

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
May 19, 2014

Present:	Commissioner Suzanne Pohl	President Ben Ferretti
	Commissioner Gerald Cullen	Robert Gramuglia of
	Commissioner Clem Schimikowski	Bryans & Gramuglia CPAs LLC
	District Treasurer Jeffrey Prescott	Scott Westad of
	District Secretary Elaine Erckman	Fire Apparatus Unlimited
	Chief Andrew Pohl	Capt. Kevin Andrew
	1 st Assistant Chief Joseph Duchane	Firefighter Jack Erckman
		Firefighter Robert Moore
		Firefighter Nick Abel

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.

Robert Gramuglia from the accounting firm of Bryans & Gramuglia CPAs LLC, the auditing firm performing an independent audit of the district's financial statements of 2012 and 2013, presented his report to the Board.

The audit will be sent to the comptroller by June 30, 2014 and the treasurer will receive a certified receipt when this is completed. The district treasurer was commended on his excellent work over the year by Robert Gramuglia.

The Board thanked the district treasurer Jeffrey Prescott for a job well done.

Scott Westad from Fire Apparatus Unlimited addressed the Board regarding the repair of the lights on car 237. The request was initiated in February and the parts were ordered and received as he thought the repairs were to be done. A quote was not requested. After the March Board meeting, he received a call stating that the Board did not wish to continue with the repairs.

A motion was made by Commissioner Cullen and seconded by Commissioner Pohl and unanimously passed to approve the amended minutes of the April 21, 2014 Board meeting.

Chief's report: see attached (Chief Pohl)

Chief Pohl stated that he had received information that the recent damage to 236 will be covered under the district's insurance policy. The district will be responsible for the deductible.

Training report: see attached (presented by Chief Pohl)

President's report: see attached (Ben Ferretti)

Chris Pierson was sworn in as a new member of East Glenville Fire Company on May 12, 2014.

Treasurer's report: see attached (Jeffrey Prescott)

A motion for Resolution was made by Commissioner Pohl, seconded by Commissioner Cullen and unanimously passed to approve the budget amendment as follows;

From: A3410.190 Contingency	1,362.00	
To: A9025.000 Local Awards Program		1,362.00

Amendment to provide funding for unexpected higher LOSAP Cost

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 Cullen, seconded by Commissioner Pohl and unanimously passed to approve the payment of Abstract #5 dated May 19, 2014 for items 109 through items 140 in the amount of \$150,684.24.

Station Keeper's report: see attached (presented by Commissioner Schimikowski)

Correspondence

A quote was received from T.L.T. Sealcoating and Striping Services, LLC to seal coat and stripe the parking lot in the amount of \$3,500.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to adjourn to Executive Session at 8:42 pm for a discussion on personnel matters.

A motion to return to regular session was made by Commissioner Pohl, seconded by Commissioner Cullen and unanimously passed at 10:07 pm.

A motion was made by Commissioner Pohl, seconded by Commissioner Cullen and unanimously passed to uphold the suspension of 1st Assistant Chief Joseph Duchane for two additional weeks after which he will be reinstated as 1st Assistant Chief. He will then be on probation until the July 21, 2014 Board meeting pending a progress report from the Chief.

A request was approved at the April 21, 2014 Board meeting for Jeffrey Prescott, Arnold Briscoe and Nick Abel to attend classes at the New York State's Chief Show at Turning Stone Casino in June of 2014. Nick Abel will be attending a one day class. Jeffrey and Arnold will need travel and lodging.

A motion was made by Commissioner Pohl, seconded by Commissioner Cullen and unanimously passed to approve lodging for three nights for amount not to exceed \$360. Travel will be covered under the standard mileage rate for two vehicles and meals should not exceed \$60 per day for overnight stay.

Committee Reports

Purchasing: no report (Commissioner Cullen)

Buildings & Grounds: no report (Commissioner Cullen)

Equipment (Commissioner Schimikowski)

Equipment has been covered in the Chief's report and the Station Keepers report.

Finance & Budget: no report

Medical: (Commissioner Pohl)

A majority of the firefighters have completed their annual physical with Dr. Christopher Buff. Their certifications have been received and will be filed in their personnel file. There are a few people who still need their physical and they are as follows; Barbara Bischoff, John Jewell and Jay Benner.

Insurance & Legal: (Commissioner Pohl)

Commissioner Pohl contacted the district's insurance agent in regard to the liability regarding loaning out health equipment and was told that the district is covered.

Computer: no report

Personnel: no report

Policies

The Medical Requirements for Firefighters Policy needs to be reviewed by the Board before the June meeting, specifically the classification of firefighters.

The Substance Abuse Policy needs to be reviewed by the Board before the June meeting, specifically drug testing for new employees and firefighters.

The Social Media Policy needs to be reviewed in reference to a clarification regarding the effect of the policy on Company events.

The Chiefs Vehicle Use Policy was presented to the Board for their review before the June meeting.

A motion was made by Commissioner Pohl, seconded by Commissioner Cullen and unanimously passed to approve the Requirements For Attending Training Courses Policy as presented to the Board as of this date May 19, 2014.

A motion was made by Commissioner Pohl, seconded by Commissioner Cullen and unanimously passed to approve the Tobacco Free Zone Policy as presented to the Board as of this date May 19, 2014.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to approve the updated Use of Meeting and Training Room Policy as presented to the Board as of this date May 19, 2014.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to approve the updated Use of the Meeting and Recreation Room By Members Policy as presented to the Board as of this date May 19, 2014.

Consolidation: no report (Commissioner Pohl)

Apparatus: (Commissioner Schimikowski)

A price comparison for the purchase of a new 237 will be submitted to the Board at the June meeting.

Use of Station

A request as been received for the use of the classroom by Breastfeeding USA for the second and fourth Tuesday in June.

A request for the use of the pavilion was received from Leslie Greenough for a baptism party to be held on Sunday, June 1, 2014 from 12 pm to 5 pm.

A request for the use of the pavilion was received from Jay Benner for a shower to be held on Sunday, June 8, 2014 from 2 pm to 5 pm. A security deposit in the amount of \$100 was attached.

Accident Review Board: no report

LOSAP: no report

Legislative: no report

Unfinished Business

Use of Station for Firefighter I Class May 19, 22 and June 2,3,7,9,28

Use of Station for Accident Victim Extrication Training July 14, 15, 19

Gutter sensor has been received and will be replaced this summer.

Commercial washing machine has been serviced by K & D Laundry Equipment at a cost of \$122.50.

5-year cost projection – no action at this point

Brindley Mountain Dealership – pictures were taken of 231 and 233. Need to check status.

Fire Apparatus Unlimited concerning 237 – Commissioner Schimikowski addressed personally.

Travel and Per Diem for those approved for training has been approved.

Target Solutions is up and running.

New Business:

A request was received regarding setting up a credit account at Lowe's for the purpose of purchasing materials needed for drills, etc. It was the decision of the Board that if the need arises, a member of the Board can be contacted to use a district's existing credit cards.

A motion needs to be made to terminate the life insurance policy portion of the LOSAP Program. This will be brought up before the Board at the June meeting when a full Board is in attendance. A formal letter from the Board will be sent to VFIS informing them of the Board's decision.

Treasurer Prescott stated that VFIS will be offering investments alternatives in 2015.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to accept the bid from T.L.T. Sealcoating and Striping Services, LLC to sealcoat and stripe the parking lot at a cost of \$3,500 to be taken from A3410.407 Parking Lot.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to approve Wolfe Locksmith to repair the rear access door at a cost not to exceed \$300 to be taken from A3410.401 Grounds & Buildings.

A motion was made by Commissioner Pohl, seconded by Commissioner Cullen and unanimously passed to allow the use of 231 for the Scotia Memorial Day Parade on Wednesday, May 21, 2014 and the Burnt Hills Flag Day Parade on Thursday, June 12, 2014. If 236 has been repaired and in service, it may be used for the Burnt Hills Parade.

The Company approved up to \$85 to spend on a steam mop to be used to clean the kitchen floors, etc. that are cleaned during the assigned house details. The Company would like the District to reimburse the Company for the amount as it is a maintenance cost. It was the decision of the Board to table this request until the June Board meeting.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to allow the use of the classroom for Breastfeeding USA for the second and fourth Tuesdays in the month of June.

A motion was made by Commissioner Pohl, seconded by Commissioner Cullen and unanimously passed to approve the request for the use of the pavilion by Leslie Greenough for a baptism party to be held on Sunday, June 1, 2014 from 12 pm to 5 pm. Beer and wine will be served with a TIPS bartender in attendance. A certificate from the TIPS bartender needs to be presented 48 hours before the event and all alcohol will be removed at the conclusion.

A motion was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to approve the request for the use of the pavilion which was received from Jay Benner for a shower to be held on Sunday, June 8, 2014 from 2 pm to 5 pm. A security deposit in the amount of \$100 was attached.

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 was made by Commissioner Cullen, seconded by Commissioner Pohl and unanimously passed to adjourn at 11:00 pm.

Respectfully submitted,

Elaine Erckman
District Secretary