

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
March 19, 2018

Present: Commissioner Brian De La Fleur
Commissioner Beth Larson
Commissioner Mike Petroski
District Treasurer Jeffrey Prescott
District Secretary Angel Vaughters
Fire Chief Ross Thornhill
Company President Lindsay Lancto
Company Vice President Hollie Abel
Captain EMS Mike Meier
Firefighter Leonard Prevost
MES Fire Sales Representative J.D. Clairmont

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

MES Fire Sales Representative J.D. Clairmont approached the Board to discuss a sizing issue made by MES with a pair of turnout gear pants and how MES could rectify the mistake. Mr. Clairmont suggested to have the pants altered by a Globe gear certified seamstress. An added patch of material would be seemed in the back on the pants to correct the smaller size that was mistaking ordered by MES which is a cheaper alternative than MES ordering a new pair. Chief Thornhill and the Board agree that with having the turnout gear altered to fit may be a liability of warranty, disrupt a uniform look, and problems with past orders have occurred with MES Fire. EGFD should get the product it paid for.

A motion was made by Commissioner Larson, and seconded by Commissioner Pohl and unanimously passed to return the gear pants and MES will order a new pair with the correct size.

Firefighter Leonard Prevost requests use of the Community Room on Sunday, November 11, 2018 from 1-5pm for his mother in laws 90th Birthday celebration.

A motion was made by Commissioner Larson, and seconded by Commissioner Pohl and unanimously passed to approve Firefighter Prevost's request for use of the Community Room.

A motion was made by Commissioner Larson, and seconded by Commissioner Petroski and passed to approve the minutes of the February 19, 2018 Board meeting. Commissioner Pohl abstained.

Chief's Report: (Ross Thornhill)

EGFD responded to 69 calls in February. Top responders for January were Leonard Prevost:54, Bev Martinson:38, Nicole Porter:37, John Labrie:34, Al Matin:28.

All members completed Target Solutions training. Members should sign up for department physicals with Dr. Buff. Bailout training and refresher will be conducted next month along with driver/pump refresher training. Congratulations Lindsey Lancto and Nicole Porter for passing their EMT tests. Great Job Mike Meier and Congrats on completing Interior Fire Operations! George Budesheim is continuing with EMT Refresher. Ryan Yattaw is taking Fire Officer 1 training. Lt. Nick Abel, Captain Mike Meier, and John Labrie will attend NYS Fire Training Conference April 7 & 8th. Lindsey Tibbitts and Maria Westbrook will start IFO.

Burnt Hill Fire Department is celebrating their 100th anniversary this year and they have requested EGFD participate in flag day parade on June 7th and Community Day on Sept. 15th.

A new member application was received from Robert Ankabrandt. He started as an explorer in Alplaus FD and currently is an active member training to become an EMT.

There was a Chiefs meeting with Burnt Hills, Ballston Lake, Charlton and Ballston Spa.

Schoharie Fire Department will be coming to the station to look at E231 before bid submittal.

A training schedule is being developed for the new ER231. EGFD is excited to use this engine.

The Rescue Tech Basic class requested training room use on June 5th at 6:30 pm.

Chief Thornhill requests to purchase (3) heated AED Carrying Case from Cardiac Life for \$1047. plus shipping due to charging and cold weather and function issues.

President's report: (Lindsey Lancto)

EGFD Company spring party will be held on March 24, 2018 at The Factory from 5-9 pm.

The Board considered the company's request to consider helping with costs for Class B uniforms for members and will possibly donate unused budgeted uniform monies to this cause in fall. The President was encouraged to organize and use closet items for members.

Treasurer's report: (Jeffrey Prescott)

The bank statements for the month of February 2018 were reconciled by the Treasurer and presented to the Board for approval.

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

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

A motion for resolution was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the payment of \$2362.72 to Mang Insurance for New ER231 to be taken from A3410.486 Insurance.

A motion for resolution was made by Commissioner Pohl, seconded by Commissioner Petroski and unanimously passed to approve the payment of \$28.00 to firefighter Mike Meier personal reimbursement for EMS supplies purchased to be taken from A341.200 Purchase Trucks & Equipment Subaccount 3410.204 EMS/Supply Equipment.

A motion for resolution was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the payment of \$74.75 to National Grid for Private Area Lighting to be taken from A3410.480 Gas & Electric.

Treasurer Jeff Prescott purchased Key Bank US Treasury notes from the US Government for EGFD. Rates are over 1% with 30 day through 1 year maturity and no need for collateral.

The 2017 Annual Update Document (AUD) was filed with the State Comptroller's Office.

A motion for resolution was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve and accept changes to EGFD investment policy to include US Treasury Notes/T-Bills as an acceptable investment.

A motion for resolution was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to appropriate Assigned Unappropriated Fund Balance (Reserved for Encumbrances) as follows:

To:	A3410.200	Purchase Trucks & Equipment	
Subaccount:	A3410.203	Protective Clothing	\$ 3,706.86
To:	A3410.200	Purchase Trucks & Equipment	
Subaccount:	A3410.206	Radios & Alarms	\$ 410.53
To:	A5095	Appropriated Fund Balance	\$ 4,117.39
From:	A915	Assigned Unappropriated Fund Balance	\$ 10.30
To:	A912	Unrestricted Fund Balance	\$ 10.30

To amend the 2018 budget for 1.5 Sets of Turn Out Gear, and 20 Minitor V Pager Batteries ordered in 2017 and received in 2018. Also to transfer \$10.30 from Assigned Unappropriated Fund Balance to Unrestricted Fund balance for excess Turnout Gear Cost per actual invoice.

A motion for resolution was made by Commissioner Larson, seconded by Commissioner Costello and unanimously passed to Amend the 2018 Budget as Follows:

To:	Increase	A2701	Refund of Prior Year Expenditures	\$2018.00
To:	Increase	A3410.440	Training	
Subaccount		A3410.441	Seminars & Membership	\$1009.00
To:	Increase	A3410.460	Miscellaneous	
Subaccount		A3410.463	Conventions/Memberships	\$1009.00

To allocate the refund received from Sutphen for the delay in delivery of the New ER231 evenly between the listed accounts to offset the cost of the trip to Ohio for the truck inspection.

To: Increase A9205.000 Local Awards program (LOSAP) \$4847.00
 Decrease A3410.190 Contingency \$4847.00
To allocate Contingency Funds to cover the unexpected increase in the LOSAP Cost, due entirely to the new funding method to post entitlement benefits by VFIS.

A motion for resolution was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the payment of check #115 of Abstract #3 to Station Automation for PX Trax software for \$740.00 to be taken from A3410.422 Truck Repair & Maintenance Amended from the Original invoice of \$1228.00.

A motion for resolution was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to reject payment of check #103 of Abstract #3 to Hillyard for 3 floor mats for \$1228.00 to be taken from A3410.401 Grounds & Buildings until delivery occurs.

A motion for resolution was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve payment of the amended Abstract #3 on March 19, 2018 for voucher #91A through #124 in the total amount of \$43741.33.

Communications:

Free Fire District Secretary Training on April 20 at Albany Marriott.

Purchasing: (Com. De La Fleur)

6 sets of gear in near future

Struts; manufacturer will demonstrate at future meeting

Secured fireproof cabinet needed for PCR's

Foot pedal or touch less faucet and Eye Wash Station for sink in Decon room being researched.

Locking Fireproof Cabinet needed for PCR's. State Education Records Funding Grant being researched.

Building and Grounds: (Com. Larson)

Crisafulli Bros serviced the HVAC and dryer vent. No problems found.

Beth Larson will research shelving ideas and estimates for the Decon room and Maintenance closet.

Demartino Construction will secure the SCBA air compressor to the floor in mechanical room.

Rise Engineering are waiting on dimmer switches then will install the upgraded can lights in the recreation room, community room and training room.

A flexsteel sectional couch with recliners to replace the broken couch in the recreation room was ordered from Greens Furniture. It will be here in 6-8 weeks.

A the security committee including Mike Petroski, Dave Costello and Chief Thornhill will report their recommendations of estimates received from Security Technologies, Shepard Communications and Linstar. Any member is welcome to join.

Nest Carbon Monoxide Detectors were installed. Alerts applied to Chief's I-pads.

Hillyard Cleaning Supplies will deliver the floor mats for the building.

A Bosch dishwasher from Earl B. Feiden was ordered and will be delivered this month. Suburban Plumbing will plumb the new dishwasher and Crawford Electric will hook up 110v.

The administrative office is scheduled to have the old wall heater removed, wall repaired, new paint, carpeting and chairs in April.

Station keeper Brad Hough will be painting the Radio room and new desk chairs are ordered.

Perfect Water will install the building Kinetico water softener in April.

A zero turn lawnmower with bagger and Toro push mower to replace old was ordered from Grasslands Equipment. It will be delivered in 4 weeks.

Equipment & Apparatus: (Com. Petroski)

230 Committee formed and discussing options and researching needs of new R230.

231 Placed Out of Service to move equipment to new ER231, Put out for bid. Bids due 4/13. New ER231 is at Vander Molen for equipment and radios install. Stream lights ordered.

232 Going for up-fit items and lighting at Vander Molen.

235 Nozzles out of service due to hard water, charger for TIC will be installed.

236 UL testing March 27, 2018 due to weather. Leak in front suspension.

239 Needs back up camera, lights and siren alarm repaired.

UTV Upgrades to trailer and box installed.

Researching Gear to purchase with Wildland Gear County Grant received.

Radios and Pagers were sent out to River Valley for repairs.

FF Yattaw will assist in reprogramming portable radios with more channels.

The first contact to schedule vehicle maintenance should be Glenville Town Garage if possible.

Finance and Budget: (Com. Pohl) The Board is seeking a Deputy Treasurer.

Commissioner Larson suggested Angel Vaughters, District Secretary to consider.

Treasurer Jeff Prescott has been working with the annual auditors and estimates a report in May.

Medical: (Com. Pohl) Firefighter physicals will be April 2,4,9,12th.

EGFD is completing DOH paperwork requesting to administer Albuterol, Naloxone and Epi.

Legal and Insurance: (Com. Pohl) Bill Young confirmed Contractors are to pay prevailing wage for service work performed. New ER231 is insured through EGFD's vehicle policy.

Computer: (Com. De La Fleur) PS Trax inventory software was ordered.

The Chief reports the new I pad's are working great.

Personnel : (Com. Larson) The Board is considering to appoint a Deputy Treasurer. Angel Vaughters will attend Secretary Training on April 20 at Albany Marriott.

Policies: (Com. De La Fleur) Update investment policy to include T-bills as an authorized investment. Gas card pin numbers will be assigned to drivers.

Use of Station:

Fire fighter Michael Deyeo requests use of Community Room on March 25 for a birthday party. Fire fighter George Budesheim request approved for Community Room, May 6 for baby shower. Tech Basic class requested Training Room use on June 5th at 6:30 pm.

An application was forwarded to Tammy Forlono for use of the Community Room on a Sunday in July for Spartan Youth Football Cheerleading Registration.

Leonard Prevost request approved for Community Room on November 11 for a birthday party.

Accident Review Board: No report

LOSAP: (Com. De La Fleur) No report

Old/Unfinished Business: Researching absentee ballot policy for firehouse elections.

New Business:

A motion was made by Commissioner Larson, and seconded by Commissioner Petroski and unanimously passed to approve the purchase (3) AED Heater Cases from Cardiac life for \$1040.00 to be taken from A3410.204 EMS Supply/Equipment Subaccount A3410.200 Purchase Trucks & Equip.

A motion was made by Commissioner Larson, and seconded by Commissioner Petroski and unanimously passed to approve the purchase of building Floor Mat with Logo from Hillyard for \$2440.35 (state contract pricing) to be taken from A3410.400 Building Repair/Maint Subaccount A3410.401 Grounds & Buildings.

A motion was made by Commissioner Larson, and seconded by Commissioner Petroski and unanimously passed to approve Robert Anklebrant as a member of EGFD pending arson and sex offender background check.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed at 10:10 pm to enter into executive session.

Respectfully submitted,

Angel Vaughters, District Secretary