EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
April 16, 2018

Present: Commissioner Brian De La Fleur
Commissioner Beth Larson
Commissioner Mike Petroski
Commissioner Suzanne Pohl
Commissioner Dave Costello
District Treasurer Jeffrey Prescott
District Secretary Angel Vaughters
Fire Chief Ross Thornhill
Company Secretary Bev Martinson
Schoharie Fire Chief Marty Pierce
Verizon Sales Representative Cindy Christman

The meeting was called to order by the Chairman of the Board Brian De La Fleur at 7:01 pm followed by the Pledge of Allegiance to the Flag.

Verizon Sales Representative Cindy Christman approached the Board to explain that Verizon will be offering public safety private core telephone lines available in the summer. This is a special network within Verizon and will give EMS, Fire, and Police wireless priority lines to have access and first connections in case of a major emergency where phone lines could be jammed with calls. It allows connections and a higher priority call rating if they are signed up with priority wireless service. Once this is up and running EGFD can sign up district cell phones with credentials for this at no charge.

Commissioner De La Fleur opened the two sealed bids received in regards to the sale of a 1992 Pierce Pumper Engine. Village Truck Sales presented a bid of $7,390. Niagara Engine Company #6 Schoharie FD presented a bid of $10,000. Schoharie Fire Chief Marty Pierce was present and expressed to the Board that their company has been very interested in this vehicle for over a year. Although it is worth more than the offer, it is what the village can afford and the engine would be put into service immediately should they be awarded it.

A motion was made by Commissioner Pohl and seconded by Commissioner Petroski and unanimously passed to approve the sale of a 1992 Pierce Pumper Engine for $10,000 to Niagara Engine Company #6. Delivery to take place once EGFD name stickers removed by AJ Sign.

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

Chief's Report: (Ross Thornhill)
EGFD responded to 87 calls in March. Top responders for March were Leonard Prevost:55, Ross Thornhill:47, Wayne Bunn:38, John Labrie:37, Bob Moore:35, Clem Schimikowski:35.

Robert Ankabandt began probationary firefighting training. Congratulations Mike Meier for completing the requirements to attain Interior Fire status! Officers attended the Saratoga County Sheriffs active shooter presentation at Burnt Hills FD. Mike Meier, John Labrie, Lindsay Tibbits, Maria Westbrook, Chris Farley completed full bail out training. Congratulation to John Labrie and Jeanne Foote for completing probationary firefighter training. George Budesheim is continuing with EMT Refresher. Ryan Yattaw is continuing Fire Officer1. IFO will be held at EGFD and will assist in several training sessions with apparatus.

Burnt Hills 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.

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: (reported by Company Secretary Bev Martinson)
Please welcome Robert Anklebrandt as he was sworn in as a member of EGFD.
The Fire Company would like the Boards approval to accept Rogelio Dominquez, Scott Fura and Andrea Eastop as new members pending arson and background check.
Miguel Rodriguez is no longer a EGFD member. He failed to fulfill requirements of probation.
FASNY Recruit NY is on April 28 10am-3pm and the company will be recruiting new members.
The Company would also like to reach out to the high school for possible recruits also.

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

The bills for the month of April 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 was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the payment of $2362.73 to Mang Insurance for New ER231 to be taken from A3410.486 Insurance.

A motion was made by Commissioner Pohl, seconded by Commissioner Petroski and unanimously passed to approve the payment of $28.48 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 was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the. payment of $59.30 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 a permissible 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 voucher #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: None

Purchasing: (Com. De La Fleur)
Corrected Gear Ordered from MES
6 sets of gear in near future from MES
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 from Grainger.
All extinguishers need annual inspection. Station Administrator will check building extinguishers monthly.
SCBA needs annual service.

Building and Grounds: (Com. Larson)

Researching shelving ideas and estimates for the Decon room and Maintenance closet.

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

Rise Engineering ordered lights for above the womens decon sink and will install once received.

The Flexsteel couch for the recreation room from Greens Furniture will be delivered in 2 weeks. The old furniture needs to be surplused. The Air Nation Guard expressed interest in 2 recliners.

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.

Hillyard Cleaning Supplies delivered the floormats and EGFD logo mat for the building.

Precision Doors repaired the hydrollic doors in the apparatus bay. Stationkeeper Brad will paint.

The Bosch dishwasher in the kitchen was installed by Suburban Plumbing.

Ballston Spa Carpet quoted estimate of $590. To replace rec room sink base trim and carpeting by both doors into apparatus bay to be replaced.

The administrative office had the wall repaired and Station keeper Brad will paint. Ballston Spa Carpet estimates $1180. For administration office carpet installed.

The Decontamination Room needs eye wash station and foot pedals. The Recreation Room sink needs a new faucet to replace an old, leaking one. Suburban can install.

Fire Chief Ross Thornhill volunteered to install CAT 5 ethernet cable in administration office.

Station keeper Brad Hough painted the Radio room and new desk chairs were received.

Perfect Water will install the building Kinetico water softener on April 19, 2018.

The zero turn lawnmower from Grasslands Equipment will be delivered in 2 weeks. The old John Deere Riding lawnmower and old Vulcan push mower needs to be surplused then sold. The utility cart wheel needs wheel repair or air.

Twin Swan Trees quoted $1730. To remove trees back by Pavillon. $725. to remove and grind the scrubs along the front of the building.

An estimate from Bizchair for $449. for (3) high back embroidered desk chairs for admin room.

An estimate from Hillyard for $77.40 for a kitchen floor mat for behind sink in recreation room.

Equipment & Apparatus: (Com. Petroski)
230 going for inspection to Glenville DPW. Committee formed and researching new R230.
231 Out of Service, equipment moved to new ER231, Bids to be opened.
New ER231 is in service. 10 FF qualified to drive, light tower adjusted, creating list of tools/supplies needed. Should schedule official wet down of vehicle.
232 Vander Molen Up-fitted items and lighting, needs medical equipment installed.
234 Snow Plow removed from front, salter left on back.
235 Nozzles OOS due to hard water, charger for TIC installed, drain valve leak & frame issue
236 UL tested. Thank you Al Martin! Leak in front suspension needs fixed by Vander Molen.
239 Needs back up camera, lights and siren alarm repaired by Vander Molen and Whelan.
UTV Vander Molen fixed gate that would not close and installed strapping system.
Researching Wildland Jumpsuits to purchase with Wildland Gear County Grant received.
11 pagers will be sent to factory for repairs , 3 pagers repaired by River Valley.
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) No report

Medical: (Com. Pohl) Firefighter physicals and DOH paperwork completed.

Legal and Insurance: (Com. Pohl) Commissioner Pohl will check on vehicle equipement insurance coverage amounts for new ER231.

Computer: (Com. De La Fleur) Asst. Chief Clem Schimikowski will implement PS Trax inventory software

Personnel : (Com. Larson) The Board appointed Angel Vaughters as Deputy Treasurer.

Policies: (Com. De La Fleur) Updated investment policy.
Research Absentee ballot policy for firehouse elections.
Policy needed for vehicle maintaintence and repairs to go to Glenville DOH first if possible.
Whistleblower policy needed.

Use of Station: BHBL AP Govt & Politics Sundays 4-6pm Beth Larson Hosts.
Tammy Forlono will use the Community Room on July 8th, 2-5pm for Spartan Youth Football Cheerleading Registration. Commissioner Larson will host.

Accident Review Board: No report

LOSAP: (Com. De La Fleur) No report

Old/Unfinished Business:

New Business:
A motion was made by Commissioner Pertoski, seconded by Commissioner Larson and unanimously passed to approve the purchase (10) Wildland Gear Suits from MES for $3660. To be taken from
A3410.200 Purchase Trucks & Equip Subaccount A3410.204 EMS Supply/Equipment.

A motion was made by Commissioner Larson, seconded by Commissioner Petroski and unanimously passed to approve the purchase of a sink foot control, eyewash station, and sink faucet for rec room from Grainger not to exceed $500. To be taken from A3410.400 Building Repair/Maint Subaccount A3410.401 Grounds & Buildings.

A motion was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to approve the purchase of carpeting for admin office from Ballston Spa Carpet for $1180. To be taken from A3410.400 Building Repair/Maint Subaccount A3410.402 New Paint/Wallpaper.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the purchase of a (3) high back office chairs for admin office from Bizchair for $449.97 To be taken from A3410.400 Building Repair/Maint Subaccount A3410.402 New Paint/Wallpaper.

A motion was made by Commissioner Pohl, seconded by Commissioner Costello and unanimously passed to approve the purchase of carpeting for apparatus bay entryways and trim below sink in recreation room from Ballston Spa Carpet for $590. To be taken from A3410.400 Building Repair/Maint Subaccount A3410.401 Grounds & Buildings.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the purchase of a kitchen floor mat for recreation room from Hillyard for $77.40 To be taken from A3410.400 Building Repair/Maint Subaccount A3410.401 Grounds & Buildings.

A motion was made by Commissioner Larson, seconded by Commissioner Petroski and unanimously passed to approve the removal of trees by pavillon from Twin Swan Tree Service for $1730. To be taken from A3410.400 Building Repair/Maint Subaccount A3410.401 Grounds & Buildings.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to surplus hose nozzles, 3 midback desk chairs from administration office, brown leather couch and 2 recliners from recreation room, John Deere riding lawn tractor and Vulcan push lawn mower from back garage.

A motion was made by Commissioner Pohl, seconded by Commissioner Costello and unanimously passed to approve the 5 year contract with I am Responding.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve that the Air National Guard can have 2 surplused recliners from recreation room once EGFD new furniture is received.

A motion was made by Commissioner Petroski, seconded by Commissioner Pohl and unanimously passed to approve Rogelio Dominguez, Scott Fura and Andrea Eastop as members of EGFD pending arson and sex offender background check.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed at 10:15 pm to enter into executive session.

Respectfully submitted,

Angel Vaughters, District Secretary