EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
February 16, 2015

Present: Commissioner Gerald Cullen
Commissioner Clem Schimikowski
Commissioner Suzanne Pohl
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief Andrew Pohl
Station Keeper Arnold Briscoe
Firefighter Jack Erckman

The meeting was called to order by the Chairman of the Board Gerald Cullen at 7:05 pm followed by the Pledge of Allegiance to the Flag.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the amended minutes of the January 26, 2015 Board meeting.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the minutes of the Executive Session held on January 26, 2015.

A motion was made by Commissioner Pohl and seconded by Commissioner Schimikowski to accept the minutes of the Special Board meeting held on February 2, 2015. Commissioner Pohl and Commissioner Cullen voted yes. Commissioner Schimikowski abstained.

Chief's Report: see attached (Andrew Pohl)

The chief requested the purchase of knit hats and baseball hats to be worn by the firefighters. The cost is approximately $600 for the knit hats and $600 for the baseball caps for all firefighters.

President's Report: see attached

Treasurer's Report: see attached (Jeffrey Prescott)

A motion for Resolution was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to pay Abstract #2 dated February 16, 2015 for item #47 through item #79 in the amount of $46,743.72.

A motion for Resolution was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to appropriate Assigned Unappropriated Fund Balance (Reserved for Encumbrances) as follows:

To:	A3410.203	Protective Clothing	$2,171.07
To:	A5095	Non-Revenue Receipts	$2,171.07

for 6 Helmets, 7 Helmet Shields and 1 pair FF Boots ordered 12/2014

To:	A3410.206	Radios	$289.50
To:	A5095	Non-Revenue Receipts	$289.50

for installation of Radio in 2014 Chiefs vehicle ordered 12/2014

To:	A3410.207	Rescue Equipment	$3,626.41
To:	A5095	Non-Revenue Receipts	$3,626.41

for Qrae meter, Pelican Light, Tac 90 lights, Knucklehead lights &
Argus TIC Batteries ordered 12/2014

To:	A3410.425	Radio Maintenance	$105.00
To:	A5095	Non-Revenue Receipts	$105.00

for Pager Repair sent out in October 2014

To:	A3410.402	Wallpapering	$3,600.00
To:	A5095	Non-Revenue Receipts	$3,600.00

for Wallpaper work performed in January 2015 contracted for in 2014

Adjustment to Fund Balance related to the above:

From:	A915	Assigned Unappropriated Fund Balance	$10,120.90
To:	A912	Unrestricted Fund Balance	$ 328.92
To:	A5095	Non-Revenue Receipts	$ 9,791.98

to reverse the 2014 encumbrances related to the above

A motion was made by Commissioner Pohl, seconded by Commissioner Schimikowski and unanimously passed to accept the Treasurer's Report as presented to the Board.

The bank statements for the month of January, 2015 were reconciled by the deputy treasurer and were presented for the Board's approval.

The bills for the month of January, 2015 were reviewed by Commissioner Cullen and presented for the Board's approval.

The Treasurer presented the Board with a draft of the Annual Update Document for their review. The document is due by March 1, 2015.

Secretary's Report: see attached (Elaine Erckman)

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

Communications

A letter was received from the Department of the Air Force, 109 Airlift Wing, requesting the use of the lawn, pavilion and back parking lot for a simulated natural disaster to be held July 27 through August 2, 2015.

A letter was received from Dave Mitchell stating his resignation from the East Glenville Fire District #3 Board of Commissioners effective January 29 , 2015.

Committee Reports

Purchasing (Gerald Cullen)

A Kohler 60REZGB backup generator was purchased and installed by Capital Power.

Building & Grounds: no report (Gerald Cullen)

Equipment (Clem Schimikowski)

The UTV is available for pick up from Griffin Motorsports. They are loaning us a trailer for transport and a location in the garage needs to be cleaned out to make room once it arrives.

When 230 had routine maintenance, it was recommended that the brake pads and rotors be replaced.

Finance & Budget: no report (Suzanne Pohl)

Medical (Suzanne Pohl)

Commissioner Pohl will be contacting Dr. Buff to set up the annual firefighter physicals.

Legal & Insurance (Suzanne Pohl)

There has been a problem with the insurance company and Department of Motor Vehicles for the coverage on the new chief's vehicle.

The district has not been notified by the insurance company as to what they will pay for the incident involving the backup generator. The district has not received an invoice from Crisafulli Brothers.

Commissioner Pohl will contact the district's insurance agent to inquire what coverage is needed for the UTV.

Computer: no report

Personnel (Clem Schimikowski)

An evaluation will be conducted for the station keeper.

Policies

The following addition will be made to the Personnel Manual; All employees are not to work on Holidays unless expressly approved in advance by the Chairman of the Board and the Chair of the Personnel Committee.

Commissioner Schimikowski proposed that Christmas Eve now be recognized as a legal holiday.

Apparatus (Clem Schimikowski)

Apparatus repairs have been covered under the Chief's Report and the Station Keeper's Report.

Commissioner Schimikowski presented the specifications for the purchase of a 2014 chief's vehicle. A legal notice will be placed in the Daily Gazette with bids due by the end of the business day on March 16, 2015.

Use of Station

A letter was received from the Department of the Air Force, 109 Airlift Wing, requesting the use of the lawn, pavilion and back parking lot for a simulated natural disaster to be held July 27 through August 2, 2015.

A request has been received from Schenectady County for the use of the station for a Train the Trainer FF1 skills course on Saturday, February 21, 2015 from 8 am to 2 pm.

The company will be holding a family day at the firehouse on Saturday, February 28, 2015.

Accident Review Board: no report (Clem Schimikowski)

LOSAP (Clem Schimikowski)

The 2014 East Glenville Service Awards Recipients Report was presented to the Board at the January 26, 2015 Board meeting. There have not been any appeals by the firefighters.

Unfinished Business

Correspondence has been received from Alplaus Fire regarding the Cell Phone Plan with Verizon for firefighters and was presented to the Board for their review to be addressed at the March 16, 2015 Board meeting.

The status of the UTV has been addressed.

The purchase of a Class A uniform for FF Budesheim is pending.

There are repairs to be done on the wallpaper.

Gordon Cooper Painting will be returning to do repairs.

Training on iPads is pending.

All members have completed the Harassment Training for the year 2014.

New Business

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously approved to allow the Department of the Air Force, 109 Airlift Wing, the use of the lawn and back parking lot. They have also requested use of the pavilion pending approval by the Fire Company for a simulated natural disaster to be held July 27 through August 2, 2015.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously approved to allow Schenectady County the use of the station for a Train the Trainer FF1 skills course on Saturday, February 21, 2015 from 8 am to 2 pm.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to purchase knit hats for winter not to exceed $700 and baseball caps for summer for each active firefighter not to exceed $700 to be taken from account A3410.203 Protective Clothing.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to purchase two hundred fifty (250) business cards each for the chief officers to be taken from account A3410.464 Stationery/Supplies.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to place a legal notice in the Daily Gazette to advertise for bids for the purchase of a 2014 chief's vehicle to be opened at the March 16, Board meeting. Specifications will be available at the fire station.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the LOSAP report as completed by the district's statistician and submit it by the due date of February 24, 2015.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the following changes to the Personnel Manual; all employees are not to work on Holidays unless expressly approved in advance by the Chairman of the Board and the Chair of the Personnel Committee and Christmas Eve will now be recognized as a legal holiday.

Adjourn

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously approved to move to Executive Session at 8:55 pm.

Respectfully submitted,

Elaine Erckman
District Secretary