EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
December 21, 2015

Present: Commissioner Clem Schimikowski
Commissioner Beth Larson
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief Andrew Pohl
1st Assistant Chief Ross Thornhill
2nd Assistant Chief Rich Carr
President Ben Ferretti
Firefighter Jack Erckman
Dayton King – Representative from NBT Mang Insurance Agency

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 Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the amended minutes of the November 16, 2015 Board meeting.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the minutes of the November 16, 2015 Executive Session.

Dayton King, a representative from NBT Mang Insurance Agency presented the Board with a proposal of insurance coverage for the District for the year 2016.

Chief's Report: see attached (Andrew Pohl)

President's Report: see attached (Ben Ferretti)

Hollie Abel was sworn in as a member of the East Glenville Fire Company.

Ryan Yattaw was voted in as a member of the East Glenville Fire Company at the company meeting held on December 8, 2015.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the membership of Ryan Yattaw in East Glenville Fire Company pending passing an arson check, a sex offender check and also completing the check-off for the EGFD policies on the membership application.

The following firematic officers were elected:

Chief:	Andrew Pohl
1st Assistant Chief:	Ross Thornhill
2nd Assistant Chief:	Rich Carr
Captain of Rescue:	Clem Schimikowski
Captain of Engines:	Mike Boisclair
Captain of EMS:	Dave Costello
Captain of Fire Police:	Bill Lamb
Lieutenant:	John Saupp
Lieutenant:	John Jewell
Lieutenant:	Jeffrey Prescott

The following social officers were elected:

President:	Ben Ferretti
Vice President:	Bob Moore
Treasurer:	Jerry Cullen
Secretary:	Bev Martinson
House Steward:	George Budesheim

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the appointment of Andrew Pohl as Chief, Ross Thornhill as 1st Assistant Chief and Richard Carr as 2nd Assistant Chief of East Glenville Fire District #3 for the year 2016.

Treasurer's Report: see attached (Jeffrey Prescott)

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

A motion for Resolution was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to pay Abstract #12 dated December 21, 2015 for voucher #392 through voucher #422 in the amount of $9,464.53.

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

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

Secretary's Report: see attached (Elaine Erckman)

The annual commissioner elections were held on Tuesday, December 8, 2015. The following is the results of the election:

Total ballots cast for five-year term		85 votes	
	Gerald Cullen	72 votes	
	Write ins	13 votes	Dave Mitchell
Total ballots cast for two-year term		76 votes	
	Beth Larson	74 votes	
	Write ins	2 votes	Dave Mitchell

Congratulations to Beth Larson and Gerald Cullen for winning the election for their respective terms.

Communications

An email was received from Jack Erckman submitting his resignation for the part-time maintenance position at East Glenville Fire District #3 effective December 31, 2015. The Board thanked him for his service.

A letter was received from Paul Stuart submitting his resignation from the Board of Commissioners effective November 20, 2015.

A bid was received from Malta Asphalt Lawn & Landscape for the purchase of the skid mount unit in the amount of $2,000.

An invoice was received for the first quarter of 2016 from Capital EAP in the amount of $438.75.

A invoice was received from McNeil & Company, Inc. for the Accident and Health Insurance premium for the year in the amount of $3,430 and the Insurance Proposal amount of $28,653.

Insurance ID cards were received from NBT Mang Insurance for the district vehicles.

A bid was received from Elegant Interiors to install wallpaper in the training room in the amount of $2,395.00.

Committee Reports

Purchasing (Commissioner Cullen)

Two sections of chain link fence have been replaced by the backup generator.

Building and Grounds (Commissioner Cullen)

The emergency eye wash unit needs to either be repaired or replaced. Commissioner Schimikowski will research prices to bring this unit up to standards.

Equipment (Commissioner Schimikowski)

An incident occurred when one of the overhead doors came down and rested on 233 with minimal damage to the door or the truck. The cost to Overhead Door was $312.

A vendor log has been purchased and will be available in the radio room for vendors to sign in and sign out. A notation will be made in future bills to the vendors that they are expected to be compliant with this practice in order to facilitate the payment of their invoices.

The committee for the engine/rescue truck will have the specs available in the first quarter for vendors.

Finance and Budget (Commissioner Pohl)

The auditors will be at the station for their 2015 preliminary work on April 11 & 12 and April 18, 2016.

Medical: no report (Commissioner Pohl)

Legal and Insurance (Commissioner Pohl)

A discussion was held regarding the storage of the 1937 Sanford for the winter. A storage agreement from T-Car has been received and must be signed by the district. Commissioner Pohl contacted the district's insurance agent and was told that the district needs documentation as to what insurance T-Car carries on their buildings.

A check was received from McNeil & Company, Inc. dated November 11, 2015 in the amount of $129.87 for changes in district insurance.

Computer

A discussion was held in regards to the replacement of the computers at the station. Ross Thornhill has researched purchasing a computer on state computer. The district would like to set up a five-year rotation for replacing the computers. It was the decision of the Board to purchase a desk top computer for the fireman's use and a lap top with docking station for the officer's room.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the purchase of one (1) lap top computer with a docking station and one (1) desktop computer with tower and monitor at a cost not to exceed $1,750 to be taken from account A3410.461 Computer.

Personnel (Commissioner Schimikowski)

The Board will adjourn to Executive Session to work on reviews.

The payroll summary was presented for November 17 through December 21, 2015.

Policies

A draft of the Fund Balance Policy has been submitted to the Board for their review. The policy will be placed on the agenda at the organizational meeting.

Apparatus: covered under Chief's report and Equipment (Commissioner Schimikowski)

Use of Station

A request for the use of the meeting room was received from Beth Larson for Saturday, January 9, 2016 from 6 pm to 9 pm for a black belt celebration.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the use of the meeting room by Beth Larson on Saturday, January 9, 2016. Beth will host the event.

A request for the use of the meeting room was received from Ben Ferretti for Saturday, February 20, 2016 from 12 noon until 5:00 pm for a birthday party.

A motion was made by Commissioner Larson, seconded by Commissioner Schimikowski and unanimously passed to approve the use of the meeting room by Ben Ferretti on Saturday, February 20, 2016 for a birthday party. Ben will host the event.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the use of the meeting room by the Office of Fire Prevention Control Peace Officer training for the week of January 18, 2016.

Accident Review Board: no report (Commissioner Schimikowski)

LOSAP (Commissioner Schimikowski)

Statistician John Saupp is working on the end of the year report. He is also researching the purchase of new software for the LOSAP program.

Unfinished Business

The treasurer has received the district credit card from Paul Stuart. His account will be closed and the credit card will be shredded.

A discussion was held regarding the need for the treasurer and the chief to have a credit account. The treasurer has administrative expenses that require a credit card and the treasurer is also available for any other expenses that my occur for the district. It was also suggested that the Chief have a card for making purchases during the month between Board meetings as when an officer needs to purchase something they have to find a commissioner to use their card. It was the decision of the Board to have the treasurer apply for a $10,000 credit line, give a card to the treasurer and a card to the Chief.

New Business

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve Elegant Interiors for labor to replace the wallpaper in the training room at a cost of $2,395.00 to be taken from account A3410.402 New Paint/Wallpaper.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the purchase of paint and wallpaper from Village Paint & Wallpaper not to exceed $5,100 to be taken from account A3410.402 New Paint/Wallpaper.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to accept the bid from Jason Kaczmarek of Malta Asphalt Lawn & Landscape Services for the skid mount unit in the amount of $2,000.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the purchase of one (1) Life Fitness Integrity Treadmill from G & G Fitness at a cost of $9,425.00 to be taken from account A3410.212 Training Facility.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the purchase of six (6) Minitor pagers from Wireless Ventures at a cost of $2,514.00 to be taken from account A3410.206 Radios/Alarm.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the purchase of three (3) lengths of 1 ¾ x 50' hose and three (3) lengths of 1 ¾ x 100' hose from MES for a total cost of $1,347.00 to be taken from account A3410.201 Hose/Nozzle.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the purchase of two (2) 1 ¾ nozzles from MES at a cost of $796.00 to be taken from account A3410.201 Hose/Nozzle.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the purchase of one (1) Stream light work light at a cost of $769.00 to be taken from account A3410.207 Rescue Equipment.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the purchase of Globe PPE pants, coat and boots for FF Berggren at a cost of $2086.00 and Globe PPE pants and coat for Lt. Prescott at a cost of $1,739.00 for a total cost of $3,825.00 to be taken from account A3410.203 Protective Clothing.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the purchase of four (4) gear name tags at a total cost of $200 to be taken from account A3410.203 Protective Clothing.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the purchase of three (3) sets of car mats from Amazon at a total cost of $625.00 to be taken from account A3410.422 Truck Repair/Maintenance.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the purchase of three (3) backup cameras from Amazon at a total cost of $250.00 to be taken from account A3410.208 Safety Equipment.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the purchase of three (3) spot lights for the chief's vehicles from Larson Electronics for a total cost of $1,347.00 to be taken from account A3410.207 Rescue Equipment.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the purchase of two (2) Weather Guard truck boxes from Toolup.com at a total cost of $2,843.00 to be taken from account A3410.207 Rescue Equipment.

The oath ceremony for the chiefs will be held on Friday, January 1, 2016 at 10 am. A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the cost of refreshments for the ceremony not to exceed $200 to be taken from account A3410.463 Conventions/Membership.

A motion was made by Commissioner Pohl, seconded by Commissioner Schimikowski and unanimously passed to hold the organizational meeting on Tuesday, January 5, 2016 at 6 pm at the fire house with a dinner to follow at Johnny's in Schenectady. The date for the oath ceremony and organizational meeting will be placed in the Daily Gazette.

A motion for Resolution was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to transfer surplus general funds of $40,000 as follows: Building Reserve $10,000 and Apparatus Reserve $30,000.

The treasurer stated that East Glenville Fire District #3 is number one (1) which is the lowest tax rate district.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to adjourn to Executive Session at 10:28 pm.

Respectfully submitted,

Elaine Erckman
District Secretary