

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
July 19, 2021

Present: Commissioner Ross Thornhill
Commissioner Wendi Gapczynski
Commissioner Beth Larson
Commissioner Suzanne Pohl
Commissioner Dave Costello
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Deputy Secretary Lindsey Abel
Chief Clem Schimikowski
1st Assistant Chief Michael Boisclair
2nd Assistant Chief 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 twelve people present.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski to accept the amended minutes of the June 21, 2021 Board meeting.

Chief's Report: see attached - Clem Schimikowski

Commissioner Larson expressed her concern for the safety of the firefighters and first responders when answering a call. She asked the Chief if there were any further safety measures or equipment, they need to stay safe. Chief Schimikowski assured her that everything possible is being done to keep our firefighters safe and that is definitely a concern of his.

President's Report: John Labrie

CJ Schimikowski and Laure Bicknell were sworn in as members of East Glenville Fire Company on July 13, 2021.

Treasurer's Report: see attached Jeffrey Prescott

Committee Reports

Buildings & Grounds: Commissioner Larson

There is still a problem with the phones in the Board room and the class room. The personnel will test the phones during the coming month and if they can not get them to work, then Northeast will be called to address the problem.

Eric Freer stated that the pump for the septic system is going to take forty-five working days to arrive. The total cost will be \$4,044 which includes \$100 for troubleshooting, miscellaneous electrical and plumbing supplies \$67, labor \$526 and \$3,003 for the 1.5 HP 230v pump with 3" electrical floats \$348. This is an increase of \$1517 over last months' cost due to the increase price of the pump.

Marie Dowd of TRC has been in contact with Commissioner Thornhill and stated that a decision as been reached by DEC in regards to the detergent to be used at the fire station to clean the apparatus. The name has been changed from East Glenville Fire Company to East Glenville Fire District #3. The permit takes effect on August 1, 2021. Any detergent can be used as long as there is no sign of foam in the drainage pit and we do not have to post a sign. A copy of the permit will be posted in the apparatus room. The final amount of \$1,700 will be paid.

Johnson Controls has responded to the fire station and the HVAC system has been repaired. It was found to be a condensation build up. A tray has been installed to take of the problem. It was stated that if East Glenville has another company work on the system, it does not void the warantee. EGFD personnel needs instructions on how to operate the new system.

A discussion was once again held on the renovations to the fitness room. Commissioner Pohl contacted the district's attorney, William Young, regarding the firefighters using Planet Fitness and then reimbursed by the district. A copy of the New York State Comptroller's opinion is attached and states that this practice is legal. After much deliberations by the Board, it was decided that 1st Assistant Chief Mike Boisclair will present the following to the members of the Company;

The Board will hold off on any renovations at this time to the room and will allow the members to join Planet Fitness for which they will be reimbursed by the Board up to the end of the year. This is to see how many members take advantage of the plan.

If this plan does not prove to be advantageous and not many joins Planet Fitness, then the Board will replace the floor and purchase one piece of workout equipment, the rest to be purchased by the Company. Commissioner Larson is quite hopeful that a decision will be reached soon.

The district is still waiting delivery of the vanity countertop with two under mounted sinks for the men's bathroom. A quote was also received from Precision Industrial for the countertop for the ladies' room in the amount of \$1,890. The cost of removing the floor is \$2,800 by Performance Industrial. Commissioner Larson is waiting for further prices and will report back to the Board next month.

Commissioner Larson has scheduled Mr. Help to clean the floors for Open House on September 21 through September 23, 2021.

All Doors has been contacted to inspect all the doors including those in the apparatus bay. The cost of maintenance for eight exit doors and eight overhead doors would be \$1,990.

The owner of the CITGO gas station next door to the fire station had the fence repaired from the damage caused by plowing snow this past winter. There is a sign on the fence by RFM Fencing. A letter of acknowledgement will be sent to the proprietor stating that during our routine property inspection we noticed that corrective measures have been taken to fix the fence and appreciate that you responded to our letter to you regarding this problem.

Eastern Heating and Cooling has submitted their cost for a maintenance contract. The cost for one year (2021) would be \$3,422, for two years (2022 & 2023) would be \$3,558 and for three years (2023 & 2024) would be \$3,700. There is an option to cancel within 30 days.

It was the decision of the Board to purchase the burner door casket and a thermo coupler for the domestic hot water heater.

Clune Electric repaired the peak on the roof and gave us a quote of \$400 to replace the new soffit which was damaged by wind.

Equipment – no report – Commissioner Costello

Purchasing – no report – Commissioner Costello

Finance & Budget – Commissioner Pohl

A budget meeting has been scheduled for August 3, 2021 at 7 pm to begin the budget. A proposed budget must be adopted by September 22, 2021.

Medical – no report – Commissioner Pohl

Legal & Insurance – no report – Commissioner Pohl

Commissioner Pohl contacted the district's insurance agency regarding the damage to the fascia on the fire station. Since the estimated cost to repair it was \$1,400, it was decided not to send in a claim as the amount was too small.

Computer – Commissioner Thornhill

Commissioner Thornhill purchased and installed a surge protector on the copy machine at a cost of \$32.64.

Use of Station – Commissioner Larson

An inquiry has been made by firefighter Sage Baltrusaitis for use of the fire station to hold a meeting on the first Thursday of each month for the United States Coast Guard. Commissioner Gapczynski will contact him and inform him that the Board has approved his request and he needs to fill out the form for the Use of the Station.

Personnel – no report – Commissioner Larson

Policies – Commissioner Thornhill

The policies for parking on the premises, the EMT class reimbursement process and records retention need to be written for the personnel of East Glenville.

Apparatus – covered in Chief's report – Commissioner Costello

Accident Review Board – no report – Commissioner Costello

LOSAP Audit – no report – Commissioner Costello

Legislation – no report – Commissioner Gapczynski

Consolidation – no report – Commissioner Pohl

Unfinished Business

A discussion was held about whether or not to assign personnel folders to the commissioners and district employees. There is a need to have a file for keeping certain documents.

A motion for Resolution was made by Commissioner Thornhill and seconded by Commissioner Costello to established personnel folders for nonfirefighter commissioners and nonfirefighter employee folders. The nonfirefighter commissioners would contain their initial letter of intent to become a commissioner, all commissioner training certificates, all NYS Department of Labor training certificates, and a copy of their arson check. A folder to be established a file for nonfirefighter employees would contain their initial resume, arson check, sexual harassment training certificate and all district training documents.

Despite Commissioner Larson's dismay, it was the decision of the Board to have 1st Assistant Chief Mike Boisclair go back to the Company to propose that they may have the option to become a member of Planet Fitness at a cost of \$10 a month that they must pay up front to be reimbursed by the district until the end of the year. The fitness room will still be available for their use during this time.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski to pay Eric Freer \$1,517 which represents the difference of the original bill of \$4,044.00 to be taken from account A3410.401 Grounds & Buildings.

A motion was made by Commissioner Larson and seconded by Commissioner Thornhill to approve the purchase of the countertop for the ladies' bathroom from Solid Surface in the amount of \$1,890.00 to be taken from account A3410.404 Restroom Renovations.

A motion was made by Commissioner Pohl and seconded by Commissioner Gapczynski to approve All Doors Tight to inspect eight exit doors and eight overhead doors at the fire station for a total cost of \$1,990.00 to be taken from account 401 Grounds & Buildings.

A motion was made by Commissioner Thornhill and seconded by Commissioner Costello to approved the purchase a three-year contract from Eastern Heating and Cooling as follows: 2021-2022 in the amount of \$3,422.00; 2022-2023 for \$3,558.00 and 2023-2024 for \$3,700 to be taken from account A3410.401 Grounds & Buildings.

A motion was made by Commissioner Thornhill and seconded by Commissioner Costello to approve the purchase of one burner door casket and one thermo coupler for the domestic hot water on line at a cost of \$150.00 to be taken from account A3410.401 Grounds & Buildings.

A motion was made by Commissioner Larson and seconded by Commissioner Thornhill to approve the amount of \$400.00 to Clune Electric for the replacement of the soffit on the fire station to be taken from account A3410.401 Grounds & Buildings.

A motion was made by Commissioner Thornhill and seconded by Commissioner Costello and approved to purchase one (1) surge protector for the copy machine in the amount of \$32.64 to be taken from account A3410.461 Computer.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson to purchase the following chief's requests to be taken from A3410.207 Rescue Equipment; one (1) Argus TIC battery for \$450.00, one (1) slide on tool board, ER-231 for \$253.00, two (2) 30" Halligan bars \$250.00 each total \$500.00 and six (6) Polytac lights \$68.00 each total \$408.00.

A motion was made by Commissioner Thornhill and seconded by Commissioner Costello to purchase the following chief's requests to be taken from A3410.203 Protective Clothing; ten (10) pairs of structural fire gloves for \$75.00 each for a total of \$750.00, four (4) helmets for \$350.00 each for a total of \$1,400.00, six (6) helmet shields for \$75.00 each for a total of \$450.00 and four (4) Scott face masks for \$350.00 each for a total of \$1,400.00.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski to purchase the following chief's request to be taken from account A3410.201 Hose/Nozzle; one (1) Short cross lay hose at a cost of \$50.00.

A motion for Resolution was made by Commissioner Thornhill and seconded by Commissioner Costello to approve transferring the Excess 2020 Unrestricted Fund Balance as follows; \$35,000.00 into the Building Reserve Account and \$10,000.00 into the Equipment Reserve Account for a total of \$45,000.00.

A motion for Resolution was made by Commissioner Thornhill and seconded by Commissioner Gapczynski to approve the payment of Abstract #7, dated July 19, 2021 for voucher #196 through voucher #220 in the amount of \$58,882.07.

A motion was made by Commissioner Costello and seconded by Commissioner Pohl and approved to pay Bryans & Gramuglia CPAs \$2,250.00 for the 2020 audit to be taken from account A3410.469 Independent Auditor.

A motion was made by Commissioner Costello and seconded by Commissioner Larson to pay SRI Sprinkler \$324.00 to be taken from account A3410.401 Grounds & Buildings.

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

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

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

Chief Schimikowski stated that he had received a request from Sage Baltrusaitis, who is an active firefighter in East Glenville Fire Company, to perform mutual aid with Caroga Lake Fire Department as he has a camp on Caroga Lake and spends much time at the lake.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson for Chief Schimikowski to write a letter to the Chief of the Caroga Lake Fire Department granting Sage Baltrusaitis permission to perform mutual at their fire company but not as an interior firefighter. The firefighter must also be a member in good standing at East Glenville Fire Company.

It was the decision of the Board that only Commissioners and district officers are to be seated at the Board table during a Board meeting.

A motion was made by Commissioner Gapczynski and seconded by Commissioner Thornhill to adjourn at 9:57 pm.

Respectfully submitted,

Elaine Erckman
District Secretary