EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
May 16, 2022

Present: Commissioner Ross Thornhill
Commissioner Wendi Gapczynski
Commissioner Beth Larson
Commissioner Suzanne Pohl
District Treasurer Jeffrey Prescott
District Secretary Lindsay Abel
Chief Clem Schimikowski
1st Assistant Chief Nick Abel
2nd Assistant Chief Mike Meier
Firefighter Labrie

The Board of Commissioners meeting was called to order by Commissioner Pohl at 7:00 pm followed by the Pledge of Allegiance to the Flag. There were ten people present.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski and approved to approve the amended minutes of the April 18, 2022 Board meeting.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and approved to approve the minutes from the special meeting held on May 9, 2022.

Chief's Report: Chief Schimikowski

The Chief made the Board aware that gear repair will take place possibly the week of June 13th, and will take place for 1 week.

N95 fit tests will be held on June 15th at 6pm.

President's Report- Presented by Chief Schimikowski on behalf of the Company President.

Thank you to all members working on cleaning up the pavilion.

Treasurer's Report: Treasurer Prescott

Auditors will be here Wednesday and Thursday, Treasurer Prescott will be present both days.

Correspondence

A letter was received from a young man in Canada looking for a patch to add to his collection.

The Schenectady County Board of Elections sent a letter informing the board that an addition day of primary elections will be held on August 23rd.

Committee Reports

Buildings & Grounds: Commissioner Larson

The rubber pieces on some the board room chairs are starting to come off, the chair company is out of business. The chairs will be repaired with glue.

The new shelves have been installed in the garage. Labels will be made to further organize.

The equipment that was at All Season Equipment Inc. has been returned from being serviced. Equipment will be going to the Town of Glenville for service going forward.

The eyewash stations in the apparatus bay and in the decontamination, room need monthly checks. Chief Schimikowski suggested that it be added as a task for the monthly apparatus detail.

Grounds work was completed by the Schenectady County Sheriff's Department, everything went well. Commissioner Thornhill aske the chiefs to keep them in mind for any tasks that need completing.

Commissioners Larson and Thornhill are looking into quotes for a pallet jack.

DiMartino Builders LLC will be here in September.

Linstar has been in and installed 3 of the 4 cameras, the last camera will be installed on Tuesday or Wednesday.

C.W. Sealcoating will be here Wednesday and Friday to sealcoat the driveway. Chief Schimikowski presented the traffic plan for those days.

Commissioners Larson and Thornhill met with Andrew Kohout on April 26th in regards to the fans in the above the storage room. MJ Engineering and Land Surveying P.C. sent a quote to come in and provide a plan of what to ask for in a bid totaling $8,900.

There was a siting of 2 large woodchucks in the field, measures are being taken to keep them from entering the buildings.

It seems as though the fence around the generator has been tampered with. A call was put into Precision Gate and Fence LLC, the fence is currently secure.

All Type Professional Doors is still waiting on a part for the front door.

In regards to finding a system to take inventory, Commissioner Thornhill is in communication with a representative from ESO, he is also looking into different options.

We are officially registered with FEMA, we will be getting regular emails. The first grant we would be eligible for is the AFG grant. We will be applying for the SAFER Grant for an electric sign out front.

Quotes were received for the flooring in the workout room. Ballston Carpet provided a quote for $3,900 for a solid mat (including removal of current carpet) The other companies contacted didn't answer.

A moving company will be required to disassemble the equipment, remove the workout equipment from the room to replace the floor, and then replaced in the equipment in the room and reassemble it. 3 companies were contacted for quotes for this work.

Concepts in Fitness Equipment- $200/hr, to disassemble, remove, replace, reassemble

Lifty- $1,600, to only remove and replace, will not disassemble/reassemble

Did not hear back from 3rd company

Commissioner Thornhill has been working with the Schenectady County Department of Public Works to set an Intermunicipal Agreement stating that the county will perform grounds work that falls within their scope of practice.

Equipment: Chief Schimikowski is looking into different options for a new chief's vehicle.

Finance & Budget: Commissioner Pohl

Treasurer Prescott made the Board aware that the National Grid bill and gas prices are higher than usual, and is anticipating the total money spent on those line items to be on target with the budgeted amounts for the year.

Commissioner Pohl requested the exploration of a policy regarding fuel consumption in the Chief's vehicles.

The Board agreed to have Treasurer Prescott look into the Town of Glenville's fuel prices and possibly setting up an account there.

Medical: Commissioner Pohl

All firefighter physicals have been completed and were give to Commissioner Pohl from Dr. Buff. Commissioner Pohl will give the to Chief Schimikowski for review.

Legal and Insurance: Commissioner Pohl- No Report

Computer: Commissioner Thornhill

Linstar will be coming to install the 4th and final camera.

A new Solid State Hard Drive is being requested to go in the officer's room totaling $80 from B&H.

Personnel: Commissioner Larson

Commissioner Larson provide the Board with written job descriptions for the Station Administrator and the Station Keeper.

Policies: Commissioner Thornhill

The Use of Station– Member and the Use of Station- non-member policies are being proposed to be changed to 1 Use of Station policy.

An EGFD CCTV (closed circuit television) Policy was presented to the Board.

A Facility Maintenance Inter-Municipal Agreement was presented to Board.

The Board was presented a written agreement between the Board and the Schenectady County Board of Elections.

Apparatus: covered under Chief's report

Accident Review Board: Commissioner Thornhill – no report

LOSAP: Commissioner Pohl

The monthly report has yet to be received.

Legislative: Commissioner Gapczynski

A bill is currently in the works broadening the protection of domestic violence survivors, stating that no employer can show any kind of bias towards a domestic violence survivor, meaning that a survivor cannot be denied membership due to the worry of their safety from being the victim of domestic violence. There will be mandatory training covering this.

Consolidation: Commissioner Pohl – no report

Use of Station: Commissioner Larson

The Ladies Auxilary requested use of the kitchen to bake pies on November 6th at 12pm, and are also requesting a designated sale area during the election on November 8th starting at 6am and ending when they are sold out.

Fire Police Captain Wayne Sandilands previously requested the recurring use of the meeting room for little league baseball meetings, Commissioner Larson made him aware that he does not need to keep requesting the use, just add all the dates on the original request. He will be required to fill out the maintenance checklist after every use.

The Board agreed to not advertise the use of the building.

Old Business

Commissioner Pohl made a motion seconded by Commissioner Thornhill to accept the quote from Ballston Carpet of $3,900 to replace the flooring in the workout room. To come out of A3410.402 New Paint and Wallpaper.

Commissioner Gapczynski	Yes
Commissioner Larson	Yes
Commissioner Thornhill	Yes
Commissioner Pohl	Yes

Commissioner Larson made a motion seconded by Commissioner Thornhill to accept the quote from Concept in Fitness Equipment LLC of $200/hr to disassemble, remove, replace, and reassemble the workout equipment. To come out of A3410.402 New Paint and Wallpaper.

New Business

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and approved to purchase 1 solid state hard drive for the officer's room from B&H for a total cost of $80. To come out of A3410.461 Computer.

Commissioner Gapczynski	Yes
Commissioner Larson	Yes
Commissioner Thornhill	Yes
Commissioner Pohl	Yes

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and approved to adopt the Facility Maintenance Inter-Municipal Agreement.

Commissioner Gapczynski	Yes
Commissioner Larson	Yes
Commissioner Thornhill	Yes
Commissioner Pohl	Yes

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski and approved to adopt the Grounds and Facility Use Policy.

Commissioner Gapczynski	Yes
Commissioner Larson	Yes
Commissioner Thornhill	Yes
Commissioner Pohl	Yes

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski and approved to adopt the CCTV Policy.

Commissioner Gapczynski	Yes
Commissioner Larson	Yes
Commissioner Thornhill	Yes
Commissioner Pohl	Yes

A motion for Resolution was made by Commissioner Thornhill and seconded by Commissioner Larson to appropriate 12/31/2021 Assigned Unappropriated Fund Balance (Reserved for Encumbrance) as follows:

Increase	A3410.400	Building Repair Maintenance	
	SubAccount A340.401	Grounds and Buildings	$8,900
Increase	A5095	Appropriated Fund Balance	$8,900

To provide funding for MJ Engineering and Land Surveying P.C.

Commissioner Gapczynski	Yes
Commissioner Larson	Yes
Commissioner Thornhill	Yes
Commissioner Pohl	Yes

A motion was made by Commissioner Thornhill seconded by Commissioner Larson and approved to approve $8,900 to MJ Engineering and Land Surveying P.C. to execute a plan for the fans in the storage room. To come out of A3410.401 Grounds and Buildings.

Commissioner Gapczynski	Yes
Commissioner Larson	Yes
Commissioner Thornhill	Yes
Commissioner Pohl	Yes

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and approved to rescind the member and non-member use of station policies and replace them with the Grounds and Facility Use Policy.

Commissioner Gapczynski	Yes
Commissioner Larson	Yes
Commissioner Thornhill	Yes
Commissioner Pohl	Yes

Chief Schimikowski made the Board aware that 2nd Assistant Chief Mike Meier challenged the New York State Instructor I test and passed

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and approved to approve $350 for Kevin Kea to take the Red Cross Instructor Course. To come out of A3410.441 Seminars and Membership.

Commissioner Gapczynski	Yes
Commissioner Larson	Yes
Commissioner Thornhill	Yes
Commissioner Pohl	Yes

A motion for Resolution was made by Commissioner Thornhill and seconded by Commissioner Gapczynski to appropriate 12/31/2021 Assigned Unappropriated Fund Balance (Reserved for Encumbrance) as follows:

Increase	A3410.400	Building Repair Maintenance	
	SubAccount A340.401	Grounds and Buildings	$2,335.00
Increase	A5095	Appropriated Fund Balance	$2,335.00

To amend the 2022 budget for planned overhead door repairs for doors #1, #2, and #3 ordered in 2021 and received in 2022.

Commissioner Gapczynski	Yes
Commissioner Larson	Yes
Commissioner Thornhill	Yes
Commissioner Pohl	Yes

A motion was made by Commissioner Costello and seconded by Commissioner Larson to approve $950 to The Dirt Guy. To come out A3410.401 Grounds and Buildings.

Commissioner Gapczynski	Yes
Commissioner Larson	Yes
Commissioner Thornhill	Yes
Commissioner Pohl	Yes

A motion was made by Commissioner Thornhill and seconded by Commissioner Pohl to approve the May 16, 2022 Abstract #5, minus line 169 to All Type Professional Doors, totaling $42,162.40.

Commissioner Gapczynski	Yes
Commissioner Larson	Yes
Commissioner Thornhill	Yes
Commissioner Pohl	Yes

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson to approve the payment of 4 fire helmets totaling $1,280. To come out of A3410.203 Protective Clothing.

Commissioner Gapczynski	Yes
Commissioner Larson	Yes
Commissioner Thornhill	Yes
Commissioner Pohl	Yes

Firefighter Labrie requested that they Board allows the company to mount small metal hooks on the exterior of the building to ease the hanging out holiday lights. The Board agreed to allow the company to move forward with this.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski at 8:49pm to enter into executive session to discuss the employment history of particular people or matters leading to the demotion, discipline, suspension, suspension, dismissal, or removal or any person pursuant to Public Officers Law 105(1)(f).

Commissioner Gapczynski	Yes
Commissioner Larson	Yes
Commissioner Thornhill	Yes
Commissioner Pohl	Yes

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski to adjourn at 9:20pm.

Respectfully Submitted,

Lindsay Abel
District Secretary