

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

Present: 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
Captain George Budesheim
Lt. Shawn Primett
Lt. Michael Meier
President John Labrie

The Board of Commissioners meeting was called to order by Commissioner Suzanne Pohl at 7:00 pm by the Pledge of Allegiance to the Flag. There were thirteen people present.

A motion was made by Commissioner Gapczynski, seconded by Commissioner Larson and passed to accept the amended minutes of the March 15, 2021 Board meeting.

Chief's Report – see attached – Clem Schimikowski

Chief Schimikowski requested permission to have five EGFD firefighters attend the NYSAFC Fire Behavior class at Round Lake Fire Department on May 23, 2021 at a cost of \$245 a person.

President's Report – see attached – John Labrie

Treasurer's Report – see attached - Jeffrey Prescott

A copy of the email that was sent to the Board, Secretary and Chiefs is attached.

A copy of the Annual Financial Report Update Document for the Fiscal Year Ended 12/31/2020 was given to the district secretary to be filed.

A webinar will be offered by the NYS Office of the State Comptroller regarding Internal Controls for Cash Disbursements to be held Wednesday, April 21, 2021 from 10:00 – 11:00 am.

A special Board meeting has been scheduled for Monday, April 26, 2021 at 7:00 pm for the purpose of discussing the Records Retention program. A notice of the meeting will be posted on the entrance door of the fire station.

Committee Reports

Buildings and Grounds – Commissioner Larson

Johnson Controls has started the HVAC project with a projection of Thursday, April 29, 2021 as completion date.

The new printer/copy machine has been received from Electronic Office Products and is up and running.

A representative from Flow-Rite came to the firehouse and cleaned out the drain in the apparatus room.

The renovations have started on the Commissioners Board room. Ballston Carpet and Tile will take up the old carpet, dispose of it and put down new carpet tiles at a cost of \$2,980. The room is in the process of being painted by the station keeper.

Commissioner Pohl has been in contact with Mang Insurance, the district's agency, in regards to the damage to the fence on the North side of the station. The proprietor of the gas station has plowed snow against the fence and damaged it. The insurance company needs an estimate. Precision Fence has been contacted for an estimate.

An incident happened to incur damage to the Southeast corner of the building and some blocks need to be replaced. Capital Masonry will repair the damage for a cost of \$960.

Some tiles are breaking up in the men's bathroom. Capital Masonry will repair the floor for a cost of \$880. A possible solution to this problem would be to replace the tile floor with an epoxy floor.

There is a problem with the caulking around the outside of the building coming loose and allowing water to come in. Capital Masonry will replace the caulking for \$1,535 for the cost of the material and \$2,640 for labor.

The new administrator is in the process of opening an account with Staples to order supplies for the district.

The water fountain filters have been replaced. Elkay Water Century Plus will replace two (2) filters every six months for a cost of \$126.

Numerous businesses were contacted for prices on pellets delivered for the water softener system. Tractor Supply provided the best price for ten bags at a cost of under \$90 for the pellets with a delivery fee of \$20.

There is a date of May 15, 2021 set to collect and recycle old electronic devices at the Scotia Glenville High School. Registration is required.

A date of May 15, 2021 is the date to take documents to be shredded in the parking lot of the Newell Family Insurance Agency. An appointment is necessary. Chief Schimikowski will take care of this project.

Capital Generators completed the maintenance on the standby generator and everything is good.

Grassland will service the zero-turn lawn mower and Small Motor Repair will be picking up the push mower for service.

The shredder which is located in the district office will be moved to the radio room for the use of the officers and EMTs who need to dispose of scrap papers as needed.

The color copier will be moved back to the district office.

Three contact people are required for the Verizon cell phone account. The contacts will be the administrator, the treasurer and the chief.

A box of keys is located in the district treasurer's desk. The keys need to be identified and a rack will be installed on the wall by the administrator's desk.

There is a television and bracket located in the board room. It was the decision of the Board to have it mounted on the board room wall to be used for training sessions, webinars etc. by the members of the board and to be completed by next monthly meeting by Commissioner Gapczynski and Commissioner Larson.

Equipment – Commissioner Costello – no report

Purchasing – Commissioner Costello – no report

Finance and Budget – Commissioner Pohl – no report

Medical – Commissioner Pohl

The annual firefighter physicals with Dr. Buff are almost complete.

Legal & Insurance – Commissioner Pohl

Commissioner Pohl has been in contact with the district's attorney regarding the new Records Retention LSU1 schedule. The attorney provided the District with a condensed 10-page guidance chart/document that outlines how the regulation applies to us. Key components are that we retain all meeting minutes, personnel files and 6-years of financial records. These can be

kept in paper/written format with no need to go back in time to change the format. The current documents can be stored in the same manner, as long as they are stored and available.

This led to a discussion regarding the Districts documents with following the summary of points discussed:

- a. District historical documents (minutes, personnel files, etc) should not be leaving the fire station.
- b. Board members need to be aware of the work assignments being completed by compensated employees prior to assignments being given to the employee.
- c. The expectation is that the Secretary spends time at the station completing job tasks, not a solely remote employee
- d. Commissioner Pohl will forward the document to the Board members
- e. Conclusion drawn that a special meeting/workshop will be called to further evaluate and clarify expectations and assignments.

An announcement has been received from the New York State Archives regarding a webinar to be held on April 29, 2021 from 10 – 11 am on Records Management.

Computer & Communications – Commissioner Pohl

Information was received from The Pinsky Law Group for a presentation regarding Legalized Marijuana and the emergency services to be presented on May 17 from 2-4 pm or May 19 from 7- 9 pm. Registration is required and the cost is \$150 per organization.

Use of Station – Commissioner Larson

The VFW has contacted Commissioner Larson inquiring as when they may resume their meetings at the fire station. The station administrator will contact them and inform them when they may have use of the classroom after the renovations are completed on the board room.

Personnel – Commissioner Larson

The new District Administrator, Emily Kugler, has started. She needs to have a credit card, therefore will have to fill out an application which the district treasurer will assist her with.

Chief Schimikowski advised that during the Commissioner Training this past month, the attorney stated that the District Treasurer, Secretary and Commissioners should have arson background checks completed and on file. That led to the question should the district require this of all positions? The District Secretary, District Administrator, two Commissioners and the Station Keeper do not currently have these completed and on file.

Policies – Commissioner Costello – no report

Apparatus – Commissioner Costello – included in the Chief's report

Accident Review Board – no report

LOSAP Audit – Commissioner Costello – no report

Legislative – Commissioner Gapczynski – no report

Consolidation – Commissioner Pohl – no report

Unfinished Business

A discussion was held in regards to the renovations needed to be completed in the fitness room. The company has requested that the elliptical machine be surplus and a rubber mat be installed on the floor. The members have requested that a weight bar, weight bench, rowing machine, squat rack and a tree to hold weights. The administrator will contact a company for an estimate to purchase the rubber floor mat.

New Business

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

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

A motion was made by Commissioner Larson, seconded by Commissioner Costello and passed to approve the payment of \$960 to Capital Masonry to replace the blocks on the corner of the building which was damaged to be taken from account A3410.401 Grounds & Buildings.

A motion was made by Commissioner Gapczynski, seconded by Commissioner Pohl and passed to approve the payment of \$880 to remove the partitions and repair the damaged tiles in the men's bathroom to be taken from account A3410.401 Grounds & Buildings.

A motion was made by Commissioner Pohl, seconded by Commissioner Gapczynski and passed to approve the payment of \$1,535 for material and \$2,640 for labor to repair the caulking around the outside of the fire station to be taken from account A3410.401 Grounds & Buildings.

A motion was made by Commissioner Costello, seconded by Commissioner Gapczynski and passed to approve the payment of \$126 to Elkay Water Century Plus to replace the filters in the water fountains every six months to be taken from account A3410.401 Grounds & Building.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and passed to approve the payment of \$2,980 to Ballston Carpet and Tile to take up the old carpet, dispose of it and put down new carpet tiles in the Board room to be taken from account A3410.402 Building & Grounds.

A motion was made by Commissioner Larson, seconded by Commissioner Costello and passed to approve to surplus the EFX5325 elliptical machine in the workout room.

A motion was made by Commissioner Costello, seconded by Commissioner Gapczynski and passed to approve the cost of \$245 a person for five firefighters to attend the NYSAFC Fire Behavior Training at Round Lake Fire Department on May 23, 2021 to be taken from account A3410.441 Seminars & Membership.

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

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 14,447.50
	SubAccount	A3410.209	New Chief's Vehicle 16,335.94
Increase:	A3410.400	Buildings & Grounds	
	SubAccount	A3410.401	Grounds & Building <u>250.00</u>
Increase:	A5095	Appropriated Fund Balance	<u>31,033.44</u>

To amend the 2021 budget for 10 Turnout Coats. The New Chief's Vehicle Upfit & the Dryer Vent Cleaning ordered in 2020 and received in 2021

Memo:

\$386.06 excess Chief's Vehicle Upfit Encumbrance returned to Unrestricted Fund Balance

A motion for Resolution was made by Commissioner Larson, seconded by Commissioner Costello and passed to approve the payment of Abstract #4 dated April 19, 2021 for items #94 through item #125 in the total amount of \$55,313.59.

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

A motion was made by Commissioner Larson, seconded by Commissioner Costello to move the Executive Session for the purpose of personnel at 9:20 pm.

Respectfully submitted,

Elaine Erckman
District Secretary