

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
August 16, 2021

Present: Commissioner Ross Thornhill
Commissioner Beth Larson
Commissioner Suzanne Pohl
Commissioner Dave Costello
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Deputy Secretary Lindsey Abel
1st Assistant Chief Michael Boisclair
2nd Assistant Nick Abel
President John Labrie

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

A motion was made by Commissioner Thornhill and seconded by Commissioner Pohl to accept the amended minutes of the July 19, 2001 Board meeting.

Chief's Report: see attached – Mike Boisclair

President's Report – John Labrie

On July 13, 2021 at the Company meeting Clem Schimikowski (CJ) and Laure Bicknell were sworn in as members of East Glenville Fire Company. Lindsey Abel was voted on and approved by the Company to rejoin EGFD and will be approved by the Board as soon as her background check is received.

Nicholas Murphy resigned from the Company on July 31, 2021.

An application for membership was received from Nicholas Wilson.

A discussion was held regarding the six flower pots in front and back of the fire station. It would be good to have plants in the pots for Open House. The company President, John Labrie, will discuss this with the company at their next meeting. It was also suggested that the Ladies Auxiliary could pick out the plants and plant them as a project to perform for the company and the company will incur the cost. These flower pots need to be stored in the garage during the winter.

Treasurer's Report: see attached – Jeffrey Prescott

Communications

The Treasurer reported that he has been in contact with the auditors regarding the AUD which was filed based on the information that the district had where LOSAP was concerned. The Treasurer was contacted by the State Comptroller's office stating that the information was incorrect and the report would need to be amended. The AUD was amended and matches the audited financial statements. The amended AUD has been filed.

Committee Reports

Buildings and Grounds – Commissioner Larson

Northeast Information Systems was contacted in regards to problems with the phone system. The system was rebooted and it was discovered the answering machine in the district office had been shut off. The answering machine has been activated and is working at this time.

The pump for the septic system is still outstanding.

The bill from Johnson Controls is still outstanding in the amount of \$57,350 as the treasurer is still waiting for the required Certified Payroll paperwork and also included in the contract was training on the system which has not been performed. Treasurer has contacted Johnson Controls several times regarding what is needed to complete the paperwork and Commissioner Thornhill is waiting for the training on the controls.

The district has signed a three-year maintenance contract with Eastern Heating and Air Conditioning.

All Type Professional Doors will complete their inspection of all the doors in approximately three to four weeks. The district administrator will contact them in the coming week to remind them as there are some issues that need to be addressed.

Coon & Sons Contractors has repaired the soffit on the fire station.

The surge protector has been installed on the copy machine.

The burner door gasket and thermo coupler for the water heater have been received at a cost of \$63.66.

The counter tops and faucets have been installed in the mens and woman's restrooms. The men's room is complete. Thank you, Commissioner Larson, for a great job.

Commissioner Larson contacted three contractors to install the epoxy floor and the cove molding in the woman's bathroom. They were Performance Industrial, Garage King and C A

Reed. The only bid received was for the installation of the epoxy floor was from Performance Industrial in the amount of \$4,000. Two bids were received to remove the old tile and they were Capital Masonry for \$2,671 and Performance Industrial for \$2,800. The counters, sinks and faucets need to be surplusd and then sold at the auxiliary's garage sale. If they don't sell, we do have someone who will take them for their camp.

The zero-turn lawn mower is not working properly. Commissioner Thornhill will look into the problem before calling Grassland for repairs.

Mr. Help is scheduled to clean the floors before the Open House.

The renovation of the fitness room was discussed and it was decided to table this until September. Commissioner Larson and the station administrator have found information regarding an AFG grant from FEMA that is available for equipment for the fitness room. They have registered for the grant and will apply for the grant when it is available.

Equipment – Commissioner Costello - Included in Chief's Report

Finance & Budget – Commissioner Pohl

The district treasurer, Jeffrey Prescott, Commissioners Beth Larson and Suzanne Pohl met on August 3rd to begin the budget process for the year 2022. Chief Schimikowski has stated that the budget figures will likely be similar to those of 2021 with the exception for the need to purchase tires for the Ladder Tower 2376. The proposed budget will be available for the September Board meeting.

Medical – Commissioner Pohl – no report

Legal & Insurance – Commissioner Pohl

A discussion was held regarding the Memo of Understanding (Use and Receipt of Radio Equipment) in regards to the radios that will be distributed to the fire department to be used for the upcoming 800MHZ radio system. The signed document must be returned to the Schenectady County Unified Communications Center.

Computer – Commissioner Thornhill – no report

Personnel – Commissioner Larson - no report

Policies – Commissioner Thornhill – no report

Apparatus – Commissioner Costello – no report

Use of Station – Commissioner Larson

A request was received for the use of the classroom by Elaine Erckman to be used by a writing group. They would like to meet the third Tuesday of each month from 10 am to 12 pm. Elaine will be the hostess.

Richard Nicklas has signed up to be a host and will need to be approved by the Board.

Accident Review Board – Commissioner Costello – no report

LOSAP – Commissioner Costello – no report

Legislation – no report

Consolidation – Commissioner Pohl no report

Unfinished Business

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson that the signed Memo of Understanding (Use and Receipt of Radio Equipment) which was agreed upon by the Board and signed by Chairman of the Board, David Costello be returned to the Schenectady County Unified Communications Center. The district secretary returned the agreement along with a request that a copy of the executed document be sent to East Glenville Fire District #3.

A motion was made by Commissioner Thornhill and seconded by Commissioner Costello to purchase one (1) Zoom H1N two-track recorder from B & H for a cost of \$99.99 and a micro card for \$10.29 to be taken from Account A3410.463 Conventions/Membership.

New Business

A motion for Resolution was made by Commissioner Larson and seconded by Commissioner Pohl to approve the following amendment to the 2021 Budget as follows:

Increase	A3410.200	Purchase Trucks & Equipment	
	SubAccount	A3410.202	SCBA Test/Repair <u>75.00</u>

Decrease	A3410.200	Purchase Trucks & Equipment	
	SubAccount	A3410.207	Rescue Equipment <u>75.00</u>

To provide funding for higher SCBA Test and Repair Costs in 2021

Increase:	A3410.400	Building Repairs & Maintenance	
	SubAccount	A3410.401	Building & Grounds <u>282.00</u>

Decrease:	A3410.190	Contingency	<u>282.00</u>
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To provide Funding for higher approved Building Repair Costs

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson to approve the use of the classroom by a writing group on the third Tuesday of each month. Elaine Erckman will be the host.

Richard Nicklas has signed up to be a host. The district secretary will notify him that he has been approved and also give him a copy of his responsibilities of a host.

A motion was made by Commissioner Costello and seconded by Commissioner Larson to approve Richard Nicklas as a host at the fire station for events when called upon.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson to surplus the faucet, sinks and countertops from the station bathrooms as they have no value and can be donated to the Ladies Auxiliary for their garage sale.

It was the decision of the Board to table the application of Nicholas Wilson and give the request back to the membership committee to due their due diligence and provide the required information for his membership.

A motion was made by Commissioner Larson and seconded by Commissioner Thornhill to approve Performance Industrial to install the epoxy floor and cove molding in the women's bathroom for a cost of \$4,000.00 to be taken from A3410.404 Restroom Renovations.

A motion was made by Commissioner Costello and seconded by Commissioner Thornhill to approve Capitol Masonry Contractors to remove the tile floor, prep it for a new floor and dispose of the old material in the women's restroom at a cost of \$2,671.00 to be taken from A3410.404 Restroom Renovations.

A motion was made by Commissioner Costello and seconded by Commissioner Thornhill to approve John Labrie to take the EMT course at Schenectady Community College at a cost of \$435.00 to be taken from A3410.441 Seminars & Membership.

A motion for Resolution was made by Commissioners Pohl and seconded by Commissioner Thornhill to approve Abstract #8 dated August 16, 2021 for voucher #221 through voucher #246 in the total amount of \$58,981.97.

A motion was made by Commissioner Larson and seconded by Commissioner Pohl to approve the Treasurer's Report as presented to the Board.

The bank statements for the month of July 2021 were reconciled by the Deputy Treasurer and presented to the Board for approval.

The bills for the month of August 2021 were prepared by the Treasurer and presented to the Board for approval.

A motion was made by Commissioner Thornhill and seconded by Commissioner Pohl to adjourn at 9:32 pm.

Respectfully submitted,

Elaine Erckman
District Secretary