EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
February 15, 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
Chief Clem Schimikowski
1st Assistant Chief Mike Boisclair
2nd Assistant Chief Nick Abel
Lt. Michael Meier
President John Labrie

The Board of Commissioners meeting was held via Zoom Webinar and was called to order by the Chairman of the Board 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 Larson, seconded by Commissioner Pohl and unanimously passed to approve the minutes of the January 18, 2021 Board meeting.

A motion was made by Commissioner Costello, seconded by Commissioner Gapczynski and unanimously passed to approve the amended minutes of the January 25, 2021 Board meeting.

Chief's Report – see attached – Clem Schimikowski

The committee met with company who are building the new 230 and they would like to make the following change orders to the new 230;

Keep rear door as is in original specifications	
Add front seat arm rests	$ 131.00
Upgrade to 20-amp charger	53.00
Add special door closures	131.00
Change Light bar at a cost of	787.50
Running boards at their cost $945,	
Install locally at a cost of approximately	250.00

Total amount of change order is $1,085.00

Chief Schimikowski and Commissioner Gapczynski are members of the National Volunteer Fire Counsel and recently received notice that the first five hundred departments that apply for a grant for turnout gear, will qualify for five sets of gear free. With the help of Jeff Prescott, who supplied them with the numbers needed, the application was sent in.

President's Report – see attached – John Labrie

There will be two Brooks Barbecue fund raisers scheduled for 2021. The first is scheduled for April 10, 2021 and the second is October 2, 2021.

The dates for 2022 have been scheduled for April 9, 2022 and October 1, 2022.

The president inquired as to whether the company can hold meetings in person. The Board agreed to in-person meetings as long as the members will observe social distancing and everyone will wear masks. Zoom will also be broadcast should a member wish to attend from home.

The company president, John Labrie, has requested to be put on the Commissioners email list for receiving the board minutes.

Treasurer's Report – see attached – Jeffrey Prescott

The annual sales tax claim has been deferred as the district has made a number of purchases at the end of the year for approximately $313 in sales tax. This amount along with the sales tax for the year 2020 totals $849.58. When the canceled check is received from the February bank statement, the treasurer will submit the request for the return of the sales taxes for the year 2020.

The treasurer is working with the auditors Bryans & Gramuglia to complete the audit for the year 2020 which is due end of the month of February.

A second signature has been put on all the bank accounts. The deputy treasurer has authorization to sign checks and perform all bank transactions.

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

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

Committee Reports

Buildings & Grounds – Commissioner Larson

Eliminator Pest Control performed their monthly inspection at the fire station and everything was found to be in order.

The alarm sounded for the septic system. The pump was not working and the two holding tanks needed to be cleaned. There was also found to be a bad relay in the control unit which is located in the mechanical room. The relay has been replaced and everything is up and running.

Commissioner Thornhill reported that he had been in contact with Marie Dowd of TRC Solutions Inc. in regard to the DEC permit process. She has received all the necessary documentations to proceed with the district's permit.

Alarm and Suppression found everything to be in order during their inspection.

Capital Power found no problems with the backup generator during the semi-annual inspection.

Clune Electric inspected the cables on the front of the fire station. The sensor needs to be replaced on the roof. A new sensor needed to be ordered, therefore in the meantime the station manager will activate the cable each morning.

Commissioner Larson recommended that the district purchase a new copy machine at a cost of $2,500 from Electronic Office Products. The maintenance contract per year is $300. The maintenance contract for the present copy machine has recently been paid, therefore the amount left on the contract will be rolled over to the new copy machine maintenance contract. Commissioner Larson will contact the company in regards to the purchase of the copy machine and the maintenance contract and report the final agreement price at the March Board meeting.

The district orders cleaning supplies from EA Morse & Company which has recently been bought out by Aramsco.

Equipment

Chief Schimikowski would like permission to surplus some equipment such as a tool box, some rope escape hardware, etc. A list needs to be compiled to submit to the Board to be sold.

Purchasing – Commissioner Costello – included in Chief's Report

Chief Schimikowski requested a credit card for 2nd Assistant Chief Nick Abel. In compliance with the district's Credit Card Policy, Chief Abel will need to sign off on the policy. The Chief will also need business cards which Commissioner Larson will order for 2nd Assistant Chief Nick Abel.

Finance & Budget – no report – Commissioner Pohl

Medical – Commissioner Pohl

The annual firefighter physicals will be scheduled in March and April. Commissioner Pohl requested a list of all the active firefighters. The list should include all those firefighters who have recently joined the company as they will not need another physical at this time.

Legal & Insurance – no report – Commissioner Pohl

Computer & Communications – Commissioner Thornhill

The treasurer has received a new computer and another computer will need to be purchased for the administrator. The officers have requested a color printer. A printer has been set up for their use in the officers' room.

Use of Station – Commissioner Larson

The Board of Elections has requested the use of the 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 pm.

Personnel – Commissioner Thornhill

Resumes have been received for the administrator position available at the district. The Board will adjourn to Executive Session at the close of this regular session for the purpose of discussing personnel.

A request for the purchase of posters from the New York Labor Service has been received. A complete package of posters cost $99.50. Commissioner Gapczynski will check into whether or not these same posters can be purchased free of charge.

Policies – Commissioner Thornhill

Commissioner Thornhill will schedule a work shop for the purpose of reviewing the district policies.

Apparatus – Commissioner Costello

LOSAP Audit – Commissioner Costello

The LOSAP report has been posted for the mandatory thirty days and there have not been any disputes presented by the firefighters.

Legislative – Commissioner Gapczynski

The commissioner training will be held in Clifton Park on March 27, 2021. The session is completely full so therefore the training will be available at the Chief's Convention at Turning Stone or on line. Commissioner Costello and Commissioner Gapczynski are required to complete the training. The session is also open to the three chiefs.

Consolidation – Commissioner Pohl – no report

Unfinished Business

Three bids were received for the replacement of the HVAC system in the meeting room and the recreation room. The bids received are as follows:

		Bid Amount
Johnson Controls 116 Railroad Ave Albany, New York 12205	replace air handler Not replacing air handler	$57,350.00 $55,460.00
Jdj 44 Brickyard Road Mechanicville, New York 12118	(did not meet specifications)	$56,372.00
Eastern Heating & Cooling 880 Broadway Albany, New York 12207		$62,715.00

A motion was made by Commissioner Thornhill, seconded by Commissioner Gapczynski and passed to approve accepting the bid from Johnson Controls in the amount of $57,350.00 for the HVAC replacement project. Commissioners Thornhill, Commissioner Gapczynski, Commissioner Pohl and Commissioner Costello voted yes. Commissioner Larson voted no.

New Business

A motion was made by Commissioner Thornhill, seconded by Commissioner Costello and unanimously passed to approve the purchase of five (5) sets of turnout gear for $2,713.00 each for a total of $13,565.00, thirteen (13) pairs of turnout boots for $409.20 each for a total of $5,319.60 and nine (9) helmets for $329.00 each for a total of $2,961.00 for a total amount of $21,845.60 to be taken from account A3410.203 Protective Clothing.

A motion was made by Commissioner Costello, seconded by Commissioner Gapczynski and unanimously passed to approve the change orders for the new 230 for a total of $1,085.00 to be taken from A3410.207 Rescue Equipment.

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

Increase:	A3410.420	Truck Repairs & Maintenance	
	SubAccount	A3410.422 Truck Repairs	516.00
Decrease:	A3410.420	Truck Repairs & Maintenance	
	SubAccount	A3410.423 Fuel	516.00

To provide funding for 4Q2020 TOG Highway Services

A motion for Resolution was made by Commissioner Costello, seconded by Commissioner Thornhill and unanimously passed 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	3,848.22
	SubAccount	A3410.211 Retention	485.00
Increase:	A3410.400	Building Repairs	
	SubAccount	A3410.401 Building Repairs	825.00
Increase:	A3410:460	Miscellaneous	
	SubAccount	A3410.462 Dress Uniforms	165.98
Increase:	A5095	Appropriated Fund Balance	5,324.20

To amend the 2021 budget for Ladder Belts, Circuit Machine, Storage Cabinets Polo Shirts, Sprinkler Repairs and Dress Uniform Parts ordered in 2020 & Received in 2021

A motion was made by Commissioner Pohl, seconded by Commissioner Gapczynski and unanimously passed to approve the treasurer's report.

A motion was made by Commissioner Pohl, seconded by Commissioner Costello and unanimously passed to pay vouchers #30 through #63 on Abstract on #2 dated February 15, 2021 in the amount of $18,255.77.

A motion was made by Commissioner Costello, seconded by Commissioner Thornhill and unanimously passed to adjourn to Executive Session to discuss personnel at 9:35 pm.

Respectfully submitted,

Elaine Erckman
District Secretary