

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
September 19, 2016

Present: Commissioner Clem Schimikowski
Commissioner Beth Larson
Commissioner Brian De La Fleur
Commissioner Suzanne Pohl
Commissioner Gerald Cullen
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief Andrew Pohl

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 De La Fleur and seconded by Commissioner Pohl and passed to approve the amended minutes of the August 15, 2016 Board meeting. Commissioner De La Fleur, Commissioner Pohl, Commissioner Larson and Commissioner Cullen voted yes. Commissioner Schimikowski abstained.

A motion was made by Commissioner Schimikowski, seconded by Commissioner De La Fleur and unanimously passed to approve the amended minutes of the Special Board meeting held on August 22, 2016.

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

Items Requested;

- \$50 to reimburse 2nd Assistant Chief Carr for National Certification Testing- Firefighter I
- 3 – White Boards – not to exceed \$450
- 2 – Easels – previously approved
- 1 – Projector including accessories for the classroom - \$1,500 (state contract)

Chief Pohl would like to thank all the officers who have covered for him while he has been out of service.

President's report: Ben Ferretti

The following events are coming up:

- Tuesday 9/27 – collate fund drive material and start of distribution
- Saturday 10/8 – Open House
- 10/6 - School programs
- Three prospective members coming to EGFD
- An application will be part of the fund drive brochure

Treasurer's Report: Jeffrey Prescott

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 #9 dated September 19, 2016 for voucher #234 through voucher #256 in the amount of \$13,457.81.

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

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

Communications

Commissioner Larson stated that a thank you note was received from Karen Eplite who was interviewed for the Station Administrator job.

Committee Reports

Purchasing – Com. Cullen

A new American Flag is needed for the front of the fire station. Commissioner Larson stated that if you write a letter to the U.S. Representative for our district, they may possibly send you a flag that has flown over the State Capitol. Commissioner Larson will make this request.

Building and Grounds – Com. Cullen

The HVAC System has been diagnosed and fixed. The problem was the tension on the pulley on the blower. Commissioner Cullen wrote a letter to Andrea Crisafulli Russo, President and CEO stating the problems that the district has had with their service. Commissioner Cullen received an immediate reply and was satisfied with the conclusion of their response.

A contract was received from Crisafulli Bros. for one year for the maintenance of the HVAC System at the fire station. A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve a one-year contract with Crisafulli Bros. for maintenance on the HVAC System in the amount of \$2,125 to be taken from account A3410.401 Building & Grounds.

The work performed by Valley Performance Floors in the decontamination room has been completed. There was a problem with debris that was splattered on the walls and doors. According to the contract that was signed, all construction debris was to be disposed of by Valley Performance Floors. Commissioner Cullen will send a letter stating our concerns of how the job was left when the check for payment is sent.

A motion was made by Commissioner Pohl, seconded by Commissioner De La Fleur and unanimously passed to approve the payment of the contract to Valley Performance Floors for the epoxy floor work in the decontamination room in the amount of \$6,485.25 to be taken from account A3410.401 Building & Grounds.

The EGFD Ladies Auxiliary held a successful garage sale on Saturday, September 17, 2016.

A master key was presented to the commissioners for their use to have access to everything at the fire station.

Equipment – Com. Schimikowski

The four gas meters on 233 and 235 have been calibrated.
Three CO detectors have been ordered.
Road flares have been purchased from Napa.
Three portable radios for command vehicles have been received and are in service.

Finance and Budget – Com. Pohl – covered under unfinished business

Medical: no report – Com. Pohl

All firefighter annual physicals have been completed.

Legal and Insurance: no report – Com. Pohl

Computer – Com. Schimikowski

The software for Windows 10 and the monitor are still outstanding.

Personnel – Com. Schimikowski

Commissioner Schimikowski commended Commissioner Larson for the way the interviews were scheduled and carried out for the two positions open at EGFD. The interviews were conducted and two applicants will be presented to the Board for their approval in Executive Session.

Policies: no report – Com. Larson

Apparatus – Com. Schimikowski

- 231 – Check engine light has been repaired by Vander Molen
- 234 – Air filter light has been corrected by Glenville DPW
- 235 – Open door light has been repaired by Vander Molen
- 236 – Flood light gasket is on order (Vander Molen)
 - Discharge pressures have been programmed to coincide with “cheat sheets” (Adirondack)
 - Ordered David Clark headset batteries

New engine/rescue

The committee has met with the dealer and reviewed line by line our requests to build the new truck. When the specs are received, they will be reviewed and the committee would like to be able to place the order before the end of the year.

Use of Station: no report – Com. Larson

Accident Review Board – no report – Com. Larson

LOSAP – Com. Schimikowski

A representative from Firehouse Software will present a training session for the LOSAP program and fire reporting at EGFD on Tuesday, September 20, 2016 at 2 pm.

Unfinished Business

Commissioner Larson stated that in the past she has spoken to the government teachers at Burnt Hills-Ballston Lake High School and invited them to come to the fire station and observe how our organization runs and what opportunities might be available for the students taking government classes. The students would be able to attend a public meeting and learn how to vote at a budget meeting and a commissioners’ elections. The teachers need to gain approval from the principal and then they could meet at the fire station on Monday, September 26, 2016 at 12:30 pm.

Commissioners Pohl and Larson and treasurer Jeff Prescott have met to finalize the proposed budget for 2017. Treasurer Prescott stated that if our proposed budget is \$810,000 then our tax levy rate per thousand will be 1.3438 per thousand. The public budget hearing will take place on October 18, 2016 with a special meeting to follow to approve the final budget for the year 2017.

A motion was made by Commissioner Larson, seconded by Commissioner De La Fleur and unanimously passed to adopt the proposed budget for the year of 2017.

New Business

A motion was made by Commissioner Schimikowski, seconded by Commissioner De La Fleur and unanimously passed to approve reimbursing 2nd Assistant Chief Carr \$50 for his National Firefighter 1 Certification to be taken from account A3410.441 Seminars & Membership.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Larson and unanimously passed to approve the purchase of three (3) white boards from Ideal at a cost not to exceed \$450 to be taken from account A3410.441 Seminars & Membership.

A motion was made by Commissioner Schimikowski, seconded by Commissioner De La Fleur and unanimously passed to approve the purchase of one (1) power projector with accessories for the classroom on state contract from CDW at a cost of \$1,500 to be taken from account A3410.441 Seminars & Membership.

On August 27, 2016 a legal notice was placed in the Daily Gazette for bids for a 2001 HME Rescue Apparatus. The bids were to be opened at the Board meeting held on this date, September 19, 2016. To date no bids were received by any member of the Board.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to adjourn to Executive Session at 8:55 pm.

Respectfully submitted,

Elaine Erckman
District Secretary

