

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
May 17, 2021

Present: Commissioner Wendi Gapczynski
Commissioner Beth Larson
Commissioner Ross Thornhill
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
District Deputy Secretary Lindsey Abel
Chief Clem Schimikowski
President John Labrie

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

A motion was made by Commissioner Larson and seconded by Commissioner Gapczynski to accept the minutes of the April 19, 2021 Board meeting.

A motion was made by Commissioner Gapczynski and seconded by Commissioner Larson to accept the amended minutes of the Special Board Meeting and Executive Board Meeting of April 26, 2021.

Chief's Report: see attached – Clem Schimikowski

The Board commended Chief Schimikowski for a job well done during the calls over the past couple of days. There was a large wood and brush fire in Scotia's district which included 20 fire departments and a house fire which involved hours of volunteer time for the EGFD firefighters.

President's Report: see attached – John Labrie

Laure Bicknell has applied for membership and was voted in at the East Glenville Fire Company on May 11, 2021. The application was presented to the Board for approval.

Frederick Bellrose has applied for membership and was voted in to the East Glenville Fire Company. The application was presented to the Board for approval.

Commissioner Thornhill addressed the process followed by the Membership Committee of the fire company when gathering information pertaining to the individual applying for

membership and suggested that the applications should be presented to the Board upon completion of their references.

Treasurer's Report: see attached – Jeffrey Prescott

Committee Reports

Buildings & Grounds – Commissioner Larson

Johnson Controls will return on May 27, 2021 to finish the HVAC work. A controller piece failed and needed to be replaced.

Johnson Controls also contacting the district regarding a maintenance contract. Commissioner Thornhill suggested that a spreadsheet be made to compare services included in a maintenance contract.

The renovations on the Board Room have been completed with new carpet and the station keeper Brad Hough did the painting. Commissioner Suzanne Pohl and district administrator Emily Kugler did a great job cleaning out the closet. A big thank you goes to Commissioner Larson for a job well done.

Rainbow Sprinkler was called to make a minor repair to the sprinkler system and it is up and running.

A thank you goes out to Commissioner Thornhill for disposing of the old computers and Commissioner Gapczynski for disposing of the monitors.

Grassland completed the maintenance on the zero-turn mower. Chief Schimikowski picked the mower up with the district trailer.

Commissioner Larson requested that the Board approve the purchase of a new bracket for the large screen television that is located in the Board room. A replacement is available for \$159.99 on Amazon. She has requested that the broken bracket be surplus.

There is also a shelf unit that is missing some parts in the Board room. She suggested that the shelf unit be surplus.

Capital Masonry has been contacted to complete the renovations in the mens bathroom. Some of the base tiles broke when taken up. The cost to replace 19 tiles, the glue and labor would be a total of \$525. The Board discussed a total renovation which would include the purchase a new vanity top for \$1,000 and new sinks and faucets. The toilets and petitions will need to be reinstalled with new bolts for the petitions. The cost of the epoxy floor is \$3,550. It

will cost \$2,500 to break up floor in men's room and repair plumbing in floor. Commissioner Pohl will contact the district's insurance agency regarding this claim.

Tri county completed the inspection of the kitchen hood.

Northeast was contacted with some problems with two phone extensions. The phones needed to be reprogramed.

Apex Sewer & Drain was called for a leak in slop sink in apparatus bay. Replaced parts were installed and it is now up and running with no leaks. The cost of the repair was \$200.

The toilet in men's room overflowed. There was a \$100 service charge and no problem was found.

Marie Dowd of TRC has been contacted for an update of the permit with DEC for the waste water treatment system. She states that the PH factor of the chemicals currently being used is too high and is researching what other options may be available for washing the apparatus. One option may be Simple Green or what other product may be used with the approval of the DEC.

Eastern Heating & Cooling was called for a problem with the hot water heater. The service man stated that a burner door casket and a thermo coupler needed to be replaced. The district administrator will get quotes.

Boiler inspection was completed and a certification of service was received.

There is \$4,234.37 left in the budget for renovations. Commissioner Larson would like to complete the renovations in the fitness center. Ballston Carpet will charge \$580 to take up old carpet and an extra \$200 if the floor needs to be leveled. The Board has requested that the company form a committee and bring their requests to the Board by the next meeting.

Commissioner Larson will contact Ballston Carpet for a quote to complete the renovations in the fitness room including taking up old carpet, leveling floor and installing a new floor.

Equipment – no report

Purchasing –included in Chief's Report

Finance & Budget – Commissioner Pohl – no report

The district treasurer recommended that the Board complete an annual audit for the year 2020. Commissioner Costello and Commissioner Pohl were recommended to complete the audit.

Medical – Commissioner Pohl

The firefighter physicals and fit tests have been completed.

Legal & Insurance – Commissioner Pohl – no report

Computer & Communications – Commissioner Thornhill – no report

Use of Station

The VFW have returned and are meeting in the classroom.

The ladies' auxiliary requested the use of the pavilion for a garage sale to be held in September. The Board gave approval subject to change if there are further developments with COVID guidelines.

The lady's auxiliary has also requested permission to hold a bake sale on election day on November 2, 2021 at the fire station. The Board gave approval subject to change if there are further developments with COVID guidelines.

The Board of Elections of Schenectady County has contacted the district and stated that they will no longer a need for the use of the fire station on June 22, 2021 as there will not be a primary election held this year.

Personnel – Commissioner Larson

It was the decision of the Board to have a background check completed for the district treasurer, the district secretary and the deputy district secretary.

Chief Schimikowski suggested that the district administrator would find it beneficial to observe the probationary training which the new firefighters must complete in order for her to understand the workings of the fire company.

Policies – Commissioner Thornhill

Commissioner Thornhill will contact Maria McCashion to set up a workshop regarding records retention.

Apparatus – no report

Accident Review Board – Commissioner Thornhill – no report

LOSAP Audit – no report

Legislative – Commissioner Gapczynski – no report

Consolidation – Commissioner Pohl – no report

Unfinished Business

The district secretary will contact the Association of Fire Districts of the Capital Area to obtain an application for membership.

New Business

A motion was made by Commissioner Larson and seconded by Commissioner Gapczynski to approve the membership of Laure Bicknell in the East Glenville Fire Company pending passing a physical.

A motion was made by Commissioner Larson and seconded by Commissioner Gapczynski to approve the membership of Frederick Bellrose in the East Glenville Fire Company pending passing a physical.

A motion was made by Commissioner Larson and seconded by Commissioner Gapczynski to pay Lindsey Abel as the deputy secretary \$50.00 to observe the district board meeting.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and approved to purchase a bracket for the television located in the Board room from Amazon for a cost of \$160.00 to be taken from account A3410.461 Computer.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski and approved to surplus the bracket for the television located in the Board room.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson and approved to surplus the shelf unit located in the board room.

A motion was made by Commissioner Gapczynski and seconded by Commissioner Thornhill to approve the purchase of the epoxy floor for the mens bathroom from Performance for a cost of \$3,550.00 to be taken from A3410.401 Grounds & Buildings.

A motion was made by Commissioner Larson and seconded by Commissioner Thornhill to approve the cost of \$2,500.00 to Apex Sewer & Drain for repair of the drain to be taken from account A3410.401 Grounds & Buildings.

A motion was made by Commissioner Thornhill and seconded by Commissioner Gapczynski and approved to purchase one (1) Argus TIC Battery for a cost of \$450.00 to be taken from account A3410.207 Rescue Equipment.

A motion was made by Commissioner Gapczynski and seconded by Commissioner Thornhill and approved to replace one (1) slide on tool board for ER-231 for a cost of \$253.00 to be taken from account A3410.207 Rescue Equipment.

A motion was made by Commissioner Gapczynski and seconded by Commissioner Larson to rebuild discharge valves #2,3,4, tank to pump, tank fill for E-235 at a cost of \$1,384.00 to be taken from account A3410.422 Truck Repair/Maintenance.

The district treasurer and district secretary met on April 30, 2021 to destroy treasurer's records for the fiscal years ended 12/31/2013 and 12/31/2014.

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

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

Increase:	A3410.200	Purchase Trucks & Equipment	
	SubAccount	A3410.203 Protective Clothing	<u>9,533.70</u>
Increase:	A5095	Appropriated Fund Balance	<u>9,533.70</u>

To amend the 2021 budget for 10 Turnout Pants
Ordered in 2020 & Received in 2021

Memo:

\$12,018.80 excess Turn out Gear Encumbrance returned to Unrestricted Fund Balance
\$500.00 Emergency Lightbar swap encumbrance cancelled and returned to Unrestricted Fund Balance. This clears out all 2020 Encumbrances

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

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

A motion was made by Commissioner Larson and seconded by Commissioner Gapczynski to approve the payment of Abstract #5 dated May 17, 2021 for vouchers #126 through #157 in the total amount of \$35,394.52.

A motion was made by Commissioner Thornhill and seconded by Commissioner Larson to approve the treasurer's report as presented to the Board.

A motion was made by Commissioner Gapczynski and seconded by Commissioner Thornhill to adjourn at 9:24 pm.

Respectfully submitted,

Elaine Erckman
District Secretary

