

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

Present: Commissioner Ross Thornhill
Commissioner Wendi Gapczynski
Commissioner Beth Larson
Commissioner Suzanne Pohl
Treasurer Jeffrey Prescott
Deputy Secretary Lindsay Abel
Chief Clem Schimikowski
1st Assistant Chief Nick Abel
Lieutenant Mike Meier

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 nine people present.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski to approve the amended minutes of the December, 2021 Board meeting.

Commissioner Thornhill made a motion seconded by Commissioner Larson to approve the Oath Ceremony Minutes that took place on January 1, 2022. Commissioner Gapczynski, Commissioner Larson. Commissioner Thornhill voted yes, Commissioner Pohl abstained.

Commissioner Thornhill made a motion seconded by Commissioner Gapczynski to approve Organizational Meeting Minutes that took place on January 3, 2022 as amended.

Chief's report: Clem Schimikowski

The new mobile and portable radios are now in service. The old radios are being kept to use EGFD's own radio channels, and to be prepared in the event that we need to communicate with an agency that is not on the new system. Chief Schimikowski made the board aware that down the road we may need to decide what to do with the old radios. In regards to new radios is a total of 36 portables, 14 mobiles, 17 chargers, and 2 6-bay chargers. In addition, there are also lapel mics, and upholstered belt clips. Apex 900 lapel mics are on backorder.

Every district vehicle now has a NYS license plate. The last vehicle to receive a plate is 239, Chief Schimikowski is working with Latham Ford to get the correct paperwork to move forward.

2022 McNeil training is now available for completion. The due date for member's to complete has been changed to September 30, 2022. This will help the firematic and company officers as the end of the year approaches. The firefighters are not to respond to calls until they have completed their 2021 McNeil training.

There are 4 members currently in the EMT Refresher course: C.Schimikowski, G.Budesheim, P.Corlett, and L.Abel.

Chief Schimikowski asked for reauthorization for officer badges and helmet shields.

Chief Schimikowski requested payment of \$200 to the Department of Health for lab fees.

Chief Schimikowski requested to purchase 11 Dual Band Pagers at \$760 each totaling \$8,360.

President's Report: Chief Schimikowski from President Baltrusaitis

There is one membership application for the board's review.

The installation banquet was a huge success, thank you to all that attended.

There is a new hydrant program that encourages our district's youth to adopt a fire hydrant to keep clear throughout the snowy season. If they clean the snow from around it and provide a picture, they would be awarded a youth t-shirt.

Treasurer's Report: Jeffrey Prescott

There was a treasury bill that matured last month with \$183 of interest.

Treasurer Prescott purchased another US Treasury instrument, it's paying roughly 10x what we are earning at the bank. This was done with apparatus reserve money.

We ended the year with a surplus, roughly \$30,000. We are still waiting on some 2021 bills,

We are still waiting on auction proceeds, the auction closed on December 20, 2021. It takes 30 days to receive our proceeds.

Treasurer Prescott assured Chief Schimikowski that reauthorization of officer helmet badges and shields was unnecessary.

Commissioner Larson raised the question if receipts needed to be submitted to the town for the items purchased with the ARPA money. Treasurer Prescott has not received any such request.

Committee Reports:

Communications: Commissioner Larson

The Charlton FD reached out to us looking for a list of vendors that we use to service our building/apparatus to possibly assist them in finding vendors.

Buildings & Grounds: Commissioner Larson

Alarms and Suppression- we have requested a quote to relocate the dialer communicator that is above the drop ceiling located over the fire panel to below the ceiling above or next to the fire panel, this would cost \$390.

Chief Schimikowski and 1st Assistant Chief Abel were put on the notification list, their contact information has been given to Alarm and Suppression.

The new thermostat has been installed in the apparatus bay, it is working satisfactory.

Clune Electric was contacted for a quote for the installation of 2 new TV wall mounts, provide a raceway from the TVs to 2 new duplex HDMI jacks centered between an access panel below the TV, pulling new HDMI cables through the raceway and connecting the cables. A duplex 20 amp 120V outlet behind each TV, install TVs on the mounts, install a double duplex 20amp 120V outlet between the HDMI jacks. This was quoted for \$1950. They also may need to install up to 4 access panels to hide the cables.

Also discussed with Clune Electric was adding 4 rab lights to the exterior of the building, the quote given to us to do this was \$ 3,390. The District Administrator is in the process of finding 2 bids.

The new labor law compliance posters have been posted.

All Type Doors is coming in 2 weeks to perform maintenance on the apparatus doors, there was a delay due to health and staffing issues.

We received a quote from All Type Doors for 8 new garage door remotes totaling \$570.

Commissioner Thornhill presented 8 new garage door remotes from Amazon for \$200.

Carrot Top has flags on back order.

The oven in the kitchen was serviced, the tech onsite claimed that the exhaust hood was not functioning. After discussion it was discovered that the exhaust hood is functioning. We will be receiving a quote to clean the oven.

DiMartino Builders will be coming to measure the exterior doors that need to be replaced, once they are ordered, it will be about 6 months until they arrive.

Apex came and investigated the smell coming from the kitchen pantry, the filter in the drain pipe came dislodged. Replacing it was discussed, Apex advised that replacing it was unnecessary, drain filter was cleaned and repaired.

Apex investigated the hot water issue in the kitchen, the heater was at a low setting, The expansion tank was filled with water and was not supposed to be. They gave us a quote of \$250 for a new pressure tank and install.

Industrial Performance will be onsite on Tuesday the 18th to complete the women's restroom.

Johnson Controls will be contacted as the thermostat in the meeting room will not go above 64.5 degrees.

The District Administrator put together a list of the vendors that have been used by EGFD over the last few years with each vendor's contact information in the case that they need to be contacted. After discussion, it was decided to rename the document "Vendors who have provided a service to EGFD over the last few years" This list will be used to address the request from Charlton FD as well.

The catch basins in the front require approval from the state to change the lab test that is currently on our permit as none of the labs around here perform the test that the catch basins are currently approved for. Commissioner Thornhill has sent an email to DEC requesting this. It was approved by DEC and we will be receiving a revised permit in the mail soon. Treasurer Prescott raised the question if we owe any kind of retainer to TRC. That is unknown at this time as testing will be in the fall. Commissioner Thornhill added that the new test should be less expensive than the last test. Commissioner Thornhill will research.

Equipment: Commissioner Thornhill- No report

Finance and Budget- Commissioner Pohl

Treasurer Prescott received an inquiry from the auditors, they will be here for 2 days. When he knows more details he will notify the Finance and Budget committee. This will take place sometime in May.

Medical – Commissioner Pohl

Arrangements for annual physicals are being made with Dr. Buff for March/April. As of right now he will keep the firefighter physicals after he retires.

Legal and Insurance- Commissioner Pohl

The annual contract and retainer has been approved and sent to William N. Young, Jr. for the year 2022.

Computer – Commissioner Thornhill

Commissioner Thornhill replaced the Solid State Drive in the chief's laptop and the training room.

Firmware updates on the wireless devices.

Set up backups to the NAS appliance on the district computers, the only one left in the District Administrator's computer which will be completed this week.

There were some problems connecting to the WIFI earlier today, Commissioner Thornhill figured out the problem, and the WIFI is now working, he is working with Rick Manocchi to figure out what is causing the problem.

Personnel – Commissioner Larson - No Report

Policies – Commissioner Thornhill

Commissioner Thornhill would like to get together with the rest of the policy committee to review district policies.

There was 1 submission for fitness reimbursement.

Apparatus- Commissioner Thornhill

Batteries needed to be replaced in E2325 as 2 were dead, they were last replaced in 2019.

Use of Station – Commissioner Larson

The groups that have been using the building have been compliant with the vaccinated building policy.

Accident Review Board –Commissioner Thornhill - no report

Legislative – Commissioner Gapczynski

New ones came out for 2022, Commissioner Gapczynski will review.

LOSAP – Commissioner Thornhill

The District Statistician provided 2021's final numbers, this needs to be posted for 30 days for member review.

Consolidation – Commissioner Pohl -no report

Unfinished Business

Commissioner Thornhill presented the idea to the board to apply for reimbursement of tuition for EMT, EMT Refresher, or CFR on behalf of any member that did not qualify for the district to pay for it upon enrollment. Once the district receives this reimbursement from the Department of Health, the member would then be reimbursed.

Commissioner Larson wants to thank Sue Desbiens and Emily Kuglar for their efforts in cleaning the kitchen pantry.

New Business

A motion for Resolution was made by Commissioner Thornhill and seconded by Commissioner Larson and approved to amend the 2021 Budget as follows:

Increase: A3410.420 Truck Repairs & Maintenance	
SubAccount A3410.421 Tires & Batteries	989.00
SubAccount A3410.422 Truck Repairs	<u>433.00</u>
	<u>Total Increase 1422.00</u>
Decrease: A3410.420 Truck Repairs & Maintenance	
SubAccount A3410.423 Fuel	400.00
SubAccount A3410.424 Equipment Electrical/Mechanical	352.00
SubAccount A3410.425 Radio Maintenance	<u>670.00</u>
	<u>Total Decrease 1422.00</u>

To provide Funding for New Batteries & Repairs to E-2325, and supplies for R-2345.

Decrease: A4089 Federal Aid - Other (ARPA \$ from Town of Glenville) 9,842.67

Decrease: A34 10.214 Federal APRA Expenditures 9,842.67

To adjust 2021 Budget for Actual ARPA Revenue and Expenditures incurred and Recognized.

Increase: A3410.400 Building Repair & Maintenance	
SubAccount A3410.401 Grounds & Buildings	<u>455.00</u>
Decrease: A3410.400 Building Repair & Maintenance	
SubAccount A3410.401a Snow Plowing	<u>455.00</u>

To provide Funding for Apparatus Bay Heater Thermostat.

Increase: A3410.460 Miscellaneous	
SubAccount A3410.464 Stationery & Supplies	<u>167.00</u>
Decrease: A3410.460 Miscellaneous	
SubAccount A3410.463 Conventions / Membership	<u>167.00</u>

To provide Funding for PCR forms & office supplies.

Increase: A3410.480 Gas & Electric	<u>110.00</u>
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Decrease: A3410.190 Contingency	<u>110.00</u>
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Provides funding for the December utility bills.

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

Increase: A3410.486 Insurance	<u>1,788.00</u>
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Decrease: A3410.190 Contingency	<u>1,788.00</u>
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To provide Funding for the increased 2022 Insurance Costs.

The board reviewed the membership application of Aaron Dula.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski to go into executive session at 8:34pm.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson to return to regular session at 9:20pm.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson to disapprove the membership application for Aaron Dula into EGFD company.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski and approved for the \$200 lab fee to the Department of Health.

After discussion of the 11 Dual band pagers totaling \$8,360, other quotes will be obtained and revisited in February.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and approved to amend the 2022 budget as follows:

Decrease A3410.211 Retention	<u>90.00</u>
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Increase A3410.443 Fire Inspection	<u>90.00</u>
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To fund the reimbursement of the company for the inspection dinner.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski and approved for \$1,890 for the installation banquet dinners for active firefighters to be taken from A3410.443 Fire Inspection.

A discussion was held regarding who is responsible for the cost of district employees and their spouses at the installation banquet, it was determined that district employees and their spouses are guests of the chief and will be paid for by the company.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski and approved to pay \$63.00 for a commissioner's meal at the installed banquet to be taken from A3410.463 Conventions & Membership.

A motion was made by Commissioner Larson and seconded by Commissioner Thornhill and approved to pay \$1579.49 to MES for SCBA flow testing.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski and approved to pay \$80.20 to Baricom for magnetic mount radio kits to be installed in radio room and board room.

A motion was made by Commissioner Larson and seconded by Commissioner Thornhill and approved to pay \$20 to CJ Schimikowski for 2 months of the fitness reimbursement program to be taken out of A3410.211 Retention.

A motion was made by Commissioner Larson and seconded by Commissioner Thornhill and approved to accept the bid and pay \$ 390.00 to Alarm and Suppression to relocate the dialer communicator to be taken from A3410. 401 Grounds and Buildings.

A motion was made by Commissioner Larson and seconded by Commissioner Gapczynski and approved to purchase 8 new garage door openers from Amazon not to exceed \$200 to be taken from A3410. 401 Grounds and Buildings.

Commissioner Thornhill made the board aware that a district Amazon tax exempt account has been created with a \$9,000 account limit.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski and approved for Apex to install a new pressure tank totaling \$250 to be taken from A3410. 401 Grounds and Buildings.

A motion for Resolution was made by Commissioner Thornhill and seconded by Commissioner Gapczyhski to pay Abstract #1 dated January 17, 2022 for vouchers #1 through 42 in the amount of \$162,660.94. Voucher #35 for Performance Industrial was pulled and will be paid upon completion of the job.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski and approved to go into Executive session at 9:43pm.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski to resume regular session at 10:00pm.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski and approved to adjourn at 10:00pm.

Respectfully submitted,

Lindsay Abel
Deputy District Secretary