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

Present: Commissioner Suzanne Pohl
Commissioner Brian DeLaFleur
Commissioner Mike Petroski
Commissioner Dave Costello
Commissioner Beth Larson
District Treasurer Jeffrey Prescott
District Secretary Angel Vaughters
Chief Ross Thornhill
Assistant Chief Rich Carr
EMS Captain Mike Meier
Mang Insurance, Bill VanGorder

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

Bill VanGorder from Mang Insurance reviewed the 2019 Insurance coverage's with the Board including policies on property & casualty, accident & sickness and explain qualifications for mandatory cancer benefits the District must supply in 2019 to interior firefighters that are currently active with 5 years service, had 5 fit tests and a physical with no cancer findings before becoming an interior firefighter. The three carriers for this insurance and their rates are: Hartford Supplemental $158.00 member/year, ESOP $173.00 member/year, Hartford Enhanced $199.00 member/year. List of qualified members must be given to insurance company for coverage starting January 1, 2019.

The Board motioned to Adjourn to Executive Session regarding Personnel. The board adjourned briefly and the meeting was called back to order.

A motion was made by Commissioner Costello and seconded by Commissioner Petroski and passed to approve the minutes of the November 18, 2018 Board meeting. Commissioner Larson abstained.

Chief's Report: (Ross Thornhill)
EGFD responded to 85 calls in November. Top responders were: Leonard Prevost:65 (WOW), Clem Schimikowski:45, John Labrie:44, Ross Thornhill:43, and Robert Moore:40.

Thank you to all members that contributed their effort to the Schenectady Holiday Parade. Several members decorated the building exterior with holiday lights and many compliments have been received. Thank you firefighter John Labrie for fixing the outdoor power. John will also estimate costs in adding ceiling fans to the Apparatus bay. The floor drain holding tanks were pumped and a long term plan to repair this system will take place in spring. If any members notices the alarm is activated (panel by front corner of bay 4) please contact a Chief Officer.

All members please use caution when responding to calls in the upcoming winter months. We will prepare ahead for responding during adverse weather conditions. The Town of Glenville give thanks to all members who showed holiday spirit and participated in the Pancake Breakfast with Santa and the tree lighting ceremony and helped transport Santa to the ceremony from Glenville Town Hall. Congratulations to Commissioners DeLaFleur and Costello on your re-election to the Board.

Welcome Back, Life member Robert Berrian and Dave Costello as they have been reinstated as active EGFD firefighters. Andrea Eastup and John Zampella are working hard as Probationary members in training. Sydni Gapczynski has been approved to respond to EGFD alarms though mutual aid with Alplaus FD where she is a BEFO exterior FF. Rit Desbiens has been approved as a member of EGFD pending physical and has interest in EMT refresher training. Chiefs met with a few drill deficient members. The Company has received the resignation of Lindsey Tibbitts. She is transferring to Alplaus FD. Great job to all that helped when a cardiac arrest reversal occurred at the YMCA thanks to the efforts of the YMCA staff and our responding crew. The Chiefs swearing in ceremony will occur at the Organizational meeting on January 2nd at 6:30 pm. Dinner at the Glass Tavern will follow. All members are invited to attend the EGFD Installation Banquet at the Lighthouse on January 5th at 6:00 pm. The First Drill of the Month (Sunday) is January 13, 2019. MARE Exercise with Air National Guard is on 6/8/2019. Chief requests $200. To purchase (4) members enrollment in EMT Refresher Training. The state does not require prepayment for this course that will be deferred but a $50 lab fee per student is required.

Firefighters Meier, Abel, Budesheim and Carr are enrolled in Fire investigation for Line Officers County training. FF Abel, Meier, and Dominguez are taking Water Rescue Awareness Level training. Captain Schimikowski is taking Fire Police County Training. FF Meier is taking Fire Officer 1. FF Abel, Carr, and Meier are enrolled in Intermediate ICS for Expanding Incidents. Jeanne Foote is taking BEFO/IFO training. Maria Westbrook is enrolled in EMT training and Bev Martinson is taking EMT Refresher. Chief Thornhill and firefighters Andrew Pohl, John Zampella and Barb Bischoff will enroll in spring. Lt. Budesheim requests taking Principles of Instruction at Montour Falls State Fire Training Academy for $25. Registration fee and $76. Fee room/board. A request to take Fire Instructor 1 by Captain Meier, along with 2 other members at Montour Falls in Summer for $25. Fee and $191. For meals/room. George Budesheim and Nick Abel expressed interest in attending the CP crude by rail training program in Colorado for a week. EGFD can attend and is only responsible for member per diem, all other costs (room & transportation) is covered by CP Rail. Mask Fit testing was completed by KJ Kea, Roger Dominguez and John Zampella. McNeil will be used in 2019 for member training with drill credits given for additional training completed. Target Solutions has been cancelled, records need to be copied and stored before end of January.

President's report: (reported by)
EGFD 2019 Company Election results for Chief are: Ross Thornhill, 1st Assistant Chief: Richard Carr, 2nd Assistant Chief: Clem Schimikowski. Captain of Engines: John Jewell, Company President: John Labrie, Company Vice President: Nicole Porter.
EGFDs Installation banquet will be held on January 5th at 6 pm.
Company members can attend a Union Hockey Game on January 26th.

Treasurer's report: (Jeffrey Prescott)
The bank statements for the month of November 2018 were reconciled by the Deputy Treasurer and presented to the Board for approval.

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

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

Increase:	A1930.000	Judgments & Claims	$ 6,951.00
Increase:	A5095	Appropriated Fund Balance	$ 6,951.00

Final appropriation of the excess 12/31/2017 Fund balance per Treasurer's plan.

Increase:	A3410.200	Purchase Trucks/Equipment	
Subaccount:	A3410.202	SCBA Test/Repair	$ 243.00
Subaccount:	A3410.208	Safety Equipment	$ 71.00
Decrease:	A3410.200	Purchase Trucks/Equipment	
Subaccount:	A3410.206	Radios/Alarm	$ 314.00

To provide funding for 1 Fit Test, 1 air quality analysis & excess Safety costs.

Increase:	A3410.400	Building & Grounds	
Subaccount:	A3410.401	Grounds & Buildings	$ 5,933.00
Decrease:	A3410.190	Contingency	($ 5,290.00)
Decrease:	A3410480	Gas & Electric	($ 643.00)

To provide funding for Additional Building Repairs and December's pest control.

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

Increase:		A3410.420	Truck Repair & Maintenance	
Subaccount:		A3410.422	Truck Repairs	$ 711.00
Decrease:	Subaccount:	A3410.424	Equipment Mechanical/Electric	($ 247.00)
Decrease:		A3410.200	Purchase Trucks/Equipment	
Subaccount:		A3410.206	Radios & Alarm	($ 464.00)

To provide funding for Additional Truck Maintenance Costs.

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

Increase:		A3410.460	Miscellaneous	
Subaccount:		A3410.467	Physicals/tests	$ 465.00
Decrease:	Subaccount:	A3410.466	Legal	($ 465.00)

To provide funding for 2 more firefighter physicals and 1 more 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	$ 900.00
Subaccount:	A3410.203	Protective Equipment	$ 3,944.00
Subaccount:	A3410.208	Safety Equipment	$ 250.00
Decrease:	A3410.200	Purchase Trucks/Equipment	
Subaccount:	A3410.201	Hose/Nozzle	($ 1,700.00)
Subaccount:	A3410.206	Radios/Alarm	($ 1,904.00)
Subaccount:	A3410.207	Rescue Equipment	($ 1,490.00)

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

Increase:	A3410.420	Trucks Maint/Repair	
Subaccount:	A3410.425	Radio Maintenance	$ 1,215.00
Decrease:	A3410.200	Purchase Trucks/Equipment	
Subaccount:	A3410.206	Radios/Alarm	($ 1,215.00)

To provide funding for Chief's Year End Purchase Requests.

Increase:	A9960.801	Apparatus Reserve	$140,000.00
Increase:	A2401	Interest	($ 3,900.00)
Increase:	A2665	Sale of Equipment	($ 600.00)
Increase:	A2701	Refunds of Prior Year Expenditure	($ 7,800.00)
Decrease:	A3410.100	Salaries	($ 6,000.00)
Decrease:	A3410.200	Purchase Trucks/Equipment	
Subaccount:	A3410.204	EMS Supply/Equipment	($ 7,300.00)
Decrease:	A3410.209	New EMS Vehicle	($100,000.00)
Decrease:	A3410.211	Retention	($ 3,200.00)
Decrease:	A3410.440	Training \	
Subaccount:	A3410.441	Seminars	($ 3,100.00)
Subaccount:	A3410.442	Fire Prevention	($ 900.00)
Decrease:	A3410.480	Gas & Electric	($ 3,300.00)
Decrease:	A3410.486	Insurance	($ 2,300.00)
Decrease:	A9030.800	Social Security	($ 400.00)
Decrease:	A9040.800	Workers Compensation	($ 1,000.00)
Decrease:	A9050.800	Unemployment Insurance	($ 200.00)

To adjust budget to allocate over budget revenues and under budget expenditures to Apparatus Reserve for the purpose of saving for a new First Response EMS vehicle effective December 27, 2019.

A motion for Resolution was made by Commissioner Petroski, seconded by Commissioner Larson and unanimously passed to approve the purchase of (9) pager repairs for $1,215.00 from Albany Communications to be taken from A3410.420 Truck Repair/Maint. Subaccount A3410.425 Radio Maintenance.

(10) Pager Batteries for $210.00 and (10) Portable Radio Batteries from Albany Communications for $490.00 to be taken from A3410.200 Purchase Trucks & Equip. Subaccount A3410.206 Radios & Alarm.
(2) sets structural gear for $5,142.00 from MES to be taken from A3410.200 Purchase Trucks & Equip. Subaccount A3410.203 Protective Clothing.
Webbing for $95.00 from MES and 8' Fire Hook for $115.00 from Fire Hooks Unlimited to be taken from A3410.200 Purchase Trucks & Equip. Subaccount A3410.207 Rescue Equipment.
EZ-Can Bracket for $35.00 from Fire Hooks Unlimited to be taken from A3410.200 Purchase Trucks & Equip. Subaccount A3410.205 Extinguisher/Powder.
(5) pair of Structural Gloves for $325.00 from MES and (1) box earplugs for $100.00 from Grainger to be taken from A3410.200 Purchase Trucks & Equip. Subaccount A3410.203 Protective Clothing.
(3) SCBA Masks for $900.00 from MES to be taken from A3410.200 Purchase Trucks & Equip. Subaccount A3410.202 SCBA Test/Repair.
(10) Safety Vests for $250.00 from Grainger to be taken from A3410.200 Purchase Trucks & Equip. Subaccount A3410.208 Safety Equipment.
(20) Nomex Hoods for $600.00 from MES and (5) Structural Helmets for $1,900.00 from MES or Fire Store to be taken from A3410.200 Purchase Trucks & Equip. Subaccount A3410.203 Protective Clothing.
(8) Helmet Identity Shields for $440.00 from Fire Store and (2) pair of Structural Boots from MES to be taken from A3410.200 Purchase Trucks & Equip. Subaccount A3410.203 Protective Clothing.
(3) 50' 1 ¾ Hose for $600.00 from Fire Hose Direct to be taken from A3410.200 Purchase Trucks & Equip. Subaccount A3410.201 Hose/Nozzle.

A motion for Resolution was made by Commissioner Petroski, seconded by Commissioner Larson and unanimously passed to approve the purchase of (2) AED Batteries for $796.00 (5 year shelf life plus 4 year in unit), (6) Adult AED Pads for $268.50, (5) Pediatric AED Pads for $500.00, (4) Cloth Porous Tape (1 in) for $57.96, (1) Sterile Water for $100.00, (1) Disposable Blanket for $113.22 from Moore Medical to be taken from A3410.200 Purchase Trucks & Equip. Subaccount A3410.204 EMS Supply/Equipment.

A motion for Resolution was made by Commissioner Petroski, seconded by Commissioner Larson and unanimously passed to approve the purchase of (2) OPA kits for $3.00, (1) NPA for $2.19, (1) Adult BP Cuff Lg for $7.50, (5) 12x16 gel for $62.65, (5) Pediatric BVM for $74.75, (2) Adult BVM for $4.00, (10) O2 Washers for $8.50, (2) Lifepak adult sensors for $33.76, (2) Lifepak peds sensors for $32.66, (2) lifepak neonate sensors for $35.00, (1) 1cc syringe for $7.93, (1) 23G 1" NEEDLE FOR $4.99, (25) Epi 1:1000 1mg vials for $440.00 from Everdixie to be taken from A3410.200 Purchase Trucks & Equip. Subaccount A3410.204 EMS Supply/Equipment.

A motion for Resolution was made by Commissioner Petroski, seconded by Commissioner Larson and unanimously passed to approve payment of Abstract #12 on December 17, 2018 for voucher #389 through #427 in the total amount of $27,086.80

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

Purchasing: (Com. De La Fleur)
Received Officer Parkas from The Fire Store. (1 Parka still on backorder) 3 Shipped to MES for embroidery.
EGFD purchased from the American Heart Association, CPR Cards for $5. each, $240. Total.
Chief requests purchase list of pager repairs, batteries, tools, safety vests, hoods, helmets, boots, hose and variety of EMS supplies.

Building and Grounds: (Com. Larson)
FF Rit Desbiens volunteered his labor and expertise to repair the holes in the walls of the officer's and community room closet.

The stem to the exterior faucet in the recreation room will be repaired in spring.

Eastern Heating replaced the bad boiler valve for $3792.09 so building heat has been restored. Eastern will return monitor. They will be asked to also inspect the file room fresh intake and filter maintenance.

Adirondack Overhead Doors will estimate the repair of the Apparatus Bay Door #4 motor/sensor/controller not allowing door to open occasionally.

Adirondack Overhead Doors submitted a quote of $490. Per garage door for installation and remotes with keypad for back garage.

Ballston Lake Gutters will estimate the repair of rotted wood behind gutters for spring repair.

Alarm & Suppression conducted annual alarm inspection. All passed except fitness medical room pendant. Batteries and signal will be checked. Pendant will need repair or replacement.

Charlton Septic and Crawford Electric pumped the septic and grease traps and repaired the electric on the septic pump after problems with toilets flushing.

The alarm on the floor drain system alerted the tanks were full. Big Willy's Septic was recommended and pumped out the tanks (3,000 gallons $480.), and inspection and repair of the line of drain from the charcoal filter tank to the pit will need to be made in Spring.

Precision Industrial Maintenance submitted a quote of $1548. And non hazardous liquid disposal cost of $775 (per 275 gallon tote) to provide labor and equipment to pump out the oil water separator and clean out solids from the floor drains at our facility.

Ballston Spa Carpet submitted a quote of $6520. To install new carpeting and baseboards in the recreation room, officer's room, chief's office, and board room with matching carpet already installed in the training room and administration office to replace all 20 year old carpeting in building.

Dryer vent repair will be discussed with FF Labrie for Spring repair.

A baby changing station and installation in the restroom will be researched.

Equipment & Apparatus: (Com. Petroski)
230 A headlight appears out of alignment. Will contact Town for repair. New vehicle committee met and will meet again 1/17, plan to visit local departments to view options.
231 Moisture was accumulating in the rear roll up compartment. Vander Molen installed a non-rated fan and since replaced ($497.48). The light in compartment was replaced. Milwaukee tools were put in service.
232 Adjusting fire police equipment and developing shelving for barricades.
234 Plow will be kept in back garage (left door) until needed then added with quick connect. The officer side rear light is out, purchased and FF Labrie will replace. Salter not working. Officers tried to repair, not successful. Will need TNT to repair.
235 Auto inject for shoreline power will be replaced by FF Labrie for ($235. parts/free labor)
236 Vander Molen and EGFD monitoring kneeling in suspension believed to be from electronic valve. FF Jones is fabricating mounting bracket for second Argus TIC.
237 Researching slide out options.
238 Turn signal light fixed, wipers replaced.
239 Wipers replaced. Due for inspection and oil change in February will schedule with Town of Glenville. Researching slide out, Argus, back up camera and lights repair.
UTV No report.
The Milwaukee tools have been placed in service. Dewalt tools are in officer's room.
Need to schedule annual SCBA pack inspection with MES.
A purchase request was made for two sets of gear and various consumables,
Looking to add gear inventory to PS Trax at $12 additional charge per member.
Request to repair 9 pagers, purchase 10 pager batteries and 10 HT1250 batteries.
Members must complete assigned sexual harassment awareness training on McNeil by year end or they will be unable to respond to calls. New refresher training will be assigned in January.
FF Labrie will research and estimate to add Fans to the Apparatus bay Ceiling to push radiant heat around bay.
Target Solutions Training has been cancelled. Records need to be copied before end of January.

Finance and Budget: (Com. Pohl) The Treasurer is preparing for the year-end audit.

Communications: (Com. Pohl) Solicitation to join Association of Fire Districts of Capital Area. The Board agreed EGFD is not interested at this time. The Town of Glenville also sent notice that Hewitt's plans to build two warehouses on its property that borders fire house property. Electronic Office Products submitted the Annual Copier Maintenance agreement to be signed and returned. Crisafulli Bros. sent a past due bill for $1062.50 for maintenance service EGFD was not satisfied with quality of service and disputes.
An unsolicited bid for the surplused Dewalt tools was made. The Board plans to seek bids for the tools.

Medical: (Com. Pohl) All EMT's must be up to date on refresher training for BLS meds for upcoming Epi-Check and Inject meds. Chief spoke with Rich Conley to schedule a Certified First Responder class through SCCC as several members including Captains need to complete. If unable to schedule, EGFD will consider hosting. Firefighter physicals will be scheduled with Dr. Buff in February.

Legal and Insurance: (Com. Pohl) Researching records to recommend members for cancer insurance benefits to be covered starting January 2019. Members will be notified of these benefits and any necessary paperwork that may be needed for eligibility. Some benefits may overlap with the benefits offered through EAP. EAP offers members a support program that all EGFD members are already enrolled in and can utilize benefits at any time.

Computer: (Com. De La Fleur) Chief Thornhill will meet with Computer Sense about IT support and updating EGFD 's computers.

Personnel: (Com. Larson) Station Administrator will work Wednesday, Thursday, Friday Christmas and New Year's week. Starting new-year hours are 9-2 M/W/Th/F. Congratulations to Station keeper Brad Hough as he and his wife are expecting their second boy in a month.

Policies: (Com. De La Fleur) No Report

Use of Station: FF Nick Abel requests use of the meeting room for mothers 50th birthday party on January 12th 2-6pm with tips bartender serving beer and wine. The Board unanimously approves Nick Abel's use of the meeting room with tips bartender on January 12th.

Accident Review Board: No report

LOSAP: (Com. De La Fleur) An inquiry from an inactive member out on disability to see if they were eligible to collect LOSAP. Treasurer Prescott communicated with member and resolved the inquiry.

Old Business: No report

New Business:
Fire Commissioner Elections will be held at the firehouse for the purpose of electing one Commissioner for a (2) year term commencing January 1, 2019 ending December 31, 2020: Dave Costello was elected. Brian DeLaFleur was elected Commissioner for a (5) year term commencing January 1, 2019 and ending December 31, 2024.

A motion Resolution was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the standard workday for Station Administrator is set at seven (7) hours per day for full time.

A motion Resolution was made by Commissioner Petroski, seconded by Commissioner Larson and unanimously passed to purchase mandatory cancer benefits insurance for qualified members starting 1/1/2019 from ESIP for $173.00 per year/member.

A motion was made by Commissioner Larson, seconded by Commissioner Costello to approve the election of EGFD Chiefs: Ross Thornhill, Richard Carr and Clem Schimikowski for the 2019 year. Thank you for your dedication and service to East Glenville.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the EGFD Organizational Meeting to be scheduled January 2nd at 6:30 pm. This meeting will also include a swear-in of the EGFD Chiefs: Thornhill, Carr and Schimikowski with dinner to follow at The Glass Tavern.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed at 11:05 to adjourn.

Respectfully submitted,

Angel Vaughters
District Secretary