

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
January 18, 2016

Present: Commissioner Clem Schimikowski
Commissioner Beth Larson
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief Andrew Pohl
Vice-President Robert Moore
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 led by Commissioner Larson.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the amended minutes of the December 21, 2015 Board meeting.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the minutes of the December 21, 2015 Executive Board Session.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the minutes of the January 1, 2016 Installation Meeting.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the amended minutes of the January 5, 2016 Organizational meeting.

A motion was made by Commissioner Pohl, seconded by Commissioner Schimikowski and unanimously passed to approve the minutes of the January 5, 2016 Executive Board Session.

Chief's Report: see attached (Andrew Pohl)

The following were the top five responders for the year of 2015;

Firefighter Prevost	580	1 st Assist. Chief Thornhill	389
Firefighter Martinson	500	Captain Schimikowski	360
Firefighter Cullen	497		

It was a record year for 2015 with a total of 819 alarms answered by East Glenville Fire Department. Chief Pohl thanked the Board and the firefighters for their service during the year.

President's Report: see attached (given by Robert Moore)

Ryan Yattaw was sworn in at the company meeting held on January 12, 2016. The Board requested that Vice-President Moore check to see if the arson check and sex offender check report has been received and also that the membership application has been completed in full.

Treasurer's Report: see attached (Jeffrey Prescott)

The District Treasurer has requested permission to open a money market account at Pioneer Commercial Bank. The account will earn .1% with a condition that the total account balance be lower than \$250,000 in order that all monies be covered by FDIC insurance.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to grant permission to the District Treasurer to open a money market account at Pioneer Commercial Bank with a balance of up to \$250,000.

In preparing to do the annual report for the State Comptroller's office, it has been discovered that the EAP program is actually considered an employee's benefit program, therefore the treasurer would like to propose amending the budget to move EAP from Retention & EAP and create a separate line item for EAP.

A motion for Resolution was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the following Amendment to the 2016 Budget;

From: A3410.211 Retention & EAP	1,804.00	
To: A9089.800 Employee Assistance Program		1,804.00

Amendment to classify the EAP cost to Employee Benefits per NYS Comptroller Reporting Codes A3410.211 will be re-named Retention.

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

A motion for Resolution was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the payment of Abstract #1 dated January 18, 2016 for voucher #423 through voucher #38 in the amount of \$150,827.03.

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

The bills for the month of January, 2016 were reviewed by Commissioner Cullen and presented for the Board's approval.

Communications

An application was received from AFDSNY for commissioner training on March 5, 2016 at Wilton Fire Department. Commissioner Larson and Commissioner Cullen will be attending as newly elected commissioners.

A flier was received from the AFDSNY for the Fall Vendor Expo and Workshops to be held at Saratoga Springs, NY on October 13 through 16th, 2016.

The treasurer has received emails from the auditor's requesting preliminary information such as a legal letter, bank confirmations and other documents required for the audit which is scheduled for April 11, 12 and 18.

Committee Reports

Purchasing (Com. Cullen)

Copy paper and a new clock for the Board room were purchased.

Building and Grounds (Com. Cullen)

A problem has developed with the dryer. Commissioner Cullen will discuss the problem with the station keeper.

Commissioner Schimikowski is working on the repair or replacement of the emergency eye wash unit.

Equipment (Com. Schimikowski)

All the equipment that was approved at the December Board meeting has been ordered and received except for the treadmill and the pagers.

The spot lights and reverse cameras will need to be installed.

Arrowhead sent a past due invoice for seat belt sensor. A discussion was held with Arrowhead on October 29, 2015 and they were told this part was not needed and the district would not pay for this part. Commissioner Schimikowski will discuss this invoice with Arrowhead.

The Town of Glenville has been doing maintenance on EGFD apparatus. They have informed us that they would be willing to drive the apparatus back to the station. They have a CDL certified driver who could bring 231, 233, 235 and 236 back. An agreement will be drafted to perform this service for the district.

A question was brought up as to whether we need the Town of Glenville to be second insured on the district's policy. Commissioner Pohl will contact the district's insurance agent and the town's attorney will also be contacted.

Finance & Budget: no report (Com. Pohl)

Medical: no report (Com. Pohl)

Legal & Insurance (Com. Pohl)

The contract with T-Car to store the 1937 Sanford was submitted to the District's insurance agency and the District's attorney for review. The insurance company and the attorney stated that the district needs to have insurance coverage of the vehicle. The truck has been stored in the pavilion.

A letter was received from McNeil & Co. stating that they are in receipt of the claim for Linda Stuart who fell at the firehouse on March 5, 2015.

The District Treasurer stated that he has contacted the district's attorney requesting an itemized statement of services rendered during the year 2015.

An email was sent to Dayton King, the District's agent from Mang Insurance, requesting a readout of the insurance charges for the 1937 Sanford Fire Truck and the Pavilion. A response was received from Dayton King stating that he has requested this information from the insurance underwriter.

The District Treasurer also requested a quote for workers compensation coverage for our volunteer firefighters. Dayton King, stated that he will send an application or will meet with the Treasurer to discuss the coverage.

Computer (Com. Schimikowski)

Treasurer Jeffrey Prescott reported that there has been a problem with ordering new computers from HP.

Personnel (Com. Schimikowski)

The employee reviews have been completed for the station keeper Arnold Briscoe and the statistician John Saupp.

Policies (Com. Larson)

The Fund Balance Policy will be submitted at the February Board meeting for approval.

Apparatus (Com. Schimikowski) Covered under equipment.

Use of Station (Com. Larson)

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve Shawn Primett and Jeffrey Prescott to serve as hosts for events held at the fire station during the year of 2016.

Accident Review Board: no report (Com. Schimikowski)

LOSAP (Com. Schimikowski)

The report for the East Glenville Service Awards Recipients for the year 2015 was submitted to the Board. This report will be posted for thirty (30) days for examination for any inquires or appeals. Final submission to the district LOSAP provider will be February 17, 2016.

Unfinished Business

The wallpaper will be installed in the training room the first week of February. Commissioner Pohl is seeking suggestions for the floor as to what material would work the best in the room.

New Business

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the payment of \$200 for lab registration fees to NYS DOH to be taken from account A3410.444 Membership Dues.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to grant permission for Captain Costello to attend NYSAFS officer's class at a cost of \$96.00 to be taken from account A3410.441 Seminars & Membership.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to grant permission for Commissioner Cullen and Commissioner Larson to attend the AFDSNY commissioner training at Wilton Fire Department at a cost of \$250 to be taken from account A3410.463 Conventions/Membership.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to adjourn to Executive Session at 9:40 pm.

Respectfully submitted,

Elaine Erckman
District Secretary