

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
February 15, 2016

Present: Commissioner Clem Schimikowski
Commissioner Beth Larson
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
2nd Assistant Chief Rich Carr
Statistician John Saupp
Firefighter Jack Erckman

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 led by 2nd Assistant Chief Rich Carr.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the amended minutes of the January 18, 2016 Board meeting.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the minutes of the January 18, 2016 Executive Board meeting.

Chief's Report: see attached (2nd Assistant Chief Rich Carr)

President's Report: see attached (read by Com. Pohl)

Treasurer's Report: see attached (Jeffrey Prescott)

A motion for Resolution was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the following Budget Amendments dated February 15, 2016;

To appropriate Assigned Unappropriated Fund Balance (Reserved for Encumbrances)

To:	A3410.212	Training Facility (Weight Room Equipment)	<u>\$9,423.47</u>
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To:	A5095	Appropriated Fund Balance	<u>\$9,423.47</u>
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for new treadmill & universal for weight room (will re-name expenditure code)

To:	A3410.206	Radios	<u>\$3,042.00</u>
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To:	A5095	Appropriated Fund Balance	<u>\$3,042.00</u>
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for twelve (12) spare HT-1250 batteries & six (6) Minitor VI pagers

To: A3410.207 Rescue Equipment \$3,807.56

To: A5095 Appropriated Fund Balance \$3,807.56

for three (3) spot lights for chiefs vehicles & two (2) pullout truck trays for 2014 chief's vehicles

To: A3410.208 Safety Equipment \$239.76

To: A5095 Appropriated Fund Balance \$239.76

for three (3) backup cameras for Chiefs Vehicles

To: A3410.402 Wallpapering \$4,124.80

To: A5095 Appropriated Fund Balance \$4,124.80

for Wallpaper ordered in 12/2015 & work performed in 2/2016 contracted for in 2015

To: A3410.422 Truck Repair/Maintenance \$610.32

To: A5095 Appropriated Fund Balance \$610.32

for three (3) sets of Weatherguard Mats for Chief's Vehicles

Adjustment to Fund Balance related to the above:

From: A915 Assigned Unappropriated Fund Balance \$21,247.91

To: A5095 Appropriated Fund Balance \$21,247.91

to reverse the 2015 encumbrances related to the above

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the Treasurer's Report as presented to the Board on February 15, 2016.

A motion for Resolution was made to pay Abstract #2, dated February 15, 2016 for voucher #39 through voucher #77 in the total amount of \$29,403.59.

The bank statements for the month of January 2016 were reconciled by the deputy treasurer and were presented for the Board's approval.

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

A draft copy of the Annual Report to the New York State Comptroller was presented to the Board for their review. This report is due by the end of February 2016.

Communications

The Association of Fire Districts of the Capital Area will be holding their 6th Annual Officers Reception at the Holiday Inn in Saratoga Springs, NY on Saturday, March 12, 2016.

The Association of Fire Districts of the State of New York will be holding Spring Workshops and an Annual Meeting at the Desmond Hotel in Albany, NY on April 28 and 29, 2016.

A copy of Fire District Affairs was received for March – April 2016.

A Seminar will be held on Human Resource Law in Albany, New York on March 2, 2016.

A letter was received from Work Fit Medical who specialize in firefighter physicals.

A letter was received from Concepts in Fitness Equipment regarding maintenance for fitness equipment.

A letter was received from McNeil & Co. regarding a claim for Linda Stuart. The letter states that the claim has been closed.

A Certificate of Insurance was received from State Farm Insurance for liability insurance for Elegant Interiors. This is the company that installed the wallpaper in the classroom.

A Foil request was received from Dryden Mutual Insurance Company regarding an incident at 129 Heckler Drive on May 27, 2015. A copy of the EGFD Activity Sheet for the call was sent to the insurance company.

A letter was received from William Young in response to the district's request for him to review the LOSAP program.

A discussion was held in regard to a uniform letterhead that should be used by the district.

Committee Reports

Purchasing – Com. Cullen

A Maytag clothes dryer was purchased from Home Depot for total price of \$589.

The treadmill and universal workout apparatus has been received for the workout room.

Building and Grounds – Com. Cullen

The wallpaper has been installed in the classroom. Commissioner Pohl and Commissioner Larson have researched possible flooring for the room. They are acquiring quotes at this time.

Correspondence has been received from Waterway inquiring to see if we want to be put on their schedule to have the ground ladders and hose tested. Emails have been sent to neighboring departments to see if they are interested in having their equipment tested at EGFD.

A service contract for the stand-by generator for the year 2016 has been received from Capital Power Automatic Stand-by Generator. The total cost of the bi-annual preventative maintenance service contract is \$820.00. A signed contract dated February 15, 2016 has been returned to Capital Power.

Equipment – Com. Schimikowski (covered on the Chief's report)

Finance and Budget: no report – Com. Pohl

Medical – Com. Pohl

Commissioner Pohl will be contacting Dr. Buff's office to set up the firefighter physicals for sometime in March or April.

Legal and Insurance – Com. Pohl

The annual premium for Workers Compensation is due from the Town of Glenville. The amount of the premium is unknown. The treasurer inquired as to whether the Board wants to go out for additional quotes. It was the Board's decision to acquire more quotes for a costs comparison for Worker's Compensation.

An agreement has been drafted and presented to the Board between the Town of Glenville and East Glenville Fire District #3 for driving services for EGFD fire apparatus. The district utilizes the services of the Town to inspect and maintain fire apparatus.

Commissioner Pohl contacted the district's insurance agency and the district's attorney to have them review this agreement. Both contacts approved of the agreement as long as any driver's that transport EGFD apparatus are CDL drivers.

The district has been reimbursed by the company for the insurance coverage on the 1937 Sanford.

Computer – Com. Schimikowski

The computers have been reordered from HP.

Personnel – Com. Schimikowski (copy of payroll summary for January 19 through February 15, 2016 is attached)

Policies – Com. Larson

The agreement between the Town and EGFD for driving services and the Fund Balance Policy has been presented to the Board for their approval.

Apparatus – Com. Schimikowski

The cost to have the back up cameras and spot lights installed by Adirondack Equipment in the chief's vehicles is \$425 each.

A request has been made to purchase a center console insert for the 2011 Expedition in an amount not to exceed \$100.

Use of Station – Com. Larson

A request for the use of the meeting room was received from Mary Kate Green for a baby shower to be held on Saturday, April 2, 2016 1:00 to 4:00pm. A check in the amount of \$150 was received and turned over to the treasurer as a deposit. Joan Bunn will be the hostess at the event.

A request for the use of the meeting room was received from Beth Larson for a baby shower to be held on April 9, 2016 12:30 to 3:00pm. Beth will be the hostess for the event.

A request for the use of the meeting room was received from Ben Ferretti for a baby shower to be held on May 22, 2016 11:00 to 4:00 pm. Ben will host the event.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the use of the meeting room by all of the above on the dates requested.

Accident Review Board: no report – Com. Schimikowski

LOSAP - Com. Schimikowski

The report for the East Glenville Service Awards Recipients for the year 2015 was posted for the required thirty (30) days. Final submission to the district LOSAP provider will be by February 17, 2016.

Unfinished Business

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the East Glenville Fire District #3 Fund Balance Policy as presented to the Board on this date February 15, 2016.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the agreement between the Town of Glenville and East Glenville Fire District #3 for driving services for EGFD fire apparatus. All drivers must possess a Commercial Driver's License.

New Business

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the purchase of four (4) Minitor VI pagers at a cost of \$400 each to be taken from account A3410.206 Radios/Alarm.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the purchase of twelve (12) exterior/pump operator season jackets at a cost of \$300 each 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 installation of spot lights and reverse cameras by Adirondack Equipment for an estimated cost of \$425 for each vehicle to be taken from account A3410.422 Truck Repair/Maintenance.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to purchase a console component for the 2011 Expedition not to exceed \$100 to be taken from A3410.422 Truck Repair/Maintenance.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the renewal of the bi-annual Commercial Generator Preventative Maintenance Service Contract from Capital Power Automatic Stand-by Generators for a total cost of \$820.00 to be taken from account A3410.401 Grounds & Buildings.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the purchase of three (3) disposable single CO monitors for the 2011 Expedition not to exceed \$300 each to be taken from account A3410.207 Rescue Equipment.

The treasurer and the secretary met on January 30, 2016 to destroy records for the fiscal year which ended 12/31/2008. A report is attached.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to adjourn to Executive Session at 9:10 pm.

Respectfully submitted,

Elaine Erckman
District Secretary