EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
September 15, 2014

Present:
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
Commissioner Paul Stuart
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief Andrew Pohl
2nd Assistant Chief Ross Thornhill
Station Keeper Arnold Briscoe
President Ben Ferretti
Firefighter Jack Erckman
Arrowhead Representative
Norm Young

The meeting was called to order by 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 Cullen, seconded by Commissioner Stuart and unanimously passed to approve the amended minutes of the August 18, 2014 Board meeting.

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to approve the minutes of the Executive Session of August 18, 2014.

A bid was received for the purchase of a 2014 Ford F150 4 x 4 Super Crew from Morris Ford as follows:

| | |
|---|---|
| Morris Ford F150 | $30,786.00 |
| Arrowhead | 19, 669.59 |
| Total | $50,455.59 |

A meeting has been scheduled for Friday, September 19, 2014 at 5 pm to review the bid. An announcement regarding the meeting will be placed in the Daily Gazette.

A bid for the 2004 Ford Expedition Chief's vehicle was received from the Board of Commissioners of the Burnt Hills Fire District in the amount of $9,000.

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to accept the bid of $9,000 from the Board of Commissioners of the Burnt Hills Fire District.

Chief's Report: see attached (Andrew Pohl)

President's Report: see attached (Ben Ferretti)

A letter has been sent to Jay Benner requesting his status as a firefighter.

A request has been received to purchase a class A dress uniform for Robert Delaney.

Treasurer's Report: see attached (Jeffrey Prescott)

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.

A motion was made by Commissioner Stuart, seconded by Commissioner Cullen and unanimously passed to approve the payment of Abstract #9 dated September 15, 2014 for items #223 through #246 in the amount of $9,415.49.

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.

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

There is an issue with the new time clock which was purchased from W. B. Mason. Arnold will look into returning the clock or making some adjustments to the one received.

The station keeper will be putting out bids to vendors to wallpaper the hallway/entryway after Open House.

Correspondence

An announcement was received from the Association of Fire Districts of the Capital Area Inc. regarding the Fall Workshop which will be held at Boght Community Fire Station on November 8, 2014 at a cost of $30 per person. This will be tabled until the October 20, 2014 Board meeting.

A copy of Fire District Affairs was received for June – July 2014. The schedules for the 2015 Fire District Budget Process and the 2014 Fire District Elections Schedule were included.

A response to a FOIL request was sent to HRP Associates, Inc. regarding 26 Van Buren Road on August 28, 2014.

A response for request from Alexander Williams for a medical report was sent on August 28, 2014.

Committee Reports

Purchasing (Commissioner Cullen)

The request for the purchase of FOB's will be covered under new business.

Buildings & Grounds: no report (Commissioner Cullen)

Equipment (Commissioner Schimikowski)

Covered under chief's reort.

Finance & Budget (Commissioner Mitchell)

The approval of the Budget for 2015 will be covered under new business.

Medical (Commissioner Pohl)

A Firefighter Clearance Letter was drafted and presented to the Board for approval. This form will be used by Dr. Christopher Buff to use when he performs medical evaluations of Fitness-for-Duty on members of the East Glenville Fire District #3.

A motion was made by Commissioner Stuart, seconded by Commissioner Cullen and unanimously passed to approve the Firefighter Clearance Letter as presented to the Board to be used by Dr. Christopher Buff when he performs medical evaluations on members of the East Glenville Fire District #3.

Legal & Insurance: no report (Commissioner Pohl)

Computer: no report (Commissioner Stuart)

Personnel: no report (Commissioner Mitchell)

A copy of the payroll summary was presented to the Board.

Policies (Commissioner Stuart)

The Chief's Vehicle Policy and the Medical Requirements For Volunteer Members are waiting for the signature of the Chairman of the Board and then the district secretary.

The Substance Abuse Policy has been tabled until the October 20, 2014 Board meeting.

Consolidation: no report (Commissioner Pohl)

Apparatus: no report (Commissioner Schimikowski)

Use of Station (Commissioner Stuart)

A request for the use of the classroom as been made by the Breastfeeding USA group for the 2nd and 4th Tuesdays.

The ICS 400 class will be hosted by East Glenville Fire District on October 1, 8, 22 and 29.

A Firefighter Survival class will be held on November 19, 2014.

Accident Review Board: no report (Commissioner Mitchell)

LOSAP (Commissioner Schimikowski)

On September 8, 2014 it was confirmed from VFIS that all life insurance policies were surrendered and funds totaling $21,569.68 were deposited into the LOSAP kitty around August 4, 2014. Our current LOSAP balance as of August 31, 2014 is $477,516.66.

Legislative: no report (Commissioner Schimikowski)

Unfinished Business

-5 year cost projection – done
-Substance Abuse Policy – table until October
-Old car sealed bids for sale – bid awarded to Burnt Hills Fire District
-New car 238 sealed bids for award – meeting scheduled for 9/19/14 to review
-Key retention system – cover under new business
-Purchase of 18 traffic control flags – working on
-Purchase of 1 set of PPE for FF Martinson – fitting scheduled for 9/23/14
-Purchase of 1 set of PPE for FF Cullen – fitting scheduled for 9/23/14
-Purchase of Globe boots for firefighters Gallinat and Budesheim – done
-Purchase of 2 iPad docking stations – done
-Purchase 2 Mobile Hotspots - done
-Purchase 5 fire police badges – done
-Annual UL ground ladders test – done
-Annual UL aerial ladder test – done
-Firefighter sex offender checks – working on

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to return the current time clock or see if the vendor can correct it to read in hours and minutes or if that is not the case find a replacement that does read in hours and minutes.

New Business

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to accept the 2015 Proposed Budget for East Glenville Fire District #3.

A motion was made by Commissioner Stuart, seconded by Commissioner Cullen and unanimously passed to allow the use of the classroom by the Breastfeeding USA group on the 2nd and 4th Tuesdays during the period of October through December 2014.

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to purchase five (5) Deluxe Jumbo Firefighter Gear Bags with Wheels from The Fire Store at a cost of $440 which includes shipping to be taken account A3410.441 Seminars & Membership.

A motion was made by Commissioner Stuart, seconded by Commissioner Cullen and unanimously passed to allow 2nd Assistant Chief Ross Thornhill to attend a Hazardous Materials Incident Command Course at Montour Falls November 17 through 19, 2014 at a cost of $111 to be taken from account A3410.441 Seminars & Membership. Chief Thornhill will be allowed the use of a vehicle for transportation.

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to purchase one hundred (100) 1346LNSNN – HID 1346 ProxKey II FOB's from POS Global at a cost of $1,117.00 to be taken from account A3410.401 Grounds & Buildings.

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to approve the purchase of a Class A dress uniform for Robert Delaney at a cost not to exceed $500 to be taken from account A3410.462 Dress Uniforms.

A motion was made by Commissioner Cullen, seconded by Commissioner Stuart and unanimously passed to adjourn at 9:30 pm.

Respectfully submitted,

Elaine Erckman
District Secretary