

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
January 18, 2021

Present: Commissioner Ross Thornhill
Commissioner Wendi Gapczynski
Commissioner Beth Larson
Commissioner Suzanne Pohl
Commissioner David Costello
District Treasurer Jeffrey Prescott
District Secretary Elaine Erckman
Chief Clem Schimikowski
2nd Assistant Chief Nick Abel
Lt. Michael Meier
Scott Fura
President John Labrie

The Board of Commissioners meeting was held via Zoom Webinar and was called to order by Chairman of the Board David 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, seconded by Commissioner Costello and unanimously passed to approve the minutes of the December 21, 2020 Board meeting.

A motion was made by Commissioner Thornhill, seconded by Commissioner Pohl and unanimously passed to approve the amended minutes of the Oath Ceremony held on January 1, 2021.

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to approve the minutes of the Organizational meeting held on January 1, 2021.

Commissioner Costello expressed his thanks on behalf of the Board to the Chief and all who answered the call this past year during this trying COVID time. Chief Schimikowski also thanked all who were involved in the success of the fire department and for the help of the Board of Commissioners.

Chief's Report: see attached - Clem Schimikowski

East Glenville answered a total of 735 calls for the year 2020 with the help of our top responders as follows: Chief Schimikowski, Len Prevost, Wendi Gapczynski, Michael Meier, Bob Moore, Al Martin, Michael Boisclair, Sue Desbiens, Bill Lamb and Nick Abel.

Chief Schimikowski requested permission to purchase fifty (50) CPR cards at a cost of \$50.

During the height of the COVID responses early in the year, EGFD was the only volunteer department in the Town that was able to stand alone and opt out of the Town wide COVID response vehicle, again demonstrating that EGFD has the resources and personnel to serve our community to the highest standards.

President's Report: see attached – John Labrie

The company has started a new service award program entitled the Half Century Club for those members who have attained fifty years of active service. The first active member to be put on the plaque is Edward Horton who became a member in 1946. The next member to be added is Alexander (Sandy) Chlopecki. Sandy joined the fire department in 1970. Congratulations Sandy!

Wendi Gapczynski, who is a new member of the Board of Commissioners, was awarded the President's and the Chief's award which reads as follows: Chief's and President's Award in recognition of your significant contribution to the fire and social activities of the department, East Glenville Fire Department 2020. Congratulations Wendi!

Chief Boisclair, Wayne Bunn and John Labrie presented a check for \$1,000 to Luke Willett, the recipient of the Chief Ed Horton Volunteer Scholarship on January 9, 2021.

Treasurer's Report: see attached – Jeffrey Prescott

Communications

Commissioners Costello and Thornhill attended the updated 2021 Sexual Harassment Workplace Violence E learning session on January 7, 2021 on Webinar.

The following correspondence was sent by the District Secretary;

December 22, 2020; legal notice was sent to the Gazette regarding the Permissive Referendum for the HVAC system.

December 22, 2020; a notice was sent to the Gazette announcing the new commissioners and chiefs. (since was not printed)

January 1, 2021; legal notice was sent to the Gazette certified mail/return receipt for the regular meetings to be held in 2021.

January 2, 2021; a letter was sent to William N. Young, Jr. notifying him that he has been appointed the district attorney for the year 2021.

January 15, 2021; a notice was sent to the Gazette announcing the new commissioners and chiefs.

Committee Reports

Buildings & Grounds – Commissioner Beth Larson

Stanley Steemer has stated that they will accept payment on a credit card. They have been back to clean the dryer duct work but due to the fact that there is ice and snow on the roof, they have been told to wait until the roof is clear of ice.

SRI Sprinkler spent two hours replacing a corroded pipe at a cost of \$820. SRI stated that last inspection was done in 2017 and a new hydrostatic inspection required by the State would cost \$500. It was the decision of the Board to roll the inspection into the next service.

Capital Power's service contract for the maintenance on the backup generator is for two service checkups per year at a cost of \$820. It is the recommendation of Commissioner Larson to renew the contract with Capital Power.

Quick Response once again came and disinfected the fire station. This service was performed free of charge. A thank you was posted on the signboard and Commissioner Larson will send Quick Response a thank you.

The electrical cables are not working on the front of the fire station. Commissioner Larson will contact Clune Electric to have this taken care of. There is also a soffit that needs to be repaired.

There are a number of computers and other miscellaneous equipment that needs to be disposed of. These items were surplusd previously. Commissioner Thornhill will check into the disposal of this equipment at the Schenectady County Hazardous Waste Reduction site located on Hetcheltown Road.

Commissioner Larson questioned the service of the fire extinguishers located in the fire basis. Tri County Extinguishers does an inspection on an annual basis. The eye wash stations and the shower also need to be inspected on a regular basis.

Mark Tausig of Alarm & Suppression contacted the district stating that our inspection is overdue. The cost of the inspection is \$300. The inspection is scheduled for January 25th or the 26th.

Eastern Heating and Cooling are scheduled to do their quarterly checkup on January 26th from 2 to 4 pm.

It was the decision of the Board to go out for bids for the HVAC system to be installed in the meeting room and the recreation room. A notice will be put in the Gazette requesting sealed bids be sent to the fire station by February 15, 2021 at which time they will be opened in a public meeting. Specifications may be obtained by going on the district's website. A special meeting will be held on January 25, 2021 to complete the list of specifications.

Computer – Commissioner Thornhill – no report

Purchasing – Commissioner Costello – included in the Chief's Report

Finance & Budget – Commissioner Pohl

Treasurer Prescott stated that the year-end documents have been sent to Bryans & Gramuglia for the audit of the year 2020.

Medical – Commissioner Pohl

The annual physicals will be scheduled to take in March and April. Any member returning to active duty after having COVID, will need a medical clearance from Dr. Christopher Buff, the district's medical provider.

Legal & Insurance – Commissioner Pohl – no report

Computer & Communications – Commissioner Thornhill

A new laptop computer with desk top monitor has been purchased for the district treasurer. The equipment has been purchased from B & H for a cost of \$976.97.

Use of Station – Commissioner Larson – no report

Personnel – Commissioner Thornhill

The East Glenville Fire District #3 Daily Wellness form is available on line and must be filled out each time a firefighter or employee responds to the fire station.

Commissioner Larson requested that the position of administrator be filled as soon as possible. An advertisement will be placed in the Gazette, the Hometown publication and Indeed.

Policies – Commissioner Thornhill

A motion for Resolution was made by Commissioner Thornhill, seconded by Commissioner Costello and unanimously passed to approve the Standard Work Day Policy which must be approved each year for the purpose of reporting time worked for members of the New York State and Local Retirement System, which reads as follows:

Whereas, the State of New York requires each municipality to establish a standard work day for the purposes of reporting time worked for the members of the New York State and Local Retirement System; and

Whereas, State Law requires that the standard work day for elected and appointed officials be fixed at not less than six (6) hours per day; and

Whereas, the Office of the New York State Comptroller has updated its requirements for reporting standard work days of elected and appointed officials to the New York State and Local Retirement System;

Whereas, the Board adopted on January 18, 2021 the normal work day for the appointed positions of Treasurer, Deputy Treasurer, Secretary and Statistician to be six (6) hours a day; and for the position of Station Administrator to be seven (7) hours a day; and for the position of Station Keeper to be eight (8) hours a day; and

Now, Therefore, Be It Resolved, that East Glenville Fire District #3, through the attached forms from the Office of the New York State Comptroller, said forms being RS 2417-A Standard Work Day and Reporting Resolution, and RS 2417-B Standard Work Day and Reporting Resolution Continuation Form, hereby establishes the standard work days for the elected and appointed officials identified therein.

Dated: January 18, 2021

Signed: _____
Chairman of the Board
East Glenville Fire District #3

Attested: _____
District Secretary
East Glenville Fire District #3

(Updated 1/2021 to modify Station Administrator and Station Keeper adjustments. This is utilized for retirement reporting purposes)

Apparatus – Commissioner Costello – no report

LOSAP Audit – Commissioner Costello

It was the decision of the Board to change the firematic chief on this committee from the 1st Assistant Chief to the 2nd Assistant Chief which is Nick Abel.

The annual East Glenville Fire Department LOSAP report has been presented to the Board. The report will be posted for thirty (30) days and at this time any questions, concerns or disputes will be addressed. The final 2020 report will be sent to the district's LOSAP provider on February 17, 2021.

Legislative – Commissioner Gapczynski

Consolidation – Commissioner Pohl

Capital Improvement, Alarm and Liaison

Unfinished Business – none

New Business

A motion was made by Commissioner Larson, seconded by Commissioner Thornhill and unanimously passed to approve the contract with Capital Power for one year at a cost of \$820 to be taken from A3410.401 Grounds & Building.

A motion was made by Commissioner Larson, seconded by Commissioner Thornhill and unanimously passed to approve to renew the contract with Alarm & Suppression for one year at a cost of \$300 to be taken from A3410.401 Grounds & Building.

A motion was made by Commissioner Costello, seconded by Commissioner Larson and unanimously passed to approve the purchase of fifty (50) CPR cards by the Chief at a cost of \$50 to be taken from A3410.441 Seminars & Membership.

A motion was made by Commissioner Costello, seconded by Commissioner Gapczynski and unanimously passed to approve Shawn Primett and Dave Sauter to attend EMT class at SCCC at a cost of \$200 each to be paid after successfully completing the class to be taken from A3410.441 Seminars & Membership.

A motion was made by Commissioner Thornhill, seconded by Commissioner Pohl and unanimously passed to approve the membership in the Association of Fire Districts of the Capital Area at a cost of \$300 for one year to be taken from A3410.463 Conventions & Membership.

A motion was made by Commissioner Thornhill, seconded by Commissioner Costello and unanimously passed to approve the purchase a lap top combined with a desk top monitor for the district treasurer at cost of \$976.97 to be taken from A3410.461 Computer.

A motion was made by Commissioner Costello, seconded by Commissioner Thornhill and unanimously passed to approve the purchase two (2) copies of the New York Fire District Officers Guide from James Publishing at a cost of up to \$308 to be taken from A3410.463 Conventions & Membership.

A motion for Resolution was by Commissioner Costello, seconded by Commissioner Thornhill and unanimously passed to approve the following amendment to the 2020 Budget:

Increase:	A3410.200	Purchase Trucks & Equipment	
	SubAccount	A3410.205 Extinguishers & Powder	<u>80.00</u>
Decrease:	A3410.200	Purchase Trucks & Equipment	
	SubAccount	A3410.203 Protective Clothing	<u>80.00</u>

To provide Funding for 2 Extinguisher Hydro/Recharge

A motion for Resolution was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to approve the following amendment to the 2020 Budget:

Increase:	A3410.460	Miscellaneous	
	SubAccount A3410.463	Conventions/Membership	<u>114.00</u>
Decrease:	A3410.460	Miscellaneous	
	SubAccount A3410.462	Dress Uniforms	<u>114.00</u>

To provide Funding for James Publishing Guidebooks

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

A motion was made by Commissioner Thornhill, seconded by Commissioner Larson and unanimously passed to adjourn at 10:42 pm.

Respectfully submitted,

Elaine Erckman
District Secretary

