

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
April 20, 2015

Present:	Commissioner Gerald Cullen	Firefighter Jack Erckman
	Commissioner Clem Schimikowski	Firefighter Al Martin
	Commissioner Paul Stuart	
	Commissioner Suzanne Pohl	
	District Treasurer Jeffrey Prescott	
	District Secretary Elaine Erckman	
	1 st Assistant Chief Ross Thornhill	
	Station Keeper Arnold Briscoe	
	President Ben Ferretti	
	Vice President Robert Moore	

The meeting was called to order by the Chairman of the Board Gerald Cullen at 7:00 pm followed by the Pledge of Allegiance to the Flag.

A motion was made by Commissioner Stuart and seconded by Commissioner Pohl to accept the amended minutes of the March 16, 2015 Board meeting. Commissioner Pohl, Commissioner Stuart and Commissioner Cullen voted yes. Commissioner Schimikowski abstained.

Chief's Report: see attached (1st Assistant Chief Ross Thornhill)

Commissioner Schimikowski stated that he and Chief Carr had received the reimbursement check for the EMT re-certification course they took at SCCC and the checks will be signed over to the district.

President's Report: see attached (Ben Ferretti)

An application for membership was received and accepted by the company for Lindsey Tibbitts.

A motion was made by Commissioner Stuart, seconded by Commissioner Schimikowski and unanimously passed to approve the membership of Lindsey Tibbitts in the East Glenville Fire Company contingent on a successfully completion of the background check and passing a physical.

The company would like to purchase pens as a recruitment tool and have approved to spend up to \$70. The total cost of 500 pens would be \$215.95 which includes a setup charge of \$15.95 and a logo charge of \$25.00. The company is requesting the district pay the remainder of \$145.95.

Treasurer's Report: see attached (Jeffrey Prescott)

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

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the payment of Abstract #4 dated April 20, 2015 for item #116 through item #148 for a total amount of \$186,595.41.

The treasurer has requested permission to make early electronic payments to Wex Bank which is the Hess gas account as the payment is due by the 20th to the 22nd of each month or the district will be charged a late fee of \$50.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Stuart and unanimously passed to approve the early payment of the Wex Bank, the Hess gas account, subject to audit and approval at the monthly Board meeting.

Secretary's Report: see attached (Elaine Erckman)

The bank statement for the month of March was reconciled.

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

Communications

A copy of the Fire District Affairs for the months of April – May 2015 was received.

An announcement was received from the Association of Fire Districts of the Capital Area regarding a seminar to be held on Saturday, May 16, 2015.

A memo was received from the New York State office of General Services for a seminar to be held on May 20 – 21, 2015 regarding purchasing.

Committee Reports

Purchasing: no report (Com. Cullen)

Buildings and Grounds: no report (Com. Cullen)

Equipment (Com. Schimikowski)

The chiefs met and reviewed the two bids received from KME and Morris Ford, Inc. for the purchase of a new chief vehicle. It is the recommendation of the chiefs to accept the bid from Morris Ford, Inc. for a 2014 Ford F150 Crew Cab 4WD command vehicle in the amount of \$49,653.75.

The following prices were received for the purchase of a trailer for the UTV;

Sure Trac Steel	Master Tow Steel
7'x16' Trailer	7'x16' Trailer
\$3,696.00	\$2,899.00
Aluma Trailer	Currahee
7'x16' Trailer	7'x16' Trailer
\$5,200.00	\$2,285.00

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approved the purchase of one (1) Master Tow Steel 7'x16' Trailer in the amount of \$2,899.00 to be taken from account A3410.207 Rescue Equipment.

The following prices were received for the UTV accessories;

UTV Roof		\$500
UTV Hard Coat Windshield		\$500
Winch-4500#, wire spool, with bracket		\$600
STL Quad Hybrid LED lights (2/\$70 ea.)		\$140
STL Siren Package		\$175
STL Octo LED light		\$140
Striping/Lettering	NTE	\$600

A motion was made by Commissioner Schimikowski, seconded by Commissioner Stuart and unanimously passed to approve the purchase of the accessories for the UTV in an amount not to exceed \$2,655.00 to be taken from account A3410.207 Rescue Equipment.

Other equipment was covered under the Chief's Report and the Station Keeper's report.

Finance and Budget (Com. Pohl)

Treasurer Prescott stated that the finance committee needs to meet to compile a plan for a 1% per year savings over a three-year period to comply with the tax cap rebate. This plan is due to the State Comptroller by June 1, 2015.

Medical (Com. Pohl)

A list of thirty-four (34) firefighters that completed their annual physical has been received from Dr. Christopher Buff's office. There are six (6) firefighters that need to complete their physical by May 1, 2015 or have their tags pulled. Chief Thornhill will contact these firefighters.

Legal and Insurance (Com. Pohl)

Commissioner Pohl attended an AFDSNY Fire Commissioner Training Class on April 16, 2015 at the Albany Fire Department.

An adjuster from NBT-Mang Insurance Agency met with Linda Stuart at the fire station in regards to an incident on March 5, 2015 when she fell attending an event at the fire station. A letter has been received from the agency acknowledging the claim.

The claim regarding the standby generator has been filed and acknowledged by the insurance agency. A proof of loss form needs to be filed once the claim has been approved and then the district will receive a check for an approximate amount of \$28,387.00. A claim for the truck repairs has been filed separately and a check for an approximate amount of \$766.00 will be forwarded to the district.

A letter was also received from the insurance agency explaining Terrorism Coverage for the district.

The UTV does not have to carry extra insurance as it is considered equipment. When we receive the UTV trailer, the insurance company will need to be notified. Commissioner Pohl will check with the insurance agent to determine the age of firefighters qualified to drive the UTV and if the driver needs to wear a special helmet. Commissioner Schimikowski recommended that a policy be written and the policy committee develop guidelines for the operation of the UTV.

It has been brought to the attention of the fire district that the property at 460 Saratoga Road is going to be sold. The existing building will be torn down and East Glenville Fire Company would like the opportunity to drill in the building. The vice president of buildings and maintenance for Ellis Hospital will be contacted for more information and if the district is to drill on the property, the district needs to obtain a certificate of insurance.

Computer (Com. Stuart)

Commissioner Stuart presented some options for training on the iPads. There is free training at the Apple store at Crossgates Mall. You must call first and make an appointment. They also offer training called Joint Venture that would consist of a two hour on site session and an additional two hour session to be used at the Apple store for a charge of \$499 a year for a membership. There is an on-line training called Profitable Professor for a cost of \$29 a person. The other option is to have an IT person come to the fire station and present a class for all who are interested at a cost of \$75 an hour.

A motion was made by Commissioner Stuart, seconded by Commissioner Pohl and unanimously passed to approve to have an IT person present a class on using the iPads for those interested at the firehouse at a date to be determined at a cost of \$75 an hour not to exceed four (4) hours to be taken from account A3410.461 Computer.

Personnel (Com. Schimikowski)

The personnel committee is working on the station keeper's evaluation.

The payroll summary for March 17 through April 20, 2015 was presented to the Board.

Policies: no report (Com. Stuart)

Apparatus (Com. Schimikowski)

Covered on the Chief's report and Equipment report.

Use of Station (Com. Stuart)

A request for the use of the meeting room has been received at the request of Ben Ferretti for a Bridal Shower to be held on Sunday, August 9, 2015 from 9:30 am to 3:00 pm.

A motion was made by Commissioner Stuart, seconded by Commissioner Schimikowski and unanimously passed to approve the use of the meeting room by Ben Ferretti for a Bridal Shower to be held on Sunday, August 9, 2015 from 9:30 am to 3:00 pm. Ben will be the host at the event.

Accident Review Board: no report Com. Schimikowski)

The standby generator incident is still pending.

LOSAP (Com. Schimikowski)

A request has been received from a firefighter to defer his LOSAP benefits for a couple of years. VFIS will be contacted for information regarding this request.

Unfinished Business

The UTV trailer and accessories has been approved.

The training on iPads has been approved.

Phone plan - A phone plan was presented to the Board for their review from Verizon and a representative is willing to come to the fire station and present the plan to the Board and the company members.

Hose testing – The Town of Glenville Commissioners have gotten together to combine their resources for hose testing. East Glenville Fire District uses Waterway, Inc. who tests the hose and ground ladders at a rate of twenty-one cents a foot for hose and two dollars and twenty-five (\$2.25) a foot for ground ladders.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Stuart and unanimously passed to test all hose and ground ladders using Waterway, Inc. at the rate of twenty-cents a foot for hose and two dollars and twenty-five (2.25) a foot for ground ladders.

Counseling firm – The district has received information from Capital EAP First Responder Program which offers therapeutic counseling for personnel experiencing or witnessing a severe event.

A motion was made by Commissioner Pohl, seconded by Commissioner Stuart and unanimously passed to approve the use of Capital EAP First Responder Program pending final approval after a representative presents the program to the Board of Commissioners and the Company at a cost of \$39 per year for a person. The program would cover all existing Board members, Company members and future members.

Upstate Laser Wash has offered a car wash program for the district vehicles at a cost of \$200 for 50 washes.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to purchase fifty (50) car washes at a cost of \$200 for the chief vehicles and other small district vehicles to maintain district apparatus to be taken from account A3410.422 Truck Repair/Maintenance.

New Business

A motion was made by Commissioner Stuart, seconded by Commissioner Schimikowski and unanimously passed to approve contributing to the company \$149.95 towards the purchase of 500 pens for company recruitment to be taken from account A3410.211 Retention & EAP.

A motion for Resolution was made by Commissioner Schimikowski, seconded by Commissioner Stuart and unanimously passed to approve the following Budget Amendment;

From: A3410.190 Contingency	\$4,654.00	
To: A3410.209 New Vehicle		\$4,654.00

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the purchase of a 2014 Ford F150 Crew Cab 4WD command vehicle from Morris Ford, Inc. for a total amount of \$49,653.75 to be taken from account A3410.209 New Vehicle.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to allow three members of the Board to attend the seminar at the Association of Fire Districts of the Capital Area on May 16, 2015 for a total cost of \$75 to be taken from account A3410.463 Conventions and Membership. If the chiefs attend the costs of \$75 would be taken from account A3410.441 Seminars and Membership.

Two perspective people were interviewed to fill the vacancy on the Board. Albert Martin and Beth Larson have expressed interest in serving on the Board. After a discussion was held by the Board regarding both candidates the following motion was made;

A motion was made by Commissioner Stuart to nominate Albert Martin as a member to the Board of East Glenville Fire District #3. The motion was not seconded.

A motion was made by Commissioner Pohl, seconded by Commissioner Schimikowski and unanimously passed to approve the appointment of Beth Larson as a member of the East Glenville Fire District #3 Board of Commissioners.

A special meeting will be scheduled to swear in Beth Larson.

Executive Session

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to adjourn to Executive Session at 9:45 pm for the purpose of discussing personnel.

Respectfully submitted,

Elaine Erckman
District Secretary