

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
October 17, 2019

Present: Commissioner Suzanne Pohl
Commissioner Dave Costello
Commissioner Beth Larson
Commissioner Michael Bartlett
Treasurer Jeff Prescott
District Secretary Angel Vaughters
Fire Chief Ross Thornhill
Fire Company President John Labrie

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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 Pohl and seconded by Commissioner Bartlett and unanimously passed to approve the minutes of the September 16, 2019 Board meeting.

Chief's report: (Chief Ross Thornhill)

EGFD responded to 47 calls in September. Top responders were: Len Prevost;30, Clem Schimikowski;24, Ross Thornhill;21, Sandy Chlopecki;20, Al Martin;20.

FF Chris Abel and Cian Thorpe are probationary members in training. FF Roger Dominguez completed Firefighter 2 training and Mac Boston training. FF Jeanne Foote is continuing EMT class training. Captain Mike Meier is enrolled in Engine Company Operations training. DPO class training and testing is ongoing. All members need to complete McNeil online training by December 31st. The EGFD Company Fund Drive collation detail was held to prepare Fund Drive booklets and they were distributed by company members to neighbors in the community. Fire Prevention Day at Pashley Elementary School was held along with a Fire Safety Poster Contest Ride along. The winners will receive a prize and ride to school on a EGFD fire truck. EGFD celebrated its 75th Anniversary and hosted a community Open House on October 5th. Good weather, food, race cars, raffles, demonstrations, a magician, bag pipers and a memorial bench dedication was enjoyed by many. Thank you to all members and the Anniversary Committee for all of your hard work and making it a great celebration.

President's report: (FF John Labrie)

The Fire Company hosted an Anniversary Dinner for 70 members at The Charlton Tavern. Thank you, FF Bob Moore and FF John Saupp for your work coordinating this great evening. Thank you, Chief Thornhill for the help and guidance for EGFD's Fund Drive and Collation. A new recruit, Richard Nicklas was voted in by the Company and obtaining his physical. On September 28th EFGD and Alplaus FD was at Malwyck Park with the UTV for October Fest. EGFD will visit Pashley Elementary School for Fire Prevention and host a Poster Contest. Open House was a great day. Thank you, Assistant Chief Carr and members who helped with this event.

On October 16th Pashley poster winners will enjoy a ride along with EGFD and the fire truck will bring the winners to school.

On Halloween EGFD will ride around neighborhoods for Truck or Treat and hand out candy. EGFD is coordinating with daycares and local preschools to schedule Fire Prevention Safety. November 3rd starts Sunday drills.

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

A defensive driving course is being held on November 9 at EGFD and free for members to attend. A sign-up sheet is hanging in the bay.

Members are encouraged to sign up for the Schenectady Thanksgiving Parade.

December 14th EGFD will host Breakfast with Santa.

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

Treasurer's report: (Treasurer Jeffrey Prescott)

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

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

A Motion for Resolution was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to amend the 2019 Budget as follows:

Increase:	A3410.400	Building & Grounds	
Subaccount:	A3410.401	Grounds & Building	\$6,000.00
Increase:	A2401	Interest Revenue	\$1,500.00
Decrease:	A3410.486	Insurance	\$4,500.00
		Total:	\$6,000.00

To provide funding for \$2,000.00 of known bills and approved items, as well as providing funding for expected expenditures 10/17/19-12/31/19.

A Motion for Resolution was made by Commissioner Bartlett, seconded by Commissioner Larson and unanimously passed to amend the 2019 Budget as follows:

Increase:	A3410.440	Training	
Subaccount:	A3410.444	Membership Dues	\$ 1.00
Decrease:	A3401.440	Training	
Subaccount:	A3410.441	Seminars	\$ 1.00

To provide funding for TOG Chief's dues billing.

A Motion for Resolution was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to amend the 2019 Budget as follows:

Increase:	A9089.800	Employee Assistance Program (EAP)	\$ 44.00
Decrease:	A3401.190	Contingency	\$ 44.00

To provide funding for higher quarterly EAP billing due to higher number of participants.

A Motion for Resolution was made by Commissioner Larson, seconded by Commissioner Bartlett and unanimously passed to amend the 2019 Budget as follows:

Increase:	A3410.400	Building Repair/Maint.	
Subaccount:	A3410.401	Grounds & Buildings	\$1,000.00
Decrease:	A3401.190	Contingency	\$1,000.00

To provide funding for building repairs.

A motion was made by Commissioner Larson, seconded by Commissioner Costello and unanimously passed to approve the payment of a vouchers for \$960.00 for door lock computer upgrades from Linstar, \$55.30 for private area lighting from National Grid and \$1,135.00 for upholstery and floor cleaning from Mr. Help to be taken from A3410.400 Building Repair/Maint Subaccount A3401.401 Grounds & Buildings.

A motion for Resolution was made by Commissioner Larson, seconded by Commissioner Costello and unanimously passed to approve payment of Abstract #10 for voucher #291 through #335 in the total amount of \$20,716.37.

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

A public budget hearing was held on October 15th at 7:00 pm to present the proposed 2020 Budget to the public. There is no tax increase proposed for 2020.

Purchasing: (Com. Costello)

Outstanding Approved Purchases:

Check offers of 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)

Building and Grounds: (Com. Larson)

Ballston lake Gutters will schedule to clean out gutters.

Precision Fence repaired broken fence posts and installed a timber rail to the front exit outfall catch basin to keep it clear of snow. They also hung the Do Not Enter sign to exit fence.

Ballston Carpet will schedule to carpet the Chief's Room. Solid Surface has inspected the countertop and it is secure and not in need of replacing. (2) office chairs were purchased and received from BizChair. Station keeper Hough will paint the office before carpeting and assemble the office chairs.

~~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. Contractors for this repair will be researched.

Eastern Heating shut off the building air conditioning and started the heat. They submitted an estimate of \$1,675.00 to replace the old, broken low water cut off and to order a spare igniter and wire parts for the boiler.

Suburban Plumbing repaired a running toilet in the men's room and inspected the building plumbing. They suggested purchasing a new kitchen sink dish sprayer handle from Central Supply and self install to replace one that sprays all over.

East Coast Seal Coating will schedule to hot crack seal the parking lot.

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.

Capital Masonry submitted an estimate of \$530.00 to repair the broken under the sink kitchen cabinet.

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

The back garage door and trim was painted by Station keeper Hough he cleaned all the debris in the back yard.

The timers to the outside lights need to be adjusted due to daylight savings time adjustment.

Schenectady County Work Order cleaned the weeds out of the catch basins.

East Coast Seal Coating will schedule to hot crack fill the parking lot.

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. She suggested obtaining a copy of the permit and sample requirements.

Charlton Septic pumped out the septic and grease traps.

1 pallet of ice melt should be kept in the back garage for winter season. (1/2 pallet stored now)

Rainbow Sprinklers will shut off and winterize the lawn sprinklers the end of October.

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

Precision Fencing installed a timber rail around the front exit catch basin. Reflectors will be added.

The push lawn mower that was having problems running had choke repaired, new gas and spark plug installed by Al Dicarlo small engine repair. The snow thrower will be serviced for winter use.

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. A roofing company may need to be contacted.

The Apparatus bay overhead door that was stuck open and off the track was repaired by All Type Professional Doors. They will schedule maintenance and inspection of all doors.

Equipment & Apparatus: (Chief Ross Thornhill)

230 New 230 committee continuing to meet.

231 Vehicle will be at Vander Molen on 10/18 for their Open House. New Signage from AJ Sign in time for Open House. When training please close rear compartment to avoid water entering and holding within the compartment. Rear fan out of service.

232 2nd Emergency road sign added to vehicle.

234 No report.

235 New tool kit added to right compartment #3.

236 New tool kit added to left compartment #5. Will schedule hydro testing of SCBA air tanks by United Welding. High rise kit to be repacked.

237 No report.

238 No report.

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 Will winterize in November.

Power for the Argus Thermal Image Camera will be added.

SCBA bottles were hydro tested.

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

Finance and Budget: (Com. Pohl) A budget hearing was held on October 15th. The Board would like to thank Treasurer Prescott for all of his hard work in preparing the budget. There is 0 tax increase this year.

A motion was made by Commissioner Larson, seconded by Commissioner Costello and unanimously passed to approve EGFD's 2020 proposed budget. Treasurer Prescott submitted the budget to the NYS Comptroller's Office.

Communications: (Com. Pohl) A letter was received from medical call patient asking about billing pricing. Chief Thornhill responded stating we do not charge for services.

A notice that PESH has consultants that will check compliance was given for Board review by Chief Thornhill. A resident questioned the firehouse ISO rating regarding their homeowners insurance. Chief Thornhill responded to follow up with insurance company.

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

Legal and Insurance: (Com. Pohl) Bill VanGorder with Mang Insurance met with Commissioners and Treasurer Prescott to review insurance coverage. He confirmed EGFD has adequate computer coverage. Jeff Briggs can offer EGFD an EVOC training course for company members. This information was given to Chief Thornhill.

Computer: (Com. Costello) Linstar made necessary door lock system upgrades. An estimate of \$240.00 was submitted to purchase maintenance upgrades. This will be researched. The security committee will visit a local firehouse to research systems for recommendation. Decresente Distributing will be notified key will not work in recreation room and deliveries need to be made during Station Administrator hours.

Personnel: (Com. Larson) Petitions for Commissioner Elections are available from the Station Administrator. Voting for Fire Commissioners will be held on December 10th.

A motion was made by Commissioner Pohl, seconded by Commissioner Bartlett and unanimously passed to approve (3) poll workers to work December 10, 2019, 6:00pm-9:15pm for EGFD Commissioner Elections for \$50.00 each to be taken from A3410.4 Miscellaneous Subaccount A3401.465 Advertising & Vote.

Policies: (Com. Costello) Treasurer Prescott will submit NYS Retirement standard workday policy that has been posted.

Use of Station: No requests.

Accident Review Board: No report.

LOSAP: (Com. Costello) No report.

~~Old Business:~~

~~One sealed bid for snowplowing services was received by mail and opened by the Board. A bid of \$6,000.00 for winter snow plowing (Nov-April 2020), \$275.00 salting, from East Coast Seal Coating was submitted. This vendor was used last year. He provided excellent service and this year's bid reflects no price increase from last year.~~

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the bid of winter season (Nov 2019-April 2020) snowplowing of EGFD parking lot for \$6,000.00 from East Coast Seal coating to be taken from A3410.400 Building Repair/Maint. Subaccount A3401.401a Snowplowing.

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New Business:

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve the purchase of a low water cut off and extra igniter and boiler wire for \$1,675.00 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 Bartlett and unanimously passed to approve the purchase of kitchen cabinet repair for \$530.00 from Capital Masonry 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 payment of a voucher for \$404.28 for men's room toilet repair from Suburban Plumbing 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 payment of a voucher for \$56.50 for push mower repair from Al Dicarlo Small Engine Repair 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 payment of a voucher for \$346.00 for (2) embroidered desk chairs for Chief's Office renovation from Belnick 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 payment of a voucher for \$150.00 for pest control monthly application from Eliminator Pest 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 payment of a voucher for \$1,785.00 for repairs to vehicles 232, 235, 237, 238 from Glenville Highway Department to be taken from A3410.420 Truck repair & Maintenance Subaccount A3401.422 Truck Repair/Maint.

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

Respectfully submitted,

Angel Vaughters
District Secretary