

EAST GLENVILLE FIRE DISTRICT #3  
BOARD OF COMMISSIONERS MEETING  
December 16, 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  
Assistant Fire Chief Clem Schimikowski  
Fire Company President John Labrie  
EMS Captain Michael Meier  
Mang Insurance Agent Bill VanGorder  
Mang Insurance Agent Gary Buckley

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 approve the minutes of the November 18, 2019 Board meeting.

**Chief's report: (Chief Ross Thornhill)**

EGFD responded to 54 calls in November. Top responders were: Len Prevost;39, Clem Schimikowski;40, Ross Thornhill;30, Bob Moore;29, Sue Desbiens;26.

Congratulations, Sean Hennessey has been sworn in and Jolene Lomens is returning to EGFD and will be sworn in at Drill. Cian Thorpe is a probationary member in training as he has been working out of town, Chief Thornhill believes he is no longer a resident and has attempted to make contact to obtain district property. FF Nicole Porter will be resigning in early January due to a move to Ballston Spa. Thank you for your hard work and dedication to EGFD. Thank you to all members, Auxilary and mutual aid partners for performing admirable at the Cloverleaf Drive Structure Fire. Thank you, Scott Fura for coordinating and placing the Christmas tree out front of the firehouse and all who assisted the Town of Glenville with bringing Santa to the town Christmas tree lighting. EGFD members who assisted the Glenville PBA with Viv Strong MDA pasta dinner benefit made it a great success. Thank you all who helped and attended FF Lew Geene's wake and funeral. Special thanks to the Ladies Auxiliary and FF John Saupp for helping to coordinate this event. Thanks to all members who helped at Breakfast with Santa that was enjoyed by many families on December 14<sup>th</sup>. The 2020 Chief and Fire Commissioner Installation Ceremony will be on January 1<sup>st</sup> at 10 am. All EGFD members are invited to attend the Installation Banquet at Lighthouse Restaurant on January 4<sup>th</sup>. FF Chris Abel, FF Rit Desbiens and FF Sean Hennessey will begin BEFO/IFO training. The County has posted several training classes. Members have until 12/31/19 to complete McNeil training. Congratulations FF Jeanne Foote for completing EMT training. Chief Thornhill reported that EGFD has been awarded a grant from County Legislature for \$8,000.00 to install a concrete training pad behind

EGFD. This will be a great benefit for EGFD and county departments who train here. The Board was notified that the presentation of the grant will be on January 14<sup>th</sup> at 7 pm and Chief Thornhill will attend. Chief Thornhill would like to thank the Board of Commissioners, Chiefs, Officers and all members for their support and service. He looks forward to serving as Fire Commissioner in 2020.

**President's report: (FF John Labrie)**

Welcome to EGFD, Sean Hennessey. Welcome back to Jolene Lomens.

Company Elections were held. Clem Schimikowski, Chief, Richard Carr, 1<sup>st</sup> Asst. Chief, Michael Boisclair, 2<sup>nd</sup> Asst. Chief.

A special thanks to FF Scott Fura, FF Mike Meier, FF Rit Desbiens and members for decorating the firehouse front lawn with a giant lighted Christmas tree.

Thank you all members who helped support the Glenville PBA spaghetti dinner for Viv Strong.

Thank you to all members that helped host EGFD Breakfast with Santa.

The EGFD Installation Banquet will be on January 4<sup>th</sup> at the Lighthouse Restaurant.

The Company will host a Union Hockey night for members in February.

**Treasurer's report: (Jeffrey Prescott)**

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

The bills for the month of December 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 Costello and unanimously passed to amend the 2019 Budget as follows:

|           |           |                      |           |
|-----------|-----------|----------------------|-----------|
| Increase: | A1930.000 | Judgments and Claims | \$ 888.00 |
|-----------|-----------|----------------------|-----------|

|           |           |             |           |
|-----------|-----------|-------------|-----------|
| Decrease: | A3410.190 | Contingency | \$ 888.00 |
|-----------|-----------|-------------|-----------|

To provide funding for \$887.78 for 5 year Tax Cert Refund 307-309 Saratoga Road.

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 Repairs & Maintenance |  |
|-----------|-----------|--------------------------------|--|

|            |           |                    |            |
|------------|-----------|--------------------|------------|
| Subaccount | A3410.401 | Grounds & Building | \$1,033.00 |
|------------|-----------|--------------------|------------|

|           |           |                                |  |
|-----------|-----------|--------------------------------|--|
| Decrease: | A3410.400 | Building Repairs & Maintenance |  |
|-----------|-----------|--------------------------------|--|

|            |           |                       |            |
|------------|-----------|-----------------------|------------|
| Subaccount | A3410.402 | New Paint & Wallpaper | \$1,033.00 |
|------------|-----------|-----------------------|------------|

To provide funding for additional Building Maintenance costs incurred.

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

|           |           |               |  |
|-----------|-----------|---------------|--|
| Increase: | A3410.460 | Miscellaneous |  |
|-----------|-----------|---------------|--|

|             |           |                       |          |
|-------------|-----------|-----------------------|----------|
| Subaccount: | A3410.464 | Stationary & Supplies | \$ 67.00 |
|-------------|-----------|-----------------------|----------|

|           |           |               |  |
|-----------|-----------|---------------|--|
| Decrease: | A3410.460 | Miscellaneous |  |
|-----------|-----------|---------------|--|

|            |           |                    |          |
|------------|-----------|--------------------|----------|
| Subaccount | A3410.465 | Advertising & Vote | \$ 67.00 |
|------------|-----------|--------------------|----------|

To provide funding for additional Office Supply costs incurred.

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

|           |            |                  |          |
|-----------|------------|------------------|----------|
| Increase: | A3410.485a | Phone & Internet | \$ 17.00 |
| Decrease: | A3410.190  | Contingency      | \$ 17.00 |

To provide funding for additional costs during the year.

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 Repairs & Maintenance |           |
| Subaccount | A3410.401 | Grounds & Building             | \$ 955.00 |
| Decrease:  | A3410.400 | Building Repairs & Maintenance |           |
| Subaccount | A3410.403 | Floors & Rubbish               | \$ 955.00 |

To provide funding for replacement heat pump contactor parts and labor costs incurred.

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

|            |           |                       |            |
|------------|-----------|-----------------------|------------|
| Increase:  | A3410.209 | Purchase New Vehicle  | \$8,261.43 |
| Decrease:  | A3410.440 | Training              |            |
| Subaccount | A3410.441 | Seminars & Membership | \$6,261.43 |
| Decrease:  | A3410.440 | Training              |            |
| Subaccount | A3410.422 | Truck Repair & Maint. | \$2,000.00 |

To provide funding for Chiefs vehicle repair upgrade to be ordered.

A motion for Resolution was made by Commissioner Pohl, seconded by Commissioner Larson and unanimously passed to approve payment of Abstract #12 for voucher #379 through #406 in the total amount of \$14,053.25.

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

#### **Purchasing: (Com. Costello)**

##### **Outstanding Approved Purchases:**

Check offers of surplus Lucas and Dewalt tools out for bid.

Ordered (4) lengths of Hose from The Fire Store in August. (Estimated delivery end of year)

(3) pair gloves @ \$75.00 each from B-Lann Equipment.

(3) Scott Masks AV3000 HT @\$385.00 each from B-Lann Equipment.

##### **Requests:**

239 Vander Molen quote for \$8,261.43

5.11 Hi Vis parkas (25@\$280. each) for \$7,000.00 from Fire Store

5.11 Professional Polo's (40@\$40. each) for \$1,600.00 from Fire Store

1 set structural gear from B-Lann for \$2,900.00 (State Contract Price)

48 winter hats from Amazon for \$108.00

2 Milwaukee Electric Chainsaw Kits (\$449. each) for \$898.00 from Amazon

2 Milwaukee M18 High Output HD12 Batteries (\$169. each) for \$336.00 (scene lights)

Milwaukee Sequential Charger for \$119.00 for 231 or 235 chainsaw

Milwaukee M18XC5a extended capacity battery pack for \$141.99 for scene lights

Magnetic Mic (10@35. each) for \$350.00 for Vehicles Microphones/Dash Mount.  
Kore Kooler Rehab Chairs (4@\$90. each) for \$360.00 from Fire Store for 231.  
Extrication Gloves (24@\$40. each) for \$960.00 from Fire Store  
Embroidery Estimate (113 items X \$8. each) for \$904.00 for jackets, polo shirts and winter hats.

**Building and Grounds: (Com. Larson)**

Many compliments were received about the EGFD Christmas Tree and the Board would like to thank FF Fura and members who assisted.

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 will schedule to replace the old, broken low water cut off and ordered and received a spare igniter and wire parts for the boiler. Eastern submitted an estimate of \$955.00 to replace an old pump contactor in the heat pump with a new Eaton Contactor. Thank you, FF Fura for inspecting, notes and repairing the breaker problem. Eastern believes this was due to a power outage. The meeting room thermostat is old and has a broken valve which needs new switches/relays and possible blower fan. An Eastern sales or service tech will follow up with estimates.

Capital Masonry repaired the broken and rotted under the sink kitchen cabinet and installed door stops on bathroom doors. A lock box for paperwork was installed outside the Chiefs office.

Marie Dowd, an engineer from TRC Companies will submit an estimate for consulting services to manage the drain systems and permit requirements when EGFD receives the SPDES permit. Don Canastrarie from NYS DEC is processing the SPDES permit.

Alarm & Suppression tested the building fire alarm system and it passed. The fire alarm report will be sent.

1 pallet of ice melt was delivered to the back garage. The driver had trouble getting the pallet jack into the garage and had to leave it outside. Thank you FF Kevin Weber for moving it into the garage. FF Weber also has options for snow removal if needed.

The snow thrower will be serviced for winter use. Parts are on order.

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 in spring. A roofing company may need to be contacted.

All Type Professional Doors will schedule maintenance and inspection of the Apparatus bay and building doors.

Flow Rite will schedule Apparatus bay drain cleaning in the spring.

Hillyard submitted an estimate of \$321.57 (state contract pricing) for a baby changing station installed. This estimate was from last year so we will ask for updated quote.

Ballston Carpet will schedule to repair the door strips that catch on the doors to the bay and rec room.

**Equipment & Apparatus: (Chief Ross Thornhill)**

230 New 230 committee continuing to meet. Purchase will be pushed to 2020.

231 Chainsaw kept flooding is at All Seasons for repair.

232 Snow plow installed.

234 Salter was installed.

235 Starting issue again, traced to starter solenoid. New solenoid installed and working. Leaking driver's side intake valve repaired by Vander Molen. Officer side will be repaired when schedule allows.

236 No report.

237 No report.

238 Town of Glenville performed heat shield repair.

239 Quote from Vander Molen of \$8,261.43 to repair back up camera, light system, console, siren system, and slide out tray for equipment. LaRosa's (Rotterdam), specialized vehicle up fitting by Niskayuna Tire and Upstate NY Plow & Truck Body were contacted for estimates not yet received.

Radio Project Update will be held on January 8, 2020 at 7 pm at Schenectady County Community College to review and discuss new radio equipment that Schenectady County is moving to in 3 years. Radio swap and replacement needs to be researched.

Chief requests another set of Radios/Pagers.

Minitor 5 pager clips were ordered and received.

Need to put surplused Dewalt tools and Lucas tools out for bids again.

SCBA flow testing will be scheduled in January.

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

**Finance and Budget: (Com. Pohl)** EGFDs Organizational Board Meeting will be held on January 6<sup>th</sup>, 2020 at 6:30 pm with dinner to follow.

**Communications: (Com. Pohl)** None.

**Medical: (Com. Pohl)** None.

**Legal and Insurance: (Com. Pohl)** Bill VanGorder with Mang Insurance presented EGFD's 2020 insurance coverage at the Commissioners Board meeting. He will forward a Facilities Use Agreement, Compliance Officer Information and training materials and can review EGFD's Policies, Procedures, By-laws and guidelines. Mang Insurance will attend a Company meeting to discuss possible insurance savings and offers to members.

**Computer: (Com. Costello)** Linstar made the necessary door lock system upgrades. The security committee will visit a local firehouse to research systems for recommendation. The annual maintenance agreement for the copier was signed and submitted.

**Personnel: (Com. Larson)** Commissioner Elections were held on December 10<sup>th</sup> and EGFD is grateful to have Suzanne Pohl, Michael Bartlett and Ross Thornhill elected as Fire Commissioners. The other members of the Board of Commissioners are Beth Larson and Dave Costello (Chairman). Ross Thornhill and Michael Bartlett will be sworn in as Commissioners on January 1<sup>st</sup> at 10:00am. Suzanne Pohl will be sworn in at EGFD as Commissioner on January 6<sup>th</sup> at 6:30 at the Organizational Meeting.

**Policies: (Com. Costello)** The Board will review the credit card policy to be discussed at next Board meeting. Mang Insurance will review Policies and Procedures.

**Use of Station:** No requests.

**Accident Review Board:** No report.

**LOSAP: (Com. Costello)** A new master plan and consolidated agreement that replaces two documents will be signed and submitted.

**Old Business:**

A motion was made by Commissioner Larson, seconded by Commissioner Bartlett and unanimously passed to approve the surplus of (1) old office chair from Chief's room renovation.

**New Business:**

A motion was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to approve the purchase of (25) 5.11 Hi Vis Parkas for \$280.00 each for a total of \$7,000.00 from B-Lann Equipment to be taken from A3410.200 Purchase Trucks & Equipment Subaccount A3410.203 Protective Clothing.

A motion was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to approve the purchase of (40) 5.11 Professional Polo Shirts for \$40.00 each for a total of \$1,600.00 from B-Lann Equipment to be taken from A3410.200 Purchase Trucks & Equipment Subaccount A3410.203 Protective Clothing.

A motion was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to approve the purchase of (1) set Structural Gear for \$2,900.00 (state contract price) from B-Lann Equipment to be taken from A3410.200 Purchase Trucks & Equipment Subaccount A3410.203 Protective Clothing.

A motion was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to approve the purchase of (48) Winter hats for \$108.00 from Amazon to be taken from A3410.200 Purchase Trucks & Equipment Subaccount A3410.203 Protective Clothing.

A motion was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to approve the purchase of (2) Milwaukee Electric Chainsaw kits for \$449.00 each for a total of \$898.00, (2) Milwaukee M18 High Output HD12 Batteries for \$169.00 each for a total of \$338.00, (1) Milwaukee Sequential Charger for \$119.00 and (1) Milwaukee M18 XC 5a extended capacity battery pack for \$141.99 from The Firestore to be taken from A3410.200 Purchase Trucks & Equipment Subaccount A3410.207 Rescue Equipment.

A motion was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to approve the purchase of (10) Magnetic Microphone with Dash Mounts for \$35.00 each for a total of \$350.00 from The Firestore to be taken from A3410.200 Purchase Trucks & Equipment Subaccount A3410.206 Radios/Alarm.

A motion was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to approve the purchase of (4) Kore Kooler Rehab Chairs for \$90.00 each for a total of \$360.00 from The Firestore to be taken from A3410.200 Purchase Trucks & Equipment Subaccount A3410.204 EMS Supply/Equipment.

A motion was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to approve the purchase of (24) pair of Extrication Gloves for \$40.00 each for a total of \$960.00 from The Firestore to be taken from A3410.200 Purchase Trucks & Equipment Subaccount A3410.207 Rescue Equipment.

A motion was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to approve the purchase of (113) clothing items (jackets, polo shirts & winter hats) for Embroidery of EGFD logo and members names for \$8.00 each for a total of \$904.00 from Embroider to be taken from A3410.200 Purchase Trucks & Equipment Subaccount A3410.203 Protective Clothing.

A motion was made by Commissioner Costello, seconded by Commissioner Pohl and unanimously passed to approve the purchase of Chiefs vehicle repairs, (cameras, lights, siren, slide out) for \$8,261.43 from Vander Molen (3 other vendors were contacted for estimates with none received) to be taken from A3410.209 Purchase New Vehicle. .

EGFD's Commissioner Organizational meeting will be held on January 6<sup>th</sup> at 6:30 with dinner to follow.

A motion was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed at 9:50 pm to adjourn into Executive Session to discuss Personnel.

Respectfully submitted,

Angel Vaughters, District Secretary