EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
June 21, 2021

Present: Commissioner Wendi Gapczynski
Commissioner Dave Costello
Commissioner Beth Larson
Commissioner Suzanne Pohl
Commissioner Ross Thornhill
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
District Deputy Secretary Lindsey Abel
Chief Clem Schimikowski
2nd Assistant Chief Nick Abel
Captain Engine George Budesheim
President John Labrie
Vice President Kevin Kea

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 thirteen people present.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski to accept the amended minutes of the May 17, 2021 Board meeting. Commissioner Gapczynski, Commissioner Larson and Commissioner Thornhill voted yes. Commissioner Pohl and Commissioner Costello abstained.

Chief's Report: see attached – Clem Schimikowski

At the last town chief's meeting the Town of Glenville was issued grant money for COVID response. Each fire district in the Town of Glenville was awarded a potentional amount of $10,000 so therefore East Glenville was given a $10,000 grant for their outstanding COVID response during the pandemic. This money will be used to purchase COVID supplies.

Schenectady Community College will no longer be deferring payment for firefighters to take EMT courses. The Board will write a policy and procedure for EGFD paying the tuition etc. for the classes.

President's Report: see attached – John Labrie

Fred Bellrose was sworn in as a member of the East Glenville Fire Company on June 8, 2021.

Roger Dominguez withdrew his membership application due to a conflict with his job.

Laurie Bicknell has passed her background check and physical. She will be sworn in at the next company meeting.

CJ Schimikowski was voted in as a member of the East Glenville Fire Company. His application was presented to the Board for approval.

Vice President Kevin Kea has requested the use of a fire apparatus to take part in the July 4th parade in Alplaus and children be allowed to ride on the apparatus. It was the decision of the Board to allow children to ride on the apparatus as long as they were accompanied by an adult and properly restrained with a seat belt.

A request was presented to the Board by the company to purchase T-shirts commenerating the 20th anniversary of 911 using a credit card of a commissioner as the company that sells the T-shirts will only sell them by the use of a credit card.

A descrepancy occurred on the Airgas bill. Airgas and United Welding have consolidated so the district's bill and the company's bill became one. The company ended up paying for some of the district's bill. The district treasurer has taken care of this issue.

Treasurer's Report: see attached – Jeffrey Prescott

An additional bill to MES for the repair of a cyclinder at a cost of $636.45 needs to be approved by the Board.

The annual audit is basically complete and the final reports were presented to the Board for their review. It is now time that the district is required to dispose of the excess amount that is in unrestricted fund balance. Our policy allows for 6-8% of subsequent year appropriations as a range for unrestricted fund balance. As of December 31, 2020 we need to dispose of approximately $65,000. The treasurer suggested that a separate line item be created for the renovation of the bathrooms and the remainder of the unrestricted fund balance be put in the Building Reserve Account.

After some discussion, it was the Boards decision to renovate the women's bathroom including a new floor and counter with sinks. Commissioner Larson will obtain some prices and come back to the Board next month with an estimated cost for the renovation.

Committee Reports

Buildings & Grounds – Commissioner Larson

On Saturday, June 19th, Eric Freer came to the fire station to diagnose the problem with the septic system. Upon inspecting the electrical and the pump, he concluded that the pump is seized. The bid which he submitted to the Board was $100 for troubleshooting, $1,486 for the 1.5 HP 230v pump with 3" electrical floats $348, miscellaneous electrical and plumbing supplies $67 and labor for $526. The total would be $2,527. The septic will need to be pumped.

Marie Dowd of TRC has been in contact with Commissioner Thornhill and informed him that the DEC has reached a decision and that the product Simple Green may be used to clean the apparatus. DEC requested documentation as to the name change on the permit. It should be under the title of East Glenville Fire District #3 not East Glenville Fire Company. A copy of the initial meeting minutes of the Board was sent as proof of the correct title.

The new HVAC system developed a leak in the recreation room causing some ceiling tiles to be replaced and the carpet will need to be cleaned. It was a control issue and the personnel at the firestation will have to be trained on how to operate the system.

A discussion was held regarding the renovation of the fitness room. The following proposals were discussed:

The floor would be replaced by Ballston Carpet for a cost of $3,480.00 and two pieces of equipment would be purchased. The company has requested a rack for weights for a cost of $3,979.64 and a stairmaster for $5,241.74. Both pieces price includes free shipping and setup.

Another option would be to have the district pay for membership for firefighters to become members of Planet Fitness and for a cost of $10 a month.

It was decided to conduct a survey of the membership of the company to see how many would be interested in a membership at Planet Fitness or to continue to use the fitness room at the fire station. Commissioner Pohl will contact the district's attorney to see if providing a membership to Planet Fitness is feasible. A policy would have to be written to determine the use of the facility.

The epoxy floor in the men's room has been completed by Performance Industrial at a cost of $3,500.00. The vanity countertop with two under mounted sinks will be installed upon delivery and two faucets for a cost of $185 will be ordered from Amazon. Commissioner Pohl contacted the district's insurance agency and was informed that there would not be any reimbursed for the damages incurred because the building is too old.

All Doors has been contacted to inspect all the doors including those in the apparatus bay. They sent a form to fill out to update their records but the district administrator has been unable to contact them to set up an appointment for the inspection.

Precision Fence has been contacted regarding the fence on the North side of the firehouse to get an estimate to fix the fence from damage incurred when snow was plowed by the owner of the Citgo gas station. Precision Fence stated that they are not accepted any jobs at this point, to contact them at a later date. Our insurance agency has been contacted in regards to this situation and they informed the district to contact the district's attorney and the local police. The owner has been contacted in the past about the problem to no avail. Commissioner Larson will write a letter to the owner and address the situation and to request restitution. In 2019 it cost $325 for repairs and in 2020 the cost was $295. A copy of the letter is attached which was sent certified return/receipt.

The maintenance contract for the new copy machine has been received and it recommends that the district have a surge protector on the machine.

Perfect Water came and inspected the water softener and everything is good.

Commissioner Thornhill disposed of the broken TV Stand in the Board room.

The SRI inspection was performed and everything is fine.

Eastern Heating and Cooling maintenance contract will be coming due for renewal as of July 1, 2021. This will be tabled until the July Board meeting.

Linstar Security is holding its' complementary customer appreciation picnic on August 6, 2021 from 11 am to 3 pm.

Equipment – Commissioner Costello – no report

Purchasing – Commissioner Costello – no report

Finance & Budget – Commissioner Pohl – no report

The final Audited Financial Statements for the Fire District for the year 2020 were presented to the Board for their review. A copy of the Auditor Communications and Regulatory Basis Financial Report for the year ended December 31, 2020 were given to the district secretary to be filed.

Medical – Commissioner Pohl

Physicals and fit test have been completed. Firefighter Gimanelli needs to cleared by Dr. Buff in order to be reinstated for duty.

Legal & Insurance – Commissioner Pohl

A discussion was held regarding vehicles parked at the firehouse for long periods of time. Commissioner Pohl contacted the districts insurance agency regarding the liability incurred by vehicles left at the firehouse. The liability of such action falls on the owner of the vehicle if damaged ocurrs during this period and not on the district. It was the decision of the Board of develop a policy regarding this procedure.

Computer & Communications – Commissioner Thornhill – no report

Use of Station – Commissioner Larson

The Education Foundation from Burnt Hills-Ballston Lakes school needed a place to meet so Commissioner Larson offered our facility for their use. This was approved by the rest of the Board members.

The ladies' auxiliary as requested the use of the station for a garage sale to be held on September 18th from 9 am to 2 pm with set up date of September 17th. A request for the use of the pavilion was presented to the company for the same dates.

The following personnel were approved by the Board to perform the host duties at the fire station in the event a request for use of station was received;

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and approved Kevin Kea to be a host at the fire station.

A motion was made by Commissioner Thornhill and seconded by Commissioner Pohl and approved Dom Famularo to be a host at the fire station.

A motion was made by Commissioner Costello and seconded by Commissioner Thornhill and approved Wendi Gapcynski to be a host at the fire station. Commissioner Costello, Commissioner Thornhill, Commissioner Pohl and Commissioner Larson voted yes and Commissioner Gapcynski abstained.

Personnel – Commissioner Larson – no report

Policies – Commissioner Costello

The following procedures will have to be written into policy; children riding on apparatus, EMT reimbursement at SCCC, review the policy for renting rooms at the firehouse and the liability of parking vehicles on district property.

Apparatus – Commissioner Costello – no report

Accident Review Board – Commissioner Thornhill – no report

LOSAP Audit – Commissioner Costello – no report

Legislative – Commissioner Gapcyznski – no report

Consolidation – Commissioner Pohl – no report

Unfinished Business

New Business

Commissioner Gapczynski recently attended a training conference for commissioners and the following topics were discussed;

The district has the right to ask anyone if they have been fully vaccinated and if they not they can be asked to wear a mask;

There is going to be a training session for district secretaries and treasurers;

There will be training sessions available for the new records retention rules and;

The Substance Abuse Policy will need to be reviewed and all references to "0" tolerance will need to be eliminated.

An application for membership in the East Glenville Fire Company was received for CJ Schimikowski. A motion was made by Commissioner Costello and seconded by Commissioner Thornhill to approve the membership of CJ Schimikowski pending the approval of all his references. Commissioner Costello, Commissioner Thornhill, Commissioner Pohl and Commissioner Larson voted yes. Commissioner Gapczynski abstained.

In regards to the company's request for the district to purchase T-shirts for the 20th anniversary of 911, the district can not use district credit cards to purchase company items. It was suggested that if the company wants to order T-shirts, that they use a personal credit card of a member of the company.

A motion was made by Commissioner Costello and seconded by Commissioner Thornhill to approve the payment to MES for the repair of a cyclinder at a cost of $636.45 to be taken from account A3410.202 SCBA Test/Repair.

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

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| From: | A5095 Approprated Fund Balance | $20,000.00 |
| To: | A3410.404 Restroom Renovations | $20,000.00 |

"To appropriate partial 2020 excess unrestricted fund balance for major one-time bathroom renovations"

A motion was made by Commissioner Thornhill and seconded by Commissioner Costello to approve the payment of $3,500 to Performance Industrial for the new epoxy floor in the men's bathroom to be taken from A3410.404 Restroom Renovations

A motion was made by Commissioner Larson and seconded by Commissioner Thornhill to approve the purchase from Solid Surface countertop for the men's bathroom with two underthe-counter mounted sinks. Included in the price of $2,010 would be the installation of the countertop and they will drill the holes for faucets to be taken from account A3410.404 Restorations.

A motion was made by Commissioner Larson and seconded by Commissioner Thornhill to approve the purchase of two (2) faucets to be purchased from Amazon at a cost of $185 to be taken from account A3410.404 Restorations. Apex will install the faucets.

As a result of establishing the new A3410.404 Bathroom Renovations account, Treasurer Prescott will look back at vouchers previously paid for the Men's Bathroom Renovations account.

A motion was made by Commissioner Larson and seconded by Commissioner Thornhill to approve the payment of $2,527.00 to Eric Freer for the purchase of one (1) 1.5 HP 230v pump with 3" electrical floats $348, miscellaneous electrical and plumbing supplies $67 and labor for $526. The total would be $2,527.00 to be taken from account A3410.401 Grounds & Buildings

A motion was made by Commissioner Thornhill and seconded by Commissioner Costello to allow the use of a piece of apparatus for the July 4th parade in Alplaus.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson to allow a child to ride on the apparatus with the presence of an adult and the child must be properly restrained.

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

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

A motion for Resolution was made by Commissioner Costello and seconded by Commissioner Thornhill to approve the following Budget Amendment:

| | | |
|---|---|---|
| Increase: | A9025.00 Local Awards Program (LOSAP) | 264.00 |
| Decrease: | A3410.190 Contingency | 264.00 |

To provide funding for slightly higher LOSAP total billing for 2021, per Actuary final report

A motion for Resolution was made by Commissioner Pohl and seconded by Commissioner Gapczynski and passed to approve the payment of Abstract #6 dated June 21, 2021 for voucher #158 through voucher #195 in the amount of $17,600.58.

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

A motion was made by Commissioner Pohl and seconded by Commissioner Larson to approve the Independent Audit Report for 2020 as presented to the Board.

A motion was made by Commissioner Laron and seconded by Commissioner Pohl to adjourn at 9:49 pm.

Respectfully submitted,

Elaine Erckman
District Secretary