EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
October 17, 2022

Present: Commissioner Ross Thornhill
Commissioner Wendi Gapczynski
Commissioner Beth Larson
Commissioner Doug Bradt
District Treasurer Jeffrey Prescott
District Secretary Lindsay Abel
Chief Schimikowski
1st Assistant Chief Abel
2nd Assistant Chief Meier
President Sage Baltrusaitis
Vice President Kevin Kea

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 eleven 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.

A motion was made by Commissioner Thornhill, seconded by Commissioner Gapczynski and unanimously approved to approve the minutes from the September 20, 2022 minutes as amended.

Chiefs Report: Presented by Chief Schimikowski, 1st Assistant Chief Abel, and 2nd Assistant Chief Meier

A request will be made to spend $35 to pay for Nick Abel, Mike Meier, and Eric Puffer to attend the "5 Points of Command" held by the New York Association of Fire Chiefs.

Chief Schimikowski presented the contracted from the potential Certified Instructor Coordinator at $30/hr.

President's Report- President Sage Baltrusaitis

1 new member was sworn in.

There were many Company events over the past month including Open House and the Pashley school program that were both a huge success.

1 application for membership was received from Rich Carr, and received a favorable recommendation from the Company. The background check has yet to be received.

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Treasurer's Report: Treasurer Prescott

2 Treasury bills have matured, 2 more will be maturing in November and December.

The insurance check from the incident with ER2321 has been received.

There is 1 budgetary amendment to cover the cost of fuel for $893.

1 Key Bank account was closed out and the funds were put in NY Class, the funds are readily available. The Key Bank account for the reserve funds is still open.

Correspondence:

Commissioner Larson presented a letter she received regarding unclaimed funds belonging to the Town of Glenville Association of Fire Districts. Discussion was had regarding the history of the association. The District Treasurer will investigate.

A notice of conditional renewal was received by NBT Insurance, this will be reviewed.

Angel Vaughters sent a text message expressing sympathy in regards to the passing of Suzanne Pohl.

Beukendaal Fire Department sent a card expressing their condolences.

Commissioner Thornhill shared his communications with Latham Ford relating to registering 239. Latham Ford is unable to obtain proof of origin. Commissioner Thornhill is still working on this issue.

Committee Reports:

Buildings & Grounds: Commissioner Larson

Commissioner Larson has been in contact with Eastern Heating and Cooling, the circulation pump is on order, and they plan to leave the old one.

SRI Fire Sprinkler LLC completed the planned repairs.

MJ Engineering sent thier design concept, and also sent a list of questions for the Board to answer. After discussion, it was decided that the Commissioner Larson will set up a meeting with Eastern Heating and Cooling and MJ Engineering as Eastern is who services the HVAC system and their input would be relevant.

Kulaks came and replaced the light out front.

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The Ladies Auxilary was having trouble with the stove, the door tensions were adjusted, Commissioner Thornhill added that the company that last came and cleaned the oven missed the very bottom portion that accesses the pilot.

Linstar made the Board awarer that in order to complete the addition to the security system the District would need to purchase storeroom functioning lock sets. They would either need to get 4 with new keys, or replace all of them. The Board agreed to get 4 with new keys. They will be here in November.

TriCounty Fire Extinguishers LLC came for their inspection, all of our extinguishers passed. They did provide the repairs that are recommended for next year.

Informative Home Inspections & Informative Home Project Solutions provided a quote of $475 to remove and replace slats and add pedestrian gate lock to the fence around the generator.

The Station Keeper completed the painting of the overhangs of the entryways.

Commissioner Thornhill sent an email to John Labrie requesting the user manual for the CO detector system.

The Schenectady County Highway Department came and trimmed the trees in the entryway as well as repairing the blcaktop in the parking lot.

Commissioner Thornill plans to upgrade the WiFi system next year.

All Type Professional Doors are still waiting on the parts to complete the door repair. They also wantd to come in to inspect all of the overhead doors.

Commissioner Larson asked who is responsible for the medical equipment in the garage. The question will be asked in the upcoming legal meeting.

Thin Red Line Pressure Washing LLC. House Washing, Roof Washing, Window Cleaning & More will call back November 1st to schedule a time to come clean the gutters.

The House Steward and the Station Administrator will be cleaning the bar area.

There will be a Stericycle pick-up on the 19th.

The question was asked if the station Administrator needed to hold copies of the minutes, the Board reached the conclusion that it is not necessary.

Equipment: No Report

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Finance & Budget: No Report

Medical: Commissioner Gapczynski

The Annual Claims report is Due December 1st. A list of all interior Firefighters is needed.

Legal and Insurance: Commissioner Gapczynski

The meeting with Bill VanGorder is the October 18th at 9:30.

Computer: Commissioner Thornhill

Commissioner Thornhill presented the request of purchases 3 Microsoft Office Subscriptions and 1 Laptop totaling $1,162.20 with the Government Account at B&H.

In regards to the PSTrax system to keep inventoy, the critical asset module will be needed as well as identification stickers. A training will be held.

Personnel: Commissioner Larson

The new Station Administrator has started. Her name is Deb Priddle and her hours are Tuesday- Friday 8am-1pm. A discussion was held regarding the Station Administrator's job description.

Policies: Commissioner Thornhill

A discussion regarding the Facility Use Policy was had during the work session prior to the meeting. The changes to the policy will be posted.

Apparatus: Covered under Chief's report.

Accident Review Board: Commissioner Thornhill – No Report

LOSAP: Commissioner Gapczynski

Legislative: Commissioner Gapczynski- No Report

Consolidation: Commissioner Gapczynski- No Report

Use of Station: Commissioner Larson

There is a rental for the meeting room on November 12th from 12pm-5pm.

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Old Business

None.

New Business

Commissioner Gapczynksi opened the 1 snow plow bid that was received.
East Cost Sealcoating- $6,700, $300 to salt

A motion was made by Commissioner Thornhill, seconded by Commissioner Gapczynski, and unanimously approved to accept the snowplow bid from East Coast Sealcoating.

A motion was made by Commissioner Thornhill, seconded by Commissioner Gapczynski, and unanimously approve to adopt the proposed 2023 budget.

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

Increase	A3410.461	Computer	1,700.00
Decrease	A9040.000	Workers Compensation	1,700.00

To fund PSTrax Inventory system, 3 Microsoft Office Subscriptions, and 1 Laptop.

A motion was made Commissioner Thornhill, seconded by Commissioner Bradt, and unanimously approved to approve $500 to purchase the Critical Asset Module in PSTrax for District Inventory to come out of A3410.461 Computers.

A motion was made Commissioner Thornhill, seconded by Commissioner Bradt, and unanimously approved to approve $734.40 to purchase 1 Laptop to come out of A3410.461 Computers.

A motion was made Commissioner Thornhill, seconded by Commissioner Bradt, and unanimously approved to approve $427.80 to purchase 3 Microsoft Office Subscriptions to come out of A3410.461 Computers.

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

Increase	A3410.420	Truck Repairs & Maintenance		
	SubAccount	A3410.423	Fuel	893.00
Decrease	A3410.190	Contingency		893.00

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

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

Increase	A3410.201	Hose/ Nozzle	1,299.00
Decrease	A2310.207	Rescue Equipment	1,299.00

To fund the purchase of Hoses and Nozzles.

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

Increase	A3410.205	Extinguishers/Powder	200.00
Decrease	A3410.20	Rescue Equipment	200.00

To fund the purchase of Purple K.

A motion was made Commissioner Thornhill, seconded by Commissioner Bradt, and unanimously approved to approve $1,299 for the purchase of 3 lengths of hose to come out of A3410.201 Hoses and Nozzles.

A motion was made by Commissioner Thornhill, seconded by Commissioner Gapczynski, and unanimously approved to approve $205 for the purchase of Purple K to come out of A3410.205 Extinguishers/ Powder.

A motion was made by Commissioner Thornhill, seconded by Commissioner Bradt, and unanimosuly approved to approve $210 for 3 members to attend the NYSAFC Seminar “5 Points of Command” at $35 each and for 1 member to attend a flammable gas workshop at $105 to come out of A3410.441 Seminars.

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A motion was made by Commissioner Thornhill, seconded by Commissioner Bradt, and unanimously approved to approve $410 to purchase various saw blades to come out of A3410.207 Rescue Equipment.

A motion was made by Commissioner Bradt, seconded by Commissioner Thornhill, and unanimously approved to approve $250.78 for reimbursement to Kevin Kea for CPR instructor class supplies to come out of A3410.441 Seminars.

A motion was made by Commissioner Larson, seconded by Commissioner Thornhill, and unanimously approved to approve $475 to Informative Home Inspections & Informative Home Project Solutions to repair the generator fence to come out A3410.401 Grounds and Buildings.

A motion was made to by Commissioner Thornhill, seconded by Commissioner Gapczynski, and unanimously approved to approve the Certified Instructor Coordinator contract at $30/hour.

After discussion, the conclusion was made that they background check must be returned in order to vote on the membership of Rich Carr.

A motion was made by Commissioner Thornhill, seconded by Commissioner Gapczynski, and unanimously approved to approve $350 for reimbursement to Kevin Kea for CPR instructor class tuition to come out of A3410.441 Seminars.

A motion was made by Commissioner Thornhill, seconded by Commissioner Bradt, and unanimously approved to approve the Treasurer's Report.

A discussion was held regarding Kevin Kea's request of the Board agreeing to become a Red Cross agency. The Board did not reach a conclusion and the idea will be revisited at a later date.

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

A motion was made by Commissioner Gapczynski, seconded by Commssioner Thornhill to enter into executive session at 8:46pm 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 to return to regular session at 9:14pm.

A motion was made by Commissioner Thornhill, seconded by Commissioner Bradt, and unanimously approved to pay $675 for the Encon Annual Pollution Control Permit Fee.

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A motion was made by Commissioner Thonhill, seconded by Commissioner Larson and unanimously approved to approve Abstract #10 from October 17, 2022 for $15,816.85

A motion was made by Commissioner Gapczynski, seconded by Commssioner Bradt and unanimously approved to adjourn at 9:22pm

Respectfully Submitted,

Lindsay Abel
District Secretary

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