain the clearance letters for the firefighters to be filed in their personnel files.

A sign off sheet is being drafted for new firefighters who would like to decline the Hepatitis B shot.

The Medical Requirements Policy needs to be reviewed by the Board members before the May meeting.

Legal & Insurance (Commissioner Pohl)

A certificate of insurance was received from Mang Insurance for the Guns & Hoses fund raising event at Burnt Hills-Ballston Lake School.

A list of firefighters who have completed the Harassment on line test has been received. There are a few people who have not completed the test. It was the suggestion of the Board that this test be added to the OSHA requirements and that the person would be suspended for failure to complete the test.

The New York State Unemployed Insurance Rate has been increased and also the bottom line amount has increased for the first $8,500 to $10,500 of wages therefore our budgeted amount will need to be increased.

Computer (Commissioner Stuart)

Commissioner Stuart will find out which I Pads are available on state contract.

Personnel: no report (Commissioner Mitchell)

Policies (Commissioner Stuart)

The Substance Abuse Policy needs to be reviewed by the Board members before the May meeting.

The Social Media Policy was submitted to the Board for their approval.

Consolidation: no report (Commissioner Pohl)

Apparatus (Commissioner Schimikowski)

Initial pricing has been received for the purchase of the new chief's vehicle. A meeting will be arranged to review the features and prices of the vehicle.

Commissioner Schimikowski will draft a letter to Fire Apparatus Unlimited in regards to the light repairs to car 237.

Use of Station (Commissioner Stuart)

The Firefighter I Class and AVET Class have been previously approved for the use of the station.

The Breastfeeding USA class has requested the use of the classroom for the 2nd and 4th Tuesday in May.

Accident Review Board: no report (Commissioner Mitchell)

LOSAP: no report (Commissioner Schimikowski)

Commissioners Pohl, Commissioner Cullen and district treasurer Jeffrey Prescott attended a meeting at Alplaus Fire District in regards to RBC Wealth Management and investment options. The treasurer presented an extensive report to the Board. (copy attached)

Legislative: no report (Commissioner Schimikowski)

Unfinished Business

Work place violence program - Lt. Janik was present to answer questions regarding safety and security at the fire station.
The Social Media Policy was presented to the Board for approval.

A letter dated March 18, 2014 was sent to Rupp, Baae, Pfalzgraf, Cummingham & Coppola LLC regarding their FOIL request dated March 17, 2014 involving the Burnt Hills Lane fire which took place on January 12, 2014. It was the Board's decision to forward the FOIL Request to the district's attorney.

At the March 17, 2014 Board meeting it was the decision of the Board not to pay the tuition in the amount of $260 to SCCC for the CFR training that Chris Farley as he was not successful in completing the practical portion of the exam. Chief Pohl has requested that the Board revisit their decision of last month. The district should not overlook that fact that Chris put in the required time to do the class but was unsuccessful and then have to pay for the class. Chief Pohl stated that he doesn't think that this is the message that we want to send as a volunteer organization and would like to see the district pay for the class.

New Business

Some commissioners have met with Rich Carr in regards to a program called Target Solutions which helps organizations with training and records management tools that save time and money. It was the decision of the Board to give the program a try until the end of the year.

Commissioner Mitchell made a motion, seconded by Commissioner Stuart and unanimously passed to purchase Target Solutions at a cost of $3,482.50 to cover the rest of the year and have the Chief report back to the Board at the end of the year of its effectiveness. The costs will be taken from account A3410.441 Seminars & Memberships.

A motion was made by Commissioner Stuart, seconded by Commissioner Mitchell and unanimously passed to purchase a gutter sensor from Collins Niagara at a cost not to exceed $320 to be taken from account A3410.401 Grounds & Building.

A motion was made by Commissioner Pohl, seconded by Commissioner Cullen and unanimously passed to pay the dues for the year 2013 to the Town of Glenville Fire Chief's Association in the amount of $200 to be taken from account A3410.444 Membership Dues.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to pay Fire Apparatus Unlimited the amount of $325.20 to put a seal in the pump on 232 to be taken from account A3410.424 Equip Mechanical/Electrical to appear on the Abstract for May 19, 2014.

A motion was made by Commissioner Pohl, seconded by Commissioner Cullen and an unanimously passed to allow Arrowhead Fire Equipment the use of 236 to be taken out of the district for a demonstration in the Town of Colonie on Thursday, April 24, 2014 and to have a member of East Glenville Fire Company accompany them.

A motion was made by Commissioner Stuart, seconded by Commissioner Cullen and unanimously passed to accept Chris Pierson as a member of the East Glenville Fire Company pending passing a physical.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to approve the Hepatitis B declaration form as approved by Dr. Christopher Buff and included in the probationary manual.

A motion was made by Commissioner Stuart, seconded by Commissioner Cullen and unanimously passed that the Sexual Harassment Training be an annual event and be subject the same disciplinary action as covered under the OSHA hours.

A motion was made by Commissioner Mitchell, seconded by Commissioner Pohl and unanimously passed not to repair the rust on car 238 and to bank the credit due from Morris Ford for future use.

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to approve the use of the classroom by Breastfeeding USA for the 2nd and 4th Tuesdays in the month of May.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to adopt The Social Media Policy on this date April 21, 2014.

A motion was made by Commissioner Mitchell, seconded by Commissioner Stuart and unanimously passed to grant permission for Jeffrey Prescott to attend the training classes offered by the New York State Association of Fire Chiefs at the Turning Stone Casino on June 11 through June 14, 2014 at a cost of $95 to be taken from account A3410.441 Seminars & Membership.

A motion was made by Commissioner Stuart, seconded by Commissioner Pohl and unanimously passed to grant permission for Nick Abel to attend the Hot Training Advanced Extrication class offered by the New York State Association of Fire Chiefs at Turning Stone Casino at a cost of $285 to be taken from account A3410.441 Seminars & Membership.

A motion was made by Commissioner Mitchell and seconded by Commissioner Stuart to grant permission for Arnold Briscoe to attend the training classes offered by the New York State Association of Fire Chiefs at the Turning Stone Casino on June 11 through June 14, 2014 at a cost of $95 to be taken from the account A3410.441 Seminars & Membership. Commissioner Stuart, Commissioner Mitchell, Commissioner Pohl and Commissioner Schimikowski voted yes. Commissioner Cullen voted no.

A motion was made by Commissioner Pohl and seconded by Commissioner Cullen to approve the payment of $260 to SCCC for the CFR course which was taken by Chris Farley but was unable to pass the practical part of the test. Commissioner Mitchell abstained. The cost will be taken from A3410.441 Seminars & Membership.

A motion was made by Commissioner Cullen, seconded by Commissioner Mitchell and unanimously passed to adjourn to Executive Session for the purpose of discussing personnel at 11:38 pm.

Respectfully submitted,

Elaine Erckman
District Secretary