

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
September 20, 2022

Present: Commissioner Ross Thornhill
Commissioner Wendi Gapczynski
Commissioner Beth Larson
Commissioner Doug Bradt
District Treasurer Jeffrey Prescott
District Secretary Lindsay Abel

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

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

Discussion was held regarding the 2023 budget. Treasurer Prescott made the board aware that there is currently approximately \$20,000 proposed to be in Contingency, and \$68,000 proposed to be in the unrestricted fund balance. It was also recommended by Treasurer Prescott that the Public Budget Hearing be on October 17, 2022 at 6:00pm immediately before the October Board of Commissioners meeting. The Board agreed.

A motion was made by Commissioner Larson, seconded by Commissioner Thornhill and unanimously approved to adopt the proposed budget for 2023 to move forward with the Public Budget Hearing.

A motion was made by Commissioner Thornhill, seconded by Commissioner Bradt and unanimously approved to approve the minutes from the August 15, 2022 minutes as amended.

Chief's Report: Reported by Commissioner Gapczynski in the Chiefs absences.

It is requested by the Chiefs that a new laptop be purchased that is compatible with the new TVs in the meeting room.

The Chiefs request that Microsoft office be purchased for the computers that do not already have it.

Commissioner Thornhill added that new computers for the Officer's room are being budgeted to purchase in 2023.

President's Report- Reported by Commissioner Gapczynski in the President's absence.

There is 1 new prospective member, Jeanne Foote

Treasurer's Report: Treasurer Prescott

The Treasurer's report was sent out on Thursday September 15, 2022.

The Treasurer is waiting for the statement from LOSAP

The Treasury bills have matured and Treasurer Prescott will be moving them to NY Class.

In regards to the training being taught by the New York State Association of Fire Chiefs that will be held at the fire house in November, Commissioner Larson wanted to clarify as to who was responsible for the training plan for that day. After discussion the conclusion was reached that the NYSAFC is responsible for all training plans as they are an outsourced company with their own compliant plan, which is in compliance with the new EGFD fire training policy.

Correspondence:

An invitation was received from the Association of Fire Districts of the Capital Area Inc. to attend their Fall 2022 Training Workshop to be held on November 12, 2022. The cost per attendee is \$15 per district member and \$20 for non-members.

Committee Reports:

Buildings & Grounds: Commissioner Larson

Kulak's Nursery is replacing the light that is broken, the part has now been placed on special order.

Renee from Linstar gave a lead time of November to complete the security system, unless parts come in sooner than expected, in which she will contact Commissioner Larson.

There have been recent issues with the interior firehouse doors not shutting all the way, please be sure that all personnel verify that doors are shut well before leaving.

Commissioner Larson recommended that the inventory of district property be taken in PSTRax as the District already pays for the system. Commissioner Thornhill will contact the representative from PSTRax for a contract to use it for district inventory.

Jolene from Informative Home Inspections & Informative Project Solutions will provide prices to repair the fence that encloses the generator.

Brad has painted the entryways with the exception of 1 square on each of the overhangs leading to the bays as he did not feel that he could safely reach those spots on the ladder. Commissioner Larson has made calls to professional painting companies to come and finish the job. Discussion was held regarding renting a lift vs. using professionals. Informative Home Inspections & Informative Project Solutions will be contacted for prices.

The user manual for the Carbon Monoxide detectors has been received and the Board will set up a meeting with John Labrie to review.

The meeting room, rec room, and closet doors have been repaired.

Commissioner Thornhill will be contacting Pete Drago from Schenectady County Highway to discuss driveway repair, tree pruning, and cleaning up the fenceline.

A work session will be held regarding the Use of Station Policy.

The Board room chairs are in the process of being repaired. The 1st adhesive did not work when applied, a second type of adhesive was used and then taped to keep in place. The technician with Informative Home Inspections & Informative Project Solutions went on vacation since and will complete the repair upon their return.

The concern was raised that the Administrator's voicemail has not been accessed. The board agreed that they will all be mindful of checking the voicemail.

The Administrator contacted All Typr Professional Doors to get an update on the exterior door repair with no answer, Commissioner Larson will follow up.

Eastern Heating and Cooling Inc. came and found that the hot water circulator pump needed replacing. The price of \$1,440 was given to replace the pump. Discussion was held regarding rebuilding the existing pump vs. replacing the pump with a new one. The suggestion was made to buy the new one, but also rebuild the old one to have a back up. Commissioner Larson will receive prices to rebuild.

Commissioner Larson received the report from MJ Engineering in regards to the HVAC access plan. Commissioner Larson will reach out to Eastern Heating and Cooling Inc. to consult as they will be the one's utilizing this. The concern of how difficult it will be to take apart was raised, and the Commissioners agreed that they would prefer a removeable option in the case that the entire HVAC system needs replacing. The Commissioners would like to research less permanent options.

TriCity Fire Extinguisher is coming to inspect the Hood Suppression System on 9/23/2022. The Ladie's Auxiliary made Commissioner Larson aware that the left oven does not work. Commissioner Thornhill made the Board aware that the oven does in fact work.

Mr. Help's Fall cleaning visit has been canceled until the Administrator position is filled.

SRI Fire Sprinkler LLC came in on August 12th for the annual maintenance, they quoted \$938 to shut down and drain, remove and replace 3 sprinkler pendants, replace 2 missing escutcheans, and restore system to service.

The bids for snow plowing and salting for the upcoming 2022-2023 winter season will be received at the fire station by October 17, 2022. A legal notice will be put in the Daily Gazette

Equipment: Covered under Chief's report.

Finance & Budget: Commissioner Pohl

Emily Kuglar and Suzanne Pohl's credit cards have been canceled. Emily's credit line was temporarily put onto Treasurer Prescott's line, and Suzanne's was put onto Commissioner Thornhill's line temporarily.

Medical: Commissioner Pohl

Dr. Buff will be made aware that his correspondence will be redirected to Commissioner Gapczynski.

Legal and Insurance: Commissioner Pohl

A request was received for the Company to Charter a Boy Scouts Troop. Information regarding such will be sent to the insurance company for guidance.

Bill VanGorder wants to have a meeting. Commissioner Gapczynski will be sending him available dates.

Computer: Commissioner Thornhill

Commissioner Thornhill will look into laptops and microsoft office.

Commissioner Thornhill has made sure that everything was backing up correctly.

Personnel: Commissioner Larson

District Administrator Emily Kuglar has resigned from her position, her last day was Friday September 16, 2022.

Questions were raised regarding the Facebook job post.

A motion for resolution was made by Commissioner Gapczynski, seconded by Commissioner Thornhill and unanimously approved to pay \$15/hr for a temporary part time person as clerk of the works to be present at the fire station as requested for special projects.

Policies: Commissioner Thornhill

A workshop will be held.

Apparatus: Covered under Chief's report.

Accident Review Board: Commissioner Thornhill – No Report

LOSAP: Commissioner Pohl

Treasurer Prescott made the board aware that LOSAP must have changed their software and sent a different statement that was lacking information. Treasurer Prescott requested that they send the full statement.

Legislative: Commissioner Gapczynski- No Report

Consolidation: Commissioner Pohl- No Report

Use of Station: Commissioner Larson

The Veterans are back the 2nd Tuesday of every month.

Elaine Erckman's writing group is here the 3rd Tuesday of every month in the morning.

The Company is holding their Open House October 15, 2022.

Old Business

none

New Business

Treasurer Prescott opened the bids from Accounting Firms for the next 5 year audit contract.

3 notifications of interest; from EFPR Group, BST & Co. CPAs LLC, and Bryans and Gramuglia CPAs LLC.

Bids were received as follows:

EFPR Group- after email reminder, made aware that no bid was being submitted

BST & Co. CPAs LLC

2022- \$8,250
2023- \$8,500
2024- \$8,650
2025- \$8,880
2026- \$9,000

Bryans and Gramuglia CPAs LLC

2022- \$4,500
2023- \$4,500
2024- \$4,500
2025- \$4,500
2026- \$4,500

A motion was made by Commissioner Larson, seconded by Commissioner Thornhill and unanimously approved to accept the 5-year audit bid from Bryans and Gramuglia CPAs LLC.

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

Increase	A3410.420	Truck Repairs & Maintenance	
	SubAccount	A3410.422 Truck Repairs	5,376.43
Increase	A3410.190	Contingency	<u>2,753.00</u>
		Total Increase	<u>8,129.43</u>
Increase	A2680	Insurance Settlement	<u>8,129.43</u>

To recognize insurance proceeds received from the ER-2321 Accident, and to appropriate the same to the Truck Repairs and Maintenance Line less the amount to restore all but the 1K deductible back into the Contingency Budget line used last month.

Increase	A3410.200	Purchase Trucks & Equipment	
	SubAccount	A3410.201 Hoses & Nozzles	<u>34.00</u>
Decrease	A3410.200	Purchase Trucks & Equipment	
	SubAccount	A3410.207 Rescue Equipment	<u>34.00</u>

To provide Funding for Hose Testing Binder Supplies.

Increase	A3410.420	Truck Repairs & Maintenance	
	SubAccount	A3410.423 Fuel	<u>368.00</u>
Decrease	A3410.420	Truck Repairs & Maintenance	
	SubAccount	A3410.425 Radio Maintenance	<u>368.00</u>

To Provide Funding for excess costs of Fuel due to Significant Increases in costs.

A motion was made by Commissioner Thonhill, seconded by Commissioner Larson and unanimously approved to approve Abstract #9 from September 19, 2022 for \$15,573.93.

Treasurer Prescott made the board aware that all checks were made out on September 19th in anticipation for the regular meeting, but would not be sent until the are approved by the Commissioners.

A motion was made by Commissioner Larson, seconded by Commissioner Bradt and unanimously approved to pay \$938 to SRI Fire Sprinkler LLC for repairs needed that were found during the annual inspection to come out of A3410.401 Grounds and Buidlings.

A motion was made by Commissioner Larson, seconded by Commissioner Thornhill and unanimously approved to pay \$1,440 to Eastern Heating and Cooling Inc. to replace the hot water circulator pump to come out of A3410.401 Grounds and Buildings.

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously approved to approve Jeanne Foote for membership.

A motion was made by Commissioner Larson, seconded by Commissioner Thornhill to enter into executive session at 7:57pm 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 Bradt, seconded by Commissioner Thornhill to return to regular session at 8:56pm.

A motion was made by Commissioner Bradt, seconded by Commissioner Thornhill and approved to adjourn at 8:56pm

Respectfully Submitted,

Lindsay Abel
District Secretary