

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
October 17, 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
Assistant Chief Richard Carr
Lauren Carr, BH-BL Schools Participation in Government Student
Kyle Scheffler, Perfect Water Sales Specialist

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 Kyle Scheffler from Perfect water who presented the Board with a quote of \$4,460.00 for installation of a Kinetico CP213OD dual tank water softer system for the fire house. The Chiefs toured the building and this unit would be placed in the apparatus bay by the main water supply.

A motion was made by Commissioner De La Fleur, and seconded by Commissioner Petroski and unanimously passed to approve the amended minutes of the September 18, 2017 Board Meeting.

Chief's Report: (Andrew Pohl)

EGFD responded to 68 calls in September. EGFD total calls for year are 609. Top responders for August are: Leonard Prevost, Bev Martinson, First Assistant Chief Ross Thornhill, Bob Moore, Sue Desbiens, Chief Andrew Pohl.

October is fire safety month and very busy for EGFD members with the fund drive, school programs, and open house. We have received many compliments regarding our facility and would like to thank the Board for preparing the building for these events.

Lindsey Lancto and Nicole Porter are progressing through their probationary training and EMT classes. Michael Meier and Maria Westbrook started training and are enrolled in BEFO class at EGFD next month. Assistant Chief Richard Carr and Captain Clem Schimikowski are continuing with their EMT Refresher.

EGFD will be conducting a walk thru and joint drill with Burnt Hills and Ballston Lake FD's of the new BH-BL STEAM high school facility on October 17.

Chief Pohl requests the purchase of a truck utility cap with slide for 232 not to exceed the budgeted 12,0000.00 from A3410.209. The Chief will submit all estimates to Board and seek approval before actual purchase.

The Schenectady County Legislative Grant was awarded to EGFD for \$3,300.00 to be used to purchases PPE to be worn while operating the UTV. We are very thankful for this as it is EGFD's second grant awarded totaling \$15,800.00 over the past two years.

President's report: (Sean Primett)

The nomination committee will be working with members that would like to run for Company or Firematic Officer. Company Elections will be held on December 12 at 7pm.

EGFD will host a Halloween jamboree open to the public, at the firehouse on October 29 from 2-4. Dress up and stop by for Halloween treats and fun!

The annual EGFD Community Open House held on October 14 from 1-4 pm was a huge success. We had nice weather, a big turn out and everyone had a great time!

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

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

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

The bills for the month of October 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 #10 on October 16, 2017 for voucher #238 through voucher #267 in the total amount of \$12,541.79.

A motion to amend the 2018 Proposed Budget was made by Commissioner De la Fleur, seconded by Commissioner Larson and unanimously passed to increase A9025.800 Local Awards Program from \$90,000. To \$96,000, decrease Administrative Expenses (Independent Auditor) from \$7,500. To \$5,000. decrease the Appropriated 2017 Unexpended Fund Balance to \$31,129.

A motion for resolution was made by Commissioner De la Fleur, seconded by Commissioner Petroski and unanimously passed to adopt the proposed 2018 Budget.

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 24-34 month CD @1.25% with Trusco Bank with the maximum of \$250,000 so it is FDIC protected. The balance would be reserved at FNB Scotia.

New VFIS funding requirements will cause the 2018 billing to be approximately \$96,000. and only \$90,000 is budgeted. Treasurer Jeff Prescott recommends increasing LOSAP with an offset increase in the fund balance appropriation, or reducing contingency to keep from increasing our tax levy.

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.

A notice to bid for snowplowing services was placed in the Daily Gazette for the 2017-2018 winter season. One bid was received by East Coast Seal coating. It was opened and read to the Board. Their bid was for \$6,000 (\$1,000 monthly for November 2017-April 2018).

Communications: None

Purchasing: (Com. De La Fleur)

Printer for Administrative Office

Rock Salt for winter season

(6) 50 ft. commercial 5/8 hoses with nozzles

Cleaning & Wash Dispenser for Apparatus Bay from Hillyard Cleaning.

Building and Grounds: (Com. Larson)

A roll off dumpster was delivered for clean out of the back garage, pavilion and building debris.

New water fountains with bottle fillers have been installed in the building hall and apparatus bay.

The air conditioner/heater wall unit in the administrative office broke. It was too old and corroded to repair. An estimate of over \$3000 for a new unit was given by Crisafulli Heating & Plumbing. Upon inspection Crisafulli was able to add a duct off the Board Room for \$940. Commissioner Larson will seek estimates to remove the old unit and repair of the wall.

There is a stack of firewood by the Pavilion that needs to be removed. Nothing is allowed to be kept around our buildings as it attracts wild animals and rodents.

A letter was sent to members regarding the possible rekeying of building locks. If anyone has a key please let any Chief or Board member know.

Rise Engineering should be receiving the retro fit lighting for the lighting energy upgrade and will be contacting EGFD to start the install shortly.

The generator will be serviced by Capital Power.

Precision Fence repaired and straightened the fence on the exit side of the building.

Casella Garbage solicited with a quote of \$130.00 a month for garbage service. The Board declined this offer as our current provider County Waste is cheaper.

Commissioner Larson is seeking other building Alarm Panel service and monitoring providers.

Clune Electric presented an estimate of \$1600.00 for a new controller for the roof heat trace tape.

Commissioner Larson is in the process of meeting with contractors and awaiting repair estimates regarding the roof leaks, heat trace cable trouble, snow slides, vent covers and repair trim on the back of the building by the Bay 5 overhead door. She will get information together regarding the building roof and shingles as they are in need of repair before their warranty.

Commissioner Larson is securing quotes for a station water softener system.

Carbon Monoxide detectors will be installed in house.

SRI repaired the outside sprinkler valve. SRI requires that the water gong needs to be replaced for over \$3000. or disconnected with an electric alarm for \$675. or disconnected with no alarm for \$500.

The Tennant Floor Scrubber is not working and will be serviced.

Commissioner Larson will obtain an estimate for repair of the gutters in the back of the building.

The Septic and Grease tanks are cleaned every two years. Last service was November 2016.

Eliminator Pest Control has been spraying for bees between the Pavilion and back garage.

The lawn sprinklers will be winterized on October 24.

Equipment & Apparatus: (Com. Petroski)

234 NYS Inspected by Glenville DPW. Had to repair front end problems on right side and alignment.

235 NYS Inspected by Glenville DPW. Has water damage and slow leak in pump tank valve. Will be serviced once new truck is in service.

Vander Molen inspected the Salter and Snow Plow and recommends they be serviced before winter.

Captain Clem Schimikowski will request an estimate for SCBA air tank compressor secured to the floor in the workroom.

Finance and Budget: (Com. Pohl)

The 2018 budget Meeting will be held at the firehouse on October 17 at 7 pm. EGFD currently has the lowest tax rate in the town.

The Board reviewed the 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.

Medical: (Com. Pohl) None

Legal and Insurance: (Com. Pohl)

Commissioner Pohl met with Bill VanGorder of NBT Mang to discuss annual insurance coverage and risk management.

Computer: (Com. De La Fleur) None

Personnel : (Com. Larson) None

Policies: (Com. De La Fleur) Review Gas Card Policy

Use of Station: BEFO Course. Chief will email dates.

Accident Review Board: No report

LOSAP: (Com. De La Fleur)

Treasurer Jeff Prescott met with VFIS to discuss the plan in general. They are proposing lump sum payouts of future post entitlement benefits. If it is NYS tax deductible then it is acceptable. VFIS is forcing us to fully fund the post entitlement benefits thus it would be a pay as you go concept which would not create any account underfunding problems. Treasurer Jeff Prescott would like to contact EGFD attorney Bill Young to see if this would be NYS tax deductible for members before accepting VFIS's proposal.

A motion was made by Commissioner Larson, seconded by Commissioner De La Fleur and unanimously passed for Treasurer Jeffrey Prescott to consult with EGFD Attorney, Bill Young regarding the NYS taxability of the proposed lump sum payouts of future post entitlement LOSAP benefits.

Old/Unfinished Business:

A motion was made by Commissioner De la Fleur, seconded by Commissioner Larson and unanimously passed to allow Trusco Bank as authorized depository of EGFD and to deposit up to a maximum of \$250,000 FDIC insured limit.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to accept Bryans & Gramuglia CPA,LLC bid \$5000 per year for each year 2017-2021 for the RFP 5 year CPA Audit. Treasurer Jeffrey Prescott will send out letters to Bryans & Gramuglia and Sean Hucko, CPA.

New Business:

A motion was made by Commissioner De La Fleur, seconded by Commissioner Larson and unanimously passed to purchase repair of chain link fence line posts, top rail, loop caps, end caps and retie fence 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 Larson to purchase the rental of a 30' dumpster for 14 days from Jim's Roll Off for \$375. 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 disconnect the water gong and add electric bell on the sprinkler system for \$675. by SRI Sprinklers to be taken from A3401.401 Building/Grounds.

A motion was made by Commissioner Larson, seconded by Commissioner De la Fleur and passed to accept East Coast Seal Coatings bid of \$6,000.00 for snowplowing services November 2017-April 2018. to be taken from A3401.40a Snow Plowing. Commissioner Larson, Commissioner Pohl, Commissioner De La Fleur voted yes. Commissioner Petroski abstained.

A motion was made by Commissioner De La Fleur, seconded by Commissioner Petroski and unanimously passed to adjourn at 9:40pm into Executive Session.

Respectfully submitted,

Angel Vaughters
District Secretary