

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING.
February 21, 2022

Present: Commissioner Dave Costello
Commissioner Wendi Gapczynski
Commissioner Beth Larson
Commissioner Suzanne Pohl
District Treasurer Jeffrey Prescott
Deputy Secretary Lindsay Abel
Chief Clem Schimikowski
1st Assistant Chief Nick Abel
Lt. Mike Meier
Vice President Richard Nicklas
Firefighter Sue Desbiens
Firefighter John Labrie

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

A motion was made by Commissioner Larson and seconded by Commissioner Gapczynski to appoint Lindsay Abel as District Secretary.

Lindsay Abel was sworn in as District Secretary before the Board of Commissioners.

A motion was made by Commissioner Gapczynski and seconded by Commissioner Costello to go into executive session at 7:04pm.

A motion was made by Commissioner Gapczynski and seconded by Commissioner Costello to resume regular session at 7:45pm.

A motion was made by Commissioner Larson and seconded by Commissioner Gapczynski and approved to update the vaccinated station policy to now allow all individuals in the building regardless of vaccination status. Masks will be required to be worn by all unvaccinated individuals.

A motion was made by Commissioner Larson and seconded by Commissioner Gapczynski to approve the amended minutes of the January 17, 2022 Board meeting. Commissioner Costello abstained.

Chief's Report: Chief Schimikowski

Running boards have been adjusted by Vander Molen.

The new plow control has been installed and is working well.

The Chief will have quotes for new tires for LT-2376 next month.

The question was raised in regards to the Dual Band pagers if we were responsible to program them. It is now the understanding that Commissioner Thornhill will organize a training with the officers to teach them how to do it.

Laure Bicknell and Chris Abel are both small truck drivers.

The Department of Health lab fee will be sent in on 2/23/2022.

PSTRAX has offered a 6-year contract at the rate of \$1500 per year. Our current yearly rate is \$1750.

Target solutions will be used for the EMT CME program.

Commissioner Costello raised the question if the crew that responded to the cardiac arrest reversal in January will receive any kind of recognition. The chiefs made the Board aware that REMO has a positive outcome form that they will be moving forward with.

President's Report: Vice President Richard Niklas

Vice President Richard Niklas requested that the Board make him aware of what they need in their report from the company. Commissioner Larson mentioned activities, Treasurer Prescott added new member information as a topic, Commissioner Costello added if the company had any requests from the district. Commissioner Gapczynski made VP Niklas aware that what is needed to be reported to the Board is found in the Company Constitution and By-Laws.

Lieutenant Mike Meier was presented to the Board as a candidate for approval to fill the vacant spot of 2nd Assistant Chief, after discussion it was determined that Mike Meier meets all necessary requirements to fill the position of 2nd Assistant Chief.

A motion was made by Commissioner Gapczynski and seconded by Commissioner Costello to accept the recommendation for the 2nd Assistant Chief Mike Meier.

Mike Meier was sworn in as 2nd Assistant Chief before the Board of Commissioners.

Treasurer's Report: Treasurer Prescott

In regards to the funds from Collar City Auction, a check was issued to Glenville Fire District #7 and mailed to 5 Saratoga Rd. The check was drafted in December and did not make it to us until late January. The check has been deposited.

The auditors plan to be here in May, and we will have our final reports by the end of June.

Correspondence- None

Committee Reports

Buildings & Grounds: Commissioner Larson

Both the men's and the women's bathrooms are completely finished.

Alarm and Suppression Inc. came and installed new dial communicator.

The new flags came in and were put up by Commissioner Thornhill.

Johnson Control came and adjusted the vents and all is in working order.

The meeting room sprinkler head froze in the past. Contractors believe it is a bigger issue. SRI recommends replacing ceiling tile with grates. After discussion it was decided that Commissioner Larson will be contacting Eastern Heating and Cooling Inc.

We received a bid from Harold R. Clune to mount the monitors in the meeting room. The District Administrator reached out to Towne TV and Hippo as well to get quotes, but did not receive an answer. Commissioner Thornhill provided 12 more companies to reach out to for quotes. The district administrator called all of them twice. One company did come evaluate, but never followed up with a bid. It is the recommendation of Commissioner Larson to move forward with the bid from Harold R. Clune Electric for \$1,950.

Commissioner Larson has attempted to get 3 quotes to complete the outdoor lighting project.

Harold R. Clune Electric- \$3,390

B&N Electric & Comm LLC- no response

Choice Electric- refused to provide proof of vaccination

Door out of Rec Room- door missing the rod and push bar and cannot open all the way. The door to the maintenance closet is also has damage and needs to be replaced. The meeting room doors also look like they could be replaced. Curtis Lumber sent a list of companies to contact.

Apex Sewer and Drain Cleaning came and replaced the expansion tank.

Eastern came and completed a maintenance check, they advised that the radiant heating gaskets should be replaced before next winter.

All Type Professional Doors- Commissioner Larson is still trying to get them in.

Commissioner Larson is looking for more companies to contact to clean the Vulcan stove in the kitchen. There is no record of the unit ever being cleaned. K&B Commercial Cleaning

provided a quote of \$475 to clean the stove and the ovens, as well as cleaning the hood. It is Commissioner Larson's recommendation to move forward with this.

We received the 8 garage door openers from Amazon that cost \$200. 7 of which were the same, and 1 was different. A discussion was held deciding whether or not we should send them back and move forward with the \$570 bid we received from All Type Professional Doors that includes programming, or keep the 8 from Amazon and program them ourselves. It was decided that the Commissioners would rather have a professional company, such as All Type Professional Doors, program them to ensure that everything is done correctly. This also provides a company to call if anything should not work properly down the road. It was also decided that all 8 garage door openers will be replaced at once.

Thank you Assistant Chief's Abel and Meier, and Lieutenant Primett for acting when the bay drain alarm was going off a few Saturdays ago. Commissioner Larson contacted Eric Freer. After talking them through what to look for, he instructed that they shut the breaker off, and Eric was scheduled to come Tuesday at 3pm, which was later changed to Wednesday at 4pm. It was found that the line is definitely frozen. Apex was contacted, but they said that's not something they would do. A solution has not yet been found.

Commissioner Larson expressed concern that the Company was asked to create a kitchen renovation committee by another Commissioner at the Company meeting. Commissioner Larson clarified that such committee is not necessary.

Commissioner Larson provided the Board with information from Linstar security systems. Linstar is the same company that controls the fob system. Commissioner Larson recommends to have 1 company for all of the district's security needs. The work would take about 4 days, the lead time is 4-6 weeks. The maintenance contract is included in the quoted price. The system can be used through designated monitors as well as the district's existing ipads. There may be some additional costs outside of the quote. The total quote for the hardware and network equipment including the maintenance contract is \$13,325.35

Equipment: covered in Chief's report

Finance & Budget: Commissioner Pohl

Treasurer Prescott made the Board aware that he is looking into buying more T-bills, as the return is better than the banks.

Medical: Commissioner Pohl

Commissioner Pohl is reaching out to Dr. Buff's office to schedule the annual firefighter physicals.

Legal and Insurance: Commissioner Pohl- No Report

Computer: Commissioner Thornhill

The Wifi has been dropping intermittently, the firmware was updated February 15th, and is keeping an eye on it.

Personnel: Commissioner Larson

Brad is on vacation this week.

District Secretary Lindsay Abel will be taking the Secretary training class at Turning Stone March 31st at the cost of \$265.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and approved to set the District Secretary salary at \$3,122 annually, retroactive to February 1, 2022.

A letter will be sent to Elaine Erkman thanking her for her time as District Secretary.

Policies: Commissioner Gapczynski

A marijuana in the workplace policy will be reviewed and sent out.

Apparatus: covered under Chief's report

Accident Review Board: Commissioner Thornhill – no report

LOSAP: Commissioner Pohl

LOSAP reports to be sent in, it was posted for 30 days with no response.

Commissioner Pohl made a motion seconded by Commissioner Gapczynski to approve the 2021 LOSAP reports.

Legislative: Commissioner Gapczynski – no report

Consolidation: Commissioner Pohl – no report

Use of Station: Commissioner Larson

Firefighter Fred Bellrose asked to use the station to study for his EMT class.

Old Business

House Steward Sue Desbiens explained to the board the final plan for the small renovation the Company is asking for. The company wishes to remove the bottom cabinet from

the snack area, cap off the plumbing that's currently there, add a counter height refrigerator, and add a counter top.

Commissioner Larson asked for clarification on who is responsible if anything were to go wrong with the renovation or if the fridge were to break down after the fact, the House Steward reassured that the company is 100% liable for the renovation and maintenance after the fact.

Firefighter John Labrie made the board aware that the lightbulb in the rec room snack closet is out of fire code and is a hazard. Commissioner Larson will have Harold R. Clune Electric inspect when they are here.

Commissioner Larson wanted to thank District Administrator Emily Kuglar and House Steward Sue Desbiens for cleaning the pantry in the kitchen. Sue Desbiens added that the next project is the closet behind the bar. Various items behind the bar will be packaged and prepared for surplus.

A motion for Resolution by Commissioner seconded by Commissioner to amend the 2022 Budget as follows:

Increase	A3410.401	Grounds and Buildings	<u>13,325.35</u>
Decrease	A5095	Appropriated Fund Balance	<u>13,325.35</u>

To fund Linstar security system from the 2021 excess unrestricted fund balance.

A motion was made by Commissioner Larson seconded by Commissioner Costello and approved to accept the contract with Linstar for security cameras with the understanding that there may be some additional costs to be taken out of A3410.401 Grounds and Buildings.

Commissioner Larson made a motion seconded by Commissioner Gapczynski to return the remotes to Amazon and accept the bid from All Type Doors bid for 8 lift master model 9 that includes programming for a total of \$570 to come out of A3410.401 Grounds and Buildings.

A motion for Resolution by Commissioner seconded by Commissioner to amend the 2022 Budget as follows:

Increase	A3410.401	Grounds and Buildings	<u>3,390</u>
Decrease	A5095	Appropriation Fund Balance	<u>3,390</u>

To fund cost of the outdoor lighting to be installed by Harold R. Clune Electric from the 2021 excess unrestricted fund balance.

Commissioner Larson made a motion and seconded by Commissioner Gapczynski and approved to accept the bid from Harold R. Clune Electric for \$3,390 for outdoor lighting, 2 on each side of the building to come out of A3410.401 Grounds and Buildings.

Commissioner Larson made a motion seconded by Commissioner Costello and approved to accept the bid from Harold R. Clune Electric of \$1,950 to install TV monitors in the meeting room to be taken out of A3410.461 Computer.

A motion was made by Commissioner Costello and seconded by Commissioner Larson and approved to purchase 10 Dual Band pagers from East Coast pagers totaling \$7515 to be taken out of A3410.206 Radios/Alarms.

New Business

Chief Schimikowski presented a live fire training provided by the New York State Association of Fire Chiefs. This would be a live fire training brought to us. They come fully stocked with their own equipment and instructors. They require 24 firefighters to participate, if we cannot provide 24 ourselves, we can offer the class to other departments at a cost. The district would be reimbursed for any plywood purchased that was used during the training. The district would be responsible for the cost of any East Glenville firefighters who wish to participate.

Commissioner Larson made a motion seconded by Commissioner Costello and approved to use K&B Commercial Cleaning to clean the Vulcan oven in the kitchen, including filter fans and polish the hood at \$475, to be taken out of A3410.401 Grounds and Buildings.

A motion was made by Commissioner Costello and seconded by Commissioner Gapczynski to appropriate excess 2021 excess unrestricted fund balance:

Increase	A3410.401	Grounds and Buildings	<u>1050.00</u>
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For TRC DEC permit support from the 2021 contract.

Increase	A9960.801	Apparatus Reserve	<u>23,885.00</u>
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From the proceeds of the sale of surplus equipment in 2021.

Increase	A5095	Appropriated Fund Balance	<u>\$24,935.00</u>
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Treasurer Prescott requested permission to get 2nd Assistant Chief Meier a district credit card with a credit limit of \$2,000. This was agreed on by the board.

The Commissioners discussed the frequency at which they wanted the new District Guidebooks. The district agreed to receive 1 new book every year.

Chief Schimikowski expressed that he would like the Chiefs to have the Commissioner guidebook as it is a useful tool for them as well.

Firefighter Labrie asked the board to find a solution that would allow firefighter Kevin Kea access to the letter to the sign on the road as he would like to continue having that responsibility even though he is no longer Vice President. The Board has requested that Firefighter Kea schedule updating the sign when the District Administrator is working during the week.

A motion for Resolution by Commissioner Costello seconded by Commissioner Larson to amend the 2021 Budget as follows:

Increase	A3410.420	Truck Repairs & Maintenance	
	SubAccount	A3410.422	Truck Repairs <u>1,994</u>
Decrease	A3410.200	Purchase Trucks and Equipment	
	SubAccount	A3410.210	I am Responding Software and Hotspots <u>1,994</u>

To provide funding for the UL Ladder Tower Testing and 4Q2021 Town Highway garage services.

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

Increase:	A3410.214	Federal ARPA Expenses	<u>1,788.00</u>
Decrease:	A4089	Federal Aid- other (ARPA)	<u>1,788.00</u>

To recognize the purchase of the 5 MMRs with the ARPA aid funds.

A motion for Resolution was made by Commissioner Costello and seconded by Commissioner Pohl and approved to appropriate 12/31/2021 Assigned Unappropriated Fund Balance (Reserved for Encumbrances) as follows:

Increase	A3410.200	Purchase Trucks and Equipment	
	Subaccount	A3410.201	Rescue Equipment 1,325.00
Increase	A3410.400	Building Repair and Maintenance	
	SubAccount	A3410.401a	Snow Plowing <u>418.00</u>
Decrease	A5905	Appropriated Fund Balance	<u>1,739.50</u>

To amend the 2022 budget for lowering running boards and mounting hardware for R-2345 and for the handheld plow control for U-2354 ordered in 2021 and received in 2022.

A motion was made by Commissioner Larson and seconded by Commissioner Pohl and approved to approve the February 21, 2022 Abstract # 2 vouchers # 43 - # 87 excluding #57 to Amazon and # 67 to Eliminator Pest Control.

A motion was made by Commissioner Larson and seconded by Commissioner Costello and approved to approve the Treasurer's report.

Chief Schimikowski made the board aware that he had been in contact with the UCC, we are not paying the invoice that we were sent for the set-up of the new radios. The UCC agreed that the invoice was wrongfully sent, invoice will be forwarded to Wells. The check to Bearcom will not be sent until there is a final answer.

In regards to the 6-year contract offer with PSTRAX, Chief Schimikowski will obtain more information.

A motion was made by Commissioner Gapczynski and seconded by Commissioner Costello and approved to adjourn at 9:45pm.

Respectfully Submitted,

Lindsay Abel
District Secretary