EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
July 18, 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
President Sage Baltrusaitis
Firefighter Kevin Kea
Doug Bradt

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

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously approved to appoint Commissioner Gapczynski as the chair for the evening.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and approved to approve the amended minutes of the May 20, 2022 Board meeting.

Chief's Report: Chief Schimikowski

Chief Schimikowski made the board aware of 2 FOIA requests that came in during the month of June, they have both been sent since.

Chief Schimikowski inquired on the status of the new 239 license plate, Commissioner Thornhill gave an update on the status of the registration, and made the Board aware of the remaining steps that need to be taken in order to obtain a registration for the vehicle.

President's Report- President Baltrusaitis

The President made the Board aware that there was 1 member placed on medical leave, as well as 1 resignation.

2 potential members, Daniel Mayo and Robert Cummings, were presented to the Board for membership with a favorable recommendation from the Company.

Kevin Kea made the Board aware of the Company picnic to be held on September 10, 2022, extending an invitation to all Board members and employees. Kevin Kea made the Board

aware that there will be alcohol consumption present at the event within the District Policy Guidlines.

Treasurer's Report: Treasurer Prescott

6 Add on bills will need to be approved in addition to the abstract.

There will need to be a bid to find Certified Personal Accountant firms for the next 5 year audit contract.

Treasurer Prescott asked the Board to keep next year's budget in mind, and to think of any expenses for next year to add to the 2023 budget.

Correspondence

A flyer was received by the Gansevoort Fire Department for their July 30th BBQ from 12pm-3pm. This is a free picnic; all members and non-member district officials are invited.

Elaine Erckman sent a letter thanking the district for allowing her use of the station for a memorial service.

A question was raised on who was responsible to keep parking spots available for responding firefighters while the station is being used. After discussion, the Board came to a conclusion that this would be the responsiblity of the person holding the event.

Firefighter John Labrie sent a letter to Commissioner Thornhill regarding the accident that occured on May 31, 2022.

Committee Reports

Buildings & Grounds: Commissioner Larson

Commissioner Larson was approached with concerns to add a camera in the front of the building, as well as adding 2 secure key fob access doors to restrict access to the apparatus bay and decontamination room.

The Board held a discussion regarding the expansion of the security system.

The Chiefs made the Board aware of a recent incident, that would not have been discovered if it weren't for the security cameras.

Kevin Kea asked the Board if the door to the apparatus bay by the radio room was considered a fire exit, if so, they may not be able to secure it.

After discussion, it was decided that a building inspector will be contacted for guidance on what the options are for securing the building.

Apex Sewer and Drain Cleaning came and repaired the foot pedal on the decontamination room sink.

The fence around the generator needs fixing after being tampered with, panels are in the garage, a solution is in the process.

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

The user manual from the apparatus bay CO detector is in, John Labrie will be setting up a time with the Board to review.

The 2 overhangs coming into the apparatus bay are to be scraped, primed and painted.

Jolene Lomnes of Informative Home Inspections quoted $1,685 to repair the interior meeting room, rec room, and maintenance closet doors. The repair will include glue and clamping of the doors, the doors will be trimmed to prevent wear from the seasonal carpet, and new nickel kick plates (2-3 week lead time). It will take 2-3 days for the glue tot dry completely, and then the doors will be reinstalled. 50% payment would be required upon agreement, the remaining balance plus any additional costs will be due upon completion of the job.

10 Bags of water softener were ordered/delivered and placed by LT2376 by members.

SRI came and perfomed the inspection of the sprinkler system.

The fitness room floor has been completed; the red flakes added were at no extra cost.

The edges of our parking lot on the fence-line are being overgrown with weeds/branches from our neighbors. Commissioner Larson asked the Board if this is something we should hire-out for or if we should ask the station keeper to handle. After discussion, it was decided that Commissioner Thornhill will be reaching out to the Schenctady to see if it can be completed under the inter-municpal agreement.

Equipment: Covered under Chief's report.

Finance & Budget: Commissioner Pohl

The Finance & Budget Committee will be meeting towards the end of July/ beginning of August. The Treasurer provided the Chief with the Budget worksheet.

Medical: Commissioner Pohl

All firefighter physicals have been completed.

Legal and Insurance: Commissioner Pohl- No Report

Computer:  Commissioner Thornhill

Commissioner Thornhill is looking at the cost to replace the Cisco equipment next year, hopefully mitigating the inexplicable recurring WiFi issues.

Personnel:  Commissioner Larson

Commissioner Larson will be out of town 7/19/2022-7/25/2022. The Station Administrator will be here her regular ours Tuesday-Friday 9am-3pm.

Policies:  Commissioner Thornhill

The Policy Committe will be meeting

Apparatus:  Vander Molen has completed the repair of ER-2321, and it is back in service.

Accident Review Board:  Commissioner Thornhill – No Report

LOSAP: Commissioner Pohl- No Report

Legislative:  Commissioner Gapczynski- No report

Consolidation:  Commissioner Pohl – No Report

Use of Station:  Commissioner Larson

Commissioner Larson brought up questions regarding the current Use of Station Policy. After discussion, it was agreed that the Policy committee will be meeting to address these questions.

Old Business

Discussion was held regardin the use of the pavillion, the policy committee offered to hold a meeting with company representatives to discuss a policy.

The question was raised on whether the medical equipment in the garage is the district's or the company's. Commissioner Larson asked if the Station Administrator is allowed to give it away to community members who ask for it during the day when there is no one else here. The question was raised whether or not the District could be held liable for any defective equipment that could potentially be given out. After discussion, it was decided that the District's insurance repesentative will be contacted regarding the issue.

An EZ pass has been purchased. U-2354, 238, and 237 are currently linked to it. Once 239 is registered, it will also be added to the EZ pass as up to 4 vehicles are allowed for 1 EZ pass.

New Business

A motion was made by Commissioner Thornhill, seconded by Commissioner Gapczynski, and unanimously approved to accept the membership of Daniel Mayo.

A motion was made by Commissioner Thornhill, seconded by Commissioner Gapczynski, and unanimously approved to approve the membership of Robert Cummings.

A motion was made by Commissioner Larson, seconded by Commissioner Thornhill, and unanimously approved to approve $1,685 to Informative Home Inspections & Informative Project Solutions to come out of A3410.401 Grounds and Buildings.

A motion was made by Commissioner Thornhill, seconded by Commissioner Gapczynski, and unanimously approved to approve raising the cost of a fire hose fitting by $186 totaling $285 to come out of A3410.201 Hose/Nozzle

A motion was made by Commissioner Thornill, seconded by Commissioner Gapczynski, and unanimously approved to approve $200 for Assistant Chief brass to come out of A3410.462 Dress Uniforms

A motion for resolution was made by Commissioner Thornhill, seconded by Commissioner Gapczynski and unanimously approved to amend the 2022 budget as follows:

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| Increase: | A9960.804 | Appropriation to Building Reserve | 4,110.00 |
| Increase: | A5095 | Appropriated Fund Balance | 4,110.00 |

To Appropriate the balance of the 2021 Excess Unrestricted Fund Balance to Building Reserve approved at the June 20, 2022 Meeting.

A motion for resolution was made by Commissioner Thornhill, seconded by Commissioner Pohl and unanimously approved to amend the 2022 budget as follows:

| | | | |
|---|---|---|---|
| Increase: | A3410.214 | Federal ARPA Expenses | 812.00 |
| Increase: | A4089 | Federal Aid- ARPA Funds | 812.00 |

To recognize Usage of the ARPA Funds for 29 N95 Fit Tests 6/16/2022 approved at the June 20, 2022 Meeting

A motion for resolution was made by Commissioner Thornhill, seconded by Commissioner Pohl and unanimously approved to amend the 2022 budget as follows:

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|---|---|---|---|
| Increase: | A3410.440 | Training | |
| | SubAccount A3410.441 | Seminars | 376.00 |
| Decrease: | A3410.440 | Training | |
| | SubAccount A3410.444 | Membership Dues | 147.00 |
| Decrease: | A3410.190 | Contingency | 229.00 |
| | | Total Decrease | 376.00 |

To provide funding for 1 Add'l NYSAFC participant & Probie manual supplies

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously approved to approve the July 18, 2022 Abstract #7 totaling $59,995.65.

A motion was made by Commissioner Thornhill seconded by Commissioner Larson and unanimously approved to approve $89.59 to National Grid for the light out front to come out A3410.480 Gas and Electric.

A motion was made by Commissioner Thornhill seconded by Commissioner Gapczynski and unanimously approved to approve 165.22 to purchase miscellanous paint and supplies to come out of A3410.401 Grounds and Buildings.

A motion was made by Commissioner Thornhill, seconded by Commissioner Gapczynski and unanimously approved to approve $56.00 to TurfCo for the mid-summer lawn treatment #3 to come out of A3410.401 Grounds and Buildings.

A motion was made by Commissioner Thornhill, seconded by Commissioner Pohl, and unanimously approved to approve $85.99 to the New York State Unemployment system for the mandatory interest assessment charge to come out of A3410.800 EAP Program.

A motion was made by Commissioner Thornhill seconded by Commissioner Pohl, and unanimously approved to approve $336.00 to SRI Fire Sprinkler LLC for the annual sprinkler system inspection to come out of A3410.401 Grounds and Buildings.

A motion for resolution was made by Commissioner Thornhill, seconded by Commissioner Pohl and unanimously approved to amend the 2022 budget as follows:

| | | | |
|---|---|---|---|
| Increase: | A3410.214 | Federal ARPA Expenses | 196.00 |
| Increase | A4089 | Federal Aid- ARPA | 196.00 |

To recognize the usuage of the ARPA funds for 7 N95 fit tests.

A motion was made Commissioner Thornhill, seconed by Commissioner Pohl, and unanimously approved to approve $336 to Gibbys Professional Fit Testing. $140 for 5 SCBA fit tests to come out of A3410.202 SCBA Test/Repair and $196 for 7 N95 fit tests to come out of A3410.214 Federal ARPA Expenses.

A motion was made by Commissioner Thornhill, seconded by Commissioner Pohl, and unanimously approved to approve $9,129.11 to Vander Molen for the repair of ER-2321 to come out of A3410.422 Truck Repair/Maintenance.

Treasuere Prescott made the Board aware that Past Commissioner Dave Costello was taken off of the NY Class and Commissioner Thornhill was added.

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson, and unanimously approved to appoint Doug Bradt as a Commissioner through December 31, 2022. Doug Bradt was sworn in as Fire District Commissioner.

A motion was made by Commissioner Thornhill, seconded by Commissioner Gapczynski, and unanimously approved to publish a Permissive Referendum regarding the usage of $15,000 of the Building Reserve Fund to upgrade the building's security system.

A motion was made by Commissioner Thornhill, seconded by Commissionr Gapczynski, and unanimously approved at 9:33 PM to enter into executive session to discuss the employment history of particular people or matters leading to the demotion, discipline, suspension, dismissal, or removal of any person pursuant to Public Officers Law 105(1)(f).

A motion was made by Commissioner Thornhill, seconded by Commissioner Bradt, and unanimously approved to exit executive session at 9:55 PM.

A motion was made by Commissioner Thornhill, seconded by Commissioner Bradt, and unanimously approved to publish a Request for Proposals of Certified Personal Accountant firms for thte next five-year contract.

A motion was made by Commissioner Bradt, seconded by Commissioner Larson, and unanimously approved to adjourn at 10:00 PM.

Respectfully Submitted,

Lindsay Abel
District Secretary