

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
May 16, 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
President Ben Ferretti

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 Larson and unanimously passed to approve the amended minutes of the April 18, 2016 Board meeting.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the minutes of the Executive Session held on April 18, 2016.

The minutes of the March 21, 2016 Board meeting will be reviewed at the June 20, 2016 Board meeting.

A motion was made by Commissioner Larson and seconded by Commissioner Pohl and passed to approve the minutes of the Special Board meeting held on April 28, 2016. Commissioner Pohl, Commissioner Larson and Commissioner Cullen voted yes. Commissioner Schimikowski abstained.

Chief's report: see attached (Chief Andrew Pohl)

President's report: see attached (Ben Ferretti)

In 2014 a contingent of firefighters attended a training session in Pueblo, Colorado sponsored by CP Rail. The purpose of this training was to have these firefighters come back to their respective districts and share the knowledge that they had obtained during the training session. To date EGFD is the only department that has gone out and developed a drill and shared this with other local departments. Commissioner Schimikowski nominated the group from EGFD to an organization called TRANSCAER (Transportation Community Awareness and Emergency Response). The national panel in Washington DC reviewed the nomination for EGFD and the group was considered worthy of the award.

The Town of Glenville awarded the following proclamations:

**Proclamation
Town of Glenville, New York**

Whereas, TRANSCAER (Transportation Community Awareness and Emergency Response) is a voluntary national outreach organization that focuses on assisting communities to prepare for and respond to possible hazardous materials transportation incidents through classroom and hands on experience, and

Whereas, over 450 first responders from North America have attended this training, and

Whereas, TRANSCAER has learned that the firefighters from the Town of Glenville are the only group to develop a local training program and share information within their respective departments and neighboring town fire districts, and

Whereas, the Town of Glenville's participants were:

Assistant Chief Ross Thornhill – East Glenville Fire Department
Lieutenant Jim Jones – Scotia Fire Department
Captain John Saupp – Air National Guard Fire Department
Chief Andrew Coppola – Alplaus Fire Department

Now, therefore I, Christopher A. Koetzle, do hereby proclaim Thursday, April 21, 2016 as

Firefighter Training Appreciation Day

throughout the Town of Glenville, and further, on behalf of all the citizens of the Town of Glenville, do hereby offer thanks to these individuals for their on-going commitment to the Town of Glenville,

Christopher A. Koetzle, Supervisor
Town of Glenville, New York

**Proclamation
Town of Glenville, New York**

Whereas, TRANSCAER (Transportation Community Awareness and Emergency Response) is a voluntary national outreach organization that focuses on assisting communities to prepare for and respond to possible hazardous materials transportation incidents through classroom and hands on experience, and

Whereas, Chief Andrew Pohl of the East Glenville Fire Department recognized the need for this training, and

Whereas, Chief Pohl determined this training would best suit the Town's needs by selecting individuals from various fire departments to ensure a cooperative informational exchange with all Town fire districts,

Now, therefore, I Christopher, A. Koetzle, do hereby bestow our greatest appreciation and highest honor on

Andrew Pohl

and further, on behalf of all the citizens of the Town of Glenville, do hereby offer thanks for his on-going commitment to the Town of Glenville,

Christopher A. Koetzle, Supervisor
Town of Glenville, New York

The awards were given to the recipients at a Town of Glenville Board meeting held on April 21, 2016. Commissioner Schimikowski had the proclamations framed and donated them to the Company which will be displayed in the recreation room.

Treasurer's report: see attached (Jeffrey Prescott)

A bill was received from SCCC for the text books for the CFR class that was taken by firefighters John Jewell and Hollie Abel. The treasurer contacted both firefighters and neither of them had paid SCCC for the text books, therefore the treasurer sent a check in the amount of \$260 to Schenectady County Community College for text books for the CFR class taken by firefighters John Jewell and Hollie Abel.

A motion for Resolution was made by Commissioner Schimikowski, 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:	A3410.201	Purchase – Hoses and Nozzles	\$1,611.59
To:	A3410.203	Purchase – Protective Clothing	\$3,989.32
To:	A3410.207	Purchase – Rescue Equipment	<u>\$ 611.41</u>
To:	A5095	Appropriated Fund Balance	<u>\$6,212.32</u>

for new Equipment ordered from MES-NY on 12/23/15 rec'd 2/20/16

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.

A motion for Resolution was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the payment of Abstract #5 dated May 16, 2016 for voucher #138 through voucher #164 in the amount of \$154,319.03.

The bank statements for the Month of April 2016 were reconciled by the deputy treasurer and presented to the Board for approval.

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

Communications

A FOIL request was received from Superior Fire Investigations, LLC. for the fire at 7 Harmon Road, Glenville, NY on January 25, 2016. A copy of the EGFD activity report was sent as per their request.

Checks in the amount of \$20 and \$25 were received in memory of William McKenna. Mr. McKenna had a flower business and donated flowers for the fire station.

A quote was received from T.L.T. Sealcoating & Striping Services, Inc. in the amount of \$3,500. In keeping with district policy, quotes will be solicited for sealcoating the parking lot.

An invoice has been received from Orkin Pest Control in the amount of \$65.05. A discussion was held as to whether or not this service should be continued.

A Memorandum of Understanding will be drafted by Commissioner Cullen for the Board to review. The Town of Glenville is applying for a grant from the State of New York to construct a building that would consolidate services for maintenance in the area.

Committee Reports

Purchasing: no report (Com. Cullen)

Building and Grounds (Com. Cullen)

The hose testing will be done by Waterway and will take place on July 14 and 15 at EGFD. Scotia and West Glenville will be on July 14th and Alplaus, EGFD, Beukendaal and CP Rail will be on July 15th.

Equipment (Com. Schimikowski)

The Grade D air test was completed on May 16 and sent for testing. Commissioner Schimikowski will need to look into having the breathing system serviced. Will report his findings at June Board meeting.

A group will be going to the Chief's show at Turning Stone Casino and will break into groups to look for equipment.

A motion was made at the April 18, 2016 Board meeting to surplus two (2) 2014 Ford tailgates. Commissioner Schimikowski will contact Chief Carr about the possibility of Frank & Sons purchasing the tailgates.

Finance and Budget: no report (Com. Pohl)

Medical (Com. Pohl)

The majority of the firefighters have had their annual physical with Dr. Christopher Buff. Those who need to be contacted to complete their physical are Bev Martinson and Eric Leitz. Rich Giaminelli is on medical leave of absence and Mattie Berkowitz will complete her physical when active once again.

All the fit tests have been completed except firefighter Thibault and Chief Thornhill.

Legal and Insurance (Com. Pohl)

The claim for the incident with 231 has been taken care of with the insurance agent.

Commissioner Cullen stated that he will draft a letter to the district's attorney, William Young, to address the question that was brought to the Board by Len Prevost regarding LOSAP.

Computer: no report (Com. Schimikowski)

Personnel: no report (Com. Schimikowski)

Policies (Com. Larson)

The Host Assignment Duties Policy and the Accident Review Board was presented to the Board for review.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the amended Host Policy (copy attached).

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the amended Accident Review Board Policy (copy attached).

A copy of these revised policies will be made available to the membership at the next company meeting.

Commissioner Larson will administer the LENS (License Event Notification Service) program which supplies information about the driving qualifications of drivers in the department. Reports are issued to the department from the Department of Motor Vehicles regarding any traffic infractions incurred by the drivers in the department.

Apparatus (Com. Schimikowski)

The new engine/rescue committee has viewed the Rosenbaur, Pierce, Spartan and Sutphen fire apparatus. Ferrara will drop off a demo truck at the fire station for a few days for everyone to inspect.

In order to confirm that HGACBuy Contract (Houston/Galveston) has received the district's application, we need an account number. To date the district has not received a number.

There are still some outstanding repairs to be done on 236 such as the breathing air system, the pump gauges and some other miscellaneous repairs. The truck is now out of warranty, therefore we

need to go out for quotes from vendors such as Vandermaulen and Adirondack Emergency Vehicles.

The body work on 231 and 237 has been completed and the tire has been replaced on 233. The side bracket step needs to be replaced.

Schenectady County has expressed interest in purchasing 233.

Use of Station (Com. Larson)

A baby shower was approved to be held on Sunday, May 22, 2016 to be hosted by Ben Ferretti. Ben has asked permission from the Board to serve a wine-based punch. He was told he needed a tips bartender to service alcohol at the fire station. Ben will complete the tips bartender course and present a certificate of completion to the Board.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the use of wine-based punch at the event to be held on May 22, 2016 pending a certificate of completion of the tips bartender course by Ben Ferretti.

Accident Review Board: no report (Com. Schimikowski)

LOSAP: (Com. Schimikowski)

The group going to the Chief's Convention at Turning Stone Casino will research availability of computer software for the LOSAP program.

Unfinished Business: none

New Business

The EGFD Ladies Auxiliary has expressed some interest in holding a garage sale in the back of the fire station. They will ask permission of the company and the board to hold this event sometime in September. Since the company has expressed interest in cleaning out equipment from the garage, etc. they were asked if they would like to join the auxiliary in this event.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the presents of children on fire apparatus on the parade route for the Scotia Memorial Parade and the Burnt Hills Flag Day Parade. The children must be in a safety seat or seat belt.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to adjourn to Executive Session at 9:22 pm.

Respectfully submitted,

Elaine Erckman
District Secretary