

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
September 17, 2018

Present: Commissioner Brian DeLaFleur
Commissioner Suzanne Pohl
Commissioner Mike Petroski
Commissioner Beth Larson
Commissioner Dave Costello
District Treasurer Jeffrey Prescott
District Secretary Angel Vaughters
Chief Ross Thornhill
Assistant Chief Rich Carr
Firefighter Len Prevost

The meeting was called to order by Chairman Brian DeLaFleur at 7:00 pm followed by the Pledge of Allegiance to the Flag.

A motion was made by Commissioner Petroski and seconded by Commissioner Larson and unanimously passed to approve the minutes of the August 20, 2018 Board meeting.

Chief's Report: (Ross Thornhill)

EGFD responded to 83 calls in August. Top responders were: Leonard Prevost:58, Mike Meier;42, Bob Moore;41, Ross Thornhill:41, and Al Martin;35. Thank you for your time and dedication to EGFD and the community! Firefighter Len Prevost confirmed his prior approved use of station meeting room and kitchen for a birthday party on November 11, 1-5 pm.

The Eagle Scout project of a trail out back of the firehouse connecting to Indian Meadow Park is almost completed. Chief suggests EGFD property signage be installed at opening of trail. EGFD toured the new Aldi's grocery store. A Knox box was installed and a preplan is being created. Thank you to the Ladies Auxiliary for providing food at Drills. Chief requests purchase of (3) pair structural gloves from MES for \$195.00, EZ Up Commercial Shelter from Amazon for \$742.82. K-Tool for \$122.39, Class D Extinguisher for ER231 for \$538.73, (5) retractable Cone Bars for \$112.50, (2) Fire Scene Ahead Signs with Velcro Sign Swaps for \$1057. From The Fire Store.

Spouse Recognition at Prime in Saratoga National Golf Course will be held on Sept. 30, 11 am-2 pm. Congratulations Scott Fura on completing probationary training. Once he completes bailout training he will be an Interior Firefighter! Bill Lamb notified the company that he will be out of town until April 2019 and will not be running for Fire Police Captain again. Chief Thornhill would like to thank Bill for all of his service, dedication and hard work he provides to East Glenville. Chief suggests authorizing Richard Doyle, Alplaus Fire Police Captain, to operate EGFD Fire Police Vehicles (232, 234) for daytime mutual aid responses. Richard works across the street from our fire station at NYS Motorcycle Training and usually responds in his vehicle and being so close would make fast response. EGFD has an Operational consolidation

agreement that covers this use. EGFD would provide EVOC training with our vehicles. Chief Coppola has approved this. George Budesheim, Mike Meier and Shawn Primett are attending EVOC training. Jeanne Foote and Nicole Porter are continuing BEFO/IFO training. Maria Westbrook will start EMS training and Bev Martinson is taking EMT Refresher. Only a few members need to complete Ladder Tower Operator Training. The EMS Committee met and implemented a QA/QI process. Please make sure an EMT in charge reviews the PCR before placing into PCR box. Members who wish to take classes must complete a training request form in addition to signing up for the class. Assistant Chief Carr will coordinate this with members. The Board of Commissioners discontinued the use of Target Solutions training. EGFD will be using McNeilandCompany.com for company members to complete sexual harassment and blood borne pathogen training. Hose and Ladder Testing will be conducted by Waterway will be Sept 24th-28th. The Mac Boston Training Seminar in Saratoga will be on Sept. 29th and spots are available for qualified interior fire fighters to attend.

President's report: (reported by Ross Thornhill)

EGFD Company is seeking the Boards Approval on new member Kevin Kea. He is the son of current firefighter Kevin Kea and has a favorable recommendation by membership. He also passed the sexual offender and arson background check.

EGFD Ladies Auxiliary hosted a garage sale at the EGFD Pavilion on Sept. 15th. Thank you Station keeper Brad for all of your help with the clean up for this event.

Pashley School Fire Safety Day will be on October 9th.

The Annual EFGD Fundraiser collation of materials will be on Oct 3rd at 6 pm.

EGFD Open House will be on October 13th from 1-4 pm.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the membership of Kevin Kea to East Glenville FD.

Treasurer's report: (Jeffrey Prescott)

The bank statements for the month of August 2018 except (2) Pioneer commercial bank statements which have not yet been received, were reconciled by the Deputy Treasurer and presented to the Board for approval.

The bills for the month of September 2018 were prepared by the Treasurer and presented to the Board for approval.

A motion for Resolution was made by Commissioner Larson, seconded by Commissioner Larson and unanimously passed to accept the proposed 2019 Budget. Treasurer Prescott will provide copies of the budget to the Secretary for public review.

The Board will hold a Public Budget Hearing and Special Meeting on October 16, 2018 at 7pm. The Board would like to commend Treasurer Prescott for his budget preparation and planning. EGFD is proud that there will be no tax increase this year!

Treasurer Prescott states that a treasury bill maturity was deposited into the wrong account. He spoke with bank and confirmed in the future that the t-bill will be purchased from the account the maturity proceeds was placed in.

A motion for Resolution was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to Amend the 2018 Budget as follows:

Increase:	A3410.200	Purchase Trucks & Equipment	
Subaccount:	A3410.205	Extinguishers/Powder	\$ 539.00
Decrease:	A3410.200	Purchase Trucks & Equipment	
Subaccount:	A3410.206	Radios & Alarm	\$ 539.00

To provide funding for Class D Fire Extinguisher for ER231.

A motion for Resolution was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to Amend the 2018 Budget as follows:

Increase:	A3410.200	Purchase Trucks & Equipment	
Subaccount:	A3410.208	Safety Equipment	\$ 235.00
Decrease:	A3410.200	Purchase Trucks & Equipment	
Subaccount:	A3410.206	Radios/Alarms	\$235.00

To provide funding for Fire Scene Signs.

A motion for Resolution was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to Amend the 2018 Budget as follows:

Increase:	A9025.000	Local Award Program	\$1,267.00
Decrease:	A3410.190	Contingency	\$1,267.00

To provide funding for Additional Investment Cost-2018 LOSAP

A motion for Resolution was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to Amend the 2018 Budget as follows:

Increase:	A3410.485a	Phone & Internet	\$ 485.00
Decrease:	A3410.190	Contingency	\$ 485.00

To provide funding for Oct-Dec 2018 Costs higher than expected.

A motion for Resolution was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to Amend the 2018 Budget as follows:

Increase:	A3410.200	Purchase Trucks & Equipment	
Subaccount:	A3410.202	SCBA Test/Repair	\$ 250.00
Decrease:	A3410.200	Purchase Trucks & Equipment	
Subaccount:	A3410.206	Radios/Alarms	\$ 250.00

To provide funding for SCBA Cylinder Hydrostatic Tests.

A motion for Resolution was made by Commissioner Costello, seconded by Commissioner Petroski and unanimously passed to Amend the 2018 Budget as follows:

Increase:	A3410.400	Building Repairs & Maintenance	
Subaccount:	A3410.401	Grounds & Building	\$2,673.00
	A3410.403	Floors & Rubbish	\$ 712.00
Total Increase:			\$3,385.00

Decrease:	A3410.400 Building Repairs & Maintenance	
Subaccount:	A3410.402 New Paint & Wallpaper	\$2,760.00
	A3410.190 Contingency	\$ 625.00
	Total Decrease:	\$3,385.00

To provide funding for expected additional expenses for 2018.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the payment of voucher to Capital Masonry for repair of soffit above back entrance and to install shelving in Decontamination Room and Maintenance Closet for \$2,872.20 To be taken from A3410.400 Building Repair/Maint. Subaccount A3410.401 Grounds & Buildings.

A motion was made by Commissioner Petroski, seconded by Commissioner Larson and unanimously passed to approve the payment of voucher to National Grid for Area Lighting for \$59.85 To be taken from A3410.48 Gas & Electric.

A motion was made by Commissioner Petroski, seconded by Commissioner Pohl and unanimously passed to approve the payment of voucher to Vander Molen for pump repair on ER 235 for \$105.00 To be taken from A3410.420 Truck Repair/Maint. Subaccount A3410.422 Truck Repair/Maint.

A motion was made by Commissioner Petroski, seconded by Commissioner Pohl and unanimously passed to approve the payment of voucher to Foremost for EMS Webbing for \$95.00 To be taken from A3410.200 Purchase Trucks & Equip Subaccount A3410.207 Rescue Equipment.

A motion was made by Commissioner Petroski, seconded by Commissioner Larson and unanimously passed to approve the payment of voucher to Eastern Heating for (2) boiler pumps reconditioning and repairs for \$4,638.00 To be taken from A3410.400 Building Repair/Maint. Subaccount A3410.401 Grounds & Buildings.

A motion for Resolution was made by Commissioner Pohl, seconded by Commissioner Petroski and unanimously passed to approve payment of Abstract #9 on September 17, 2018 for voucher #287 through #314 in the total amount of \$33,094.86.

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

Communications: None

Purchasing: (Com. De La Fleur)

Received (3) Heated AED Carry Cases for \$1047.

Received Webbing and Action Wipes

Received Pelican Cases for EMS/BLS Med Storage.

Received 6 FF Gear Sets from MES.

Ordered 2 Officer Parkas from MES for \$540.

Ordered Pelican Coolers for Apparatus
Ordered Fog Fluid for Training
Need to order Batteries for HT1250 portable radios.
Need to Order Boots (need member sizing)

Building and Grounds: (Com. Larson)

Capital Masonry repaired the damaged rear entrance entryway soffit and missing wood trim above rear Apparatus Bay door. He will quote to repair a loose cabinet door under kitchen sink.

Eastern Heating & Cooling submitted an estimate to replace Air Conditioner #3 which controls the front offices for \$10,970. It does not work and due to its 22-year old age they suggest replacing. The (2) Heat pumps were reconditioned, repaired and installed. Fall maintenance will be scheduled and life expectancy of systems will be asked about for future budgeting.

State Boiler Inspection due every two years through Travelers Insurance is scheduled Sept 21st.

Adirondack Overhead Doors submitted an estimate of \$490. each garage door opener including installation.

Mr. Help and Station keeper Brad will be cleaning Floors and Furniture Sept. 24-30th. Brad will polish the floor in the file room.

Weeds will be removed from the catch basins.

Linstar will be contacted regarding estimates on upgrading the door lock systems and computer.

Chief Thornhill will meet with Computer Sense to discuss IT maintenance, firehouse computer systems and upgrades.

Eliminator Pest control is scheduled to remove the ants in recreation room closet.

Sealed Snowplowing bids are being accepted on snow removal and salting of EGFD parking lot. November 15, 2018-April 15, 2019 Season.

Rainbow Lawn Sprinklers will shut off and winterize lawn sprinkler systems in October. Any repairs to sprinkler heads will occur in spring.

Alarm & Suppression was contacted because the dialer of EGFD's fire suppression alarm panel went offline and needed to be reset above the panel in the ceiling tile in order to fix the problem.

BH-BL Gutters will be contacted to clean out gutters and estimate repair of rotted wood behind gutters.

Building systems switchover from summer to winter including roof heat trace tape needs to be completed.

Equipment & Apparatus: (Com. Petroski)

231 Monitoring with Vander Molen High Temperature light. Exploring additional signage.
232 Thermal Image Camera placed on board. In house modifications of removing shelving to install medical equipment pending.
235 Auto drain deck gun valve repaired and bent pivot bolt in #2 discharge valve replaced by Vander Molen continues to leak on officer side. Vander Molen diagnosed pump leak issues. Recommend pump packing be replaced if leak continues. EGFD will monitor.
236 Thermal Image camera placed on board. Vander Molen and EGFD monitoring Kneeling in Suspension believed to be from electronic valve. SCBA bottles to be hydro tested by MES.
237 New Tires and oil change by Glenville DPW. Researching slide out options.
238 This vehicle is up for replacement 2019. Running well, may need new tires in spring.
239 New tires by Glenville DPW. FF Gallinat installed siren speaker. Researching slide out, Argus, back up camera and lights repair.
UTV Used at Niskayuna Day Fireworks, will winterize in November.
PS Trax is operating. All Apparatus except for 231 is on PS Trax.
SOG/PESH Committee will meet.
SCBA Hydro testing is being completed by MES.

Finance and Budget: (Com. Pohl) A Public 2019 Budget Hearing and Special Commissioners Meeting will take place on October 16th at 7 pm. A public notice will be placed in the Gazette. EGFD should have the lowest rate in the Town for 2019.

Medical: (Com. Pohl) Commissioner Pohl is researching information and will provide a list of members who qualify for upcoming cancer benefits program to the fire station insurance carrier.

Legal and Insurance: (Com. Pohl) EGFD will receive insurance correspondence digitally. Treasurer Prescott requests printed copies for files.

Computer: (Com. De La Fleur) No Report

Personnel: (Com. Larson) No Report

Policies: (Com. De La Fleur) Whistleblower Policy reviewed and accepted .
Social Media Policy was reviewed and acceptable as a policy.

A motion was made by Commissioner Larson, seconded by Commissioner Costello and unanimously passed to approve the social media policy as amended and add it to EGFD's policies.

Use of Station: Crystal Crandall of Girl Scouts of Northeastern NY Troop #2658, requests meeting room space for 20 people weekly on Sundays from 6-7pm.
Commissioner Larson will confirm if a family member is a firefighter here and will host, as an EGFD member would have to be here during use and get specifics on the time range.

Accident Review Board: No report

LOSAP: (Com. De La Fleur) Chief is researching performance testing and evaluations of best practices of members to document qualifying points for LOSAP.

Old Business:

Commissioner Petroski states that the security camera committee will meet before year's end to discuss systems for possible purchase in 2019.

New Business:

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the purchase (3) pair of structural gloves from MES for \$195.00 to be taken from A3510.200 Purchase Trucks & Equipment Subaccount A3410.203 Protective Clothing.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the purchase of EZ Up Shelter Tent from Amazon for \$742.82 free shipping, 7 year warranty to be taken from A3410.200 Purchase Trucks & Equipment Subaccount A3410.208 Safety Equipment.

A motion was made by Commissioner Larson, seconded by Commissioner Costello and unanimously passed to approve the purchase of a K-Tool from the Fire Store for \$122.39 To be taken from A3410.200 Purchase Trucks & Equipment Subaccount A3410.207 Rescue Equipment.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the purchase of a Class D Fire Extinguisher for ER231 from the Fire Store for \$538.73 To be taken from A3410.200 Purchase Trucks & Equipment Subaccount A3410.205 Extinguisher/Powder.

A motion was made by Commissioner Costello, seconded by Commissioner Larson and unanimously passed to approve the purchase (5) retractable cone bars from the Fire Store for \$112.50 To be taken from A3410.200 Purchase Trucks & Equipment Subaccount A3410.208 Safety Equipment.

A motion was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to approve the purchase (2) Fire Scene Ahead Signs with carry cases from the Fire Store for \$1077.23 To be taken from A3410.200 Purchase Trucks & Equipment Subaccount A3410.208 Safety Equipment.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed at 9:50 to Adjourn.

Respectfully submitted,

Angel Vaughters
District Secretary