EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
May 21, 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
Chief Ross Thornhill
Assistant Chief Clem Schimikowski
Company Vice President Hollie Abel

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.

A motion was made by Commissioner Pohl and seconded by Commissioner Petroski and passed to approve the amended minutes of the April 16, 2018 Board meeting.

Chief's Report: (Ross Thornhill)
EGFD responded to 58 calls in April. Top responders for April were: Leonard Prevost:40, Nicole Porter:27, Al Martin:27, Bev Martinson:25, Jeff Prescott:24.

Please welcome our new members, Scott Fura, Roger Dominguez and Andrea Eastup to EGFD. Congratulations to firefighter Kevin Weber's family on the birth of their son Carson Jack Weber and on the approval of the Firematic Committee to be promoted to Lieutenant! EGFD would like to send their condolences and support to past Chief John Saupp and his family as sadly his father and life member Chet Saupp peacefully passed away. A memorial service will be held at EGFD at a later date. Chief Thornhill would like to thank the Auxiliary for all of their efforts for members during recent house fires. A big thank you to Bev Martinson for hosting Recruit NY and all members who assisted with the YMCA Run/Family Event and IFO classes. Welcome back home Lieutenant Shawn Primett from military basic training and thank you for your service!

George Budesheim is continuing with EMT Refresher and completing Fireground Strategies & Tactics training along with Kevin Weber. Ryan Yattaw is continuing Fire Officer1. Lindsey Tibbitts and Maria Westbrook completed IFO and BEFO over the last six months and showed a strong commitment to training and EGFD. Kevin Weber will begin AVET (Schenectady Co), Mike Meier, George Budesheim, Jeanne Foote are taking Rescue Tech Basic Training. Mike Meier, Maria Westbrook, Rick Giaminelli will train at Pump Operator. Most members completed Bloodborne Pathogen Training and SCBA Mask Fit Tests. The 2017 NFIRS report was submitted. The day drill schedule changed to the first Tuesday of each month through October.

EMO revised their training registration process and now allows members to direct sign up for classes. Members please include the chiefs on class requests and check the company board for no cost course offerings.

EGFD is busy with many upcoming events. Members are needed at Hooks & Hero's, Pashley Spring Festival and Niskayuna Fireworks on May 19th, Scotia Memorial Day Parade on May 23rd. EGFD was invited to attend Schoharie Memorial Day Parade due to the purchase of our old Engine on May 24th. Smart Tag Training will be held on May 31st, LT 236 is requested at Air National Guard Family Day on June 3rd. Members are needed at BHBL Flag Day Parade & Fireworks on June 7th, Chief's Show at Turning Stone on June 15th, Scotia Full Scale Exercise at Baptist Retirement Center on June 16th, Alplaus Firefighter Games on July 3rd and Alplaus Parade on July 4th. YMCA Summer Camp on July 11th and BHBL Summer Education Presentation on July 16th. Members please sign up, have fun and show our East Glenville Pride.

Waterway Hose/Ladder/Appliance testing will be conducted at EGFD with multiple departments on July 17-19. The MacBoston Training Seminar will be on Sept. 22nd, and EGFD will host its annual Open House on October 13th 2018.

The Town of Glenville Fire Chiefs, along with the Town of Glenville and Senator Tedisco have been working to revive the town training center. The Town is planning to fund most of Phase 1 with EGFD contribution estimated at $15,000. A resolution in support of this project is recommended. Phase 2's goal is to construct a burn tower.

Eagle Scout Jarrett Lannotti is developing trails the connects EGFD's property with Indian Meadows Park for emergency UTV access. We support Jarrett as he has been working with Chief Thornhill, Town of Glenville and the Surveyor in the planning, marking and cutting the trail to access Indian meadows from behind the firehouse that will take place this summer.

President's report: (reported by Vice President Hollie Abel)
Please welcome Rogelio Dominquez, Scott Fura and Andrea Eastup as new members of EGFD!
Miguel Rodriguez is no longer an EGFD member as he failed to fulfill requirements of probation and has yet to hand in his radio and key fob.
FASNY Recruit NY on April 28 was held to recruit new members.
The Company will reach out to BHBL high school for possible recruits.
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.
The Company requests the purchase of Class A uniforms from Rosen's for up to 6 members.

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

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

Treasurer Jeff Prescott will be closing the Building Reserve Account at Pioneer Bank and will deposit this account into Key Bank to purchase T-Bills.

The Treasurer met with Deputy Treasurer Angel and trained on the duties of this position.

A motion for Resolution was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to appropriate Assigned unappropriated Fund Balance (Reserved from Encumbrances) as follows:

To:	A3410.200	Purchase Trucks & Equipment	
Subaccount:	A3410.203	Protective Clothing	$1282.84
To:	A5095	Appropriated Fund Balance	$1282.84

To amend the 2018 Budget for .5 sets of Turn out Gear (wrong size pants) ordered in 2017 received 4/2018.

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

Increase:	A3410.420	Truck Repair/Maintenance	
Subaccount:	A3410.425	Radio Maintenance	$602.00
Decrease:			
Subaccount:	A3410.424	Equip Mechanical/Elec	$602.00

To provide funding for repairing 14 Minitor V Pagers in excess of original budget amount.

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

Increase:	A3410.460	Miscellaneous	
Subaccount:	A3410.463	Conventions/Membership	$225.00
Subaccount:	A3410.467	Physicals & Tests	$ 60.00
Decrease:	A3410.190	Contingency	$285.00

To allocate Contingency Funds to cover the cost of removing the District Graphics on old E-231 sold to Schoharie and to provide funding for excess cost of Physicals due to many members joining the department.

A motion for resolution was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to appropriate 2017 Excess Unappropriated Fund Balance to the 2018 Budget as follows:

Increase	A5095	Appropriated Fund Balance	$6350.
Increase:	A3410.440	Training	
Subaccount:	A3410.441	Seminars & Membership	$6350.

To allocate a portion of the 2017 Excess Unappropriated Fund Balance for Forcible Door Entry Simulator.

A motion for resolution was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to appropriate 2017 Excess Unappropriated Fund Balance to the 2018 Budget as follows:

Increase	A5095	Appropriated Fund Balance	$5419.89
Increase:	A3410.200	Purchase Trucks & Equip	
Subaccount:	A3410.204	EMS Supply & Equip	$5429.89

To allocate a portion of the 2017 Unappropriated Fund Balance for Life pack 12 Vitals Reader.

A motion for Resolution was made by Commissioner Petroski, seconded by Commissioner Larson and unanimously passed to approve payment of Abstract #5 on May 21, 2018 for voucher #167 through #205 in the total amount of $202,423.14.

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.

Communications: None

Purchasing: (Com. De La Fleur)
Corrected size gear received from MES.
Wildland UTV jumpsuits were ordered from MES for $3600. (Gear Grant)
6 sets of FF gear from MES for $15426. (state contract pricing)
Forcible Entry Door from Firehouse Innovations Corp. for $6800. (sole source provider) Instead of Struts.
Refurbished Factory Recertified Life pack 12 Vitals Reader from Foremost Medical Equipment for $4943. Instead of CPR thumper budgeted for 2018.
Fire Extinguisher maintenance from Tri County Fire.
Meal (per diem) approval for Chiefs during Convention Attendance in June.
SCBA needs annual maintenance service and door piston repair estimate submitted by Haight Fire Equipment for $800. (PO accepted)
SCBA bottles need hydrotested in June by MES.

Building and Grounds: (Com. Larson)
Kevin with Capital Construction inspected the crack in the Decontamination Room and stated the crack has been there a long time, could be from settling and soil not be properly compacted during construction. He suggests a structural engineer may want to research the foundation when the time comes to get the building reroofed. He submitted an estimate of $2285. to remove old caulking and re-caulk foundation around mailbox side and rear of building to seal boundaries from weather and keep pests away. A quote of $1680. to repair the rear entrance entryway soffit that is damaged. A quote of A quote of $285. was to install shelves in the custodian closet and Decontamination Room.

Hillyard submitted a quote of $587.69 for a new Versamatic Vacuum Cleaner with attachments to replace an old vacuum without attachments and needs parts.

Rise Engineering completed the lighting retrofit with the exception of two ground lights by the front sign.

The Town of Glenville will be installing a new building water meter.

Rainbow sprinklers inspected and turned on the lawn sprinklers for the season.

Crisafulli Bros will complete annual maintenance on the heating/cooling system. Also they will be submitting a quote to repair the boiler pump oil leak.

Kulaks submitted a design idea and quote of $795. for removal all front shrubs and sign island, $3394. for new shrubs and installation, and $2675. for landscape lighting to renovate and install front landscaping.

Station keeper Brad will power wash the garage and paint the door in the summer.

Garage Door Openers with keypad will be researched for the back garage.

Greens Furniture delivered the Flex steel couch for the recreation room and the Air National Guard picked up the two surplused recliners.

The security committee will meet in the fall to discuss options and budgeting regarding the purchase of building security cameras.

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

Precision Doors repaired the hydraulic doors in the Apparatus Bay. Station keeper Brad will paint the doors.

Ballston Spa Carpet replaced the base trim under the sink in the Recreation Room and the carpeting by both doors into Apparatus Bay.

Station keeper Brad painted the Administrative Office. Ballston Spa Carpet installed new carpet in the Administration office. The furniture has been moved back in by the mover. An estimate of $666.71 from National Business Furniture was submitted for an Administrator desk.

Foot pedals and an eye wash station was installed in the Decontamination Room. Suburban Plumbing installed a new faucet to replace a leaking one in the Recreation Room. A leaking outside valve by the member door was also repaired.

Fire Chief Ross Thornhill volunteered to install CAT 5 ethernet cable in Administration Office.

Perfect Water installed the building Kinetico water softener. Chief Thornhill purchased 10 bags of salt. Chiefs and Station keeper Brad will check salt levels.

The leaking hydrant behind the station has been repaired.

There is a book in the radio room for vendors to sign in and the Station Administrator will also keep a sign in book in the Admin Office for vendors also.

A locking filing cabinet recycled from the Administration office will be relocated to the EMS room for PCR reports.

Grassland Equipment delivered the zero turn lawnmower and push mower. The old John Deere Riding lawnmower and old Vulcan push mower were surplused and sold for $600.

Chief Thornhill will inspect the utility trailer wheel and have repairs made if needed.

A quote from Miller Environmental Group for $1150. was submitted to Transport and Disposal of (1) 55-gallon drum of spent carbon from the Apparatus Bay filter system.

Chief Thornhill inquired with Pendleton Sign about possibly retrieving an old EGFD sign in storage. Pendleton stated the owner retired and most items were purged.

Twin Swan Trees removed the trees out back by the Pavilion. An estimate of $ 725. To remove and grind all front shrubs was submitted to remove and grind the shrubs along the front of the building.

Northeast Communications submitted a maintenance agreement contract for $1352.80 yearly for the upkeep and maintenance of the station phone system.

The Administration Room chairs were ordered and delivered from Biz-chair. Thank you, Chief Thornhill, for assembly.

The kitchen floor mat for behind the sink in Recreation Room was received.

T.A. Predel's Recycling of Schenectady offers a locking can to throw out confidential papers for free. The Chief would pick up can, once full, return the can to T.A. Predel's and they shred the papers and give you another can to fill.

TruGreen fertilized the lawn. Eliminator Pest completed monthly building pest control.

The Town of Glenville will repair the potholes by the fire hydrant.

Equipment & Apparatus: (Com. Petroski)
230 inspected and annual maintenance was completed by Town of Glenville. The Committee is researching ideas for the new R230.
New ER231 is in full service. Vander Molen is repairing caps on door bars, AJ Sign will quote additional signage and lettering, received nozzle tips, fire hooks, bar, axe, sledge and straps from MES , River Valley Radio installing radio brackets, Response order updated. Vander Molen requests vehicle at Chiefs Show.
232 Tic to be installed for use with UTV, scene lights installed by Vander Molen. Missing 10 traffic cones.

234 Salter removed, storage box mounted, stocked for back up Fire Police vehicle.
235 Vander Molen repaired water valve leak and coolant assembly. 2 ½ control lever valve needs repair by Vander Molen.
236 Leak in front suspension needs repaired by Vander Molen.
237 Researching slide out
239 Researching slide out, Argus, back up camera, lights and siren alarm repair by Vander Molen and Whelan.
UTV Vander Molen fixed gate that would not close and installed strapping system. Second modification for pump made due to wrong measurements by vendor. Cracked Brass ball valve replaced. Added to annual vehicle maintenance schedule.
14 pagers repaired by River Valley Radio. County requested radio count for new radio grant. FF Yattaw will assist in reprogramming portable radios with more channels and cleaned chainsaw from E235.
Door locks installed on Utility Room Firematic Cabinets.
Batteries ordered and received.

Finance and Budget: (Com. Pohl) No report

Medical: (Com. Pohl) DOH and REMO approved EGFD to administer Albuterol, Narcan, Epi Check & Inject. Captain Meier will implement. Medical Supplies were ordered from Moore Medical. Narcan will be provided free by REMO. Chief is reviewing SOG/PESH to assure compliance.

Legal and Insurance: (Com. Pohl) Commissioner Pohl is reviewing insurance amounts for vehicle and equipment. Audit of vehicles will be completed to make sure the New ER231 has adequate coverage amounts for equipment.

Computer: (Com. De La Fleur) Asst. Chief Clem Schimikowski implemented the PS Trax inventory software on Chief's phones and will begin training.

Personnel : (Com. Larson) Station keeper Brad will be on vacation May 28-June 6th, Chief Thornhill volunteered to mow the firehouse lawn. Station Administrator Angel will be out July 2-10 & August 27-31.

Policies: (Com. De La Fleur) Commissioner De LaFleur spoke with the County Board of Elections regarding Absentee Ballots for Elections procedures and they said it is a rare occurrence and to contact them for help with any issues or questions that may occur.
Whistleblower Policy is being researched.
Parking lot Usage/Storage Policy needed.

Use of Station: Board Approved John Saupp's request for use on June 16, 2-5 pm.

Accident Review Board: No report

LOSAP: (Com. De La Fleur) No report

Old/Unfinished Business: 2017 Financial Statement Audit Report is due by end of June.

New Business:
A motion was made by Commissioner Petroski, seconded by Commissioner Pohl and unanimously passed to approve the purchase of 6 sets of Fire Gear from MES for $15426. (state contract pricing) To be taken from A3410.200 Purchase Trucks & Equip Subaccount A3410.203 Protective Clothing.

A motion was made by Commissioner Petroski, seconded by Commissioner Larson and unanimously passed to approve the purchase of a Forcible Training Door from Firehouse Innovations Corp for $6350. To be taken from A3410.440 Training Subaccount A3410.441 Seminars & Membership.

A motion was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to approve the purchase of a factory recertified Life pack 12 with one-year warranty from Foremost Medical Equipment for $5419.89 To be taken from A3410.200 Purchase Trucks & Equip Subaccount A3410.204 EMS Supply/Equipment.

A motion was made by Commissioner Pohl, seconded by Commissioner Costello and unanimously passed to approve the purchase meals to be reimbursed for attendees of the Chief's Convention at Turning Stone Casino To be taken from A3410.440 Training Subaccount A3410.441 Seminars & Membership.

A motion was made by Commissioner Pohl, seconded by Commissioner Costello and unanimously passed to approve the repair of rear entryway soffit from Capital Construction for $1680. And to install shelving in Decon and Maintenance Rooms for $285. To be taken from A3410.400 Building Repair/Maint Subaccount A3410.401 Grounds & Buildings.

A motion was made by Commissioner Pohl, seconded by Commissioner Costello and unanimously passed to approve the purchase of a Versamatic Vacuum from Hillyard for $587.69 To be taken from A3410.400 Building Repair/Maint Subaccount A3410.401 Grounds & Buildings.

Commissioner Mike Petroski volunteered to check with a connection to order a used Administrator desk.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to surplus 3 office chairs and an old vacuum.

A motion was made by Commissioner Larson, seconded by Commissioner Costello and unanimously passed to adjourn at 10:15 pm.

Respectfully submitted,

Angel Vaughters, District Secretary