

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
June 20, 2016

Present: Commissioner Clem Schimikowski
Commissioner Brian De La Fleur
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief Andrew Pohl
2nd Assistant Chief Rich Carr
Captain Dave Costello
President Ben Ferretti
Life Member 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.

Chairman of the Board Gerald Cullen administered the oath of commissioner to Brian De La Fleur. Welcome Brian.

A motion was made by Commissioner Schimikowski and seconded by Commissioner Pohl to approve the minutes of the Executive Board meeting held on March 21, 2016. Commissioner Schimikowski, Commissioner Pohl and Commissioner Cullen voted yes. Commissioner De La Fleur abstained.

A motion was made by Commissioner Pohl and seconded by Commissioner Schimikowski to approve the amended minutes of the Board meeting held on May 16, 2016. Commissioner Pohl, Commissioner Schimikowski and Commissioner Cullen voted yes. Commissioner De La Fleur abstained.

A motion was made by Commissioner Schimikowski and seconded by Commissioner Pohl to approve the minutes of the Executive Board meeting held on May 16, 2016. Commissioner Schimikowski, Commissioner Pohl and Commissioner Cullen voted yes. Commissioner De La Fleur abstained.

A motion was made by Commissioner Pohl and seconded by Commissioner Schimikowski to approve the amended minutes of the Special Board meeting held on June 6, 2016. Commissioner Pohl, Commissioner Schimikowski and Commissioner Cullen voted yes. Commissioner De La Fleur abstained.

A motion was made by Commissioner Schimikowski and seconded by Commissioner Pohl to approve the minutes of the Executive Board meeting held on June 6, 2016. Commissioner Schimikowski, Commissioner Pohl and Commissioner Cullen voted yes. Commissioner De La Fleur abstained.

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

The chief has requested to purchase three (3) Motorola portable radios, three (3) mics, three (3) rapid rate charger, three (3) vehicle chargers and three (3) batteries on state contract for a total of \$3,985.80.

A motion was made by Commissioner Schimikowski, seconded by Commissioner De La Fleur and unanimously passed to approve the purchase of three (3) Motorola AAH56RDN9WA1AN XPR755oe portable radios, three (3) Motorola QA00506AA submersible mics, three (3) Motorola H-951 120V rapid rate chargers, three (3) Motorola NNTN7616A Impress vehicle chargers with strap and three (3) Motorola PMNN4409AR XPR Series Batteries from River Valley Radio Inc. at a total cost of \$3,985.80 to be taken from account A3410.206 Radios/Alarm.

President's report: see attached (Ben Ferretti)

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 amendment;

Motion for Resolution to transfer Funds & increase budgeted revenues:

Decrease:	A3410.190	Contingency	2,962.00	
Increase:	A2701	Refund of Prior Year Expenditures	1,401.00	
Increase:	A9040.800	Workers Compensation Insurance		4,363.00

Amendment to provide funding for unexpected higher current year Workers Comp Premiums & Amendment to increase budgeted expected dividends from workers compensation

A motion was made by Commissioner Schimikowski, seconded by Commissioner De La Fleur and unanimously passed to approve the 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 #6 dated June 20, 2016 for voucher #165 through voucher #190 in the amount of \$68,556.28.

A motion was made by Commissioner Pohl, seconded by Commissioner Schimikowski and unanimously passed to approve the payment to Capital EAP for the third quarter amount of \$487.75 to be taken from account A9089.800 EAP Program.

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

The bills for the month of June 2016 were reconciled by Commissioner Cullen and presented to the Board for approval.

Communications

A letter was received from the East Glenville Fire Department Ladies Auxiliary requesting the use of the pavilion for a garage sale to be held on Saturday, September 17, 2016 from 9 am to 3 pm. This will be a joint sale with the fire company. The fire company has approved the use of the pavilion.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the use of the pavilion by the East Glenville Fire Department Ladies Auxiliary for a garage sale with the fire company to be held on Saturday, September 17, 2016 from 9 am to 3 pm.

A letter was received from Palmer's Press announcing their retirement as of June 17, 2016. Palmer's Press provided the name of Velocity Marketing Asset Management to provide printing and promotional services in the future.

Committee Reports

Purchasing (Com. Cullen)

Commissioner Cullen has set up an account at Restaurant Warehouse on Railroad Avenue in Colonie to purchase supplies such as paper products etc. for the district and the company.

Building and Grounds (Com. Cullen)

Three bids have been received for the sealcoating and striping of the parking lot at the fire station. The following bids were received;

T.L.T. Sealcoating & Striping Services, Inc.	C.W. Sealcoating	Malta Asphalt
2710 Curry Road	P.O. Box 2821	P.O. Box 764
Schenectady, NY 12303	Glenville, NY 12325	Round Lake, NY 12151
\$3,500.00	\$4,625.00	\$7,235.00

A motion was made by Commissioner Schimikowski, seconded by Commissioner De La Fleur and unanimously passed to approve T.L.T. Sealcoating & Striping Services, Inc. to sealcoat and stripe the station parking lot for a total cost of \$3,500.00

A maintenance Agreement Proposal has been received from Crisafulli Bros. for the station heating and air conditioning systems. It was the decision of the Board to table signing this agreement until the repairs have been completed at the station and the completed invoices have been received. A service agreement was also received from Eastern Heating and Cooling Inc.

A quote was received from Adirondack Overhead Door Co. Inc. to replace nine (9) insulated windows in the overhead doors at a cost of \$1,074.00. Some concern was expressed as to whether the windows should be replaced. It was the decision of the Board to table this repair until after the air conditioning work has been completed.

The hose testing will be done by Waterway and will take place on July 14 and 15 at EGFD. The testing will consist of testing the hose, nozzles and ladders.

MES did a six-month maintenance service call on the breathing system at the fire station. The air test needs to be completed every ninety (90) days for a total cost of the service to be \$225.00. The condensation cylinder has been retaining water. It was suggested that we empty all the bottles, refill them and catalogue them each time they are filled. It was also suggested that the cascade system be kept off and turned on only when needed.

The Grade D air test was completed the end of May and sent to Air Analysis. The results have been received and the moisture content was 14.3. The certificate will be posted in the compressor room.

Equipment (Com. Schimikowski)

A number of members went to the New York State Chief's Show at the Turning Stone Casino on Friday, June 17, 2016. They were given assignments to research various equipment while at the show.

They also looked at a number of rescue/engine apparatus. The committee will be meeting soon to complete the search for a new rescue/engine. They have narrowed it down to two companies which are Ferrara and Sutphen. Ferrara spent considerable time with the committee and answered all questions. Sutphen did not care to engage in conversation with the committee concerning questions about their apparatus.

The following is a list of issues concerning equipment;

Two extinguishers are out for hydro
230 – front end noise – scheduled to be checked at the town
236 – Adirondack has been contacted for air leak, pressure gauge, etc.
231 – officer door sticks when opened
233 – too small charger – need to check fuse
Co detector – needs to be calibrated – need kit or purchase new

Captain of EMS Dave Costello addressed the Board in regards to the district carrying Narcan on emergency apparatus for the treatment of drug abuse. The Board has many questions and would like more information before making a decision.

The finance committee will be meeting in July to start proceedings for the Budget of 2017 and would like the Chief's budget requests.

Medical (Com. Pohl)

There are two physicals that need to be completed (Bev Martinson and Maddy Berkowitz) and possibly two fit tests. (Sean Thibault and Ross Thornhill)

Legal and Insurance: no report (Com. Pohl)

Computer: no report (Com. Schimikowski)

Personnel (Com. Schimikowski)

A Station Keeper Job Description and a Station Administrator Job Description were brought before the Board for approval.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve the amended job descriptions for Station Keeper and Station Administrator.

A motion was made by Commissioner Schimikowski, seconded by Commissioner De La Fleur and unanimously passed to approve posting the job descriptions in the Daily Gazette and other media.

A payroll summary dated May 17 through June 20, 2016 was presented to the Board.

Policies: no report (Com. Larson)

Apparatus (Com. Schimikowski)

Apparatus has been covered under equipment. There needs to be a policy of keeping records for all apparatus repairs. This procedure will be part of the station administrator's job.

The rescue/engine committee will be meeting again soon and will also be visiting Verdoy Fire Department to check out the Stuphen that they have. Verdoy is satisfied with the apparatus and extremely impressed with the service they have received from dealership Vandermolen Fire Apparatus.

Use of Station: no report (Com. Larson)

Accident Review Board: no report (Com. Schimikowski)

LOSAP (Com. Schimikowski)

Commissioner Schimikowski and Chief Rich Carr spoke with some vendors at the New York State Chief's Show in regards to software for the LOSAP program. The software that impressed them the most was Firehouse Software at a cost of \$2,500 a year. The program can support two users, therefore it may be a possibility to share this program with Alplaus Fire Department. An appointment will be set up for this company to come to our fire station to demonstrate the software.

Unfinished Business

The draft of the audited financials has been received from the auditors and a copy was given to the Board for their review. The treasurer reported that after reviewing the draft, he has found several changes that need to be made. He has contacted the auditor but was unable to reach him before the Board meeting, but will contact him again to go over the changes that need to be made.

New Business

A motion was made by Commissioner Schimikowski, seconded by Commissioner De La Fleur and unanimously passed to approve Adirondack Emergency Vehicles to diagnose and perform any necessary repairs on 236 at a cost not to exceed \$500 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 adjourn at 9:00 pm.

Respectfully submitted,

Elaine Erckman
District Secretary