EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
March 21, 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
1st Assistant Chief Ross Thornhill
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 Pohl, seconded by Commissioner Larson and unanimously passed to approve the minutes of the February 15, 2016 Board meeting.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the minutes of the February 15, 2016 Executive Board meeting.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the minutes of special meeting held on March 7, 2016 to discuss floor covering for the classroom.

Chief's Report: see attached (presented by 1st Assist. Chief Ross Thornhill)

The total calls for the previous month was the busiest in the Department history.

Training

*Firefighters Abel and Yattaw will be completing their Probationary training in the near future.
*Firefighters Bischoff and Primett are attending a Fire Officer 1 class.
*Chief Pohl, 1st Assistant Chief Thornhill and firefighter Bischoff are taking EMT refresher.
*1st Assistant Chief, 2nd Assistant Carr and Captain Saupp took an Incident Command Fire Ground Safety course at Alplaus Fire Department.
*Firefighter Cullen, Jewell and Hollie Abel are taking a CFR course at Thomas Corners Fire Department.
*There will be an additional charge for those taking the CFR course in the amount of $125 a person on top of what New York State reimburses for the class. The county will reimburse the district for the CFR book.
*Schenectady County will be offering many more courses in the future, but as of this date, they are all full.

Some pagers have been taken out of service because they were being activated by Scotia Fire Department tones. When the effected pagers are brought to the fire station, the station keeper and Lt. Prescott have been taking these tones off the pagers.

President's Report: see attached

A request has been made by the Bartlett family to use the 1937 Sanford for a funeral. The truck is not in operating order at this time. Chief Pohl and President Ferretti will have to contact the family to let them know the status of the truck.

Treasurer's Report: see attached (Jeffrey Prescott)

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

Motion for Resolution to appropriate Assigned Unappropriated Fund Balance
(Reserved for Encumbrances) as follows:

To:	A3410.461	Computer	$1,676.76
To:	A5095	Appropriated Fund Balance	$1,676.76

for new Tower and Laptop from HP ordered 12/30/2015 rec'd 3/2016

A motion for Resolution was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the payment of Abstract #3, dated March 21, 2016 for voucher #78 through voucher #105 in the amount of $238,801.84.

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.

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

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

Communications

A copy of Fire District Affairs was received which included an article about PCR's. A copy was forwarded to Chief Pohl.

A letter was received from Len Prevost regarding the LOSAP program.

Committee Reports

Purchasing: no report (Com. Cullen)

Building & Grounds (Com. Cullen)

The wallpaper and floor covering has been completed in the classroom.

A number of fire departments have expressed interest in participating in the hose test.

Equipment (Com. Schimikowski)

Arrowhead Equipment has notified the district that they will not accept any future work orders from EGFD until all back invoices have been paid. The following invoices are outstanding;

(1) An original quote for the seat belt sensor work was submitted for $250. They ordered the wrong parts and claimed they ate 2 ½ to 3 hours out of good faith, but claimed we still owed $929. Commissioner Schimikowski informed them that we would pay the initial written estimate of $250.

(2) The siren invoice for 238 was a warranty item. They put in a used siren head and charged the district $425. Warranty items should include parts and labor and if that is not the case, they should notify the district that there would be a charge and the charge should not have been made until the warranty work had been completed. They were told to send us the warranty siren control which is rightfully the district's and we will send back the used siren. Also the district has located another dealer that will not charge labor for warranty repairs.

An additional invoice was received from Arrowhead in the amount of $237 as follows: power gauges reading pressures while at 0, pressure sensors need to be ordered, also the breathing air filter assembly keeps popping O rings and will need to order O rings on 236. Charged for diagnosed time and to and from Arrowhead South. No estimate of the repair items have been provided. Commissioner Schimikowski will contact Arrowhead about this invoice.

Arrowhead was invited to come to a meeting to address the Board with any concerns they might have. Commissioner Schimikowski reminded Arrowhead that all invoices needed to be itemized and all work must have a quote and needs to be approved by the Board before repairs are made.

There has been concern expressed regarding Commissioner Schimikowski using his Calibration Gas from work to calibrate meters that are carried in the apparatus. The Board met and discussed the cost of the setup, the cost of the gas and the fact that it expires, therefore it was approved to continue this practice.

The equipment that was approved at the February Board meeting including the spot light, reverse cameras and console component for the Chief's vehicles will be installed in the near future by Adirondack Equipment.

The Grade D air test needs to be completed for the compressor system and request the amount of $110 for the test completed by Air Analysis.

Finance & Budget (Com. Pohl)

The auditor were present to do the preliminary testing for the 2015 audit.

Medical (Com. Pohl)

The sign-up sheets are posted for the firefighter physicals with Dr. Buff scheduled for March 30, 31 and April 4 and 6, 2016.

Legal & Insurance (Com. Pohl)

Firefighter Berggren was injured while participating in a drill. Arnold Briscoe has filed the appropriate paperwork to report the incident.

A letter was received from NBT-Mang Insurance Agency enclosing a copy of the district's commercial umbrella policy. The premium in the amount of $1,755 has been paid and this correspondence will be filed.

The incident involving 235 while in Alplaus's district has been reported to Mang Insurance.

Computer (Com. Schimikowski)

A new HP computer and tower has been received. The purchase of the desktop computer did not include the monitor and software needed to complete the package. Request that the district purchase a 24” flat screen monitor and software for Windows 10.

A request has been made to investigate the cost for a smart board, dry erase easel and wall mounted dry erase boards for use in the classroom.

Personnel: no report (Com. Schimikowski)

After being advised that his personnel file contained no training records at the previous meeting by the Secretary, Chief Andrew Pohl advised that he checked his personnel file and that all the records appear to be in order and additionally submitted a report from the State of New York for all the certifications that he has received for training. Further discussion ensued and it was reported that the only item missing was his probationary sign off sheet from 1996.

A discussion was held as to when the new firefighters sign the district's documentation. Due to lost documents between operations and administration, it was the decision of the Board to report this information at the monthly Board meetings included in the Chief's report.

The district secretary will review the personnel files before the next Board meeting. (For what, what is the purpose, what are we looking for and what audit form is being utilized?)

The payroll summary report has been received for February 16 through March 21, 2016.

2016 Policies (Com. Larson)

The Agreement between the Town of Glenville and East Glenville Fire District #3 for Driving Services for EGFD Fire Apparatus has been signed by the Town of Glenville and EGFD Fire District #3 February 29, 2016.

The Town of Glenville is applying for a grant to build a maintenance garage to be shared by the schools, fire departments and the Town.

A discussion was held regarding the district adopting a Firearms Policy. A committee will be formed and present their recommendations to the Board.

Apparatus (Com. Schimikowski)

The truck committee, which consists of eight members, has met and is working on the final specs for a rescue/pumper truck. Six vendors have responded with RFP's which include ten different trucks. The following companies submitted RFP's; E One, Arrowhead, Sutphen, Rosenbaur, KME and Pierce.

Commissioner Schimikowski stated that there has been a rumor going around that the district is selling 236 because of electrical reasons. That person has been confronted as to this issue and was assured that 236 is in service and not for sale. A second rumor that the Engine Rescue was not going to happen since Commissioner Schimikowski isn't around or have time to complete it is also false. The committee met in the fall, developed the RFP, the RFP's are under evaluation and the project is moving forward. The District is in a good position as we can take our time and evaluate different apparatus and technologies to ensure we receive the best value for the District.

Use of Station (Com. Larson)

A use of station request was received but did not meet the criteria of the district's policy.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve Barb Bischoff and Dom Famularo as hosts for use of station.

Accident Review Board (Com. Schimikowski)

After the incident with 235 in Alplaus's district, a new mailbox was purchased and installed the next day and a gift basket was presented to the family.

Commissioner Schimikowski has requested to be excused from the review board as he was the officer on the truck and also is chairman of the Accident Review Board.

LOSAP (Com. Schimikowski)

The end of the year LOSAP report was sent to the district's provider.

New software is needed for the district's program. The statistician is researching the purchase of software and will attend the upcoming Chief's show and solicit vendors for software to meet the district's needs.

Unfinished Business: none

New Business

Commissioner Larson presented information from the Glenville YMCA regarding programs that are available for firefighters in the district. The Board requested that Commissioner Larson obtain more information and the costs involved.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the purchase of ten (10) fire brooms at a cost not to exceed $300 to be taken from account A3410.201 Hose/Nozzle.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to purchase a dry erase easel at a cost of $425 to be taken from account A3410.441 Seminars & Membership.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to purchase a 24” flat screen computer monitor for a cost of $300 to be taken from account A3410.461 Computer.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to purchase computer software at a cost of $400 to be taken from account A3410.461 Computer.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the Grade D air test of the compressor system by Air Analysis at a cost of $110 to be taken from account A3410.202 SCBA Test/Repair.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the purchase of Quick books to update the district's software at a cost of $219.95 to be taken from account A3410.461 Computer.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the purchase of the books for the firefighters taking the CFR course not to exceed $500 to be taken from A3410.441 Seminars & Membership.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to adjourn to Executive Session for the purpose of discussing personnel matters at 9:20 pm.

Respectfully submitted,

Elaine Erckman
District Secretary