

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
September 18, 2017

Present: Commissioner Suzanne Pohl
Commissioner Brian De La Fleur
Commissioner Beth Larson
Commissioner Michael Petroski
District Treasurer Jeffrey Prescott
District Secretary Angel Vaughters
Fire Chief Andrew Pohl
Vice President George Budesheim
First Assistant Chief Ross Thornhill
Rise Engineering/National Grid Energy Savings Shaun O'Rourke

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

The Board welcomed Shaun O'Rourke from Rise Engineering and was presented an estimate of \$27115.-\$6715. National Grid Contribution=\$19,908. on upgrading interior and exterior lighting while participating in the National Grid Energy Savings Program. The estimated annual electricity savings is \$3555. Rise handles the ordering, storage, and contractor to upgrade the lighting in the apparatus bay and building inside and out. The LED lights save energy and money, go on automatic. provide better illumination, do not break down turnout gear fabric, and are warranted.

A motion was made by Commissioner De La Fleur, and seconded by Commissioner Larson and unanimously passed to approve the amended minutes of the August 21, 2017 Board Meeting.

Chief's Report: (Andrew Pohl)

EGFD responded to 81 calls in July. EGFD total calls for year are 483. Top responders for July are: Leonard Prevost, Bob Moore, Bev Martinson, Sue Desbiens, Sandy Chlopecki and First Assistant Chief Ross Thornhill. The August data call is being processed and will be forwarded.

Chief Andrew Pohl has been busy working with Vander Molen on the production of the new ER-231, graphics, wiring headsets and production is in process. Vander Molen reports a two-month backlog and EGFD will receive pre-inspection at the end of December 2017.

Company President Shawn Primett, and firefighters Nick Abel, Michael Meier and Ryan Yattaw participated in Live Burn Training in collaboration with Scotia FD and Alplaus FD.

Schenectady County will hold a Chemical Suicide Training Class at EGFD Training Room on Oct 16, 2017 at 6:30 pm.

Fire Chief Andrew Pohl requests approval for (5) firefighters to attend Mac Boston sponsored all day extensive training class at Saratoga County Training Facility with FDNY Instructors for \$100.00 per person.

First Assistant Chief, Ross Thornhill completed the annual report for the Fund Drive and it is at the printers. Members will collate the Fund Drive packets on October 4 from 6-7 pm.

October is a very busy month for EGFD. Members will participate in the annual Open House, Company Fund Drive, BH-BL Schools Poster Coloring Contest and Fire Safety Education Month with visits to many area nursery, preschools and daycares.

Members will be organizing their lockers, gear and equipment. A roll off dumpster will be delivered on Oct. 16 for clean out of the back garage, pavilion and building debris.

Chief Andrew Pohl requests approval to purchase out of A3410.203 Budget:

(3) Colored Face Shields @ \$45. each

(5 pair) Leather suspenders @ \$55. each

(15) Nomex Hoods @25. each

(3 dozen) Leather Work Gloves @\$95./dozen

(10) Pagers to replace old pagers with 5 yr warranty @349. each out of A3410.206 Budget.
(7) for EGFD, (3) Alplaus FD (will be back billed)

President's report: (Sean Primett) presented by George Budesheim

Welcome to our family at EGFD Michael Meier and Maria Westbrook! Both were voted into the Company and are participating in drills and training. We are grateful for your experience and commitment to the East Glenville Community.

Lindsey Lancto and Nicole Porter are enrolled in EMT class and progressing nicely.

The company received an estimate from MES for \$200 each for a Class B working uniform for members public detail. This price can vary depending on style and accessory options and the estimate will be reviewed.

On October 12 EGFD will visit Pashley Elementary School to train students about Fire Safety and encourage the children to create a Fire Safety Poster. In late October, the winners of the poster contest will be rewarded with a ride along to school in the fire truck.

. All members are busy organizing and preparing to host the annual EGFD Community Open House on October 14 from 1-4 pm.

Treasurer's report: (Jeffrey Prescott) please see attached

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

The bank statements for the month of August 2017 were reconciled by the Treasurer and presented to the Board for approval.

The bills for the month of September 2017 were prepared by the Treasurer and presented to the Board for approval.

A motion for resolution was made by Commissioner De La Fleur, seconded by Commissioner Petroski and unanimously passed to approve payment of Abstract #9 on September 18, 2017 for voucher #222 through voucher #237 in the total amount of \$9,073.23.

With the current Apparatus Reserve CD term limit due to expire, Treasurer Jeffrey Prescott suggests that the Board review and possibly invest the Apparatus Reserve of \$ 314,000. into a 5-year CD with First National Bank of Scotia @ 1.25%.

Treasurer Jeffrey Prescott encourages the Board to adopt the tentative Budget and is available for any questions.

On Tuesday October 17 at 7 pm the District will hold a public meeting to present the 2018 financial Budget, a special district meeting will follow to adopt the 2018 Budget after any amendments.

On December 12 at 7 pm the fire house will hold a public meeting and community vote on Commissioner and Company Elections.

Communications: None

Purchasing: (Com. De La Fleur)

Building Cleaning Supplies from Hillyard.
Keurig Coffee Pot for kitchen.
Burn Building Supplies for Open House
Tents for Marketing/Community Events

Building and Grounds: (Com. Larson)

Mr. Help will be at the fire house on September 26&27 to clean carpets and upholstered furniture and September 29&30 to strip and wax the firehouse floors.

Commissioner Larson requests a picture of the front of the building and the property dimensions in order to meet with Hewitt's Garden Center to improve the firehouse landscaping.

Spectrum and Northeast Communications completed the switch of our phone service provider.

Commissioner Larson met with Dave Le Clair Construction, Bouchard Roofing, Edgar Roofing and Pinnacle Roofing. She is awaiting repair estimates regarding the roof leaks, heat trace cable trouble, vent covers and trim on the back of the building by the Bay 5 overhead door. Clune Electric will send a technician to address concerns with the roof heat trace.

Alarm & Suppression will move the medical alert into the fitness center for optimal coverage.

Building Carbon Monoxide detectors will be installed in house.

Commissioner Larson will seek estimates for exhaust fans in the Apparatus Bay.

A pallet of salt will be ordered and stored in the back garage for salting the firehouse this winter.

An audit of the master key will take place along with copies of the key will be made to provide extra for the master key lockbox.

Equipment & Apparatus: (Com. Petroski)

234 NYS Inspected by Glenville DPW.

235 NYS Inspected by Glenville DPW.

Schoharie FD expressed interest and would like to be notified on the opportunity to bid on the purchase of 231 when it is put up for sale in 2018.

The Salter and Snow Plow blade will be checked to be in working order before winter season.

Finance and Budget: (Com. Pohl)

The Board opened proposals for the RFP 5 yr. CPA Audit. A bid of \$5975. for only 2017 year was received from Sean Hucko, CPA, LLC and Bryans & Gramuglia CPA, LLC bid \$5000 per year for each year 2017-2021. The proposals will be reviewed further by the Treasurer and Board.

A motion was made by Commissioner Larson, seconded by Commissioner De La Fleur and unanimously passed to adopt the proposed 2018 Financial Budget.

Medical: (Com. Pohl) None

Legal and Insurance: (Com. Pohl)

The Board will consult with attorney Bill Young regarding national Grid Energy Lighting Retrofit Energy Savings is a sole source provider.

Computer: (Com. De La Fleur) None

Personnel : (Com. Larson) None

Policies: (Com. De La Fleur)

A request was made by Commissioner Ed Woehrle of Niskayuna FD #1 for a copy of firehouse social media and computer policies and they will be forwarded to him.

Use of Station:

A request was made by Stan Stoklosa, President of Adirondack Mountain Club for meeting room space for 40 people on Nov. 16 @ 6pm. for a social meeting and presentation about travel, with monthly meetings to follow.

The Board unanimously agrees and regretfully denies Adirondack Mountain Club's request for meeting room space. The club meetings would be in conflict with the many district and company meetings, trainings, and community events at this time.

Accident Review Board: No report

LOSAP: (Com. De La Fleur)

Treasurer Jeff Prescott will be meeting with VFIS on October 5, 2017 @ 1:00pm at the firehouse.

New Business:

A notice to bid for snowplowing services for the 2017-2018 winter season will be placed in the Daily Gazette and will include requiring the contractor to plow at 2", keep the snow away from Route 50 and pushed to the back, own insurance, any property damage repaired, cannot push snow against fence or block hydrant and garbage dumpster.

A motion was made by Commissioner De La Fleur, seconded by Commissioner Larson and unanimously passed to accept the Lighting Retrofit Energy Saving Plan with National Grid and Rise Engineering pending approval from William Young that National Grid's subcontractor is a sole source provider.

A motion was made by Commissioner De La Fleur, seconded by Commissioner Larson and unanimously passed to repair chain link fence line posts, top rail, loop caps, end caps and retie fence for \$2090. by Precision Fence for \$2090. to be taken from A3410.401 Buildings/Grounds.

A motion was made by Commissioner De La Fleur, seconded by Commissioner Petroski and unanimously passed to replace the leaking main drain valve of the sprinkler system of \$675. by SRI Sprinklers to be taken from A3401.401 Building/Grounds.

A motion was made by Commissioner De La Fleur, seconded by Commissioner Larson and unanimously passed to rent a 30' dumpster for garage and building cleanout of \$375. from Jim's Roll off to be taken from A3401.401 Building/Grounds.

A motion was made by Commissioner De La Fleur, seconded by Commissioner Petroski and unanimously passed to purchase (3) Probationary helmet shields for \$135. from MES to be taken from A3401.203 Protective Clothing.

A motion was made by Commissioner Petroski, seconded by Commissioner De La Fleur and unanimously passed to purchase (5) pair of firefighter suspenders for \$275. From MES to be taken from A3401.203 Protective Clothing.

A motion was made by Commissioner De La Fleur, seconded by Commissioner Petroski and unanimously passed to purchase (15) Nomex hoods for \$375. from MES to be taken from A3401.203 Protective Clothing.

A motion was made by Commissioner De La Fleur, seconded by Commissioner Petroski and unanimously passed to purchase (10) pair of Dragon Firefighting turnout gloves not to exceed \$750. From MES to be taken from A3401.203 Protective Clothing.

A motion was made by Commissioner De La Fleur, seconded by Commissioner Petroski and unanimously passed to purchase 3 dozen leather work gloves for \$285. From Grainger to be taken from A3401.203 Protective Clothing.

A motion was made by Commissioner De La Fleur, seconded by Commissioner Petroski and unanimously passed to purchase (10) pagers with five-year warranty for \$3490. from River Valley Radio to be taken from A3401.206 Radio & Alarm.

A motion was made by Commissioner De La Fleur, seconded by Commissioner Petroski and unanimously passed for up to (5) Members to attend fire fighter training sponsored by Mac Boston at the Saratoga County Training Center \$500. to be taken from A3401.441 Seminars/Membership.

A motion was made by Commissioner De La Fleur, seconded by Commissioner Petroski and unanimously passed to adjourn at 10:17pm.

Respectfully submitted,

Angel Vaughters
District Secretary