

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
March 15, 2021

Present: Commissioner Ross Thornhill
Commissioner Wendi Gapczynski
Commissioner Beth Larson
Commissioner Suzanne Pohl
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief Clem Schimikowski
1st Assistant Chief Mike Boisclair
Lt. Michael Meier
Captain George Budesheim
President John Labrie

The Board of Commissioners meeting was called to order by Commissioner Suzanne Pohl 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 Pohl and unanimously passed to approve the amended minutes of the February 15, 2021 Board meeting.

Chief's Report – see attached – Clem Schimikowski

Chief Schimikowski requested the Board pay the annual \$200 fee to the Glenville Town Chiefs Association.

President's Report – see attached – John Labrie

Firefighter Jeffrey Prescott was recognized for his thirty years of service in the East Glenville Fire Company.

Roger Dominguez was reinstated as a member of the East Glenville Fire Company.

Treasurer's Report – see attached – Jeffrey Prescott

There were two items to add on to the approval of the bills; Everdixie for \$1,046.20 for EMS supplies and Mountain Lake EMS for \$50.00 for card fees.

The treasurer would also like to request an amendment to the February meeting minutes. \$1,085.00 in change orders had been approved to come from A3410.207 Rescue Equipment. The Board had previously approved up to \$143,000 to be taken from the apparatus reserve fund for the new 230. It is the request of the treasurer to change the \$1,085.00 be taken from the Apparatus Reserve account.

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

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

Committee Reports

Buildings & Grounds – Commissioner Larson

Commissioner Larson received an email from Jdj requesting information as how the bid for the HVAC contract was awarded and the amount of each bid that was received.

An email was also received from Dustin Henry, Assistant Manager at Eastern Contractors Association, Inc. Commissioner Larson contacted him regarding his request for the name of the company that was awarded the low bid for the HVAC project. He explained that he works for a company who searches for bids on projects and then publishes a list of the companies looking for bidders.

Commissioner Larson recommended that the Board approve the purchase of a new printer/copy machine from Electronic Office Products at a cost of \$2,087.00 on State contract and a maintenance agreement at a cost of \$288.00

A contract has been received from Turfco for the treatment of firehouse grounds. The yearly cost is \$265.00 a year or \$53.00 per treatment for total of five treatments.

A discussion was held in regards to the ongoing problem of the neighboring gas station plowing snow up to the district's fence and causing damage which the district has had to pay for repairs. Several attempts have been made to discourage this practice but with no results. It was decided that the district's insurance representative, William VanGorder of NBT-Mang Insurance Company, will be contacted to inquire as to whether the attorney for the insurance company could possibly send a letter to the owner of the gas station to address the situation.

Johnson Controls is in the process of ordering the parts needed in order to start the HVAC project.

A representative from Flow-Rite will be coming to the firehouse to replace the cover on the drain. Commissioner Larson can be at the firehouse but will need someone to move 235 which is over the drain cover. Chief Schimikowski will have someone available to move apparatus as needed.

Commissioner Thornhill has been in contact with Marie Dowd of TRC requesting an update in the status of the permit with DEC for the waste water treatment system. Commissioner Thornhill was advised that our request has been received and is in review as of this date.

Clune Electric has stated that the sensor for the heating cable on the roof of the fire station is under warranty. He will be coming to replace the sensor.

The Company has contacted Commissioner Larson requesting the surplus and removal of the elliptical machine in the workout room. The machine is broken and they would like to purchase a different piece of workout equipment.

Equipment – Covered in the Chief's Report

Purchasing – Commissioner Costello – no report

Finance & Budget – Commissioner Pohl

The 2020 Audit is in the hands of the auditor. They have picked up the necessary documents for their review. The auditors have requested a phone conversation with a commissioner to go over some information regarding the audit. Commissioner Larson will set up the appointment.

Medical – Commissioner Pohl

Commissioner Pohl has been in contact with the district medical provider Dr. Christopher Buff's office. A sign-up sheet will be posted for appointments over a four-day period. Dates will be posted as to the dates available.

Legal & Insurance – Commissioner Pohl

The district treasurer has not received a check in the amount of \$800 from the company which represents the cost of insurance for the Sanford fire truck.

Computer & Communications – Commissioner Thornhill

Commissioner Thornhill reported that a new computer and scanner has been purchased for the station administrator for a cost of \$1,386.37.

A FOIL request has been received from the Metropolitan Reporting Bureau in regards to the fire call on December 13, 2020 at residence of Alexander J. Chlopecki residing at 25 Willowbrook Rd, East Glenville, New York 12302. The secretary has requested a copy of the fire incident report from Chief Schimikowski and returned this information.

Use of Station – Commissioner Larson

The East Glenville Ladies Auxiliary has requested permission to use the meeting room for their April 12th auxiliary meeting. They would have also requested guidelines for having food at the fire house.

A request has been received from the Schenectady County Board of Elections for use of the fire station for the primary elections to be held on June 22, 2021 from 5 am to 9:45 pm and for the general elections to be held on November 2, 2021 from 5 am to 9:45.

Personnel – Commissioner Larson

The New York State Labor Law poster has been received and posted.

Commissioner Larson has asked to go to Executive Session for the purpose of discussing the administrative position.

Policies – Commissioner Thornhill

A new policy, the East Glenville Health Emergency Plan, needs to be implemented and approved for the Board of Commissioners before April 1st in accordance with New York State Legislation. This policy requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment and protocols for supporting contact tracing. This policy is implemented when the Governor of the State of New York declares a public health emergency.

Workshops will be scheduled in order for the Board to review the district's policies.

Apparatus – Commissioner Costello – no report

LOSAP Audit – Commissioner Costello – no report

Legislative – Commissioner Gapczynski – no report

Consolidation – Commissioner Pohl – no report

Unfinished Business

A motion for Resolution was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to approve the payment of Abstract #3, dated March 15, 2021 for voucher #64 through voucher #93, for a total of \$362,064.84.

The following add-on were approved to be paid;

A motion was made by Commissioner Larson, seconded by Commissioner Thornhill and unanimously passed to approve the payment of \$1,046.20 to Everdixie from account A3410.204 EMS Supply/Equipment.

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to approve the payment of \$50 to Mountain Lakes EMS for CPR cards from account A3410.441 Seminars and Membership.

A motion was made by Commissioner Larson, seconded by Commissioner Thornhill to pay TRC \$2,500 for the first phase of the permit application to the DEC for the work completed at the fire house.

A motion for Resolution to appropriate 12/31/2020 Assigned Unappropriated Fund Balance (Reserved for Encumbrances) as follows:

Motion for Resolution was made by Commissioner Larson, seconded by Commissioner Gapczynski and unanimously passed to approve the following:

Increase:	A3410.200	Purchase Trucks & Equipment	
	SubAccount	A3410.203 Protective Clothing	1,596.00
	SubAccount	A3410.203 Protective Clothing	<u>2,469.00</u>
	Total	A3410.203 Protective Clothing	<u>4,065.00</u>
Increase:	A5095	Appropriated Fund Balance	<u>4,065.00</u>

To amend the 2021 budget for 4 pr turnout boots & 9 Hi-Vis Response Coats
Ordered in 2020 and received in 2021

Motion for Resolution was made by Commissioner Thornhill, seconded by Commissioner Gapczynski and unanimously passed to approve to amend the 2021 Budget as follows:

Increase:	A9025.000	Local Awards Program (LOSAP)	<u>203.00</u>
Decrease:	A3410.190	Contingency	<u>203.00</u>

To provide Funding for slightly higher LOSAP total billing for 2021
Pending Actuary final report.

Increase:	A9050.800	Unemployment Insurance	<u>625.00</u>
Decrease:	A3410.190	Contingency	<u>625.00</u>

To provide Funding for the 1.5% increase across the Board for all employers for 2021

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

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to adjourn the Executive Session for personnel reasons at 9:13 pm.

A motion was made by Commissioner Thornhill, seconded by Commissioner Pohl and unanimously passed to come out of Executive Session and return to regular session at 10:05 pm.

New Business

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to pay \$200 as the membership to the Town of Glenville Association of Fire Chiefs to be taken from account A3410.444 Membership Dues

A motion was made by Commissioner Thornhill, seconded by Commissioner Pohl and unanimously passed to approve the payment of \$2,500 to TRC for an initial amount and also provide them with a Purchase Order for the entire amount of \$7,500.

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to approve the reinstatement of Roger Dominguez as a member of the East Glenville Fire Company.

A motion was made by Commissioner Thornhill, seconded by Commissioner Pohl and unanimously passed to amend last month's approval of \$1,085.00 to \$1,248.54 for modifications to the new 203 change order to come out of Apparatus Reserve. The difference of \$163.54 represents

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to hire Emily Kugler and the station administrator with a start date of April 5, 2021. Emily will be working the standard work week of twenty-four hours at a rate of \$18 an hour.

A motion for Resolution was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to approve to appropriate 2020 excess fund balance as follows:

Increase: A3410.461 Computer	<u>2,780.00</u>
Increase: 5095 Appropriated Fund Balance	<u>2,780.00</u>

To pay for new copier (on state contract)

A motion for Resolution was made by Commissioner Thornhill, seconded by Commissioner Pohl and unanimously passed to approve the following budget amendment;

Increase: A3410.461 Computer	<u>826.21</u>
Decrease: A3410.190 Contingency	<u>826.21</u>

To purchase new computer for station administrator

Increase: A3410.461 Computer	<u>288.00</u>
Decrease: A3410.190 Contingency	<u>288.00</u>

To pay for the maintenance on new copier

A motion was made by Commissioner Thornhill, seconded by Commissioner Gapczynski

and unanimously passed to approve the purchase from B&H a new computer and scanner at a cost of \$1,386.37 to be taken from A3410.461 Computer

A motion was made by Commissioner Larson, seconded by Commissioner Thornhill and unanimously passed to approve the contract from Turfco for lawn treatments for a yearly total of \$265 or \$53.00 a treatment for five treatments to be taken from A3410.401 Buildings & Grounds.

A motion for Resolution was made by Commissioner Thornhill, seconded by Commissioner Gapczynski and unanimously passed to approve the adoption of the East Glenville Fire District #3 Health Emergency Plan as follows:

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 or part B of chapter 56 of the laws of 2016), as applicable.

No content of this plan is intended to impede, infringe, diminish or impair the rights of us or our valued employees under any law, rule and regulation.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority or district, as represented by the signature of the authorized individual below.

As the authorized official of East Glenville Fire District #3, I hereby attest that this plan has been developed, approved and placed in full effect in accordance with 58617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable to address public health emergency planning requirements.

Signed on this day March 15, 2021

By: David Costello Signature

Title: Chairperson, Board of Fire Commissioners

Implemented March 15, 2021 In Accordance With NY Legislation S8617B/A10832

A motion was made by Commissioner Gapczynski, seconded by Commissioner Thornhill and unanimously passed to adjourn at 10:30 pm.

Respectfully submitted,

Elaine Erckman
District Secretary