

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
September 16, 2019

Present: Commissioner Suzanne Pohl
Commissioner Dave Costello
Commissioner Beth Larson
Treasurer Jeff Prescott
District Secretary Angel Vaughters
Fire Chief Ross Thornhill
Fire Company President John Labrie
Firefighter Kevin Kea
Candidate for Commissioner Mike Bartlett

The meeting was called to order by Commissioner Costello at 7:00 pm followed by the Pledge of Allegiance to the Flag.

A motion was made by Commissioner Larson and seconded by Commissioner Pohl and unanimously passed to appoint Mike Bartlett as a Commissioner on East Glenville Fire District #3 Board of Fire Commissioners. Chairman Costello swore in Mike Bartlett as Commissioner.

A motion was made by Commissioner Larson and seconded by Commissioner Pohl and unanimously passed to enter into Executive Session to discuss personnel.

A motion was made by Commissioner Pohl and seconded by Commissioner Costello and unanimously passed to adjourn Executive Session and enter Board of Commissioners meeting.

A motion was made by Commissioner Pohl and seconded by Commissioner Costello and passed to approve the minutes of the August 19, 2019 Board meeting. Commissioner Bartlett abstained.

Chief's Report: (Chief Ross Thornhill)

EGFD responded to 53 calls in August. Top responders were: Len Prevost;35, William Lamb;27, Sandy Chlopecki;26, KJ Kea;23, Mike Meier;23. Thank you for your commitment.

FF Chris Abel and Cian Thorpe are probationary members in training. FF Roger Dominguez is enrolled in Swift Water Rescue Awareness, MacBoston and Firefighter 2 training. FF Jeanne Foote is taking EMT class. FF Lindsay Abel submitted her resignation as well as FF Ryan Yattaw because he moved out of district. Thank you for your service to EGFD and we wish you best wishes on your future adventures. September 25th the EGFD Fund Drive Collation detail will be held at 6pm. September 26th-29th company members will distribute the fund drive booklets to the community. October 3rd is Fire Prevention Day at Pashley Elementary School. EGFD will celebrate its 75th Anniversary and host a community Open House on October 5th from 12-4 pm.

President's report: (FF John Labrie)

October 6th the Fire Company will host an Anniversary Dinner for members at The Charlton Tavern. Please sign up if you plan to attend.

A new recruit, Richard Nicklas was voted in by the Company.

FF Ryan Yattaw and FF Lindsay Abel will be greatly missed as they submitted their resignations. Thank you for your service to EGFD.

FF Robert Ankabrandt is back from military service and is an exterior firefighter.

Capital EAP presented information to members regarding the benefits that are offered to members and family. Online code and information sheets/cards are located in radio room.

The Fire Company purchased a memorial brick.

Company requests surplus and donate old dress uniforms with EGFD patches removed.

Galls is working to fix uniform sizing mishaps and the fire company is researching options and organizing member sizing for future orders.

FF Kevin Kea reported that EGFD was removed from the Red Cross blood drive at this time due to the many blood drives in the area.

EGFD attended the Town Movie night and fireworks with the UTV at Indian Meadows Park.

On September 11th EGFD attended the 9-11 Ceremony in Ballston Spa.

MacBoston Training will be held on September 20th -21st.

The Company Fund Drive Collation Detail will be held on September 25th.

On September 28th EFGD and Alplaus FD will be at Malwyck Park with the UTV for October Fest.

EGFD will visit Pashley Elementary School for Fire Prevention and host a Poster Contest.

EGFD's Installation Banquet will be held at the Lighthouse Restaurant on January 4th.

FF Kevin Kea requests the Board of Commissioners consider offering members a defensive driving course. Class hosted at EGFD or an online option, 40 people at \$40 each=\$1,600.00

Treasurer's report: (Treasurer Jeffrey Prescott)

The bank statements for the month of August 2019 were reconciled by the Deputy Treasurer and presented to the Board for approval.

The bills for the month of September 2019 were prepared by the Treasurer and presented to the Board for approval.

A motion for Resolution was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve payment of Abstract #9 for voucher #261 through #290 in the total amount of \$13,599.88.

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

Treasurer Prescott has met with the Board of Commissioners to review proposed 2020 Budget and a public hearing and special meeting will follow to adopt this budget will take place at EGFD on October 15th at 7:00 pm.

Purchasing: (Com. Costello)

Outstanding Approved Purchases:

Globe Fire Boots from B-Lann for \$402.00 is backordered.

Put surplus Lucas and Dewalt tools out for bid.

Ordered (4) lengths of failed Hose from The Fire Store.

Recruit/Retention: Use of \$750. For 75th Anniversary gear (shared with purchase of company)

Requests:

Signage for ER231 for \$975.00 from AJ Sign.

Signage for Indian Meadows UTV trail (EGFD property) for \$42.00 from AJ Sign.

Building and Grounds: (Com. Larson)

Ballston lake Gutters has installed new gutter to the back section that was damaged in a storm.

Precision Fence submitted an estimate of \$1,777.00 for fence repairs. \$325.00 of repair work to the front exit section of fence can be disregarded because since the estimate S&B straightened this section so it is not needed at this time. The Board will notify them asking not to plow snow into EGFD fence this winter. This estimate also includes a timber rail to be installed to keep the front outfall catch basin on the exit side clear for \$1,452.00. This contractor has been used in the past and has completed excellent work. Haley Bros, Inc. submitted an estimate for replace (2) broken fence posts on retaining wall entrance and install (2) sections of Kentucky Mountain Rail Timbers in front of exit side catch basin for \$820.00. Both were contacted for clarification on how deep posts and timber used. Precision answered all questions and said this could be scheduled before winter. Haley Bros did not respond to multiple contacts. Multiple contractors (Mariaville Fencing, Zarro Fencing, Sienna Fence) were contacted resulting with only 2 companies submitting an estimate.

Hardware is needed to hang Do Not Enter sign to exit fence.

Ballston Carpet submitted a bid of \$660.00 to carpet the Chief's Room. Solid Surface has inspected the countertop and it is secure and not in need of replacing. Commissioner Larson suggests renovating this office after open house with new carpeting and (2) new office chairs from BizChair for \$170.00 each. Station keeper Hough will paint the office before carpeting. Eliminator Pest has been spraying and removing bee hives around the building and will remove the woodchuck by the back garage.

The old lawn grass catcher stored in the back garage needs to be surplused as EGFD does not have a use for this equipment an longer.

The annual inspection of the building fire sprinkler system was completed by SRI. They recommend installing vented tiles and insulation in the Community room to prevent ceiling sprinkler heads from freezing in winter. This repair will be researched.

FF John Labrie will estimate costs in adding ceiling fans to the Apparatus bay.

Capital Masonry submitted an estimate of \$2,745.00 to remove stone caps and replace with cast in place concrete with proper pitch and overhang. Clean and pressure wash brick surface. Apply breathable sealant on brick surface. Drill weep holes in brick base to allow moisture to escape. An estimate was submitted of \$6,160.00 to remove and dispose of brick and block sign base. Install water spotted red common brick sign base exactly as old sign but all brick. Form and pour concrete cap and reinstall front sign. Chief Thornhill and Assistant Chief Schimikowski volunteered to pressure wash clean and seal the brick as a temporary repair. The Safer grant for recruiting and retention may be available for a new sign. A grant writer and estimates will be researched for a new sign.

Mr. Help is scheduled to clean upholstered furniture, bathrooms tile and wax floors the week of October 2nd.

The back garage door and trim will be painted by Station keeper Hough.

Tri County Extinguisher has inspected the building fire extinguishers.

Schenectady County Work Order will schedule to clean the weeds out of the catch basins.

Capital Power inspected the building emergency generator and it is in working order.

An estimate of \$1,200.00 was submitted by East Coast Seal Coating to hot crack fill the parking lot. CW Paving submitted a bid of \$1296.00, Smith's Paving submitted an estimate of \$1,700.00, and Clark Myers submitted a bid of \$2,800.00

Thank you Station keeper Hough for assembling the 75th Anniversary Memorial Bench.

Adirondack Environmental has sampled the outfall catch basin water. The results were sent to DEC for SPEDES permit. Marie Dowd, an engineer from TRC Companies will submit an estimate for consulting services to manage the drain systems and permit requirements.

Linstar will schedule the upgrade the door lock computer software that is 10 years old.

The security committee will be holding a meeting to discuss CCTV and building safety options.

Charlton Septic or Apex Plumbing will be contacted to pump out the septic and grease traps.

A notice to bid for snowplowing EGFD's lot for the 2019-2020 winter season will be placed in The Gazette newspaper.

1 pallet of ice melt should be kept in the back garage for the winter season.

Notice to bid on Surplused Lucas Extrication tool and DeWalt tools will be placed in The Gazette.

The snow thrower and push lawn mower that is having starting problems will be serviced.

J Electric will replace the old Honeywell controller with (1) CO2 sensor and (2) Nitrogen Dioxide sensors in the Apparatus bay and install conduit to also accommodate power for future ceiling fans.

FF Labrie is researching parts and will coordinate a lift schedule to repair the dryer venting.

The Board received a listing of key fobs, reviewed and updated fob access. Vendors with fobs are required to notify Board, Chief or Station Administrator of building use.

Equipment & Apparatus: (Chief Ross Thornhill)

230 Lifepack back from service. New 230 committee continuing to meet.

231 Replaced rear speedlay gauge and light tower controller by Vander Molen. Signage for \$975. from AJ Sign.

232 PMI and NYS Inspection completed.

234 PMI and NYS Inspection completed.

235 No report.

236 Scheduling hydrotesting of SCBA air tanks by United Welding. Need to remove tanks from truck for pick up.

237 New AED in service.

238 Repairs completed. New AED in service.

239 New AED in service. Scheduling appointment with Vander Molen to repair back up camera & light system. Also researching adding more rear warning signals.

UTV FF Gallinat installed new parking brakes and permanently installed a holder for the hitch.

Large Oxygen cylinders on the SCBA fill station will be hydro tested by United Welding.

Haight Equipment repaired a broken valve on the SCBA air filler. Members must remember not to over tighten valves when filling bottles. Training will be provided.

Power for the Argus Thermal image Camera will be added by FF Labrie.

EMS pants form has been updated to reflect those who are eligible as of September.

Gear decontamination equipment will be placed on vehicles.

PS Trax PPE/Gear inventory ordered.

Chiefs are in the process of reviewing the SOG's.

Finance and Budget: (Com. Pohl) Finance Committee met to overlook budget. The proposed budget has no tax increase. A budget hearing and special meeting will be held on October 15th at 7:00 to adopt the proposed budget. Notice will be placed in The Gazette. The Board would like to thank Treasurer Prescott for all of his hard work in preparing the budget.

Communications: (Com. Pohl) Association of Fire Districts of the Capital Region sent information soliciting joining their organization. The Board of Commissioners decline this enrollment at this time due to the low benefits it provides.

Medical: (Com. Pohl) Online and practical training will be required for all EMT's/CFR's to complete. (2) members will schedule physicals.

Legal and Insurance: (Com. Pohl) Bill Van Gorder with Mang Insurance will schedule annual insurance review meeting. Treasurer Prescott would like to be present.

Computer: (Com. Costello) Mannocchi Technology Services replaced and configured the computer to the Linstar building door lock system. Linstar will schedule to make the necessary system upgrades.

Personnel: (Com. Larson) The Board declines Chief's request for Station Administrator and Station keeper to wash Nomex hoods as company members are trained and should be responsible for gear.

Policies: (Com. Costello) Standard work day policy and forms for retirement system need to be completed annually, posted and sent to NYS Retirement.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the completion of forms RS-2417A & RS-2417B, post and mail.

Use of Station: Interior Operations Training Class will use the training room on September 24th, and 25th.

Accident Review Board: No report.

LOSAP: (Com. Costello) No report.

Old Business: No report.

New Business:

A motion was made by Commissioner Larson, seconded by Commissioner Costello and unanimously passed to approve the purchase of hot crack sealing of the parking lot for \$1,200.00 from East Coast Sealcoating to be taken from A3410.400 Building Repair/Maint Subaccount A3401.401 Grounds & Buildings.

A motion was made by Commissioner Larson, seconded by Commissioner Costello and unanimously passed to approve the purchase and installation of timber rail for exit catch basin and fence post repairs for \$1,452.00 from Precision Fencing to be taken from A3410.400 Building Repair/Maint Subaccount A3401.401 Grounds & Buildings. Haley Bros fencing had a lower bid but clarification was needed on install and no return answer was received.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the purchase of carpeting for the Chiefs Room Renovation for \$660.00 from Ballston Carpet and (2) embroidered logo executive desk chairs for \$340.00 from Bizchair and up to \$50 for (1) gallon of paint to be taken from A3410.400 Building Repair/Maint Subaccount A3401.402 New Paint/Wallpaper.

A motion was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve the fee for poll workers to be increased from \$35 to \$50, for working polls to be taken from A3410.460 Miscellaneous Subaccount A3410.465 Advertising & Vote.

A motion was made by Commissioner Pohl, seconded by Commissioner Costello and unanimously passed to approve the surplus of old lawn grass catcher cart no longer of use and place notice to bid in The Gazette newspaper.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the purchase of a defensive driving classroom or online course for active members, ladies Auxiliary, and (2) employees (estimating 40 people @\$40. Each for \$1,600 from Mang Insurance to be taken from A3410.440 Training Subaccount A3401.441 Seminars & Membership.

A motion was made by Commissioner Costello, seconded by Commissioner Larson and unanimously passed to approve the purchase of a EGFD lettering and signage on ER231 for \$975.00 from AJ Sign (can be scheduled before open house) to be taken from A3410.400 Building Repair/Maint Subaccount A3401.422 Truck repair/Maint.

A motion was made by Commissioner Costello, seconded by Commissioner Larson and unanimously passed to approve the purchase of an EGFD property sign for the UTV trail for \$42.00 from AJ Sign to be taken from A3410.400 Building Repair/Maint Subaccount A3401.401 Grounds & Buildings.

A motion was made by Commissioner Pohl, seconded by Commissioner Costello and unanimously passed to approve the payment of a voucher for \$53.00 for lawn fertilization treatment from Turfco Lawn to be taken from A3410.400 Building Repair/Maint Subaccount A3401.401 Grounds & Buildings.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the payment of a voucher for \$99.94 for paint and supplies from Village Paint to be taken from A3410.400 Building Repair/Maint Subaccount A3401.401 Grounds & Buildings.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the payment of a voucher for \$392.65 for air conditioner repair parts and labor (disputed charges on bill resolved) from Eastern Heating to be taken from A3410.400 Building Repair/Maint Subaccount A3401.401 Grounds & Buildings.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the payment of a voucher for \$59.22 for area lighting from National Grid to be taken from A3410.480 Gas & Electric.

A motion was made by Commissioner Costello, seconded by Commissioner Larson and unanimously passed to approve the surplus of old company uniforms with patches and identification to be removed before donation or disposal.

A motion was made by Commissioner Larson, seconded by Commissioner Costello and unanimously passed to approve Richard Nicholas as a company member of EGFD pending satisfactory background check and physical.

A motion was made by Commissioner Costello, seconded by Commissioner Larson and unanimously passed to adopt the proposed 2020 Budget for East Glenville Fire District #3.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed at 10:30 pm to adjourn.

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Respectfully submitted,

Angel Vaughters
District Secretary