

EAST GLENVILLE FIRE DISTRICT #3
BOARD OF COMMISSIONERS MEETING
January 21, 2019

Present: Commissioner Suzanne Pohl
Commissioner Brian DeLaFleur
Commissioner Mike Petroski
Commissioner Dave Costello
Commissioner Beth Larson
District Treasurer Jeffrey Prescott
District Secretary Angel Vaughters
Assistant Chief Rich Carr

The meeting was called to order by Commissioner DeLaFleur Pohl at 7:03 pm followed by the Pledge of Allegiance to the Flag.

A motion was made by Commissioner Pohl and seconded by Commissioner Costello and unanimously passed to approve the amended minutes of the December 17, 2018 Board meeting.

A motion was made by Commissioner Pohl and seconded by Commissioner Petroski and passed to approve the minutes of the January 2, 2019 Organizational meeting. Commissioner Larson abstained.

Chief's Report: (Ross Thornhill)

EGFD responded to 79 calls in December. Top responders were: Leonard Prevost:55, Clem Schimikowski:49, Ross Thornhill:42, K.J. Kea:38, and Shawn Primett:35.

2018 Top 10 Responders are: Len Prevost:653, Ross Thornhill:430, Clem Schimikowski:381, Bob Moore:352. Mike Meier:320, John Labrie:302, Al Martin:296, Wayne Bunn:286, Nicole Porter:273, John Saupp:243. Thank you all for your dedication to EGFD and our community.

Chief requests the purchase of (2) CPR/First Aid Class Fees for \$20. each for FF KJ Kea and FF Dominguez. Chief requests (10) EMS Bags for \$2490. from Amazon to replace old EMS Bags.

Thank you to all who helped make the Installation banquet a great success. It has already been a busy year and it is great to see a high turnout of members responding to calls. Many thanks to all who stood by and manned the station during the snow storm. Members have received a new beneficiary form for completion. EGFD and West Glenville will be hosting a two-day TIC training session at EGFD beginning January 28th. Lt. Abel, Lt. Primett, Lt. Budesheim EMS Captain Meier and Asst. Chief Carr are enrolled in Fire investigation for Line Officers County training. Lt. Abel, FF Dominguez and EMS Captain Mike Meier are taking Water Rescue Awareness Level training. Asst. Chief Schimikowski is taking Fire Police County Training. EMS Captain Meier is taking Fire Officer 1. Lt. Abel, Asst. Chief Carr, and EMS Captain Mike Meier are enrolled in Intermediate ICS for Expanding Incidents.

FF Jeanne Foote is taking BEFO/IFO training. FF Andrea Eastup and John Zampella are close to completing probationary training. FF Zampella completed Mask Fit testing.

FF Rit Desbiens has started probationary training. FF Maria Westbrook is enrolled in EMT training and FF Bev Martinson is taking EMT Refresher. Chief Thornhill and firefighters Andrew Pohl, John Zampella and Barb Bischoff will enroll in Spring. Lt. Budesheim will complete Principles of Instruction at Montour Falls State Fire Training Academy for \$25. registration fee and \$76. fee room/board. EMS Captain Meier, along with 2 other members will complete Fire Instructor 1 at Montour Falls in Summer for \$25. fee and \$191. for meals/room. Lt. George Budesheim and Lt. Nick Abel expressed interest in attending the CP crude by rail training program in Colorado for a week. EGFD can attend and is only responsible for member per diem, all other costs (room & transportation) is covered by CP Rail. The first drill of the month (Sunday) started January 13th. SCBA Pack Inspection by MES will take place on January 24th. UL Ladder Testing will be on April 4th. SCBA system maintenance will be scheduled in April. The MCI Drill on Aircraft Crash with the Air National Guard at Stratton is on 6/8/2019. Hose/Ladder/Appliance Testing will take place in the Summer.

McNeil will be used in 2019 for member training with drill credits given for additional training completed. Target Solutions has been cancelled, the records have been copied and stored. A new training records documentation process for "Best Practice" compliance will be implemented.

President's report: (reported by)

A great time was had at the EGFD Installation Banquet on January 5th. Special awards were handed out and Senator Jim Tedisco, Town Supervisor Chris Koetzle, and Senator Mary Beth Walsh all attended.

Company members can attend a Union Hockey Game on January 26th.

Cian Thorpe and Chris Abel were voted in by the company as new members pending background checks and will need to schedule physicals.

The Company received the resignation of Lindsey Tibbitts as she transferred to Alplaus FD.

Treasurer's report: (Jeffrey Prescott)

The bank statements for the month of December 2018 were reconciled by the Deputy Treasurer and presented to the Board for approval.

The bills for the month of January 2018 were prepared by the Treasurer and presented to the Board for approval.

Treasurer Prescott reported that a certified letter from Arch Insurance was received and a check for \$9,156.56 was credited to EGFD for 8 years of rebates on premiums paid vs. claims paid out from 2011-2018.

As a result of receiving the insurance rebate, the 2018 year-end unrestricted fund balance will exceed the districts high percentage per the Fund Balance Policy. Treasurer recommends that we transfer \$9,000. Of the unrestricted fund balance to the building reserve fund to remedy the excess balance. This transfer will be presented with the February 2019 abstract.

Treasurer Prescott submitted for the Board's review the accounting of all moneys received and disbursed during the preceding year of 2018 and all books, record, receipts, orders, vouchers and cancelled checks or check images. Also submitted was a statement in writing showing his receipts and disbursements for the preceding fiscal year. A copy of these receipts and disbursements was presented to the District Secretary to be filed with the minutes for the preceding year.

A motion for Resolution was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to Amend the 2018 Budget as follows:

For A3410.200 Purchase Trucks/Equipment:

Increase:	Subaccount	A3410.202	SCBA Test/Repair	\$	228.00
Increase:		A3410.204	EMS Supply/Equipment	\$	92.00
Decrease:	Subaccount	A3410.203	Protective Clothing	(\$	320.00)

To provide funding for 8 Bottle Tests, 1 Fit Test, and EMS order made in December.

A motion for Resolution was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to Amend the 2018 Budget as follows:

For A3410.400 Building Repair/Maintenance:

Increase:	Subaccount	A3410.401	Grounds & Building	\$	46.00
Decrease:	Subaccount	A3410.405	Work Uniforms	(\$	46.00)

To provide funding for final Maintenance costs incurred thru 12/31/18.

A motion for Resolution was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to Amend the 2018 Budget as follows:

For A3410.420 Truck Repair/Maintenance:

Increase:	Subaccount	A3410.422	Truck Repairs/Maintenance	\$	90.00
Decrease:	Subaccount	A3410.423	Fuel	(\$	90.00)

To provide Funding for Truck Wash Brushes and NAPA blades/bulbs.

A motion for Resolution was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to Amend the 2018 Budget as follows:

For A3410.440 Training:

Increase:	Subaccount	A3410.441	Seminars & Membership	\$	135.00
Decrease:		A3410.420	Truck Repairs & Maintenance		
	Subaccount	A3410.425	Radio Maintenance	(\$	135.00)

To provide Funding for BEFO Textbooks purchased for December Class.

A motion for Resolution was made by Commissioner Costello, seconded by Commissioner Petroski and unanimously passed to Amend the 2018 Budget as follows:

For A3410.460 Miscellaneous:

Increase:	Subaccount	A3410.463	Conventions & Membership	\$	522.00
Increase:		A3410.467	Physicals/Tests	\$	35.00
Decrease:	Subaccount	A3410.466	Legal	(\$	557.00)

To provide Funding for 3 Officer Guidebooks ordered/received in November & for the SCBA qualification part of last physical not expected.

A motion for Resolution to appropriate 12/31/2018 Assigned Unappropriated Fund Balance (Reserved for Encumbrances) as follows:

Increase:	A3410.200	Purchase Trucks & Equipment	
	Subaccount	A3410.203	Protective Clothing \$ 1,285.60
Increase:	A5095	Appropriated Fund Balance	\$ 1,285.60

To Amend the 2019 Budget for 2 pair of Firefighter Boots and 20 Nomex Hoods ordered in 2018 and Received in 2019.

A motion for Resolution was made by Commissioner Larson, seconded by Commissioner Pohl and unanimously passed to approve payment of Abstract #1 for voucher #1 through #35 in the total amount of \$124,359.91

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

Purchasing: (Com. De La Fleur)

Waiting to receive (1) Parka on backorder from The Fire Store.

CPR/First Aid Class registration for 2 members.

Received (20) Nomex hoods on backorder from MES.

Building and Grounds: (Com. Larson)

FF Rit Desbiens volunteered his labor and expertise to repair the holes in the walls and add access panels to the officer's and community room closet.

The stem to the exterior faucet in the recreation room will be repaired in Spring by Suburban.

Station keeper Brad buffed and polished the meeting room and hall floors.

Adirondack Overhead Doors will estimate the repair of the Apparatus Bay Door #4 motor/sensor/controller not allowing door to open occasionally.

Adirondack Overhead Doors submitted a quote of \$490. per garage door for installation and remotes with keypad for back garage.

Recycling and Shredding service with Predal's Scrap is out of business, researching new shredding and paper recycling vendor.

The Station Keeper will help to keep sidewalks, entrances, and exit doors shoveled and salted when he is in house and will plan for known winter weather. Chief or members should also clear snow if needed to keep station safe for all. Next season an estimate to include this for large winter storms in the snowplowing contract will be considered.

Ballston Lake Gutters will estimate the repair of rotted wood behind gutters for Spring repair.

Alarm & Suppression conducted annual alarm inspection. All passed except fitness medical room pendant. Batteries and signal will be checked. Pendant will need repair or replacement.

The alarm on the floor drain system alerted the tanks were full. Big Willy's Septic was recommended and pumped out the tanks. Inspection and repair of the line/pump from the charcoal filter tank to the pit will need to be made in spring. Truck and car washes should be kept to a minimum until repaired.

NYS DEC Wastewater Permit needs a sample of the outfall water. Commissioner De La Fleur requested and received an extension until February 15th for this to be completed. Adirondack Environmental has been contacted and will submit a quote for sampling and testing.

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

Precision Industrial Maintenance submitted a quote of \$1548. and non hazardous liquid disposal cost of \$775 (per 275 gallon tote) to provide labor and equipment to pump out the oil water separator and clean out solids from the floor drains at our facility.

Commissioner Larson will check with Kulaks Nursery to see if 2018 estimate of landscaping renovations is still valid for 2019.

Thank you FF John Zampella for volunteering to repair the Apparatus Bay eye wash station.

Ballston Spa Carpet submitted a quote of \$6520. to install new carpeting and baseboards in the recreation room, officer's room, chief's office, and board room with matching carpet already installed in the training room and administration office to replace all 20 year old carpeting in building. If the pool table can be moved onto wheeled dollies they will help move around.

Commissioner Larson recommends the dryer vent repair by FF Labrie for \$400. for parts to increase the flow and venting of dryer lint.

The recreation room needs to be painted.

A baby changing station and installation in the restroom will be researched.

Equipment & Apparatus: (Com. Petroski)

230 Headlight alignment adjusted. New vehicle committee will meet. Plan to visit local vendors and fire departments to view design options and get equipment storage ideas.

231 Installation of fan in the rear roll up compartment completed by Vander Molen. Milwaukee tools in service. Researching additional signage.

232 Adjusting fire police equipment and developing shelving for barricades.

234 Plow will be kept in back garage (left door) until needed then added with quick connect. The officer side rear light replaced by FF Labrie. Thank you. Salter repaired by TNT. Thank you Chief Schimikowski for transporting.

235 Auto inject for shoreline power will be replaced by FF Labrie for (\$235. parts/free labor). Adding lubrication process to vehicle maintenance.

236 Vander Molen and EGFD monitoring kneeling in suspension believed to be from electronic valve. FF Jones is fabricating mounting bracket for second Argus TIC.

237 Researching slide out options.

238 Oil change and inspection needed. If Town garage is busy, will take to Morris Ford.

239 Wipers Replaced. Due for inspection and oil change in February will schedule with Town of Glenville. Researching slide out, rear warning signal, Argus, back up camera repair and light system repairs.

UTV No report.

Annual service was scheduled with MES for SCBA pack inspection.

Surplused Dewalt tools are in Officers room.

2019 gear purchases to be made.

Albany Communication will repair (9) pagers, and EGFD received (10) HT1250 batteries.

New annual online training thru Mc Neil has been assigned to members.

Members who are delinquent in training have been notified.

FF Labrie will research and estimate to add fans to the Apparatus bay ceiling to push radiant heat around bay.

Researching adding gear inventory to PS Trax at \$12 additional charge per member.

Target Solutions Training has been cancelled. Records were copied and stored.

Finance and Budget: (Com. Pohl) The Treasurer is preparing for the year-end audit.

Communications: (Com. Pohl)

Crisafulli Bros. sent a past due bill for \$1648. for maintenance service EGFD was not satisfied with quality of service and disputes. A message was left for Crisafulli management to contact a Commissioner De La Fleur.

An unsolicited bid for the surplused Dewalt tools was made. The Board requests offers be in writing for surplused items.

Medical: (Com. Pohl) All EMT's must be up to date on refresher training for BLS meds for upcoming Epi-Check and Inject meds. Chief spoke with Rick Conley to schedule a CFR refresher through SCCC as several members including Captains need to complete. If unable to schedule, EGFD will consider hosting. Firefighter physicals will be scheduled with Dr. Buff in March or April. EAP would like to make members aware of benefits they offer and will hold a special company meeting with refreshments.

Legal and Insurance: (Com. Pohl) Commissioner Pohl spoke with Chief Tim Graves about mandatory cancer benefit criteria that interior firefighters that are currently active with 5 years' service, had 5 fit tests and a physical with no cancer findings before becoming an interior firefighter can qualify for. EGFD records were researched and a list of (14) qualified members was given to Mang Insurance for ESOP \$173.00 per member/year for cancer benefit coverage starting January 1, 2019. Qualified members will be notified of these benefits and any necessary paperwork that may be needed for eligibility. This list will be due on Dec. 1st for next years coverage.

The Board approved and signed the retainer agreement for \$250. to be returned to Attorney, Bill Young for 2019 legal services.

Commissioner Pohl will research if it is mandatory for EGFD Ladies Auxiliary members to complete sexual harassment training thru Mc Neil Insurance.

Computer: (Com. De La Fleur) Chief Thornhill will meet with Computer Sense about IT support and updating EGFD 's computers.

Personnel: (Com. Larson) Congratulations to Station keeper Brad Hough on the birth of his son. A list of job duties and descriptions for the Station Keeper and Station Administrator were presented.

Policies: (Com. De La Fleur) No report

Use of Station: No requests

Accident Review Board: No report

LOSAP: (Com. De La Fleur) LOSAP report for qualified members is posted on the bulletin board in the Apparatus Bay.

Old Business: No report

New Business:

A motion was made by Commissioner Pohl, seconded by Commissioner Petroski and unanimously passed to approve the attendance of Commissioner De La Fleur and Commissioner Costello to attend the Board of Fire Commissioners Training on March 2nd for \$250. to be taken from A3410.460 Miscellaneous Subaccount A3410.463 Conventions/Membership.

A motion was made by Commissioner Petroski, seconded by Commissioner Costello and unanimously passed to purchase (10) EMS Bags from SZY Holding for \$2,490. to be taken from A3410.200 Purchase Trucks & Equipment Subaccount A3410.204 EMS Supply/Equipment.

A motion was made by Commissioner Petroski, seconded by Commissioner Larson and unanimously passed to purchase (2) CPR/First Aid Class Registrations for members for \$40. to be taken from A3410.440 Training Subaccount A3410.441 Seminars/Membership.

A motion was made by Commissioner Petroski, seconded by Commissioner Pohl and unanimously passed to purchase (2) overhead garage door openers with remotes and center door keypad entry for \$980. from Adirondack Overhead Door to be taken from A3410.400 Building Repair/Maint Subaccount A3410.401 Grounds & Buildings.

A motion was made by Commissioner Pohl, seconded by Commissioner Costello and unanimously passed to purchase dryer vent repair materials not to exceed \$400. to be taken from A3410.400 Building Repair/Maint Subaccount A3410.401 Grounds & Buildings.

A motion was made by Commissioner Costello, seconded by Commissioner Larson and unanimously passed to purchase (4) rolls of postage stamps before a price increase for \$200. to be charged to A480. Prepaid Expenses.

A motion was made by Commissioner Pohl, seconded by Commissioner Costello and unanimously passed to pay East Coast Seal Coating \$275. for salting the parking lot January 5th winter storm to be taken from A3410.400 Building Repair/Maint Subaccount A3410.401a Snow Plowing.

A motion was made by Commissioner Larson, seconded by Commissioner Costello and unanimously passed to reimburse Commissioner Pohl \$6.70 for postage for the cancer benefits insurance coverage paperwork to be taken from A3410.460 Miscellaneous Subaccount A3410.464 Stationary/Supplies.

A motion was made by Commissioner Larson, seconded by Commissioner Petroski and unanimously passed at 9:30 to adjourn.

Respectfully submitted,

Angel Vaughters
District Secretary