

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
November 21, 2016

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

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 Pohl and seconded by Commissioner De La Fleur and passed to approve the amended minutes of the October 17, 2016 Board meeting. Commissioner Pohl, Commissioner De La Fleur, Commissioner Larson and Commissioner Cullen voted yes. Commissioner Schimikowski abstained.

A motion was made by Commissioner Larson and seconded by Commissioner Pohl and passed to approve the Executive Session of October 17, 2016. Commissioner Larson, Commissioner Pohl, Commissioner De La Fleur and Commissioner Cullen voted yes. Commissioner Schimikowski abstained.

A motion was made by Commissioner Schimikowski and seconded by Commissioner De La Fleur and passed to approve the minutes of the Public Budget Hearing of 2017 held on October 18, 2016. Commissioner Schimikowski, Commissioner De La Fleur, Commissioner Larson and Commissioner Cullen voted yes. Commissioner Pohl abstained.

A motion was made by Commissioner Schimikowski and seconded by Commissioner De La Fleur and passed to approve the Special Meeting held on October 18, 2016. Commissioner Schimikowski, Commissioner De La Fleur, Commissioner Larson and Commissioner Cullen voted yes. Commissioner Pohl abstained.

A motion was made by Commissioner De La Fleur and seconded by Commissioner Larson and passed to approve the Special Meeting held on November 10, 2016. Commissioner De La Fleur, Commissioner Larson, Commissioner Pohl and Commissioner Cullen voted yes. Commissioner Schimikowski abstained.

Chief's Report: see attached (Andrew Pohl)

EGFD has answered 835 alarms to date. The top responders are Len Prevost, Clem Schimikowski, Gerald Cullen, Wayne Bunn, Robert Moore and John Jewell.

EGFD will be hosting a New York State HazMat Incident Command class starting on Wednesday, November 30, 2016 with future dates to follow.

The Chief was contacted by the Burnt Hills-Ballston Lake Middle School health teacher to set up a program for the special education class. A truck was taken to the school by John Saupp and Ben Ferretti for the students to view. The Chief would like to work with the school in the future to set up safety classes.

The chief has requested the purchase of a RamFan 1½ horsepower 16 " electric positive pressure fan. The following quotes were received;

MES - \$1,929.00	Fire Store - \$1,944.59	Grainger - \$3,046.00
------------------	-------------------------	-----------------------

The Chief has recommended that the district purchase the fan from MES for a cost of \$1,929.00 including shipping.

The new members Michael Deyoe and Lindsey Tibbits have passed their physicals and have begun their training. Sue Desbien has changed her status from social to active and will be rejoining the membership after completing her physical.

President's Report: no report (Ben Ferretti)

Treasurer's Report: see attached (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 Larson and unanimously passed to approve the payment of Abstract #11, dated November 21, 2016 for voucher #290 through voucher #331 for the total amount of \$24,546.67.

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

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

Communications

A letter was received from Work Fit Medical which is an occupational health service that performs physicals.

The district secretary has received two petitions for the upcoming commissioner elections to be held on Tuesday, December 13, 2016. The petitions are from Brian De La Fleur to fill the two-year position on the Board and Michael Petroski to fill the five-year position on the Board.

Committee Reports

Purchasing – Com. Cullen

Stationery supplies were purchased for the station administrator.

Building and Grounds – Com. Cullen

The boiler repairs have been completed by Crisafulli. Charlton Septic has pumped the septic and the grease pit. A new pump has been installed. Alarm and Suppression is scheduled for December 1 to inspect the alarm system. SRI inspected the sprinkler system and found deficiencies. At the start of the inspection, the inspector, Jason Daus stated Arnold Briscoe (station manager) has been ignoring his inspection reports for the past five years and nothing has been done to correct the deficiencies. I looked in the SRI file and noted only the 2015 inspection report was there and the deficiencies were shown but never brought to the Board's attention. A quote was requested to complete the repairs.

Equipment – Com. Schimikowski – covered in Chief's report

- 233- new batteries and a charger cable have been replaced by Vander Molen. Failure occurred during September live fire drill.
- 233 and 235 – DMV inspections completed by town.
- 234 Reoccurring battery issue.
- 236 Front seat sensor has been replaced. Gauges were reprogrammed.

Finance and Budget – Com. Pohl

East Glenville Fire District #3 has the lowest tax rate in the town.

At the request of the Board a letter will be sent to James Publishing requesting that EGFD receive three (3) copies instead of eight (8) copies of the New York Fire District Officers' Guide for each year.

A motion was made by Commissioner Schimikowski, seconded by Commissioner De La Fleur and unanimously passed to request three (3) copies of the New York Fire District Officers' Guide for the fiscal year of 2018.

Medical – Com. Pohl

Lindsey Tibbets and Michael Deyoe have completed their physical with Dr. Buff. Sue Desbien will need to complete her physical before becoming an active firefighter.

Legal and Insurance – Com. Pohl

Angel Vaughters, EGFD administrator, has been approved as a contact person for the district's insurance agency.

Computer – Com. Schimikowski

Commissioner Schimikowski is trying to purchase the computer, software and docking station on state contract.

Commissioner Schimikowski has been in contact with Firehouse Software which is a program that will handle the LOSAP program and fire calls. The district would like to purchase the system before the end of the year so it will be up and running on January 1, 2017.

A motion for Resolution was made by Commissioner Schimikowski, seconded by Commissioner De La Fleur and unanimously passed to approve the following Budget Amendment:

From: A3410.190 Contingency fund	\$4,900	
To: A3410.461a Software LOSAP		\$4,900

For purchase of Firehouse Software for statistician use.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the purchase of Firehouse Software at a cost not to exceed \$4,900. There will also be an annual maintenance fee in the amount of \$1,155. The costs will be taken from account A3410.461a Software LOSAP.

Commissioner Larson inquired as to the long range-plan for computers at the fire station.

The first item on the list would be upgrading the Chief's cars to cell-enabled iPads and a hot spot (Wi-Fi box). By having a cell pad you are not required to have a private Wi-Fi.

Another laptop and docking station is going to be required to support the new Firehouse software to be used by the statistician.

A motion for Resolution was made by Commissioner Schimikowski, seconded by Commissioner De La Fleur to made the following Budget Amendment:

From: A3410.190 Contingency fund	\$2,000	
To: A3410.461 Computer		\$2,000

Computer for statistician use.

A motion was made by Commissioner Schimikowski, seconded by Commissioner De La Fleur and unanimously passed to approve the purchase of a laptop with accessories for the statistician not to exceed \$2,000 to be taken from account A3410.461 Computer.

Personnel – Com. Schimikowski

Commissioner Schimikowski stated he will not be seeking a seat on the Board of Commissioners. He thanked the Board and officers for the past five years but is going to step aside and work on the operational side.

Chairman of the Board Commissioner Cullen thanked Clem Schimikowski for his service on the Board and stated that he has been a huge asset.

The district needs to purchase two commissioner badges for the two commissioners being voted in this year.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the purchase of two (2) commissioner badges a cost not to exceed \$150 which includes engraving from account A3410.405 Work Personnel.

Policies: no report

Apparatus – Com. Schimikowski

235 – is leaking water from the pump seal and tank fill. Vander Molen will contact the district and let us know when they can do the repairs.

A list of the labor rates has been received and will be kept on file for Vander Molen.

236 – There have been some issues with the K12 saw and it was sent to the town for repair.

236 - due for its annual DOT inspection

-Need to schedule UL test (there has been a problem scheduling the Underwriters Laboratory test)

The Town of Glenville Garage has been contacted to schedule all New York State inspections for the trucks in the summer months.

A discussion was held by the Board of Commissioners regarding the down payment discounts for the 2017 Sutphen engine/rescue truck. The following options were offered by Sutphen;

- Option 1 For a down payment in the amount of \$168,504.48 the discount would be \$3,861.56 for a total selling price of \$670,156.36
- Option 2 For a down payment in the amount of \$337,008.96 the discount would be \$7,723.12 for a total selling price of \$555,294.80
- Option 3 For a down payment in the amount of \$505,513.44 the discount would be \$11,584.68 for a total selling price of \$662,433.24
- Option 4 For a full prepayment, we offer a discount of \$15,446.24 for a final selling price of \$658,571.68

A Performance Bond was received from Sutphen.

Commissioner Schimikowski requested a 10 minute recess so he can call Vander Molen. The following questions were asked of Mr. Vander Molen;

Question 1: When does the 30 days start?

Question 2: Will we sign a contract?

Question 3: How can the district be assured of the delivery date?

Resume discussion:

Answer 1: The 30 days begins when the Purchase Order is submitted. Mr. Vander Molen did not deny the district a 30 day prepay date.

Answer 2: When using Houston Galveston, there will not be a contract. The Purchase Order is considered the contract.

Answer 3: If we were to pay full payment, \$15,446.24 is the discount the district will receive for a revised price of \$658,571.68.

A motion was made by Commissioner Schimikowski, seconded by Commissioner Pohl and unanimously passed to approve Option 4 which is to pay the full prepayment.

Sutphen offers a discount of \$15,446.24 for a final selling price of \$658,571.68. Money to be taken from Apparatus Reserve and to cash a CD early from First National Bank of Scotia with a possible penalty of \$205.

It was suggested that instead of a group of people going to Ohio for a prebuilt conference, we would have a representative from Sutphen come here. The district would get a conference room at a nearby location which would be more cost effective.

Use of Station: no report Com. Larson

Accident Review Board: no report Com. Schimikowski

LOSAP: no report

Unfinished Business: no report

New Business

A special election was held on November 15, 2016 to vote on a Mandatory Referendum to surplus a 2001 HME Rescue Apparatus. There were twenty-two (22) residents who came to vote and twenty-two (22) voted yes, therefore the Referendum passed.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the purchase of one (1) Electric Positive Pressure Fan from MES for a cost of \$1,929.00 to be taken from account A3410.207 Rescue Equipment.

A motion was made by Commissioner Larson, seconded by Commissioner De La Fleur to adjourn at 9:45 pm.

Respectfully submitted,

Elaine Erckman
District Secretary

